

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

*** 6:30 p.m. January 21, 2020 ***

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. The Board will not take action on items in a report unless the item appears as an action item in the new or unfinished business sections of the agenda.

1. Clerk/Business Manager
 - a. Budget Amendment
2. Principal/A.D.
3. Superintendent
 - a. SRO (School Resource Office) update – MOU
 - b. House update
 - c. MHSA proposals
 - d. Administrative in-service program

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

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

1. Personnel – Action
 - a. Substitute applications – J Schreiber
 - b. Resignations
 - c. Coaching positions – golf coach – Anna DeMars
 - d. Possible vacation cash-out
 - e. Athletic fall program evaluations
 - f. Athletic fall coach evaluations – possible closed session
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. M-Bar-T Program information
4. 1ST Reading of Policies
 - a. 3126/1005FE – Proficiency Based Learning
 - b. 1120 – Annual Organizational Meeting
 - c. 1420 - School Board Meeting Procedure
 - d. 1441 – Audience Participation
 - e. 1700 – Uniform Complaint Procedure
 - f. 7262 – Distribution of Excess Senior Class Funds
5. 2ND Reading of Policies
 - a. 7535/1006FE – Transfers for School Safety
 - b. 5445/1009FE – Educator Recruitment and Retention
 - c. 7540/1014FE – Intent to Increase Non-Voted Levy
 - d. 1110 – Taking Office
 - e. 1402 – School Board Use of Email and Mobile Messaging
 - f. 1420F – Notice Regarding Public Comment
 - g. 1512F – Conflicts of Interest

- h. 2150 – Suicide Awareness and Prevention
- i. 2151F – Assumption of Risk Form
- j. 2161P – Special Education Procedures
- k. 3110 – Entrance, Placement and Transfer
- l. 3130 – Student of a Legal Age
- m. 3520 – Student Fines, Fees, and Charges
- n. 3600P & 3600F2 – Student Records
- o. 4315 – Visitor and Spectator Conduct
- p. 4320 – Contact with Students
- q. 4332 – Conduct on School Property
- r. 4410 – Relations with Law Enforcement Agencies
- s. 5120 – Hiring Process and Criteria
- t. 5223 – Personal Conduct
- u. 5232 – Abused and Neglected Child Reporting
- v. 5329 & 5329P – Long-term Illness and Disability Leave
- w. 5330 – Maternity and Paternity Leave
- x. 5430F – Volunteers and Chaperones Form
- y. 7260 – Donations, Endowments, Gifts, and Investments
- z. 7520 – Independent Investment Accounts
- aa. 8225 – Tobacco Free Policy
- 6. Call for volunteers for JHS
- 7. SMA demographic study questions 4-6

I. Communication and Comments

- 1. Letters to the Board - Negotiations letter from Boulder Association of Teachers

J. Commendations and Recognition

K. Consent Agenda - Action

- 1. Approval of Previous Minutes
- 2. High School Claims and Accounts

L. Follow-up/Adjournment – upcoming months

- 1. Chair/Superintendent article for paper

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING February 18, 2020 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 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

Buster Bullock, (Boulder area position)

Kyrie Russ (At-Large 2 position)

Denise Brunett Chair (MT City area position)

Kevin Harris, (At-Large 1 position)

Cami Robson Vice-Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Bryher Herak (Basin area position)

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. 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 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.

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:

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 others because of our solid reputation;*

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;*

- 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.*

- 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 is 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.*

JHS BOARD OF TRUSTEES 19/20 COMMITTEE ASSIGNMENTS

Negotiations/Personnel –D. Brunett, B. Herak, B. Bullock

Policy/Handbook –C. Robson, K. Russ, B. Herak

Budget/Insurance/Investments – K. Harris, D. Brunett, L. Rasch,

Building/Grounds/Transportation – C. Robson, K. Harris, B. Bullock

Technology – L. Rasch, K. Russ, C. Robson

From the desk of:

Lorie

January 2020

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

MASBO REGION 4

MASBO will be holding two board meetings this winter, January 23-25 in Bozeman and February 23-25 at Chico Hot Springs.

CURRENT OFFICE ITEMS

Using Black Mountain Software on the "cloud" is proving effective.

Ms. A Boline has been a great addition to the staff. Several times she has filled in as a substitute when needs arise. She is quick to learn and is very professional and friendly. One of our office aides will be leaving us to take a required class so having Aubrie on board will work well. We still have our other office aide who will be taking over the duties originally done by the other. JHS has some pretty great kids.



January 21, 2019

Principals Report--Mr. Mike Moody

Academics

We are finishing up the first semester this week with final Wednesday and Thursday. We are extending classes by dropping zero hour and adding the time to each period. We also have requirements for students to be exempt from exams (see attached).

We conducted our winter reading assessments in December. We have 9 students moving out of our intensive reading classes and 3 students moving levels of intervention. We will reapply for the Montana Comprehensive Literacy Grant this coming March. Awards will be made in May.

Students in JHS Reading Intervention Courses			
	Spring 2019	Fall 2019	Spring 2020
9	17	6	4
10	9	14	5
11	10	2	2
Totals	36	22	11
% Change		-39%	-70%

Discipline and Attendance

Discipline Comparison for the same time period last year.

	18-19	19-20
Staff	4	5
Event Types	3	5
Events	12	6
Students	15	6

Our attendance average daily attendance for the 1st semester is 95.42% compared to 94.76% in 2018-19 fall semester.

The SRO assembly was held on January 7th. Officers Canzona, Grimsrud and St. George were introduced. The objectives of the program were shared with students and staff. The SRO's will use a tracking sheet with hours and types of contacts.

Evaluations

Teacher evaluation and classroom observations are in full swing. First semester non-tenure evaluations have been completed.

Activities

Winter sports are in full swing:

Boy's and Girl's Basketball: Currently are both 3-6.

Wrestling: The wrestling team had placed in the top 4 of every tournament this except CMR Holiday. Divisionals will be in Cascade on February 8th.

Cheer: Cheer is going strong with halftime performances at every home basketball game thus far.

Speech and Drama: There are 5 individuals participating in speech and drama. Divisional will be in Columbus on January 25th and State is in Big Fork January 31-February 1.

SEMESTER TEST SCHEDULE

Teachers are required to give some sort of assessment on semester test day. They do not need to be cumulative. We will not have zero period but expand each class period by 5 minutes each day. If you need more than time please divide your tests between the two days.

Semester test days are REGULAR SCHOOL DAYS. Student absences will be recorded and must be excused by a parent/guardian. Please be sure that you do not go over the 8-days per semester maximum.

If students are in activities you must be here for at least two periods to participate. If you do not meet the two-period requirement on Thursday you will not be allowed to participate that weekend.

Semester Test Exemptions: student must meet teacher requirement plus have no missing assignments, no unexcused absences, and meet the 8-day per semester maximum.

Semester Test Schedule:

Wednesday, January 22nd and Thursday, January 23rd (Semester Finals)

1st 8:00-8:58

A 8:58-9:08

2nd 9:08-10:05

3rd 10:13-11:11

4th 11:19-12:17

Lunch 12:17-12:47

5th 12:52-1:50

6th 1:58-2:56

7th 3:04-4:03

If you have any further question please contact Mr. Moody.

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

Superintendent's Report

Date: January 21, 2020

Agenda Item: E-3

3a-School Resource Officer Update

The school resource officers started working with the school district on January 6, 2020. The annual fee of \$5,000 has been prorated for 86 of 148 school days for a total of \$2,905. It has been nice to see the positive interaction with students and staff when the officers are present. Currently, Jordan Grimsrud and Kyle St.George will split their time at JHS. Both are JHS graduates, another benefit for this partnership in building positive relationships with law enforcement and students.

3b-House Update

In December, the house located across the street from the high school was inspected by myself, Mr. Moodry, Mr. Sturdevant, M. Robbins, and Jeff Zanzick, the realtor. The house would be a good project as it is in need of upgrades and some tlc. I have inquired around the state of Montana and have found a number of districts that own houses. Most are used for faculty housing in areas of great need. I was able to gather a variety of data regarding renting, purchase, and expectations for use as lodging. I am currently exploring the budget and developing a timeline for the reality of purchasing and the implementation of upgrading the house with current programs offered at JHS. It is still in the preliminary stages

3c-MHSA proposals

I have included the MHSA proposals that will be acted upon on Monday January 20, 2020 at the annual conference in Billings. I sent these out earlier and did not get any response or concerns about the proposals. I will provide a summary of the voting during the school board meeting.

3d- Administrative in-service program

I have listed below the professional development opportunities at the administrative level and included a workshop conference that involves the school district and AYA.

- 1.) AASA National Superintendent Conference – San Diego, CA. I will be attending this national conference February 12-16, 2020.
- 2.) Montana Association of Secondary School Principals (MASSP) – Fairmont Hot Springs, MT. January 26-28, 2020. Mr. Moodry will be attending this conference.
- 3.) Montana Behavioral Institute – A team of administrators and staff, including AYA will attend this conference in Bozeman, MT June 15-19, 2020 in Bozeman, MT



**MONTANA HIGH SCHOOL ASSOCIATION
2020 ANNUAL MEETING**

**Monday, January 20, 2020
Billings Hotel & Convention Center
Billings, Montana**

PROPOSALS

1. **Proposal to Amend Eligibility By-Law – Transformational Learning**-----1
Presented by: MHSA Executive Board
2. **Proposal to Amend Eligibility By-Law - Homeschool**-----1-2
Presented by: MHSA Executive Board
3. **Proposal to Amend Eighth Grade Participation, Academic and Transfer By-Laws** -----2-3
Presented by: Arlee High School
4. **Proposal to Amend Award Rule By-Law**-----3-4
Presented by: MHSA Executive Board
5. **Proposal to Amend Penalties By-Law**-----4
Presented by: Granite High School
6. **Proposal to Add Co-Op Trophy Language**-----4-5
Presented by: MHSA Executive Board
7. **Proposal to Amend Semi Final Trophies for Football and Soccer**-----5
Presented by: MHSA Executive Board
8. **Proposal to Amend the Golf Coaching Rule**-----5-6
Presented by: Hamilton High School
9. **Proposal to Change the Format of the State Volleyball Bracket**-----6-7
Presented by: Glacier High School
10. **Proposal to Add Girls' Wrestling as a MHSA Sanctioned Sport**-----7-8
Presented by: MHSA Executive Board
11. **Proposal to Add Boys' Powerlifting as a MHSA Sanctioned Sport**-----8
Presented by: MHSA Executive Board

Addendum: GIRLS' WRESTLING IMPLEMENTATION PLAN

Addendum: BOYS' POWERLIFTING IMPLEMENTATION PLAN

1. PROPOSAL TO AMEND ELIGIBILITY BY-LAW

The MHSA Executive Board proposes the following amendment to By-Law, Article II, Section (2) Eligibility on page 10 of the current MHSA Handbook:

Section (2) ELIGIBILITY

To be eligible to participate in an Association Contest, a student shall meet all the following criteria:

2.1 A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). ***Exception: A student who is enrolled and participating in a transformational learning program in their school that meets a district's proficiency-based learning requirements pursuant to the adopted policies of the local school board is exempt from the ten hours per week bricks and mortar requirement.*** A home school student is not eligible to participate for an MHSA member school.

Rationale:

With the recently passed law regarding transformational learning, MHSA eligibility rules need to be updated to assure member schools are not violating any provisions of the law. This amendment to Section 2 clarifies students under a bona fide transformational learning program do not have to meet the ten hours per week bricks and mortar requirement.

2. PROPOSAL TO AMEND ELIGIBILITY BY-LAW

The MHSA Executive Board proposes the following amendment to By-Law, Article II, Section (2) Eligibility on page 10 of the current MHSA Handbook:

Section (2) ELIGIBILITY

To be eligible to participate in an Association Contest, a student shall meet all the following criteria:

- 2.1 A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). ***Exception: A student who is enrolled and participating in a transformational learning program in their school who meets a district's proficiency-based learning requirements pursuant to the adopted policies of the local school board is exempt from the ten hours per week bricks and mortar requirement. A home school student is not eligible to participate for an MHSA member school.***
- 2.2 ***A home school student is eligible to participate for a member school if:***
- a. Their family lives in the attendance area of the school they participate.***
 - b. The home school student has registered with the County Superintendent of Schools***
 - c. The home school student's curriculum and grade placement are approved by the local school district.***
 - d. The home school student meets the MHSA eligibility requirements of age, semester, physical exam, concussion education and any other relevant eligibility requirement.***
- 2.3 A student must have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school's athletic teams. If the school prohibits participation by ninth grade students, this action by the local school will not be subject to review by the MHSA or its Executive Board. ***Exception: students under section 2.2 are exempt from this section.***

- 2.4 A student must have received a passing grade and received credit in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was enrolled. **Exception: students under section 2.2 are exempt from this section**

Rationale:

During the recent legislative session, Senate Bill 8 was passed in both houses by wide majorities. Senate Bill 8 provided ANB funding for schools who had outside students (home school) students participating in their activity programs for three weeks or more. Senate Bill 8 was vetoed by the Governor however the sponsor and other legislators stated that the purpose of this Bill was to make it clear the MHSAA needed to examine their rules regarding allowing home school participation at MHSAA schools. These amendments would allow home school participation however with very specific requirements including residency in the school attendance area, all curriculum and grade placement to be approved by local school policy and the student must meet all other MHSAA eligibility requirements including age, semester etc. The Executive Board wants to be proactive regarding this issue and require criteria for those home school students who would participate instead of having legislation being passed that may not have the same restrictions.

Fiscal Note:

There could be ANB provided if a bill similar to Senate Bill 8 is passed and signed into law during a future legislative session.

3. PROPOSAL TO AMEND EIGHTH GRADE PARTICIPATION/ACADEMIC/TRANSFER BY-LAWS

Arlee High Schools proposes the following amendments to By-Laws, Article II, Section (5) Students Below Ninth Grade on page 11 and to Section (10) Transfer Rule on page 12 of the current MHSAA Handbook:

Section (5) STUDENTS BELOW NINTH GRADE

5.1 Any student in the Eighth Grade shall be eligible to participate in an Association Contest as noted.

- a. Eighth grade students may participate in high school volleyball, basketball, wrestling, track, cross country, swimming, soccer, tennis, softball and golf.
Eighth grade students are not eligible to participate in football.
- b. Permission for eighth grade participation is determined by local control of respective boards in the school district. However, record of transfer forms for new eighth grade students enrolled from other districts must be filed, including a proof of residency, in the attendance area of the school where he/she will participate.
- c. Any eighth student must be passing in twenty periods of prepared classwork or its equivalent during the last preceding semester in which he/she was enrolled.
- d. Any eighth-grade student allowed to participate will have eight semesters of high school eligibility remaining.
- e. All other eligibility rules required of students Grades 9-12 will apply to Eighth Grade Students including but not limited to:
 1. Physical Exam
 2. Concussion Education
 3. Transfer Rule
 4. Award and Amateur Rules
 5. And any other relevant MHSAA by-laws/rules and regulation

Section (10) TRANSFER RULE

- 10.1 Any student (***including eighth grade students allowed high school participation***) who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for half the number of P.I. days in the current

school year of the school to which he/she transfers from the date of enrollment (first day he/she attends classes) in the school to which he/she transfers. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time ***unless that student has been previously approved for high school participation*** (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11 and 12, **EXCEPT** the following students may be declared eligible:

Rationale:

- With declining enrollments across the state smaller schools are having to co-op or use eighth grade students to field teams. Presently schools can only use eighth graders for basketball, volleyball and for track relay teams and only if they have need to fill a J.V. and/or Varsity roster.
- The MHSA now has over 200 co-op teams – up from about 140 six years ago.
- The MHSA has approved the following number of eighth grade students to participate in high school basketball and volleyball (very few were for track relay teams) over the past four years: 2013-14 – 193, 2014-15 – 194, 2015-2016 – 195, 2016-2017- 225 2017-2018 – 224 and 2018-19– 319 approved.

Fiscal Note:

There is no fiscal impact to the Membership.

4. PROPOSAL TO AMEND AWARD RULE BY-LAW

The MHSA Executive Board proposes the following amendment to By-Law, Article II, Section (15) Award Rule on page 14 of the current MHSA Handbook:

Section (15) AWARD RULE

- 15.1 No award exceeding one hundred dollars (\$100.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fund raiser or similar function. Special awareness functions (i.e. pink week) are included as defined events with the following limitation: merchandise retained by students in conjunction with awareness events is restricted to disposable items such as basic t-shirts, socks, headbands/wristbands and similar items. Cash cannot be awarded. A single Association Contest is not considered an "event" for the purpose of this rule.

INTERPRETATION

1. Schools may provide training apparel for practice and/or workouts that will be fully depreciated and have no intrinsic value at the end of the season. These items may be provided by the school and/or its boosters, including general or team fundraisers, provided that the items are school-approved and are supplied on a gender-equitable basis. Allowable items are limited to one of each of the following: practice shirt, practice shorts, spandex, tights and a pair of socks.

2. The acceptance of awards and/or prizes in non-sanctioned sports or activities shall not endanger member schools' students' eligibility.

3. Schools may provide warm up shirts (e.g. shooting shirts) to be worn on the field or court before a contest that may or may not have individual names printed on them. They can also display the school name/mascot, but no corporate sponsors names/logos are allowed. These items may

be provided by the school and/or its boosters, including general or team fundraisers, provided that the items are school-approved and are supplied on a gender-equitable basis.

Rationale:

It has come to the attention of the MHSA office that many schools are allowing warm-up shirts (e.g. shooting shirts) to be worn on the court / field before games and may be in violation of the Awards Rule and in violation of the Ridgeway Decision. This interpretation would allow warm up shirts to be purchased, by the school or boosters, and worn on the court if they are school approved, meet the listed requirements and are supplied on a gender-equitable basis.

5. PROPOSAL TO AMEND PENALTIES BY-LAW
--

Granite High School proposes the following amendment to By-Law, Article VIII, Section (2) General Penalties on page 18 of the current MHSA Handbook:

Section (2) GENERAL PENALTIES

2.7 (New) **Recruiting.** If the executive board finds that a school has broken the recruiting rule, the head coach of the sport/activity that the violation occurred shall be suspended for a minimum of one (1) regularly scheduled varsity competition following executive board hearing. The executive board has the right to increase suspension.

If penalties are imposed at the end of the sport/activity season and no contest remain, the penalty is imposed the first contest in that particular sport/activity the next school year.

Rationale:

There should be a specific penalty for the coach when the recruiting rule has been violated to deter future violations.

6. PROPOSAL TO ADD CO-OP TROPHY LANGUAGE

The MHSA Executive Board proposes the following amendment to Awards, General Rules for Awards, on page 41 of the current MHSA Handbook:

GENERAL RULES FOR AWARDS

- (4) All trophies or awards authorized by the MHSA, except basketball, wrestling, volleyball, and Class AA soccer conference championship trophies, will be ordered and paid for by the MHSA.

New # (5) MHSA will provide one trophy for each co-op team and schools can purchase additional trophies for the other school(s) in the co-op.

Renumber remaining sections.

Rationale:

The number of MHSA co-op teams have increased greatly over the past several years, from 140 a few years ago to over 200 presently. The cost of trophies has also increased and with two team and now many three team co-ops the amount paid by the MHSA exceeds the generous NWE yearly contribution for trophy and award purchases. The cost of extra co-op trophies far exceeds the amount of dues each school pays for a sport per year and those dues are to assist with the operating expenses of the MHSA.

Fiscal Note:

Cost of the additional trophy/trophies for additional schools in a co-op.

7. PROPOSAL TO AMEND SEMI-FINAL TROPHIES FOR FOOTBALL AND SOCCER

The MHSA Executive Board proposes the following amendment to Awards, Authorized Awards for MHSA Activities, Athletic Awards on pages 42-43 of the current MHSA Handbook:

ATHLETIC AWARDS

III. Football

~~C. State Semi-Finalist (Mailed to the school)~~

- ~~1. Team – A trophy will be awarded to each semifinalist that fails to qualify for the state championship game.~~
- ~~2. Individual – No individual awards are to be presented.~~

V. Soccer

~~B. State Semi-Finalist (Mailed to the school)~~

- ~~1. Team – A trophy will be awarded to each semifinalist that fails to qualify for the state championship game.~~
- ~~2. Individual – No individual awards are to be presented.~~

Rationale:

Providing two trophies to the teams that lose the semi-final game hasn't been too well received by the teams that lose this game. The trophy lists them as semi-finalists however schools have expressed displeasure with what they view as a participant trophy with little meaning.

Fiscal Note:

There is no fiscal impact to the Membership.

8. PROPOSAL TO AMEND GOLF COACHING RULE

Hamilton High School proposes a change to the golf coaching rule in the General Rules and Regulations for Golf subsection (14) on page 71 of the current MHSA Handbook:

Section (14) COACHING

- (14) **Coaching** – Each school may have up to two certified coaches on the course at the same time to give advice to participants representing that school each day of the competition from green to tee provided that:
- a. The coaches must have been approved by their local school district administration, have passed the MHSA Coaches Education Requirements, have completed the MHSA Golf Rules Clinic for the current season and have been a bona fide member of the coaching staff during the entire season.
 - b. The coaches are identified by tournament management before the start of the competition each day with credentials / access passes displayed on a lanyard which must be worn and visible at all times.
 - c. The coaches shall not give advice to, or ask for advice from, another school's participants;

- ~~d. The advice shall not be given during the playing of a hole but rather from the time all of the participants hole out on a hole until one of the players is ready to tee off on the next hole (or during a suspension of play);~~
- d. Allow authorized coaches to coach a player up until the player and the player's ball are on the green. If any part of the player's ball is on the actual green, the ball is considered on the green. Once the player arrives at the green (no delay by the player) the coach can have no more communication with competing player(s) until all players in the group have holed out. When providing advice—a coach must not enter a bunker. Coaches are not to assist or instruct a player regarding any putting on the green. If no part of the player's ball is on the actual green, coach instruction is permitted. Coaches must understand that there is to be no delaying of play when providing instruction during the prescribed coaching time. The coach must understand this is additional time to coach player(s), but when visiting with players the pace of play shall not be delayed.**
- e. The advice shall be given in a private manner and does not unduly delay play.
- f. Motorized carts will be allowed for coaches if the golf course allows.

Rationale:

Allowing golf coaches to coach from tee to green will help with the overall quality of the game. The rule change will also give the coaches the ability to help monitor spectators, as well as, give them the ability to address speed of play to players who have fallen behind the group in front of them.

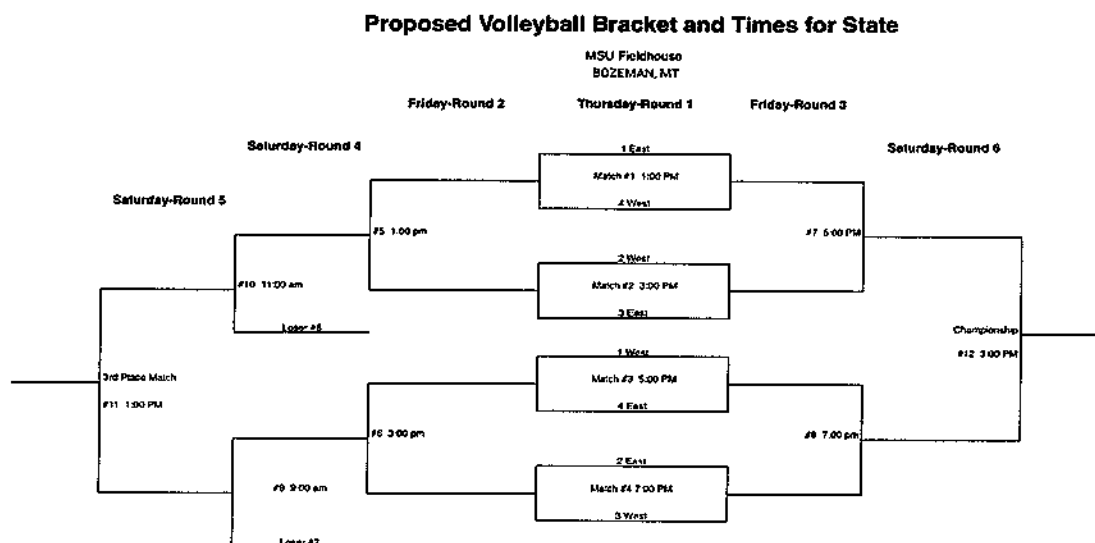
Fiscal Note:

There is no fiscal impact to the Membership.

9. PROPOSAL TO CHANGE FORMAT OF THE STATE VOLLEYBALL BRACKET – ALL CLASSES

Glacier High School proposes a change to the state volleyball bracket in the General Rules and Regulations for Volleyball subsection (7) on pages 98-99 of the current MHSA Handbook:

Section (7) TOURNAMENT BRACKETING



Rationale:

1. The proposed format would create a TRUE championship match; 2 rested, healthy teams facing each other for the first time in the tournament, ready to battle. It's what our current Friday night at 6:00 pm match has become. Instead of one team resting and watching while the other team battles early Saturday morning for a chance to play in the championship, with little to no break between matches.
2. The vast majority of state volleyball champions in all classifications have been the team that has won their first 3 games. Since 1998 there have been 5 AA *if necessary*, matches; in 1 out of those 5 matches, the winner from Friday night's semi-final match lost the first championship game and came back to win the *if necessary* game.
3. Since 1998 the "AA" team that won Friday's night match won the championship match 17 times.
4. The proposed format would create two semifinal contests that allow additional fans to support their team.
5. The proposed format allows greater travel time and planning for fans to travel to a state championship game that may not attend.
6. 4 well-rested teams in the 2 semifinals will result in a better level of play versus the one "undefeated" semifinal.
7. 6 teams still in play on Saturday. This will allow for better potential support for 3rd place and championship matches.
8. With the proposed bracket, teams win 3rd place, not lose and end up 3rd.
9. The proposed bracket is better for the overall health of student athletes. The idea of 3 matches on Friday and right back up Saturday AM has never been conducive to a high level of play.
10. Under the current bracket, it will take 3 great days to win a title. Right now, a team needs two great days to win the tournament. A team could also win a trophy with one good day at the tournament.
11. With the proposed bracket, all championships are decided at the same time. Right now, if there is an "if necessary" game, the field house is often mostly empty, and some courts being disassembled.

Fiscal Note:

There is no fiscal impact to the Membership.

10. PROPOSAL TO ADD GIRLS' WRESTLING AS A MHSA SANCTIONED SPORT

The MHSA Executive Board proposes the following amendment to By-Law, Article I, Section (2) Dues on page 7 of the current MHSA Handbook:

Section (2) DUES

Add Girls' Wrestling to the list of sanctioned sports offered by MHSA.

Rationale:

The MHSA membership voted to form a committee to study the addition of girls' wrestling as an MHSA sanctioned MHSA sport. The committee's recommendation is to add girls' wrestling as an MHSA sanctioned sport. Their recommendation included the logistics for the season, weight classes, weigh-ins, regular season and post season competition etc. Those recommendations were sent to each school in early December. The committee also recommended adding a boy's sport because of the equal number of sports required to be offered by each school pending review by MHSA legal counsel on current interpretations of the Ridgeway Decision. The committee evaluated various sports and recommended boys' powerlifting as it would be easy to administer and cost effective.

Fiscal Note:

The additional cost of administering the program if offered (coach – if not the same for boys), travel, etc.

11. PROPOSAL TO ADD BOYS' POWERLIFTING AS A MHSA SANCTIONED SPORT

The MHSA Executive Board proposes the following amendment to By-Law, Article 1, Section (2) Dues on page 7 of the current MHSA Handbook:

Section (2) DUES

A. Add Boys' Powerlifting to the list of sanctioned sports offered by MHSA.

Rationale:

With the possibility the membership would approve the addition of girls' wrestling as a sport, the Ad-hoc committee wanted to provide an option to add a boy's sport if the current interpretation of Ridgeway continued requiring schools to offer an equal number of girls and boys sports. The committee realized that many larger schools already offer all MHSA sanctioned sports and may not be able to offer girls wrestling, if approved. The committee reviewed various boy's sport offerings and because it would be easy to administer and cost effective to implement, the committee recommended the Board add boys' powerlifting.

The Executive Board also realizes that the normal process of approving a committee to study adding an activity during an Annual Meeting and then voting on their recommendation during the next Annual Meeting was not followed in this case, however, the Board's concern is that a boys sport, if even approved, would take another three years to add through this process. This option gives the schools the opportunity to decide if they want to add the boys' sport now or wait and go through the normal process. Unless the interpretation of Ridgeway is modified, and if the current interpretation of equal number of girls' and boys' sports continues, schools would have to ensure proportionality is met when adding girls wrestling (if approved) or have the capability to add another currently MHSA sanctioned boys' sport offering.

Fiscal Note:

The additional cost of a coach stipend, and possible travel costs to a few regionalized regular season competitions and to a state meet (if participants meet qualifying standards). Most schools would have the equipment / facilities to sponsor this sport.

MINUTES Jefferson High School Dist. 1

November 19, 2019

Regular Board Meeting

Board members present: Kyrie Russ Cami Robson Larry Rasch (phone)
Bryher Herak Buster Bullock Kevin Harris (phone) left after #9

Board members absent: Denise Brunett

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager
Mike Moodry, Principal

Staff Present: Aubrie Carey, Policy Maintenance Alan Smith

Visitors: Dale Field, Preston Field, John Blodgett, Suzanne Shultz, Carly Delsigne, Beth Gallagher, Marissa Ostby,

~~~~~

## CALL TO ORDER

Ms. Robson called the meeting to order at 6:30 p.m. The attendees recited the pledge.

**PUBLIC COMMENT** None.

**STUDENT REPORT** None.

**STAFF REPORT** None.

**COMMITTEE REPORTS** Policy committee met. Policies will be addressed in new business.

## ADMINISTRATIVE REPORTS

*Clerk/business manager.* In written form.

*Principal.* In written form. Mr. Moodry added that the thespians presented the works of Shakespeare and ten to fifteen Science Olympiad students will compete Monday and Tuesday, Nov. 25 and 26.

*Superintendent.* In written form. Mr. Norbeck reviewed the items on his report. Substitute pay review – JHS is “right in the ballpark”.

**UNFINISHED BUSINESS** None.

## NEW BUSINESS

### 9...SMA demographic study discussion of questions 1-3 and staff responses

A lengthy discussion of the first, second, and third questions on the community survey and the staff responses to the staff survey was held.

### 6...Policy 1<sup>st</sup> readings

Mr. Bullock moved to approve policies 7535, 5445, 1110, 1402, 1420F, 1512F, 2150, 2151F, 2161P, 3110, 3130, 3520, 3600P, 3600F2, 4315, 4320, 4332, 4410, 5120, 5223, 5232, 5320, 5320P, 5330, 5430F, 7260, 7520, and 8225. Ms. Russ seconded the motion, which passed unanimously.

#### 1. Personnel.

a. **Substitute applications.** None.

b. **Resignations** None.

c. **Coaching positions:** None.

d. **Administrative assistant position.** Mr. Norbeck and Mr. Moodry interviewed two (2) candidates. Mr. Norbeck recommended Aubrie Carey. Mr. Bullock abstained because of the degree of consanguinity with Ms. A. Carey. Ms. Herak moved to accept the recommendation. Ms. Russ seconded the motion, which passed with Mr. Rasch, Ms. Herak, Ms. Russ, and Ms. Robson voting yes.

- e. **Athletic fall program evaluations.** Some responses showed some confusion about who is the AD. Fairly positive overall.
- f. **Athletic fall coach evaluations.** Received.
- 2. **Attendance Agreements** None.
- 3. **Transportation agreements.** Mr. Bullock moved to approve the contracts. Mr. Rasch seconded the motion, which passed unanimously.
- 4. **Budget Amendment Proclamation** – Ms. Herak moved to approve the budget amendment proclamation. Ms. Russ seconded the motion, which passed unanimously.
- 5. **Agency Fund duties by Business Manager and Superintendent.** OPI is looking for a secure option for disbursement of funds for \$20,000 for Title 1D2 recipients. Ms. Herak moved to allow the oversight of these funds. Mr. Rasch seconded the motion, which passed unanimously.
- 6. **Addressed above.**
- 7. **SRO MOU** 1 year for \$5,000 Interdisciplinary teams are established. Mr. Bullock moved to approve the MOU. Ms. Russ seconded the motion, which passed unanimously.
- 8. **MDC MOU.** No cost to JHS. Ms. Herak moved to approve the MOU. Mr. Bullock seconded the motion, which passed unanimously.
- 9. **Addressed above.**
- 10. **Call for volunteers for JHS.** Mr. Norbeck has started the process.
- 11. **Possible House purchase.** Mr. Bullock moved to allow Mr. Norbeck to explore the possibility of the purchase of the house across the street. Ms. Russ seconded the motion, which passed unanimously.

#### **LETTERS**

MT-PEC publications are available in the district office.

**COMMENDATIONS** Mr. Norbeck commended Ms. Herak and Ms. Robson for attending MCEL. Ms. Herak commended Mr. Moodry for his work with the kids and Mr. Norbeck for his work with MDC. Mr. Hesford – play. Volleyball and Football post-season play. We have a first team all-conference player Mykala Edmisten and second team all-conference player Dakota Edmisten. Ms. Voeller has a journalism club of three (3) members interested in working toward submitting items to the Monitor.

#### **CONSENT AGENDA**

Ms. Herak moved to approve the consent agenda. Mr. Rasch seconded the motion, which passed unanimously. Ms. Russ moved to allow clerk to pay December bills. Ms. Herak seconded the motion, which passed unanimously. The business manager gave each trustee present a budget-to-actual report.

#### **FOLLOWUP/ADJOURNMENT**

Discussion: SMA demographic study questions 4-6 – January meeting

Call for volunteers for JHS

Survey Monkey from Ms. Steketee to school – Mr. Smith

Policies 1<sup>st</sup> reading

Policies 2<sup>nd</sup> reading

The meeting adjourned at 9:40 p.m.

---

Chair, Jefferson High School Board

---

Clerk, Jefferson High School Board

01/16/20  
15:04:02

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/19

Page: 1 of 6  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                            | Amount      |      |          |                           |     |      |
|--------|---------|------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description           | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20477  | 45739S  | 4639 WEX BANK                            | 6,405.00    |      |          |                           |     |      |
| 1      |         | 62083955 10/31/19 Due from BES           | 1,800.42    |      | 201      | 180                       |     |      |
| 2      |         | 62083955 10/31/19 Football               | 153.00      |      | 201      | 720-3500                  | 582 |      |
| 3      |         | 62083955 10/31/19 Volleyball             | 219.01      |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 62083955 10/31/19 Cross Country          | 213.76      |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 62083955 10/31/19 custodial              | 96.99       |      | 201      | 100-2600                  | 624 |      |
| 6      |         | 62083955 10/31/19 music                  | 70.35       |      | 201      | 710-3400                  | 582 |      |
| 7      |         | 62083955 10/31/19 ad                     | 55.02       |      | 201      | 720-3500                  | 582 |      |
| 8      |         | 62083955 10/31/19 Science                | 62.46*      |      | 215      | 100-1000                  | 582 | 234  |
| 9      |         | 62083955 10/31/19 drivers ed             | 91.70*      |      | 218      | 100-1000                  | 624 |      |
| 10     |         | 62083955 10/31/19 FCCLA                  | 43.83       |      | 201      | 710-3400                  | 582 |      |
| 11     |         | 62083955 10/31/19 Route                  | 3,598.46*   |      | 210      | 100-2700                  | 624 |      |
| 20478  | 45738S  | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.   | 26,069.16   |      |          |                           |     |      |
| 1      |         | 10/31/19 Route                           | 23,062.16*  |      | 210      | 100-2700                  | 513 |      |
| 2      |         | 10/31/19 Football                        | 626.50      |      | 201      | 720-3500                  | 582 |      |
| 3      |         | 10/31/19 Volleyball                      | 896.79      |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 10/31/19 Cross Country                   | 875.31      |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 10/31/19 Football Downtime               | 202.80      |      | 201      | 720-3500                  | 582 |      |
| 6      |         | 10/31/19 Volleyball downtime             | 202.80      |      | 201      | 720-3500                  | 582 |      |
| 7      |         | 10/31/19 Cross Country downtime          | 202.80      |      | 201      | 720-3500                  | 582 |      |
| 20479  | 45740S  | 3766 ACADIA MONTANA                      | 1,457.22    |      |          |                           |     |      |
| 1      |         | 3329618 11/11/19 altacare                | 1,457.22*   |      | 215      | 280-1000                  | 330 | 524  |
| 20480  | 45743S  | 5302 GRIMSRUD, JUSTIN                    | 162.48      |      |          |                           |     |      |
| 1      |         | deerlodge 10/12/19 VB Ref                | 156.00*     |      | 215      | 720-3500                  | 340 | 720  |
| 2      |         | deerlodge 10/12/19 VB Ref mileage        | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |
| 20481  | 45741S  | 5309 CHRISTENSEN, KATIE                  | 66.48       |      |          |                           |     |      |
| 1      |         | deerlodge 10/12/19 VB Ref line judge     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |
| 2      |         | deerlodge 10/12/19 VB Ref mileage        | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |
| 20482  | 45742S  | 5310 COX, CAYDANN                        | 66.48       |      |          |                           |     |      |
| 1      |         | deerlodge 10/12/19 VB Ref line judge     | 60.00*      |      | 215      | 720-3500                  | 340 | 720  |
| 2      |         | deerlodge 10/12/19 VB Ref mileage        | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |
| 20483  | 45742S  | 5310 COX, CAYDANN                        | 81.48       |      |          |                           |     |      |
| 1      |         | manhattan 10/25/19 VB Ref line judge     | 75.00*      |      | 215      | 720-3500                  | 340 | 720  |
| 2      |         | manhattan 10/25/19 VB ref mileage        | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |
| 20484  | -99983E | 4637 Mastercard                          | 430.75      |      |          |                           |     |      |
| 1      |         | R295352019 10/15/19 COACH COURSE PARSONS | 35.00       |      | 201      | 720-3500                  | 582 |      |
| 2      |         | R191503866 10/21/19 COACH COURSE PARSONS | 50.00       |      | 201      | 720-3500                  | 582 |      |
| 3      |         | 1048584 10/26/19 XC MEAL STATE           | 146.75      |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 1384260 10/22/19 SKELETON- SMARTNICK     | 199.00*     |      | 215      | 100-1000                  | 610 | 287  |

01/16/20  
15:04:02

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/19

Page: 2 of 6  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |     |      |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20485  | 45749S  | 4935 CITI VISA- BUSINESS-Costco                       | 376.84      |      |          |                           |     |      |
| 1      |         | 81021g 11/17/19 FCS Groc and Supplies                 | 64.64       | 9660 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 2      |         | 30097g 10/29/19 FCS Groc and Supplies                 | 94.99       | 9660 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 3      |         | 73456g 11/05/19 FCS Groc and Supplies                 | 99.20       | 9660 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 4      |         | 11/17/19 Due from Activities                          | 101.01      |      | 201      | 180                       |     |      |
| 5      |         | 08588g 10/28/19 FCS meal                              | 5.00*       |      | 215      | 451-1710                  | 582 | 279  |
| 6      |         | 13245g 10/28/19 FCS meal                              | 12.00*      |      | 215      | 451-1710                  | 582 | 279  |
| 20486  | 45762S  | 1737 NORTHWESTERN ENERGY                              | 6,255.46    |      |          |                           |     |      |
| 1      |         | 11/01/19 ELEC SERVICE                                 | 3,994.01    |      | 201      | 100-2600                  | 412 |      |
| 2      |         | 11/01/19 ELEC TAX                                     | 810.35      |      | 201      | 100-2600                  | 412 |      |
| 3      |         | 11/01/19 NATGAS SERVICE                               | 1,087.94    |      | 201      | 100-2600                  | 411 |      |
| 4      |         | 11/01/19 NATGAS TAX                                   | 363.16      |      | 201      | 100-2600                  | 411 |      |
| 20487  | 45756S  | 1579 MARC                                             | 61.07       |      |          |                           |     |      |
| 1      |         | 0680160-IN 11/07/19 CUSTODIAL SUPPLIES                | 61.07       |      | 201      | 100-2600                  | 610 |      |
| 20489  | 45752S  | 5201 GUARDIAN LIFE INSURANCE COMPANY OF               | 107.95      |      |          |                           |     |      |
| 1      |         | 11/13/19 Retiree VF ins                               | 60.96       |      | 289      | 675                       |     |      |
| 2      |         | 11/13/19 Retiree DH ins                               | 46.99       |      | 289      | 675                       |     |      |
| 20490  | 45751S  | 1002 GENERAL DISTRIBUTING                             | 50.49       |      |          |                           |     |      |
| 1      |         | 00814543 11/06/19 tig mini pack                       | 29.04       | 9703 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- |             |      |          |                           |     |      |
| 2      |         | 00814543 11/06/19 mini pack                           | 21.45       | 9703 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- |             |      |          |                           |     |      |
| 20491  | 45747S  | 4967 CENTURY LINK                                     | 79.62       |      |          |                           |     |      |
| 1      |         | 1479784862 11/03/19 internet services                 | 79.62*      |      | 228      | 100-1000                  | 530 |      |
| 20492  | 45760S  | 1830 MT SCHOOL BOARDS ASSOCIATION                     | 28.50       |      |          |                           |     |      |
| 1      |         | 0003044 10/31/19 Review of MOU                        | 28.50*      |      | 201      | 100-2300                  | 330 |      |
| 20493  | 45763S  | 5021 PACIFIC SOURCE HEALTH PLANS                      | 525.82      |      |          |                           |     |      |
| 1      |         | 1931800209 11/15/19 Ret DH insurance                  | 525.82      |      | 289      | 675                       |     |      |
| 20494  | 45744S  | 3766 ACADIA MONTANA                                   | 1,283.74    |      |          |                           |     |      |
| 1      |         | 3339854 11/18/19 altacare                             | 1,283.74*   |      | 215      | 280-1000                  | 330 | 524  |

01/16/20  
15:04:02

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/19

Page: 3 of 6  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                            | Amount      |      |          |                            |     |      |
|--------|---------|----------------------------------------------------------|-------------|------|----------|----------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description                           | Line Amount | PO # | Fund Org | Acct./Source/<br>Prog-Func | Obj | Proj |
| 20495  | 45765S  | 1645 VERIZON WIRELESS                                    | 30.02       |      |          |                            |     |      |
| 1      |         | 9841521804 11/05/19 counselor communications             | 30.02       |      | 201      | 100-2100                   | 530 |      |
| 20496  | 45764S  | 5140 U of M REGISTRATION                                 | 50.00       |      |          |                            |     |      |
| 1      |         | 11/19/19 Model UN club                                   | 50.00       |      | 201      | 710-3400                   | 582 |      |
| 20497  | -99982E | 4786 MC Mastercard                                       | 1,759.22    |      |          |                            |     |      |
| 1      |         | 63512 10/18/19 project lumber                            | 380.39      | 9743 | 201      | 390-1641                   | 610 |      |
|        |         | HELENA HARDWOODS                                         |             |      |          |                            |     |      |
| 2      |         | 351088 10/21/19 saw blades                               | 359.59      | 9740 | 201      | 390-1641                   | 660 |      |
|        |         | HARBOR FREIGHT                                           |             |      |          |                            |     |      |
| 3      |         | 351088 10/21/19 saw blades                               | 4.28        | 9590 | 215      | 999                        |     | 261  |
|        |         | THE TRAILER PARTS OUTLET                                 |             |      |          |                            |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-261 |             |      |          |                            |     |      |
| 4      |         | 84301 10/21/19 pipe                                      | 206.04      | 9590 | 215      | 999                        |     | 261  |
|        |         | THE TRAILER PARTS OUTLET                                 |             |      |          |                            |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-261 |             |      |          |                            |     |      |
| 5      |         | 84301 10/21/19 blades, bits, tools                       | 102.54      | 9706 | 201      | 999                        |     |      |
|        |         | HARBOR FREIGHT                                           |             |      |          |                            |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1641-610-    |             |      |          |                            |     |      |
| 6      |         | 159380 09/19/19 CTE lodging                              | 104.69*     |      | 215      | 397-1641                   | 582 | 286  |
| 7      |         | 4115416 10/03/19 itunes apps trace pro                   | 19.99*      | 9738 | 201      | 390-1640                   | 680 |      |
|        |         | Mastercard                                               |             |      |          |                            |     |      |
| 8      |         | 4115416 10/03/19 itunes apps trace pro                   | 66.01*      |      | 201      | 390-1640                   | 680 |      |
| 9      |         | 351088 11/19/19 woods supplies                           | 515.69*     |      | 215      | 451-1641                   | 610 | 279  |
| 20498  | 45757S  | 1608 MASBO                                               | 80.00       |      |          |                            |     |      |
| 1      |         | 7553 11/19/19 TECH WORKSHOP                              | 80.00       |      | 201      | 100-2500                   | 582 |      |
| 20499  | 45750S  | 4081 GAGGLE                                              | 1,822.50    |      |          |                            |     |      |
| 1      |         | 38203 07/23/19 OFFICE365                                 | 1,822.50*   |      | 228      | 100-1000                   | 680 |      |
| 20500  | 45759S  | 1823 MT BROOM & BRUSH COMPANY                            | 110.99      |      |          |                            |     |      |
| 1      |         | 1394166 11/15/19 t. tissue, hand towels                  | 61.49       | 9595 | 201      | 999                        |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-    |             |      |          |                            |     |      |
| 2      |         | 1394168 11/15/19 t. tissue, hand towels                  | 49.50       | 9595 | 201      | 999                        |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-    |             |      |          |                            |     |      |
| 20501  | 45746S  | 5272 BIG SKY AUTO GLASS                                  | 312.00      |      |          |                            |     |      |
| 1      |         | 1-19595 11/15/19 WINDSHIELD                              | 312.00*     |      | 218      | 100-1000                   | 440 |      |
| 20502  | 45753S  | 612 HOME DEPOT PRO INSTITUTIONAL                         | 84.38       |      |          |                            |     |      |
| 1      |         | 508831997 08/23/19 GYM FINISH                            | 146.34      |      | 201      | 100-2600                   | 615 |      |
| 2      |         | PAYMNT2471 06/17/19 CREDIT                               | -61.96      |      | 201      | 100-2600                   | 615 |      |

01/16/20  
15:04:02

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/19

Page: 4 of 6  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |           | Acct/Source/ |  |  |
|--------|---------|-------------------------------------------------------|-------------|------|----------|-----------|--------------|--|--|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Prog-Func | Obj Proj     |  |  |
| 20503  | 45754S  | 5311 KYLE LYON                                        | 140.00      |      |          |           |              |  |  |
| 1      |         | 11/18/19 DETAIL WHITE CAMRY                           | 140.00*     |      | 201      | 100-2600  | 440          |  |  |
| 20504  | 45761S  | 4754 NORRIS, MELISSA                                  | 531.00      |      |          |           |              |  |  |
| 1      |         | 11/10/19 Accomp 29.5018                               | 531.00      |      | 201      | 710-3400  | 330          |  |  |
| 20505  | 45745S  | 215 BELGRADE HIGH SCHOOL                              | 122.00      |      |          |           |              |  |  |
| 1      |         | 11/01/19 VBall Band meals                             | 122.00      |      | 201      | 720-3500  | 582          |  |  |
| 20506  | -99981E | 4637 Mastercard                                       | 907.64      |      |          |           |              |  |  |
| 1      |         | 00083771 11/01/19 Vball Dist Meals                    | 112.55      |      | 201      | 720-3500  | 582          |  |  |
| 2      |         | 092214 11/01/19 Vball Dist Meals                      | 193.00      |      | 201      | 720-3500  | 582          |  |  |
| 3      |         | 032836 10/31/19 Vball Dist Meals                      | 182.00      |      | 201      | 720-3500  | 582          |  |  |
| 4      |         | 00034676 10/31/19 Vball Dist Meals                    | 151.79      |      | 201      | 720-3500  | 582          |  |  |
| 5      |         | 097264 10/31/19 Vball Dist Meals - Band               | 268.30      |      | 201      | 720-3500  | 582          |  |  |
| 20507  | -99980E | 4637 Mastercard                                       | 2,256.32    |      |          |           |              |  |  |
| 1      |         | 074366 11/02/19 Ftbball Playoffs Meals                | 285.61      |      | 201      | 720-3500  | 582          |  |  |
| 2      |         | 004726 11/01/19 Ftbball Playoffs Meals                | 433.90      |      | 201      | 720-3500  | 582          |  |  |
| 3      |         | 072214 11/01/19 Ftbball Playoffs Meals                | 317.85      |      | 201      | 720-3500  | 582          |  |  |
| 4      |         | 058449 11/02/19 Ftbball Playoffs Lodging              | 1,218.96    |      | 201      | 720-3500  | 582          |  |  |
| 20508  | 45748S  | 4827 CITI BUSINESS VISA-Costco                        | 2,974.64    |      |          |           |              |  |  |
| 1      |         | 100009172 10/21/19 career curriculum                  | 348.00*     | 9744 | 215      | 474-1000  | 610 244      |  |  |
|        |         | ATTAINMENT COMPANY, INC.                              |             |      |          |           |              |  |  |
| 2      |         | 10/21/19 career curriculum                            | 17.40*      |      | 215      | 474-1000  | 610 244      |  |  |
| 3      |         | 10/29/19 due from MASBO                               | 1,363.37    |      | 215      | 190       | 777          |  |  |
| 4      |         | 82818g 11/05/19 FCS Groceries                         | 81.93       |      | 201      | 999       |              |  |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |           |              |  |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |           |              |  |  |
| 5      |         | 74378 09/18/19 Washer/dryer stack                     | 1,163.94*   |      | 215      | 451-1710  | 660 279      |  |  |
| 20509  | -99979E | 4786 MC Mastercard                                    | 4,302.26    |      |          |           |              |  |  |
| 1      |         | 000400 10/11/19 Ftbball Laundry                       | 24.85*      |      | 201      | 720-3500  | 610          |  |  |
| 2      |         | 8869013 10/23/19 Due from Boosters                    | 579.99      |      | 201      | 190       |              |  |  |
| 3      |         | 3100232 10/07/19 Macbookpro                           | 3,649.92*   | 9737 | 215      | 451-1640  | 660 279      |  |  |
|        |         | AMAZON.COM                                            |             |      |          |           |              |  |  |
| 4      |         | 0365838 10/22/19 dry erase lapboards                  | 47.50       | 9746 | 201      | 100-1440  | 610          |  |  |
|        |         | AMAZON.COM                                            |             |      |          |           |              |  |  |
| 20510  | -99978E | 4637 Mastercard                                       | 644.27      |      |          |           |              |  |  |
| 1      |         | 017678 11/01/19 Vball Dist Cheer Band Meals           | 28.80       |      | 201      | 720-3500  | 582          |  |  |
| 2      |         | 044562 11/01/19 Vball Dist Cheer Band Meals           | 51.69       |      | 201      | 720-3500  | 582          |  |  |
| 3      |         | 047209 11/01/19 Vball Dist Cheer Band Meals           | 46.16       |      | 201      | 720-3500  | 582          |  |  |
| 4      |         | 050961 11/01/19 Vball Dist Cheer Band Meals           | 48.26       |      | 201      | 720-3500  | 582          |  |  |
| 5      |         | 028773 11/01/19 Vball Dist Cheer Band Meals           | 40.93       |      | 201      | 720-3500  | 582          |  |  |
| 6      |         | 040954 11/01/19 Vball Dist Cheer Band Meals           | 47.47       |      | 201      | 720-3500  | 582          |  |  |

01/16/20  
15:04:02

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/19

Page: 5 of 6  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |     |      |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 7      |         | 082453 11/01/19 Vball Dist Cheer Band Meals           | 45.61       |      | 201      | 720-3500                  | 582 |      |
| 8      |         | 014179 11/01/19 Vball Dist Cheer Band Meals           | 335.35      |      | 201      | 720-3500                  | 582 |      |
| 20511  | -99977E | 4637 Mastercard                                       | 102.28      |      |          |                           |     |      |
| 1      |         | 012536 10/24/19 Tlt Cleaner & Wthstrip Tape           | 10.98       |      | 201      | 100-2600                  | 610 |      |
| 2      |         | 031020 10/24/19 Kobalt 3 PC Groove Joint              | 39.54       |      | 201      | 100-2600                  | 610 |      |
| 3      |         | 044932 11/03/19 Maint Fuel                            | 51.76       |      | 201      | 100-2600                  | 624 |      |
| 20512  | -99976E | 4637 Mastercard                                       | 1,146.31    |      |          |                           |     |      |
| 1      |         | R0058145 11/01/19 NCE Registration                    | 690.00      |      | 201      | 100-2300                  | 582 |      |
| 2      |         | GHYDFK 11/01/19 Flight Butte to San Diego             | 333.50      |      | 201      | 100-2300                  | 582 |      |
| 3      |         | 11/01/19 Flight Insurance AASA Ntl Con                | 23.63       |      | 201      | 100-2300                  | 582 |      |
| 4      |         | 9173 10/11/19 Due from other activities               | 99.18       |      | 201      | 180                       |     |      |
| 20513  | 45758S  | 1650 MEADOW GOLD GREAT FALLS                          | 442.14      |      |          |                           |     |      |
| 1      |         | 528605 11/14/19 Milk                                  | 223.71      |      | 201      | 910-3100                  | 630 |      |
| 2      |         | 529407 11/21/19 Milk                                  | 218.43      |      | 201      | 910-3100                  | 630 |      |
| 20514  | 45755S  | 1451 L & P GROCERY                                    | 215.36      |      |          |                           |     |      |
| 1      |         | 01-918721 11/21/19 FCS groceries                      | 11.29       | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 2      |         | 01-918859 11/21/19 FCS groceries                      | 15.29       | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 3      |         | 01-916647 11/18/19 FCS groceries                      | 120.36      | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 4      |         | 01-911943 11/11/19 FCS groceries                      | 34.11       | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 5      |         | 01-911982 11/11/19 FCS groceries                      | 9.98        | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 6      |         | 01-913441 11/13/19 FCS groceries                      | 24.33       | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 20515  | 45766S  | 3766 ACADIA MONTANA                                   | 1,578.65    |      |          |                           |     |      |
| 1      |         | 3366930 11/25/19 altacare                             | 1,578.65*   |      | 215      | 280-1000                  | 330 | 524  |
| 20517  | 45768S  | 5313 DISTRICT 5B HIGH SCHOOLS                         | 209.83      |      |          |                           |     |      |
| 1      |         | 11/14/19 VBALL TOURN. LOSS                            | 209.83      |      | 201      | 720-3500                  | 582 |      |
| 20518  | 45769S  | 5311 KYLE LYON                                        | 140.00      |      |          |                           |     |      |
| 1      |         | 11/23/19 Drivers Ed car detail                        | 140.00*     |      | 218      | 100-1000                  | 440 |      |
| 20519  | 45771S  | 5315 SCHULTZ, WENDY                                   | 39.92       |      |          |                           |     |      |
| 1      |         | 609507 10/31/19 Spanish Supplies                      | 39.92*      |      | 201      | 100-1270                  | 610 |      |



01/16/20  
15:04:02

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 11/19

Page: 6 of 6  
Report ID: AP100

\* ... Over spent expenditure

| Claim                       | Warrant | Vendor #/Name                                              | Amount           |      |          |                           |     |      |
|-----------------------------|---------|------------------------------------------------------------|------------------|------|----------|---------------------------|-----|------|
| Line #                      |         | Invoice #/Inv Date/Description                             | Line Amount      | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20520                       | 45767S  | 2152 CENTURY LINK                                          | 454.76           |      |          |                           |     |      |
| 1                           |         | 111319 11/13/19 Phone service                              | 454.76           |      | 201      | 100-2400                  | 531 |      |
| 20521                       | 45772S  | 4743 TRUGREEN                                              | 225.00           |      |          |                           |     |      |
| 1                           |         | 225187 11/19/19 fertilization of trees                     | 225.00*          |      | 201      | 100-2600                  | 440 |      |
| 20523                       | 45770S  | 5198 SCHOOL FIX                                            | 340.41           |      |          |                           |     |      |
| 1                           |         | 327279a 11/19/19 4 3x6 mats                                | 340.41           |      | 201      | 100-2600                  | 615 |      |
| 20536                       | -99975E | 4786 MC Mastercard                                         | 898.38           |      |          |                           |     |      |
|                             |         | See Mastercard and MC Mastercard charges for November. ljc |                  |      |          |                           |     |      |
| 1                           |         | various Due from Activities for MC cha                     | 898.38           |      | 201      | 180                       |     |      |
| # of Claims 45              |         |                                                            | Total: 65,428.82 |      |          |                           |     |      |
| Total Electronic Claims     |         |                                                            | 12,447.43        |      |          |                           |     |      |
| Total Non-Electronic Claims |         |                                                            | 52,981.39        |      |          |                           |     |      |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 1 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim                                                 | Warrant | Vendor #/Name                                  | Amount      |      |          |           | Acct/Source/ |  |  |
|-------------------------------------------------------|---------|------------------------------------------------|-------------|------|----------|-----------|--------------|--|--|
| Line #                                                |         | Invoice #/Inv Date/Description                 | Line Amount | PO # | Fund Org | Prog-Func | Obj Proj     |  |  |
| 20522                                                 | 45793S  | 2144 SAFEGUARD BUSINESS SYSTEMS                | 137.83      |      |          |           |              |  |  |
| 1                                                     |         | 033798420 11/13/19 1099's and w-2's            | 122.59      | 9747 | 201      | 100-2500  | 610          |  |  |
| 3                                                     |         | 033798420 11/13/19 1099's and W-2's            | 15.24       |      | 201      | 100-2500  | 610          |  |  |
| 20524                                                 | 45773S  | 3766 ACADIA MONTANA                            | 1,335.78    |      |          |           |              |  |  |
| 1                                                     |         | 3377840 12/02/19 altacare                      | 1,335.78*   |      | 215      | 280-1000  | 330 524      |  |  |
| 20525                                                 | 45775S  | 385 BOULDER MONITOR & JEFFERSON CO.            | 70.00       |      |          |           |              |  |  |
| 1                                                     |         | 1768 12/01/19 ad                               | 60.00       |      | 201      | 100-2300  | 540          |  |  |
| 2                                                     |         | 1768 12/01/19 agenda                           | 5.00        |      | 201      | 100-2300  | 540          |  |  |
| 3                                                     |         | 1768 12/01/19 agenda                           | 5.00        |      | 201      | 100-2300  | 540          |  |  |
| 20526                                                 | 45779S  | 631 CRESCENT ELECTRIC SUPPLY CO.               | 141.70      |      |          |           |              |  |  |
| 1                                                     |         | 8507278062 11/21/19 bulbs                      | 141.70      |      | 201      | 100-2600  | 615          |  |  |
| 20527                                                 | 45782S  | 1002 GENERAL DISTRIBUTING                      | 800.04      |      |          |           |              |  |  |
| 1                                                     |         | 00817826 11/21/19 battery for auto lense       | 13.50       | 9703 | 201      | 999       |              |  |  |
| PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- |         |                                                |             |      |          |           |              |  |  |
| 2                                                     |         | 00817852 11/21/19 fuel                         | 786.54*     |      | 201      | 390-1640  | 610          |  |  |
| 20528                                                 | 45776S  | 394 BURDICKS LOCKSMITH                         | 5,161.95    |      |          |           |              |  |  |
| 1                                                     |         | wo-2760 09/04/19 Front door service            | 455.00*     |      | 261      | 100-1000  | 440 613      |  |  |
| 2                                                     |         | WO-1921 09/04/19 Superintendent door installat | 3,763.95*   |      | 261      | 100-1000  | 440 613      |  |  |
| 3                                                     |         | WO-2782 09/04/19 Gym door mag lock             | 90.00*      |      | 261      | 100-1000  | 440 613      |  |  |
| 4                                                     |         | WO 2781 09/04/19 Front door service            | 853.00*     |      | 261      | 100-1000  | 440 613      |  |  |
| 20529                                                 | 45774S  | 290 BOULDER ELEMENTARY SCHOOL                  | 2,123.05    |      |          |           |              |  |  |
| 1                                                     |         | 12/05/19 School Meals                          | 2,123.05    |      | 201      | 910-3100  | 630          |  |  |
| 20530                                                 | 45780S  | 3035 CROWN TROPHY OF HELENA                    | 45.00       |      |          |           |              |  |  |
| 1                                                     |         | 17492 12/02/19 Trustee plaque                  | 45.00       |      | 201      | 100-2300  | 800          |  |  |
| 20531                                                 | 45795S  | 5315 SCHULTZ, WENDY                            | 52.35       |      |          |           |              |  |  |
| 1                                                     |         | 712657 10/27/19 Spanish supplies               | 33.35*      |      | 201      | 100-1270  | 610          |  |  |
| 2                                                     |         | 020325 10/27/19 Spanish supplies               | 19.00*      |      | 201      | 100-1270  | 610          |  |  |
| 20532                                                 | 45790S  | 4678 NORBECK, TIM                              | 21.73       |      |          |           |              |  |  |
| 1                                                     |         | 1003 12/01/19 party supplies                   | 21.73       |      | 201      | 100-2300  | 800          |  |  |
| 20533                                                 | 45786S  | 4498 LERUM AUTO                                | 145.00      |      |          |           |              |  |  |
| 1                                                     |         | 12/02/19 plow truck                            | 145.00      |      | 201      | 100-2600  | 615          |  |  |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 2 of 10  
Report ID: API00

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |     |      |  |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20534  | 45792S  | 5245 OPTIMAL SPORTS PHYSICAL THERAPY                  | 1,200.00    |      |          |                           |     |      |  |
| 1      |         | dec 12/04/19 training services                        | 1,200.00*   |      | 215      | 720-3500                  | 330 | 139  |  |
| 20535  | 45789S  | 3481 MT DOJ CRIMINAL RECORDS                          | 90.00       |      |          |                           |     |      |  |
| 1      |         | 133301 11/04/19 Background Coster                     | 30.00       | 9748 | 201      | 100-2300                  | 800 |      |  |
| 2      |         | 133300 11/04/19 Background Heaton                     | 30.00       | 9748 | 201      | 100-2300                  | 800 |      |  |
| 3      |         | 133299 11/04/19 Background Schultz                    | 30.00       | 9748 | 201      | 100-2300                  | 800 |      |  |
| 20537  | 45783S  | 1086 GIULIO DISPOSAL SERVICES, INC.                   | 155.00      |      |          |                           |     |      |  |
| 1      |         | 1115 11/30/19 disposal fee                            | 155.00      |      | 201      | 100-2600                  | 431 |      |  |
| 20538  | 45778S  | 4633 COMMERCIAL ENERGY OF MT INC.                     | 1,250.77    |      |          |                           |     |      |  |
| 1      |         | NWE056846 12/04/19 gas                                | 91.64       |      | 201      | 100-2600                  | 411 |      |  |
| 2      |         | NWE056845 12/04/19 gas                                | 1,159.13    |      | 201      | 100-2600                  | 411 |      |  |
| 20539  | 45782S  | 1002 GENERAL DISTRIBUTING                             | 28.80       |      |          |                           |     |      |  |
| 1      |         | 00820875 11/30/19 Gases, tank                         | 28.80*      | 9756 | 201      | 390-1640                  | 610 |      |  |
| 20540  | 45777S  | 2717 CITY OF BOULDER                                  | 1,409.97    |      |          |                           |     |      |  |
| 1      |         | 617-00 12/03/19 water                                 | 34.16       |      | 201      | 100-2600                  | 421 |      |  |
| 2      |         | 617-00 12/03/19 sewer                                 | 47.84       |      | 201      | 100-2600                  | 421 |      |  |
| 3      |         | 622-00 12/03/19 water                                 | 15.97       |      | 201      | 100-2600                  | 421 |      |  |
| 4      |         | 311-00 12/03/19 water                                 | 546.56      |      | 201      | 100-2600                  | 421 |      |  |
| 5      |         | 311-00 12/03/19 sewer                                 | 765.44      |      | 201      | 100-2600                  | 421 |      |  |
| 20541  | 45785S  | 1451 L & P GROCERY                                    | 31.52       |      |          |                           |     |      |  |
| 1      |         | 01-927402 12/04/19 chemistry supplies                 | 19.02       | 9661 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610- |             |      |          |                           |     |      |  |
| 2      |         | 01-926374 12/03/19 chemistry supplies                 | 3.59        | 9661 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1512-610- |             |      |          |                           |     |      |  |
| 3      |         | 01-927828 12/05/19 party supplies                     | 8.91        |      | 201      | 100-2300                  | 800 |      |  |
| 20542  | 45790S  | 4678 NORBECK, TIM                                     | 11.88       |      |          |                           |     |      |  |
| 1      |         | 01901 12/02/19 walmart party supplies                 | 11.88       |      | 201      | 100-2300                  | 800 |      |  |
| 20543  | 45787S  | 1650 MEADOW GOLD GREAT FALLS                          | 344.31      |      |          |                           |     |      |  |
| 1      |         | 40025705 12/02/19 milk                                | 122.40      |      | 201      | 910-3100                  | 630 |      |  |
| 2      |         | 530888 12/05/19 milk                                  | 221.91      |      | 201      | 910-3100                  | 630 |      |  |
| 20545  | 45794S  | 4911 SCHMIDT, TIM                                     | 192.92      |      |          |                           |     |      |  |
| 1      |         | JHS Mixer 12/12/19 Wrestling fees                     | 130.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | JHS Mixer 12/12/19 Wrestling per diem                 | 20.00*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 3      |         | JHS Mixer 12/12/19 Wrestling mileage                  | 42.92*      |      | 215      | 720-3500                  | 582 | 720  |  |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 3 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                                                         | Amount      |      |          |                           |     |      |  |
|--------|---------|---------------------------------------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                                                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20546  | 45773S  | 3766 ACADIA MONTANA                                                                   | 763.31      |      |          |                           |     |      |  |
| 1      |         | 3389647 12/09/19 altacare                                                             | 763.31*     |      | 215      | 280-1000                  | 330 | 524  |  |
| 20547  | 45788S  | 4798 MICHAUD, JOE                                                                     | 17.98       |      |          |                           |     |      |  |
| 1      |         | 00012262 11/04/19 parking fee                                                         | 8.00        |      | 201      | 100-2100                  | 610 |      |  |
| 2      |         | 610314 11/06/19 supplies                                                              | 9.98        |      | 201      | 100-2100                  | 610 |      |  |
| 20548  | 45785S  | 1451 L & P GROCERY                                                                    | 120.86      |      |          |                           |     |      |  |
| 1      |         | 02-581479 12/05/19 staff christmas party                                              | 3.89        |      | 201      | 100-2300                  | 800 |      |  |
| 2      |         | 02-580095 12/02/19 FCS groceries                                                      | 20.94       | 9659 | 201      | 999                       |     |      |  |
| 3      |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-02-58915 12/04/19 FCS groceries  | 50.96       | 9659 | 201      | 999                       |     |      |  |
| 4      |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-927741 12/05/19 FCS groceries | 13.58       | 9659 | 201      | 999                       |     |      |  |
| 5      |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-926954 12/04/19 FCS groceries | 26.51       | 9659 | 201      | 999                       |     |      |  |
| 6      |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-930889 12/10/19 FCS groceries | 4.98        | 9659 | 201      | 999                       |     |      |  |
| 20549  | 45790S  | 4678 NORBECK, TIM                                                                     | 138.04      |      |          |                           |     |      |  |
| 1      |         | 11/14/19 conference mileage                                                           | 138.04*     |      | 215      | 427-1000                  | 582 | 288  |  |
| 20550  | 45786S  | 4498 LERUM AUTO                                                                       | 488.00      |      |          |                           |     |      |  |
| 1      |         | 12/04/19 drivers ed                                                                   | 488.00*     |      | 218      | 100-1000                  | 660 |      |  |
| 20551  | 45784S  | 157 HARDWARE HANK                                                                     | 56.86       |      |          |                           |     |      |  |
| 1      |         | 111246 11/20/19 maintenance supplies                                                  | 8.98        |      | 201      | 100-2600                  | 610 |      |  |
| 2      |         | 110916 11/01/19 maintenance supplies                                                  | 3.49        |      | 201      | 100-2600                  | 615 |      |  |
| 3      |         | 110913 11/01/19 maintenance supplies                                                  | 16.47       |      | 201      | 100-2600                  | 615 |      |  |
| 4      |         | 111363 11/27/19 maintenance supplies                                                  | 2.49        |      | 201      | 100-2600                  | 610 |      |  |
| 5      |         | 111220 11/19/19 maintenance supplies                                                  | 25.43       |      | 201      | 100-2600                  | 610 |      |  |
| 20552  | 45781S  | 792 ECKROTH MUSIC                                                                     | 88.00       |      |          |                           |     |      |  |
| 1      |         | 3531551 11/05/19 flute repairs                                                        | 88.00*      |      | 201      | 100-1470                  | 440 |      |  |
| 20553  | 45791S  | 4754 NORRIS, MELISSA                                                                  | 621.00      |      |          |                           |     |      |  |
| 1      |         | Dec10 12/10/19 Accompanist 34.50\$18                                                  | 621.00      |      | 201      | 710-3400                  | 330 |      |  |
| 20554  | 45796S  | 4911 SCHMIDT, TIM                                                                     | 34.50       |      |          |                           |     |      |  |
| 1      |         | JHS Mixer 12/12/19 Wrestling fee                                                      | 34.50*      |      | 215      | 720-3500                  | 330 | 720  |  |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 4 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |     |      |  |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20555  | 45807S  | 1609 MASS/SAM                                         | 275.00      |      |          |                           |     |      |  |
| 1      |         | 4741 12/06/19 PRINCIPAL CONFERENCE                    | 275.00      | 9757 | 201      | 100-2400                  | 582 |      |  |
| 20556  | 45799S  | 3766 ACADIA MONTANA                                   | 2,411.35    |      |          |                           |     |      |  |
| 1      |         | 3401229 12/16/19 Altacare                             | 2,411.35*   |      | 215      | 280-1000                  | 330 | 524  |  |
| 20557  | 45801S  | 781 Daniel L Sturdevant                               | 1,174.30    |      |          |                           |     |      |  |
| 1      |         | 12/17/19 Rooms for MUN                                | 1,174.30    |      | 201      | 710-3400                  | 582 |      |  |
| 20558  | 45810S  | 1737 NORTHWESTERN ENERGY                              | 6,221.21    |      |          |                           |     |      |  |
| 1      |         | 12/02/19 Elec Service                                 | 3,768.15    |      | 201      | 100-2600                  | 412 |      |  |
| 2      |         | 12/02/19 Elec Tax                                     | 667.58      |      | 201      | 100-2600                  | 412 |      |  |
| 3      |         | 12/02/19 Nat Gas Service                              | 1,329.09    |      | 201      | 100-2600                  | 411 |      |  |
| 4      |         | 12/02/19 Nat Gas Tax                                  | 456.39      |      | 201      | 100-2600                  | 411 |      |  |
| 20559  | 45798S  | 11 A & M FIRE AND SAFETY                              | 283.00      |      |          |                           |     |      |  |
| 1      |         | 233439 12/06/19 14 ABC Service 51b                    | 98.00*      |      | 201      | 100-2600                  | 440 |      |  |
| 2      |         | 233439 12/06/19 15 ABC Service 101b                   | 105.00*     |      | 201      | 100-2600                  | 440 |      |  |
| 3      |         | 233439 12/06/19 5 ABC Service Recharge 101b           | 65.00*      |      | 201      | 100-2600                  | 440 |      |  |
| 4      |         | 233439 12/06/19 1 Kclass Service                      | 15.00*      |      | 201      | 100-2600                  | 440 |      |  |
| 20560  | 45797S  | 899 360* OFFICE SOLUTIONS                             | 79.84       |      |          |                           |     |      |  |
| 1      |         | IN123926 12/11/19 12 Staple Cartridge                 | 79.84       |      | 201      | 100-1000                  | 610 |      |  |
| 20561  | 45806S  | 1451 L & P GROCERY                                    | 37.05       |      |          |                           |     |      |  |
| 1      |         | 01-932405 12/12/19 FCS groceries                      | 15.78       | 9659 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 2      |         | 01-931579 12/11/19 Biology supplies                   | 21.27       | 9645 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |      |          |                           |     |      |  |
| 20562  | 45802S  | 5226 DINSDALE, TAYLOR                                 | 102.48      |      |          |                           |     |      |  |
| 1      |         | 12/20/19 Ref 2 games                                  | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 12/20/19 Mileage                                      | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20563  | 45813S  | 4930 SACKMAN, ADAM                                    | 133.80      |      |          |                           |     |      |  |
| 1      |         | 12/20/19 Ref 2 Games                                  | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 12/20/19 Mileage                                      | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20564  | 45814S  | 4888 SHAW, SHANE JOEL                                 | 133.80      |      |          |                           |     |      |  |
| 1      |         | 12/20/19 Ref 2 Games                                  | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 12/20/19 Mileage                                      | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |  |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 5 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |     |      |  |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20565  | 45815S  | 4924 STRUBLE, CRAIG                                   | 102.48      |      |          |                           |     |      |  |
| 1      |         | 12/20/19 Ref 2 Games                                  | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 12/20/19 Mileage                                      | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20566  | 45811S  | 4897 OBRIGEWITCH, ERIC                                | 126.48      |      |          |                           |     |      |  |
| 1      |         | 12/20/19 Ref 2 Games                                  | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 12/20/19 Mileage                                      | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20567  | 45805S  | 4898 KEARNEY, BILL                                    | 157.80      |      |          |                           |     |      |  |
| 1      |         | 12/20/19 Ref 2 Games                                  | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 12/20/19 Mileage                                      | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20568  | 45809S  | 4932 NICKEL, JON                                      | 126.48      |      |          |                           |     |      |  |
| 1      |         | 12/20/19 Ref 2 Games                                  | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 12/20/19 Mileage                                      | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20570  | 45804S  | 4139 JHS BOOSTER CLUB                                 | 57.00       |      |          |                           |     |      |  |
| 1      |         | 12/02/19 JHS Panther Lanyards                         | 57.00*      |      | 215      | 474-1000                  | 610 | 275  |  |
| 20571  | 45800S  | 4878 ANNETTE SMITH ELECTRIC INC                       | 290.00      |      |          |                           |     |      |  |
| 1      |         | 1297 12/09/19 Fixed Kiln in Art Room                  | 290.00*     |      | 201      | 100-2600                  | 440 |      |  |
| 20572  | 45808S  | 1823 MT BROOM & BRUSH COMPANY                         | 114.00      |      |          |                           |     |      |  |
| 1      |         | 1399350 12/16/19 Hand sanitizer floor stands          | 114.00      | 9595 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610- |             |      |          |                           |     |      |  |
| 20574  | 45812S  | 5021 PACIFIC SOURCE HEALTH PLANS                      | 525.82      |      |          |                           |     |      |  |
| 1      |         | 121519 12/15/19 Ret DH insurance                      | 525.82      |      | 289      | 675                       |     |      |  |
| 20575  | 45803S  | 5201 GUARDIAN LIFE INSURANCE COMPANY OF               | 107.95      |      |          |                           |     |      |  |
| 1      |         | 12/13/19 Retiree VF ins                               | 60.96       |      | 289      | 675                       |     |      |  |
| 2      |         | 12/13/19 Retiree DH ins                               | 46.99       |      | 289      | 675                       |     |      |  |
| 20576  | 45835S  | 4640 Sweet Grass County High School                   | 15.00       |      |          |                           |     |      |  |
| 1      |         | 12/14/19 Speech/Debate Meet Fees                      | 15.00*      |      | 201      | 710-3500                  | 582 |      |  |
| 20577  | 45825S  | 4261 HUMPHREY, TROY                                   | 65.00       |      |          |                           |     |      |  |
| 1      |         | 12/17/19 MCA Clinic Fee                               | 65.00       |      | 201      | 720-3500                  | 582 |      |  |
| 20578  | 45818S  | 4080 BROADWATER HIGH SCHOOL                           | 20.00       |      |          |                           |     |      |  |
| 1      |         | 12/06/19 Townsend Speech Meet Fees                    | 20.00*      |      | 201      | 710-3500                  | 582 |      |  |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 6 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |     |      |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20579  | 45827S  | 1451 L & P GROCERY                                    | 159.62      |      |          |                           |     |      |
| 1      |         | 02-577682 11/26/19 FCS groceries                      | 159.62      | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |
| 20580  | 45832S  | 1823 MT BROOM & BRUSH COMPANY                         | 178.94      |      |          |                           |     |      |
| 1      |         | 1392830 11/08/19 vinyl gloves                         | 58.25       | 9595 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610- |             |      |          |                           |     |      |
| 2      |         | 1395677 11/25/19 hand sanitizer floor stand           | 38.00       |      | 201      | 100-2600                  | 615 |      |
| 3      |         | 1395677 11/25/19 hand sanitizer                       | 82.69       |      | 201      | 100-2600                  | 610 |      |
| 20581  | 45841S  | 4639 WEX BANK                                         | 5,630.42    |      |          |                           |     |      |
| 1      |         | 62603604 11/30/19 Science O                           | 80.81       |      | 201      | 710-3400                  | 582 |      |
| 2      |         | 62603604 11/30/19 Football                            | 301.55      |      | 201      | 720-3500                  | 582 |      |
| 3      |         | 62603604 11/30/19 Volleyball                          | 312.39      |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 62603604 11/30/19 Model UN                            | 144.91      |      | 201      | 710-3400                  | 582 |      |
| 5      |         | 62603604 11/30/19 Vball Band                          | 332.25      |      | 201      | 720-3500                  | 582 |      |
| 6      |         | 62603604 11/30/19 Principal                           | 30.90       |      | 201      | 100-2400                  | 582 |      |
| 7      |         | 62603604 11/30/19 JHS Vball                           | 19.53       |      | 201      | 720-3500                  | 582 |      |
| 8      |         | 62603604 11/30/19 AD JHS Ath                          | 53.40       |      | 201      | 720-3500                  | 582 |      |
| 9      |         | 62603604 11/30/19 Superintendent                      | 22.37       |      | 201      | 100-2300                  | 582 |      |
| 10     |         | 62603604 11/30/19 Drivers Ed                          | 46.00*      |      | 218      | 100-1000                  | 624 |      |
| 11     |         | 62603604 11/30/19 School Foods                        | 35.42       |      | 201      | 910-3100                  | 624 |      |
| 12     |         | 62603604 11/30/19 Route Fuel                          | 2,769.61*   |      | 210      | 100-2700                  | 624 |      |
| 13     |         | 62603604 11/30/19 Due from BES                        | 1,481.28    |      | 201      | 180                       |     |      |
| 20582  | 45824S  | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.                | 28,624.20   |      |          |                           |     |      |
| 1      |         | 10404 11/30/19 Science O Downtime                     | 67.60       |      | 201      | 710-3400                  | 582 |      |
| 2      |         | 10404 11/30/19 Science O                              | 320.41      |      | 201      | 710-3400                  | 582 |      |
| 3      |         | 10404 11/30/19 Football Downtime                      | 156.00      |      | 201      | 720-3500                  | 582 |      |
| 4      |         | 10404 11/30/19 Football                               | 1,195.72    |      | 201      | 720-3500                  | 582 |      |
| 5      |         | 10404 11/30/19 Volleyball Downtime                    | 223.60      |      | 201      | 720-3500                  | 582 |      |
| 6      |         | 10404 11/30/19 Volleyball                             | 1,238.68    |      | 201      | 720-3500                  | 582 |      |
| 7      |         | 10404 11/30/19 Model UN Downtime                      | 244.40      |      | 201      | 710-3400                  | 582 |      |
| 8      |         | 10404 11/30/19 Model UN                               | 574.59      |      | 201      | 710-3400                  | 582 |      |
| 9      |         | 10404 11/30/19 Vball Band Downtime                    | 223.60      |      | 201      | 720-3500                  | 582 |      |
| 10     |         | 10404 11/30/19 Vball Band                             | 1,317.44    |      | 201      | 720-3500                  | 582 |      |
| 11     |         | 10404 11/30/19 Route Contract                         | 23,062.16*  |      | 210      | 100-2700                  | 513 |      |
| 20583  | 45827S  | 1451 L & P GROCERY                                    | 37.12       |      |          |                           |     |      |
| 1      |         | 02-580915 12/04/19 FCS groceries                      | 37.12       | 9659 | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 7 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |         |      |  |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|---------|------|--|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj     | Proj |  |
| 20584  | 45831S  | 1650 MEADOW GOLD GREAT FALLS                          | 221.91      |      |          |                           |         |      |  |
| 1      |         | 531698 12/12/19 milk                                  | 221.91      |      | 201      | 910-3100                  | 630     |      |  |
| 20585  | 45822S  | 4756 FASTENAL COMPANY                                 | 5.14        |      |          |                           |         |      |  |
| 1      |         | 227557 12/11/19 drills                                | 5.14        |      | 201      | 100-2600                  | 615     |      |  |
| 20586  | 45828S  | 4506 LINDSAY DRILLING                                 | 240.00      |      |          |                           |         |      |  |
| 1      |         | 67110 12/11/19 irrigation system                      | 240.00*     |      | 201      | 100-2600                  | 440     |      |  |
| 20587  | 45829S  | 1595 MARKS LUMBER                                     | 85.36       |      |          |                           |         |      |  |
| 1      |         | 33005 12/11/19 drum stands                            | 85.36       |      | 201      | 100-2600                  | 615     |      |  |
| 20588  | 45817S  | 4879 APPLIANSYS                                       | 866.00      |      |          |                           |         |      |  |
| 1      |         | 37167 12/20/19 CACHE BOX SUPPORT RENEWAL              | 866.00*     | 9761 | 228      | 100-1000                  | 680     |      |  |
| 20589  | 45823S  | 1002 GENERAL DISTRIBUTING                             | 546.24      |      |          |                           |         |      |  |
| 1      |         | 00823212 12/04/19 electrodes, blades, wheels          | 433.99      | 9703 | 201      | 999                       |         |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- |             |      |          |                           |         |      |  |
| 2      |         | 00823342 12/04/19 Gases, tank                         | 112.25*     | 9756 | 201      | 390-1640                  | 610     |      |  |
| 20590  | 45820S  | 4967 CENTURY LINK                                     | 79.62       |      |          |                           |         |      |  |
| 1      |         | 1481723167 12/03/19 December 2019                     | 79.62*      |      | 228      | 100-1000                  | 530     |      |  |
| 20591  | 45840S  | 1645 VERIZON WIRELESS                                 | 30.02       |      |          |                           |         |      |  |
| 1      |         | 9843586979 12/05/19 December 2019                     | 30.02       |      | 201      | 100-2100                  | 530     |      |  |
| 20593  | 45838S  | 2847 UM-WESTERN                                       | 2,000.00    |      |          |                           |         |      |  |
| 1      |         | 12/27/19 Quinn Schlshp - B Humphrey                   | 2,000.00*   |      | 285      | 800-3300                  | 870 852 |      |  |
| 20594  | -99974E | 4637 Mastercard                                       | 26.00       |      |          |                           |         |      |  |
| 1      |         | 084562 12/05/19 Vb AD meals                           | 26.00       |      | 201      | 720-3500                  | 582     |      |  |
| 20595  | 45837S  | 5140 U of M REGISTRATION                              | 2,000.00    |      |          |                           |         |      |  |
| 1      |         | 12/27/19 Quinn Schlshp - I. Hesford                   | 2,000.00*   |      | 285      | 800-3300                  | 870 852 |      |  |
| 20596  | -99973E | 4637 Mastercard                                       | 552.31      |      |          |                           |         |      |  |
| 1      |         | 015802 11/08/19 Vball Div Meals                       | 218.10      |      | 201      | 720-3500                  | 582     |      |  |
| 2      |         | 060732 11/07/19 Vball Div Meals                       | 198.09      |      | 201      | 720-3500                  | 582     |      |  |
| 3      |         | 099606 11/07/19 Vball Div Meals                       | 136.12      |      | 201      | 720-3500                  | 582     |      |  |
| 20597  | -99972E | 4786 MC Mastercard                                    | 174.95      |      |          |                           |         |      |  |
| 1      |         | 5915451 11/05/19 5GAL VACUUM CHAMBER                  | 174.95*     | 9758 | 215      | 451-1641                  | 660 279 |      |  |
|        |         | AMAZON.COM                                            |             |      |          |                           |         |      |  |



01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 8 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                            | Amount      |      |          |                           |     |      |  |
|--------|---------|----------------------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                           | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20598  | -99971E | 4637 Mastercard                                          | 1,141.78    |      |          |                           |     |      |  |
| 1      |         | 076763 11/07/19 Vball Band/Cheer Div Meals               | 257.32      |      | 201      | 720-3500                  | 582 |      |  |
| 2      |         | 075245 11/08/19 Vball Band/Cheer Div Meals               | 406.05      |      | 201      | 720-3500                  | 582 |      |  |
| 3      |         | 011309 11/08/19 Vball Band/Cheer Div Meals               | 14.99       |      | 201      | 720-3500                  | 582 |      |  |
| 4      |         | 039288 11/07/19 Vball Band/Cheer Div Meals               | 463.42      |      | 201      | 720-3500                  | 582 |      |  |
| 20599  | -99970E | 4786 MC Mastercard                                       | 888.00      |      |          |                           |     |      |  |
| 1      |         | 8181842 11/04/19 pins, markers, tape, tacks              | 36.17       | 9587 | 215      | 999                       |     | 261  |  |
|        |         | HOME DEPOT                                               |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -451-1641-660-261 |             |      |          |                           |     |      |  |
| 2      |         | 8181842 11/04/19 pins, markers, tape, tacks              | 10.70       | 9606 | 215      | 999                       |     | 268  |  |
|        |         | HARBOR FREIGHT                                           |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -397-1640-660-268 |             |      |          |                           |     |      |  |
| 3      |         | 8181842 11/04/19 pins, markers, tape, tacks              | 73.39       | 9619 | 215      | 999                       |     | 244  |  |
|        |         | AMAZON.COM                                               |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610-244 |             |      |          |                           |     |      |  |
| 4      |         | 60922145 11/06/19 ACT test                               | 68.00       |      | 201      | 280-1000                  | 610 |      |  |
| 5      |         | 9205252537 11/12/19 Title I D2 Conference                | 134.68*     |      | 215      | 427-1000                  | 582 | 288  |  |
| 6      |         | 7674602 11/13/19 4 books                                 | 91.72*      |      | 215      | 474-1000                  | 610 | 275  |  |
| 11     |         | 112619 11/26/19 School store supplies                    | 139.03*     | 9753 | 215      | 474-1000                  | 610 | 275  |  |
|        |         | Mastercard                                               |             |      |          |                           |     |      |  |
| 12     |         | 8101852 11/26/19 School store supplies                   | 10.99*      | 9753 | 215      | 474-1000                  | 610 | 275  |  |
|        |         | Mastercard                                               |             |      |          |                           |     |      |  |
| 13     |         | 5744234 11/26/19 School store supplies                   | 345.43*     | 9753 | 215      | 474-1000                  | 610 | 275  |  |
|        |         | Mastercard                                               |             |      |          |                           |     |      |  |
| 14     |         | 699797423 11/26/19 School store supplies                 | 135.32*     | 9753 | 215      | 474-1000                  | 610 | 275  |  |
|        |         | Mastercard                                               |             |      |          |                           |     |      |  |
| 15     |         | 09694589 11/26/19 School store supplies                  | 38.57*      | 9753 | 215      | 474-1000                  | 610 | 275  |  |
|        |         | Mastercard                                               |             |      |          |                           |     |      |  |
| 16     |         | CREDIT 11/05/19 ACT Programs                             | -98.00      |      | 201      | 280-1000                  | 610 |      |  |
| 17     |         | CREDIT 11/05/19 ACT Programs                             | -98.00      |      | 201      | 280-1000                  | 610 |      |  |
| 20600  | 45821S  | 4827 CITI BUSINESS VISA-Costco                           | 1,373.20    |      |          |                           |     |      |  |
| 1      |         | 11484838 12/16/19 Education week subscr.                 | 35.00       | 9656 | 201      | 999                       |     |      |  |
|        |         | EDUCATION WEEK                                           |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-2220-321-    |             |      |          |                           |     |      |  |
| 2      |         | 53551g 12/16/19 staff party                              | 62.91       | 9628 | 201      | 999                       |     |      |  |
|        |         | AMAZON.COM                                               |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-    |             |      |          |                           |     |      |  |
| 3      |         | 53551g 12/16/19 HP computer business                     | 699.99*     |      | 215      | 451-1170                  | 660 | 279  |  |
| 4      |         | 16591G 12/05/19 staff party                              | 54.39       | 9628 | 201      | 999                       |     |      |  |
|        |         | AMAZON.COM                                               |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-    |             |      |          |                           |     |      |  |
| 5      |         | 69140g 12/02/19 staff party                              | 224.74      | 9628 | 201      | 999                       |     |      |  |
|        |         | AMAZON.COM                                               |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-    |             |      |          |                           |     |      |  |
| 6      |         | 12/04/19 Monitor subscription 2-year                     | 73.00       |      | 201      | 100-2220                  | 650 |      |  |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 9 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                         | Amount      |      |          |                           |          |
|--------|---------|-------------------------------------------------------|-------------|------|----------|---------------------------|----------|
| Line # |         | Invoice #/Inv Date/Description                        | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj Proj |
| 7      |         | 59784g 11/29/19 staff party                           | 20.96       | 9628 | 201      | 999                       |          |
|        |         | AMAZON.COM                                            |             |      |          |                           |          |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640- |             |      |          |                           |          |
| 8      |         | 29713g 11/29/19 staff party                           | 13.46       | 9628 | 201      | 999                       |          |
|        |         | AMAZON.COM                                            |             |      |          |                           |          |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640- |             |      |          |                           |          |
| 9      |         | 43818g 11/21/19 Tech workshop                         | 111.43      |      | 201      | 100-2500                  | 582      |
| 10     |         | 95736g 12/05/19 fuel                                  | 38.83*      |      | 201      | 280-1000                  | 582      |
| 11     |         | 12/05/19 staff party                                  | 27.50       |      | 201      | 100-2300                  | 800      |
| 12     |         | 11/22/19 tech workshop meal                           | 10.99       |      | 201      | 100-2500                  | 582      |
| 20601  | -99969E | 4786 MC Mastercard                                    | 4,045.30    |      |          |                           |          |
| 1      |         | 7219803286 11/04/19 5 Surface Gos, 5 Covers           | 3,464.95*   |      | 228      | 100-1000                  | 660      |
| 2      |         | CAS-50886- 11/19/19 5 Microsoft computers             | 730.10*     |      | 228      | 100-1000                  | 660      |
| 3      |         | 7219803286 11/06/19 Credit for Surface Go             | -149.75*    |      | 228      | 100-1000                  | 660      |
| 20602  | -99968E | 4637 Mastercard                                       | 124.32      |      |          |                           |          |
| 1      |         | 411875 11/09/19 Door sweep                            | 23.58       |      | 201      | 100-2600                  | 610      |
| 2      |         | 006800 11/09/19 Outside mount                         | 23.94       |      | 201      | 100-2600                  | 610      |
| 3      |         | 280543 11/20/19 Custodial supplies                    | 76.80       |      | 201      | 100-2600                  | 610      |
| 20603  | -99967E | 4786 MC Mastercard                                    | 360.00      |      |          |                           |          |
| 1      |         | 1522687 11/26/19 AED Batteries                        | 360.00      | 9751 | 201      | 100-2600                  | 615      |
|        |         | AEDSUPERSTORE.COM                                     |             |      |          |                           |          |
| 20604  | 45833S  | 1830 MT SCHOOL BOARDS ASSOCIATION                     | 268.50      |      |          |                           |          |
| 1      |         | 3196 11/30/19 Legal Services                          | 268.50*     |      | 201      | 100-2300                  | 330      |
| 20605  | -99966E | 4637 Mastercard                                       | 3,295.81    |      |          |                           |          |
| 1      |         | 12/05/19 Due from Activities                          | 3,295.81    |      | 201      | 180                       |          |
| 20606  | 45819S  | 2152 CENTURY LINK                                     | 448.55      |      |          |                           |          |
| 1      |         | 121319 12/13/19 December Phone Service                | 448.55      |      | 201      | 100-2400                  | 531      |
| 20607  | 45816S  | 899 360* OFFICE SOLUTIONS                             | 517.97      |      |          |                           |          |
| 1      |         | IN124574 12/16/19 Copier costs                        | 507.79      |      | 201      | 100-2400                  | 440      |
| 2      |         | IN124575 12/16/19 Copier costs                        | 10.18       |      | 201      | 100-2400                  | 440      |
| 20608  | 45830S  | 1608 MASBO                                            | 10.00       |      |          |                           |          |
| 1      |         | 7461 10/22/19 2020 MASBO Directory                    | 10.00       |      | 201      | 100-2500                  | 610      |
| 20609  | 45834S  | 4375 NEOPOST USA INC                                  | 230.43      |      |          |                           |          |
| 1      |         | 57221989 12/13/19 Postage Meter                       | 230.43      |      | 201      | 100-2400                  | 532      |

01/16/20  
15:03:18

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 12/19

Page: 10 of 10  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                  | Amount      |        |          |                           |          |
|--------|---------|------------------------------------------------|-------------|--------|----------|---------------------------|----------|
| Line # |         | Invoice #/Inv Date/Description                 | Line Amount | PO #   | Fund Org | Acct/Source/<br>Prog-Func | Obj Proj |
| 20610  | 45836S  | 3388 THREE BROTHERS PLUMBING & HEATING         | 8,346.35    |        |          |                           |          |
| 1      |         | 474894 12/20/19 Lavatory sink and faucet       | 1,030.00*   |        | 201      | 100-2600                  | 440      |
| 2      |         | 474885 12/19/19 Boys locker room showers       | 3,107.70*   |        | 201      | 100-2600                  | 440      |
| 3      |         | 474884 12/19/19 Water line leak in ceiling     | 455.65*     |        | 201      | 100-2600                  | 440      |
| 4      |         | 474893 12/20/19 Gas leak, sink repair, new tlt | 3,753.00*   |        | 201      | 100-2600                  | 440      |
| 20611  | 45826S  | 1377 JOHNSON CONTROLS                          | 3,378.79    |        |          |                           |          |
| 1      |         | 1-91301521 12/16/19 Hot water pump leaking     | 1,542.57*   |        | 201      | 100-2600                  | 440      |
| 2      |         | 1-91307103 12/16/19 Too cold in art room       | 573.60*     |        | 201      | 100-2600                  | 440      |
| 3      |         | 1-91302254 12/16/19 No heat in barracks bldg   | 1,262.62*   |        | 201      | 100-2600                  | 440      |
| 20612  | 45839S  | 4374 UNITED STATES POSTAL SERVICE              | 2,500.00    |        |          |                           |          |
| 1      |         | 12/30/19 Postage                               | 2,500.00    |        | 201      | 100-2400                  | 532      |
|        |         | # of Claims                                    | 85          | Total: |          |                           |          |
|        |         |                                                |             |        |          |                           |          |
|        |         | Total Electronic Claims                        | 10,608.47   |        |          |                           |          |
|        |         |                                                |             |        |          |                           |          |
|        |         | Total Non-Electronic Claims                    | 87,416.37   |        |          |                           |          |

01/16/20  
15:02:38

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/20

Page: 1 of 5  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                  | Amount      |      |          |                           |     |      |  |
|--------|---------|------------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                 | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20613  | 45843S  | 3766 ACADIA MONTANA                            | 2,359.32    |      |          |                           |     |      |  |
| 1      |         | 666472 12/30/19 December claims                | 2,359.32*   |      | 215      | 280-1000                  | 330 | 524  |  |
| 20614  | 45851S  | 1451 L & P GROCERY                             | 35.01       |      |          |                           |     |      |  |
| 1      |         | 01-943959 12/30/19 9 bottles of bleach         | 35.01       |      | 201      | 100-2600                  | 610 |      |  |
| 20615  | 45845S  | 259 BILLINGS HOTEL AND CONVENTION              | 4,452.84    |      |          |                           |     |      |  |
| 1      |         | 981 12/31/19 VB Divisional team rooms          | 1,455.16*   | 9750 | 215      | 720-3500                  | 582 | 139  |  |
| 2      |         | 981 12/31/19 VB Divisional Cheer/Band          | 2,910.32*   | 9750 | 215      | 720-3500                  | 582 | 139  |  |
| 3      |         | 981 12/31/19 VB Divisional Ads                 | 87.36*      | 9750 | 215      | 720-3500                  | 582 | 139  |  |
| 20616  | 45854S  | 4761 PEAK 1 ADMINISTRATION                     | 25.00       |      |          |                           |     |      |  |
| 1      |         | INV0000797 12/15/19 Miller, David Monthly Prem | 20.00       |      | 201      | 100-1000                  | 260 |      |  |
| 2      |         | INV0000797 12/15/19 COBRA Minimum Fee          | 5.00        |      | 201      | 100-1000                  | 260 |      |  |
| 20617  | 45857S  | 4908 SHEA, DARA LIANNE                         | 147.80      |      |          |                           |     |      |  |
| 1      |         | 010320 01/03/20 Basketball Ref                 | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 010320 01/03/20 Basketball Ref Mileage         | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20618  | 45853S  | 5156 MOLINE, ANYA                              | 104.88      |      |          |                           |     |      |  |
| 1      |         | 010320 01/03/20 Basketball Ref                 | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 010320 01/03/20 Basketball Ref Mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20619  | 45859S  | 5131 SUKUT, KADEN                              | 104.88      |      |          |                           |     |      |  |
| 1      |         | 010320 01/03/20 Basketball Ref                 | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 010320 01/03/20 Basketball Ref Mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20620  | 45846S  | 5319 Bingham, Kevin                            | 104.88      |      |          |                           |     |      |  |
| 1      |         | 010320 01/03/20 Basketball Ref                 | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 010320 01/03/20 Basketball Ref Mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20621  | 45849S  | 5145 HENDERSON, SHANE                          | 111.80      |      |          |                           |     |      |  |
| 1      |         | 010320 01/03/20 Basketball Ref                 | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 010320 01/03/20 Basketball Ref Mileage         | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20622  | 45855S  | 5143 PEOPLES, DONALD R JR                      | 68.88       |      |          |                           |     |      |  |
| 1      |         | 010320 01/03/20 Basketball Ref                 | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 010320 01/03/20 Basketball Ref Mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20623  | 45844S  | 5147 ARNSTON, BRYAN                            | 68.88       |      |          |                           |     |      |  |
| 1      |         | 010320 01/03/20 Basketball Ref                 | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 010320 01/03/20 Basketball Ref Mileage         | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |

01/16/20  
15:02:38

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/20

Page: 2 of 5  
Report ID: AP100

\* ... Over spent expenditure

| Claim                                                 | Warrant | Vendor #/Name                               | Amount      |      |          |                           |     |      |  |
|-------------------------------------------------------|---------|---------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line #                                                |         | Invoice #/Inv Date/Description              | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20624                                                 | 45847S  | 5146 CUTLER, COREY                          | 111.80      |      |          |                           |     |      |  |
| 1                                                     |         | 010320 01/03/20 Basketball Ref              | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                                                     |         | 010320 01/03/20 Basketball Ref Mileage      | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20625                                                 | 45861S  | 5320 REILLY, MARK                           | 68.88       |      |          |                           |     |      |  |
| 1                                                     |         | 010320 01/03/20 Basketball Ref              | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                                                     |         | 010320 01/03/20 Basketball Ref Mileage      | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20626                                                 | 45850S  | 5133 JOHNSON, DEANN                         | 68.88       |      |          |                           |     |      |  |
| 1                                                     |         | 010320 01/03/20 Basketball Ref              | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                                                     |         | 010320 01/03/20 Basketball Ref Mileage      | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20627                                                 | 45860S  | 4639 WEX BANK                               | 4,882.35    |      |          |                           |     |      |  |
| 1                                                     |         | 63119926 12/31/19 BBB                       | 139.51      |      | 201      | 720-3500                  | 582 |      |  |
| 2                                                     |         | 63119926 12/31/19 GBB                       | 143.97      |      | 201      | 720-3500                  | 582 |      |  |
| 3                                                     |         | 63119926 12/31/19 Wrestling                 | 270.10      |      | 201      | 720-3500                  | 582 |      |  |
| 4                                                     |         | 63119926 12/31/19 BPA                       | 77.11       |      | 201      | 710-3400                  | 582 |      |  |
| 5                                                     |         | 63119926 12/31/19 Speech                    | 164.37      |      | 201      | 710-3400                  | 582 |      |  |
| 6                                                     |         | 63119926 12/31/19 Drivers ed                | 62.62*      |      | 218      | 100-1000                  | 624 |      |  |
| 7                                                     |         | 63119926 12/31/19 Route fuel                | 3,051.29*   |      | 210      | 100-2700                  | 624 |      |  |
| 8                                                     |         | 63119926 12/31/19 Due from BES              | 973.38      |      | 201      | 180                       |     |      |  |
| 20628                                                 | 45842S  | 899 360* OFFICE SOLUTIONS                   | 193.82      |      |          |                           |     |      |  |
| 1                                                     |         | 387526-0 12/30/19 Disinfectant cleaner      | 193.82      |      | 201      | 100-2600                  | 610 |      |  |
| 20629                                                 | 45848S  | 1002 GENERAL DISTRIBUTING                   | 339.85      |      |          |                           |     |      |  |
| 1                                                     |         | 00826094 12/18/19 Gases, tank               | 109.85*     | 9756 | 201      | 390-1640                  | 610 |      |  |
| 2                                                     |         | 00826115 12/18/19 electrodes,blades, wheels | 230.00      | 9703 | 201      | 999                       |     |      |  |
| PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- |         |                                             |             |      |          |                           |     |      |  |
| 20631                                                 | 45858S  | 4924 STRUBLE, CRAIG                         | 133.80      |      |          |                           |     |      |  |
| 1                                                     |         | 010720 01/07/20 C Basketball Ref            | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                                                     |         | 010720 01/07/20 C Basketball Ref Mileage    | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20632                                                 | 45852S  | 5250 MCSWEENEY, DENNIS                      | 102.48      |      |          |                           |     |      |  |
| 1                                                     |         | 010720 01/07/20 C Basketball Ref            | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                                                     |         | 010720 01/07/20 C Basketball Ref Mileage    | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20633                                                 | 45869S  | 4633 COMMERCIAL ENERGY OF MT INC.           | 1,492.34    |      |          |                           |     |      |  |
| 1                                                     |         | NWE057444 01/03/20 Gas                      | 1,364.45    |      | 201      | 100-2600                  | 411 |      |  |
| 2                                                     |         | NWE057445 01/03/20 Gas                      | 127.89      |      | 201      | 100-2600                  | 411 |      |  |

01/16/20  
15:02:38

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/20

Page: 3 of 5  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                  | Amount      |      |          |                           |     |      |
|--------|---------|------------------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description                 | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20634  | 45868S  | 2717 CITY OF BOULDER                           | 1,415.97    |      |          |                           |     |      |
| 1      |         | JAN 20 01/02/20 WATER & STATE FEE OUTDOOR      | 17.97       |      | 201      | 100-2600                  | 421 |      |
| 2      |         | JAN 20 01/02/20 WATER TENNIS                   | 34.16       |      | 201      | 100-2600                  | 421 |      |
| 3      |         | JAN 20 01/02/20 SEWER TENNIS                   | 47.84       |      | 201      | 100-2600                  | 421 |      |
| 4      |         | JAN 20 01/02/20 STATE FEE TENNIS               | 2.00        |      | 201      | 100-2600                  | 421 |      |
| 5      |         | JAN 20 01/02/20 WATER                          | 546.56      |      | 201      | 100-2600                  | 421 |      |
| 6      |         | JAN 20 01/02/20 SEWER                          | 765.44      |      | 201      | 100-2600                  | 421 |      |
| 7      |         | JAN 20 01/02/20 STATE FEE                      | 2.00        |      | 201      | 100-2600                  | 421 |      |
| 20635  | 45865S  | 385 BOULDER MONITOR & JEFFERSON CO.            | 5.00        |      |          |                           |     |      |
| 1      |         | 1850 01/04/20 NEWSPAPER AD                     | 5.00        |      | 201      | 100-2300                  | 540 |      |
| 20637  | 45874S  | 1086 GIULIO DISPOSAL SERVICES, INC.            | 155.00      |      |          |                           |     |      |
| 1      |         | 1140 12/31/19 DISPOSAL FEE                     | 155.00      |      | 201      | 100-2600                  | 431 |      |
| 20638  | 45866S  | 321 BRUCO, INC                                 | 1,134.04    |      |          |                           |     |      |
| 1      |         | 386550 12/30/19 Lindhaus repair trans. support | 38.46       |      | 201      | 100-2600                  | 615 |      |
| 2      |         | 386550 12/30/19 Lindhaus repair roller support | 22.22       |      | 201      | 100-2600                  | 615 |      |
| 3      |         | 386550 12/30/19 Lindhaus repair roller 450     | 42.35       |      | 201      | 100-2600                  | 615 |      |
| 4      |         | 386550 12/30/19 Lindhaus repair filter         | 4.29        |      | 201      | 100-2600                  | 610 |      |
| 5      |         | 386550 12/30/19 Lindhaus repair labor          | 70.00*      |      | 201      | 100-2600                  | 440 |      |
| 6      |         | 386666 12/30/19 Square scrub repair plate      | 722.04      |      | 201      | 100-2600                  | 615 |      |
| 7      |         | 386666 12/30/19 Square scrub repair grip       | 17.68       |      | 201      | 100-2600                  | 610 |      |
| 8      |         | 386666 12/30/19 Square scrub repair plug       | 7.00        |      | 201      | 100-2600                  | 610 |      |
| 9      |         | 386666 12/30/19 Square scrub repair labor      | 210.00*     |      | 201      | 100-2600                  | 440 |      |
| 20639  | 45880S  | 5321 MFEA                                      | 35.00       |      |          |                           |     |      |
| 1      |         | 01/08/20 Coach Dues: Anne Jolliff              | 35.00*      |      | 201      | 710-3500                  | 582 |      |
| 20642  | 45864S  | 3012 BLACK MOUNTAIN SOFTWARE                   | 6,017.00    |      |          |                           |     |      |
| 1      |         | 25220 01/01/20 annual maintenances accounting  | 6,017.00    |      | 201      | 100-2500                  | 680 |      |
| 20643  | 45877S  | 1579 MARC                                      | 792.93      |      |          |                           |     |      |
| 1      |         | 0684546-IN 01/02/20 cleaners                   | 792.93      |      | 201      | 100-2600                  | 610 |      |
| 20644  | 45876S  | 612 HOME DEPOT PRO INSTITUTIONAL               | 111.28      |      |          |                           |     |      |
| 1      |         | 528252299 12/27/19 fire extinguisher sign      | 111.28      |      | 201      | 100-2600                  | 615 |      |
| 20645  | 45879S  | 1650 MEADOW GOLD GREAT FALLS                   | 344.31      |      |          |                           |     |      |
| 1      |         | 534565 01/09/20 milk                           | 221.91      |      | 201      | 910-3100                  | 630 |      |
| 2      |         | 40025973 01/06/20 milk                         | 122.40      |      | 201      | 910-3100                  | 630 |      |

01/16/20  
15:02:38

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/20

Page: 4 of 5  
Report ID: AP100

\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                          | Amount      |      |          |                           |     |      |
|--------|---------|----------------------------------------|-------------|------|----------|---------------------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description         | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20646  | 45873S  | 1002 GENERAL DISTRIBUTING              | 29.76       |      |          |                           |     |      |
| 1      |         | 830017 12/31/19 Gases, tank            | 29.76*      | 9756 | 201      | 390-1640                  | 610 |      |
| 20647  | 45866S  | 321 BRUCO, INC                         | 177.36      |      |          |                           |     |      |
| 1      |         | 387054 01/03/20 Dust mop frame         | 24.76       |      | 201      | 100-2600                  | 610 |      |
| 2      |         | 387054 01/03/20 Dust mop microfiber    | 135.60      |      | 201      | 100-2600                  | 610 |      |
| 3      |         | 387054 01/03/20 Shipping/handling      | 17.00       |      | 201      | 100-2600                  | 610 |      |
| 20648  | 45871S  | 4407 FERGUS HIGHSCHOOL                 | 25.00       |      |          |                           |     |      |
| 1      |         | 12/21/19 Speech meet fees              | 25.00*      |      | 201      | 710-3500                  | 582 |      |
| 20649  | 45885S  | 5105 PARSONS, CASSIDY                  | 64.66       |      |          |                           |     |      |
| 1      |         | 01/08/20 FCS groceries - Walmart       | 64.66       |      | 201      | 390-1710                  | 610 |      |
| 20650  | 45884S  | 1987 PACIFIC STEEL                     | 119.35      |      |          |                           |     |      |
| 1      |         | 6987872 09/27/19 Aluminum              | 115.92*     |      | 201      | 390-1640                  | 610 |      |
| 2      |         | 7052848 11/28/19 Finance charge        | 1.83*       |      | 201      | 390-1640                  | 610 |      |
| 3      |         | 7079200 12/26/19 Finance charge        | 1.60*       |      | 201      | 390-1640                  | 610 |      |
| 20651  | 45882S  | 4754 NORRIS, MELISSA                   | 108.00      |      |          |                           |     |      |
| 1      |         | 01/10/20 Accompanist 6 hrs @ \$18      | 108.00      |      | 201      | 710-3400                  | 330 |      |
| 20652  | 45887S  | 4563 TRIPP & ASSOCIATES                | 5,100.00    |      |          |                           |     |      |
| 1      |         | 2019 01/03/20 Audit and Non-Audit Fees | 5,100.00*   |      | 201      | 100-2500                  | 330 |      |
| 20653  | 45863S  | 3766 ACADIA MONTANA                    | 2,428.73    |      |          |                           |     |      |
| 1      |         | 3411969 12/23/19 Altacare              | 2,428.73*   |      | 215      | 280-1000                  | 330 | 524  |
| 20654  | 45870S  | 5127 ENGLISH, KEVIN                    | 133.80      |      |          |                           |     |      |
| 1      |         | Powell Bba 01/16/20 Bball Ref          | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |
| 2      |         | Powell Bba 01/16/20 Bball Ref travel   | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |
| 20655  | 45889S  | 4933 YOUNG, AUSTIN                     | 102.48      |      |          |                           |     |      |
| 1      |         | Powell Bba 01/16/20 Bball Ref          | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |
| 2      |         | Powell Bba 01/16/20 Bball Ref travel   | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |
| 20656  | 45875S  | 4890 Hinrichs, Craig J.                | 205.80      |      |          |                           |     |      |
| 1      |         | Powell Bba 01/16/20 Bball Ref          | 168.00*     |      | 215      | 720-3500                  | 330 | 720  |
| 2      |         | Powell Bba 01/16/20 Bball Ref travel   | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |
| 20657  | 45878S  | 4915 MATTESON, BRADLEY                 | 174.48      |      |          |                           |     |      |
| 1      |         | Powell Bba 01/16/20 Bball Ref          | 168.00*     |      | 215      | 720-3500                  | 330 | 720  |
| 2      |         | Powell Bba 01/16/20 Bball Ref travel   | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |

01/16/20  
15:02:38

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 1/20

Page: 5 of 5  
Report ID: AP100

\* ... Over spent expenditure

| Claim                                                 | Warrant | Vendor #/Name                                  | Amount      |           |          |                           |     |      |
|-------------------------------------------------------|---------|------------------------------------------------|-------------|-----------|----------|---------------------------|-----|------|
| Line #                                                |         | Invoice #/Inv Date/Description                 | Line Amount | PO #      | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |
| 20658                                                 | 45886S  | 5243 TESCH, ROBERT                             | 126.48      |           |          |                           |     |      |
| 1                                                     |         | Powell Bba 01/16/20 Bball Ref                  | 120.00*     |           | 215      | 720-3500                  | 330 | 720  |
| 2                                                     |         | Powell Bba 01/16/20 Bball Ref travel           | 6.48*       |           | 215      | 720-3500                  | 582 | 720  |
| 20659                                                 | 45888S  | 1645 VERIZON WIRELESS                          | 30.02       |           |          |                           |     |      |
| 1                                                     |         | 9845664744 01/16/20 counselor com              | 30.02       |           | 201      | 100-2100                  | 530 |      |
| 20660                                                 | 45883S  | 1737 NORTHWESTERN ENERGY                       | 6,977.39    |           |          |                           |     |      |
| 1                                                     |         | 01/03/20 electric                              | 4,147.25    |           | 201      | 100-2600                  | 412 |      |
| 2                                                     |         | 01/03/20 gas service                           | 1,566.68    |           | 201      | 100-2600                  | 411 |      |
| 3                                                     |         | 01/03/20 electric taxes                        | 718.93      |           | 201      | 100-2600                  | 412 |      |
| 4                                                     |         | 01/03/20 gas taxes                             | 544.53      |           | 201      | 100-2600                  | 411 |      |
| 20661                                                 | 45867S  | 4967 CENTURY LINK                              | 77.92       |           |          |                           |     |      |
| 1                                                     |         | 1483665545 01/03/20 internet services Jan 2020 | 77.92*      |           | 228      | 100-1000                  | 530 |      |
| 20662                                                 | 45862S  | 899 360* OFFICE SOLUTIONS                      | 1,531.42    |           |          |                           |     |      |
| 1                                                     |         | 346145-0 09/26/19 counselor office furnitur    | 1,531.42    | 9695      | 201      | 999                       |     |      |
| PO Accounting (Org/Prog/Func/Obj/Proj: -100-2100-660- |         |                                                |             |           |          |                           |     |      |
| 20663                                                 | 45879S  | 1650 MEADOW GOLD GREAT FALLS                   | 221.91      |           |          |                           |     |      |
| 1                                                     |         | 535392 01/16/20 milk                           | 221.91      |           | 201      | 910-3100                  | 630 |      |
| 20664                                                 | 45881S  | 1823 MT BROOM & BRUSH COMPANY                  | 4,876.14    |           |          |                           |     |      |
| 1                                                     |         | 1403838 01/10/20 paper towels, t paper, tra    | 4,876.14    | 9765      | 201      | 100-2600                  | 610 |      |
| 20665                                                 | 45872S  | 968 FLINN SCIENTIFIC INC.                      | 145.35      |           |          |                           |     |      |
| 1                                                     |         | 2441469 01/13/20 Hydrogen peroxide             | 45.60       | 9771      | 201      | 100-1512                  | 610 |      |
| 2                                                     |         | 2441469 01/13/20 Replacement lamp              | 58.05       | 9771      | 201      | 100-1512                  | 610 |      |
| 3                                                     |         | 2441469 01/13/20 Shipping                      | 19.95       | 9771      | 201      | 100-1512                  | 610 |      |
| 4                                                     |         | 2441469 01/13/20 Hazmat surcharge              | 21.75       | 9771      | 201      | 100-1512                  | 610 |      |
| # of Claims                                           |         | 49                                             | Total:      | 47,644.95 |          |                           |     |      |

47,644.95



01/16/20  
15:07:26

JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 12/01/19 to 12/31/19

Page: 1 of 3  
Report ID: P130

Total for Payroll Checks

|                                 | Employee   | Employer  | Amount     |
|---------------------------------|------------|-----------|------------|
| HOL HOURS (Holiday Pay)         | 140.00     |           | 2,232.13   |
| J002 HOURS (HS COACH STIP)      | 0.00       |           | 5,462.83   |
| J006 HOURS (HS ACTIVITY STP)    | 0.00       |           | 5,388.42   |
| J013 HOURS (HS TEACHER SUB)     | 171.25     |           | 1,888.25   |
| J039 HOURS (HS TCHR SUB NO)     | 6.00       |           | 66.00      |
| J050 HOURS (INS OPT %)          | 0.00       |           | 6,117.40   |
| J067 HOURS (CUST STIPEND)       | 0.00       |           | 200.00     |
| J068 HOURS (LITERACY G STIP)    | 0.00       |           | 240.00     |
| J069 HOURS (21ST CENT JHS)      | 16.00      |           | 208.00     |
| LV2 HOURS (PROFESSIONAL LEAVE)  | 13.00      |           | 459.75     |
| LV3 HOURS (ACTIVITY LEAVE)      | 28.00      |           | 824.43     |
| OVER HOURS (Overtime)           | 2.65       |           | 63.46      |
| PERS HOURS (Personal Time Used) | 7.00       |           | 196.55     |
| REG HOURS (Regular Time)        | 5,488.42   |           | 133,192.62 |
| SICK HOURS (Sick Time)          | 203.95     |           | 4,495.42   |
| VACA HOURS (Vacation Time Used) | 42.50      |           | 995.89     |
| VOLN HOURS (Volunteer Time)     | 1.00       |           | 3,799.60   |
| GROSS PAY                       | 162,031.15 | 0.00      |            |
| NET PAY                         | 114,084.80 | 0.00      |            |
| NET PAY (CHECKS)                | 25,597.31  |           |            |
| NET PAY (DIRECT DEPOSIT)        | 88,487.49  |           |            |
| AFA ACCIDENT                    | 229.28     | 0.00      |            |
| AFA CANCER POST                 | 9.64       | 0.00      |            |
| AFA CANCER PRE                  | 45.70      | 0.00      |            |
| AFA DISABILITY                  | 155.84     | 0.00      |            |
| AFA FLEX                        | 541.66     | 0.00      |            |
| AFA FLEX LIMITE                 | 50.00      | 0.00      |            |
| AFA LIFE                        | 210.75     | 0.00      |            |
| BACE DUES                       | 93.20      | 0.00      |            |
| CSGD                            | 576.00     | 0.00      |            |
| DENTAL GUARDIAN                 | 865.50     | 154.41    |            |
| FIT                             | 9,153.51   | 0.00      |            |
| HSA BANK OF THE                 | 0.00       | 161.10    |            |
| HSA CONT FBVS                   | 500.00     | 4,089.14  |            |
| HSA HEALTHEQUIT                 | 150.00     | 450.49    |            |
| HSA HORIZON CU                  | 200.00     | 189.37    |            |
| HSA LK MICH CU                  | 0.00       | 309.06    |            |
| HSA OPPBANKOFMT                 | 0.00       | 161.12    |            |
| HSA OPTUM BANK                  | 0.00       | 223.93    |            |
| HSA RCKY MTN CU                 | 0.00       | 287.50    |            |
| HSA VALLEY BANK                 | 250.00     | 223.93    |            |
| INS PAC S                       | 3,033.17   | 14,833.08 |            |
| LIFE GUARDIAN                   | 0.00       | 102.30    |            |
| MEDICARE                        | 2,262.37   | 2,262.37  |            |
| MFT DUES                        | 640.14     | 0.00      |            |
| P.E.R.S.                        | 1,710.56   | 1,818.83  |            |
| SIT                             | 6,391.00   | 0.00      |            |
| SOCIAL SECURITY                 | 9,673.59   | 9,673.59  |            |

01/16/20  
15:07:26

JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 12/01/19 to 12/31/19

Page: 2 of 3  
Report ID: P130

|                 |            |           |
|-----------------|------------|-----------|
| TRS             | 10,734.97  | 11,946.72 |
| TRS BUYBACK1    | 328.70     | 0.00      |
| UNEMPL. INSUR.  | 0.00       | 210.61    |
| VISION GUARDIAN | 140.77     | 53.35     |
| WORKERS' COMP   | 0.00       | 1,298.31  |
| 1ST COMMUNITY   | 1,043.90   | 0.00      |
| BANK OF AMERICA | 706.25     | 0.00      |
| BILLINGS FCU    | 1,515.10   | 0.00      |
| CHASE KY        | 1,631.11   | 0.00      |
| F B V B         | 21,312.78  | 0.00      |
| FIRST INTERSTAT | 3,198.25   | 0.00      |
| GREEN DOT BANK  | 1,671.33   | 0.00      |
| HELENA CCU      | 2,751.46   | 0.00      |
| HORIZON CU      | 5,325.12   | 0.00      |
| MT CITY BANK    | 294.13     | 0.00      |
| ROCKY MTN CU    | 8,115.10   | 0.00      |
| SECU WASHINGTON | 500.00     | 0.00      |
| TRICO           | 4,301.53   | 0.00      |
| VALLEY B HELENA | 12,897.22  | 0.00      |
| W FARGO         | 10,629.22  | 0.00      |
| W FARGO BUTTE   | 4,524.96   | 0.00      |
| W FARGO CA      | 2,009.41   | 0.00      |
| W FARGO HELENA  | 6,060.62   | 0.00      |
| FIT/SIT BASE    | 143,250.84 | 0.00      |
| MEDICARE BASE   | 156,025.07 | 0.00      |
| PERS BASE       | 21,652.72  | 0.00      |
| SOC SEC BASE    | 156,025.07 | 0.00      |
| TRS BASE        | 131,717.13 | 0.00      |
| UN BASE         | 162,031.15 | 0.00      |
| WC BASE         | 161,624.65 | 0.00      |

Total 48,449.21  
Total Payroll Expense (Gross Pay + Employer Contributions): 210,480.36  
\*\*\* PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY \*\*\*  
Total Discounts: 0.03  
Total Payroll Expense (Less Discounts): 210,480.33

Check Summary

-----  
Payroll Checks Prev. Out. \$20,257.60  
Payroll Checks Issued \$58,407.13  
Payroll Checks Redeemed \$53,107.75  
Payroll Checks Outstanding \$25,556.98  
Electronic Checks \$155,096.90

| Deductions Accrued       | Carried Forward<br>From Previous Month | Deduction<br>Checks Issued | Difference | Liab Account |
|--------------------------|----------------------------------------|----------------------------|------------|--------------|
| Social Security 19347.18 |                                        | 19347.18                   |            | 614          |
| Medicare 4524.74         |                                        | 4524.74                    |            | 614          |
| P.E.R.S. 3529.39         |                                        | 3529.39                    |            | 615          |
| Unempl. Insur. 210.61    | 442.52                                 | 653.20                     | -0.07      | 612          |
| Workers' Comp 1298.31    | 2581.11                                | 3879.39                    | 0.03       | 611          |
| FIT 9153.51              |                                        | 9153.51                    |            | 613          |

01/16/20  
15:07:26

JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 12/01/19 to 12/31/19

Page: 3 of 3  
Report ID: P130

|                  |          |                  |       |
|------------------|----------|------------------|-------|
| SIT              | 6391.00  | 6391.00          | 610   |
| CSED             | 576.00   | 576.00           | 673   |
| BACE DUES        | 93.20    | 93.20            | 672   |
| MFT DUES         | 640.14   | 640.14           | 671   |
| TRS              | 22681.69 | 22681.69         | 616   |
| TRS BUYBACK1     | 328.70   | 328.70           | 616   |
| HSA CONT FBVB    | 4589.14  | 4589.14          | 621   |
| AFA CANCER PRE   | 45.70    | 45.70            | 675   |
| AFA DISABILITY   | 155.84   | 155.84           | 675   |
| AFA ACCIDENT     | 229.28   | 229.28           | 675   |
| AFA FLEX         | 541.66   | 541.66           | 675   |
| HSA HEALTHERUIT  | 600.49   | 600.49           | 621   |
| AFA LIFE         | 210.75   | 210.75           | 675   |
| HSA ROCKY MTN CU | 287.50   | 287.50           | 621   |
| AFA CANCER POST  | 9.64     | 9.64             | 675   |
| DENTAL 2         | 0.00     |                  | 675   |
| VISION 2         | 0.00     |                  | 675   |
| HSA VALLEY BANK  | 473.93   | 473.93           | 621   |
| INS PAC S        | 17866.25 | 17866.25         | 675   |
| HSA HORIZON CU   | 389.37   | 389.37           | 620   |
| HSA OPPBANKOFMT  | 161.12   | 161.12           | 675   |
| HSA LK MICH CU   | 309.06   | 309.06           | 621   |
| DENTAL GUARDIAN  | 1019.91  | 1019.91          | 675   |
| VISION GUARDIAN  | 194.12   | 194.12           | 675   |
| LIFE GUARDIAN    | 102.30   | 102.30           | 675   |
| AFA FLEX LIMITE  | 50.00    | 50.00            | 675   |
| HSA BANK OF THE  | 161.10   | 161.10           | 621   |
| HSA OPTUM BANK   | 223.93   | 223.93           | 621   |
| Total Ded.       | 96395.56 | 3023.63 99419.23 | -0.04 |

\*\*\*\* Carried Forward column only correct if report run for current period.

01/16/20  
15:05:37

JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 01/01/20 to 01/31/20

Page: 1 of 3  
Report ID: P130

Total for Payroll Checks  
-----

|                                 | Employee   | Employer  | Amount     |
|---------------------------------|------------|-----------|------------|
|                                 | -----      | -----     | -----      |
| HOL HOURS (Holiday Pay)         | 148.00     |           | 2,376.13   |
| J002 HOURS (HS COACH STIP)      | 0.00       |           | 5,629.33   |
| J006 HOURS (HS ACTIVITY STP)    | 0.00       |           | 2,140.42   |
| J013 HOURS (HS TEACHER SUB)     | 98.25      |           | 1,169.00   |
| J050 HOURS (INS OPT %)          | 0.00       |           | 5,917.52   |
| J067 HOURS (CUST STIPEND)       | 0.00       |           | 200.00     |
| J068 HOURS (LITERACY G STIP)    | 0.00       |           | 30.00      |
| J069 HOURS (21ST CENT JHS)      | 23.50      |           | 334.00     |
| J075 HOURS (STPND F SUB SUP)    | 0.00       |           | 250.00     |
| LV3 HOURS (ACTIVITY LEAVE)      | 15.00      |           | 376.73     |
| LV5 HOURS (Bereavement Leave)   | 17.00      |           | 644.34     |
| OVER HOURS (Overtime)           | 1.24       |           | 26.70      |
| PERS HOURS (Personal Time Used) | 16.50      |           | 466.77     |
| REG HOURS (Regular Time)        | 5,311.11   |           | 130,761.76 |
| SICK HOURS (Sick Time)          | 156.95     |           | 3,479.45   |
| VACA HOURS (Vacation Time Used) | 70.17      |           | 1,629.06   |
| <br>GROSS PAY                   | 155,431.21 | 0.00      |            |
| NET PAY                         | 109,859.08 | 0.00      |            |
| NET PAY (CHECKS)                | 22,755.71  |           |            |
| NET PAY (DIRECT DEPOSIT)        | 87,103.37  |           |            |
| AFA ACCIDENT                    | 229.28     | 0.00      |            |
| AFA CANCER POST                 | 9.64       | 0.00      |            |
| AFA CANCER PRE                  | 45.70      | 0.00      |            |
| AFA DISABILITY                  | 155.84     | 0.00      |            |
| AFA FLEX                        | 541.66     | 0.00      |            |
| AFA FLEX LIMITE                 | 50.00      | 0.00      |            |
| AFA LIFE                        | 210.75     | 0.00      |            |
| BACE DUES                       | 93.20      | 0.00      |            |
| CSED                            | 576.00     | 0.00      |            |
| DENTAL GUARDIAN                 | 865.50     | 154.41    |            |
| FIT                             | 8,121.75   | 0.00      |            |
| HSA BANK OF THE                 | 0.00       | 161.10    |            |
| HSA CONT FEVB                   | 500.00     | 2,073.59  |            |
| HSA HEALTHEQUIT                 | 150.00     | 450.49    |            |
| HSA HORIZON CU                  | 200.00     | 189.37    |            |
| HSA LK MICH CU                  | 0.00       | 309.06    |            |
| HSA OPPBANKOFMT                 | 0.00       | 161.12    |            |
| HSA OPTUM BANK                  | 0.00       | 223.93    |            |
| HSA RCKY MTN CU                 | 0.00       | 287.50    |            |
| HSA VALLEY BANK                 | 250.00     | 223.93    |            |
| INS PAC S                       | 3,033.17   | 14,807.01 |            |
| LIFE GUARDIAN                   | 0.00       | 105.40    |            |
| MEDICARE                        | 2,166.63   | 2,166.63  |            |
| MFT DUES                        | 640.14     | 0.00      |            |
| P.E.R.S.                        | 1,736.65   | 1,846.57  |            |
| SIT                             | 6,157.00   | 0.00      |            |
| SOCIAL SECURITY                 | 9,264.41   | 9,264.41  |            |
| TRS                             | 10,105.34  | 11,246.01 |            |

01/16/20  
15:05:37

JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 01/01/20 to 01/31/20

Page: 2 of 3  
Report ID: P130

|                 |            |          |
|-----------------|------------|----------|
| TRS BUYBACK1    | 328.70     | 0.00     |
| UNEMPL. INSUR.  | 0.00       | 202.06   |
| VISION GUARDIAN | 140.77     | 27.78    |
| WORKERS' COMP   | 0.00       | 1,223.57 |
| 1ST COMMUNITY   | 1,201.13   | 0.00     |
| BANK OF AMERICA | 754.53     | 0.00     |
| BILLINGS FCU    | 1,515.96   | 0.00     |
| CHASE KY        | 1,165.04   | 0.00     |
| F B V B         | 20,920.62  | 0.00     |
| FIRST INTERSTAT | 2,751.89   | 0.00     |
| GREEN DOT BANK  | 1,861.51   | 0.00     |
| HELENA CCU      | 2,738.75   | 0.00     |
| HORIZON CU      | 5,402.74   | 0.00     |
| MT CITY BANK    | 311.92     | 0.00     |
| ROCKY MTN CU    | 7,984.45   | 0.00     |
| SECU WASHINGTON | 500.00     | 0.00     |
| TRICO           | 4,303.14   | 0.00     |
| VALLEY B HELENA | 13,184.30  | 0.00     |
| W FARGO         | 10,203.12  | 0.00     |
| W FARGO BUTTE   | 4,526.57   | 0.00     |
| W FARGO CA      | 1,630.60   | 0.00     |
| W FARGO HELENA  | 6,147.10   | 0.00     |
| FIT/SIT BASE    | 137,254.44 | 0.00     |
| MEDICARE BASE   | 149,425.13 | 0.00     |
| PERS BASE       | 21,982.83  | 0.00     |
| SOC SEC BASE    | 149,425.13 | 0.00     |
| TRS BASE        | 123,991.46 | 0.00     |
| UN BASE         | 155,431.21 | 0.00     |
| WC BASE         | 151,267.37 | 0.00     |

Total 45,123.94  
Total Payroll Expense (Gross Pay + Employer Contributions): 200,555.15

Check Summary  
-----

|                            |              |
|----------------------------|--------------|
| Payroll Checks Prev. Out.  | \$25,556.98  |
| Payroll Checks Issued      | \$49,622.05  |
| Payroll Checks Redeemed    | \$0.00       |
| Payroll Checks Outstanding | \$75,179.03  |
| Electronic Checks          | \$149,507.47 |

| Deductions Accrued | Carried Forward<br>From Previous Month | Deduction<br>Checks Issued | Difference | Liab Account |
|--------------------|----------------------------------------|----------------------------|------------|--------------|
| -----              | -----                                  | -----                      | -----      | -----        |
| Social Security    | 18528.82                               | 18528.82                   |            | 614          |
| Medicare           | 4333.26                                | 4333.26                    |            | 614          |
| P.E.R.S.           | 3583.22                                | 3583.22                    |            | 615          |
| Unempl. Insur.     | 202.06                                 |                            | 202.06     | 612          |
| Workers' Comp      | 1223.57                                |                            | 1223.57    | 611          |
| FIT                | 8121.75                                | 8121.75                    |            | 613          |
| SIT                | 6157.00                                | 6157.00                    |            | 610          |
| CSED               | 576.00                                 | 576.00                     |            | 673          |
| BACE DUES          | 93.20                                  | 93.20                      |            | 672          |
| MFT DUES           | 640.14                                 | 640.14                     |            | 671          |

01/16/20  
15:05:37

JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 01/01/20 to 01/31/20

Page: 3 of 3  
Report ID: P130

|                 |          |      |          |         |
|-----------------|----------|------|----------|---------|
| TRS             | 21351.35 |      | 21351.35 | 616     |
| TRS BUYBACK1    | 328.70   |      | 328.70   | 616     |
| HSA CONT FEVB   | 2573.59  |      | 2573.59  | 621     |
| AFA CANCER PRE  | 45.70    |      | 45.70    | 675     |
| AFA DISABILITY  | 155.84   |      | 155.84   | 675     |
| AFA ACCIDENT    | 229.28   |      | 229.28   | 675     |
| AFA FLEX        | 541.66   |      | 541.66   | 675     |
| HSA HEALTHEQUIT | 600.49   |      | 600.49   | 621     |
| AFA LIFE        | 210.75   |      | 210.75   | 675     |
| HSA RCKY MTN CU | 287.50   |      | 287.50   | 621     |
| AFA CANCER POST | 9.64     |      | 9.64     | 675     |
| HSA VALLEY BANK | 473.93   |      | 473.93   | 621     |
| INS PAC S       | 17840.18 |      | 17840.18 | 675     |
| HSA HORIZON CU  | 389.37   |      | 389.37   | 620     |
| HSA OPPBANKOFMT | 161.12   |      | 161.12   | 675     |
| HSA LK MICH CU  | 309.06   |      | 309.06   | 621     |
| DENTAL GUARDIAN | 1019.91  |      | 1019.91  | 675     |
| VISION GUARDIAN | 168.55   |      | 168.55   | 675     |
| LIFE GUARDIAN   | 105.40   |      | 105.40   | 675     |
| AFA FLEX LIMITE | 50.00    |      | 50.00    | 675     |
| HSA BANK OF THE | 161.10   |      | 161.10   | 621     |
| HSA OPTUM BANK  | 223.93   |      | 223.93   | 621     |
| Total Ded.      | 90696.07 | 0.00 | 89270.44 | 1425.63 |

\*\*\*\* Carried Forward column only correct if report run for current period.

01/16/20  
15:08:09

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 20

Page: 1 of 6  
Report ID: B100

201 HIGH SCHOOL GENERAL FUND

| Program-Function-Object         | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|---------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 GENERAL                     |                            |                  |                           |                          |                            |                |
| 100 GENERAL                     |                            |                  |                           |                          |                            |                |
| 1000 GENERAL                    |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 0.00                       | 950.00           | 9,500.00                  | 9,500.00                 | 8,550.00                   | 10 %           |
| 120 SUBSTITUTES                 | 1,169.00                   | 7,823.77         | 20,000.00                 | 20,000.00                | 12,176.23                  | 39 %           |
| 250 WORKERS COMPENSATION        | 1,187.59                   | 7,201.16         | 14,000.00                 | 14,000.00                | 6,798.84                   | 51 %           |
| 260 HEALTH INSURANCE            | 8,049.61                   | 47,753.20        | 148,450.00                | 148,450.00               | 100,696.80                 | 32 %           |
| 270 LIFE INSURANCE              | 105.40                     | 477.40           | 1,500.00                  | 1,500.00                 | 1,022.60                   | 31 %           |
| 320 PROF ED SERVICES            | 0.00                       | 0.00             | 500.00                    | 500.00                   | 500.00                     | 0 %            |
| 321 CURRICULUM DEVELOPMENT      | 0.00                       | 3,592.20         | 5,000.00                  | 5,000.00                 | 1,407.80                   | 71 %           |
| 330 OTHER PROFESSIONAL SERVICES | 0.00                       | 708.12           | 750.00                    | 750.00                   | 41.88                      | 94 %           |
| 440 REPAIR/MAIN/PARTS           | 0.00                       | 445.18           | 0.00                      | 0.00                     | -445.18                    | *** %          |
| 530 Communications              | 0.00                       | 0.00             | 7,000.00                  | 7,000.00                 | 7,000.00                   | 0 %            |
| 582 TRAVEL/INSERVICE            | 0.00                       | 125.00           | 1,000.00                  | 1,000.00                 | 875.00                     | 12 %           |
| 600 OTHER SUPPLIES & EXPENSES   | 0.00                       | 150.06           | 1,811.00                  | 1,811.00                 | 1,660.94                   | 8 %            |
| 610 SUPPLIES                    | 0.00                       | 891.41           | 4,455.00                  | 4,455.00                 | 3,563.59                   | 20 %           |
| 640 BOOKS                       | 0.00                       | 432.39           | 5,000.00                  | 5,000.00                 | 4,567.61                   | 8 %            |
| 660 MINOR EQUIPMENT             | 0.00                       | 967.28           | 4,000.00                  | 4,000.00                 | 3,032.72                   | 24 %           |
| 680 COMPUTER SOFTWARE           | 0.00                       | 0.00             | 5,400.00                  | 5,400.00                 | 5,400.00                   | 0 %            |
| Function Total:                 | 10,511.60                  | 71,517.17        | 228,366.00                | 228,366.00               | 156,848.83                 | 31 %           |
| 1140 ART - EHRET                |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 4,157.02                   | 20,785.10        | 39,806.00                 | 39,806.00                | 19,020.90                  | 52 %           |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 4,900.00                  | 4,900.00                 | 4,900.00                   | 0 %            |
| Function Total:                 | 4,157.02                   | 20,785.10        | 44,706.00                 | 44,706.00                | 23,920.90                  | 46 %           |
| 1141 DRAMA - Hesford            |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 2,185.58                   | 10,921.70        | 18,187.00                 | 18,187.00                | 7,265.30                   | 60 %           |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 2,000.00                  | 2,000.00                 | 2,000.00                   | 0 %            |
| Function Total:                 | 2,185.58                   | 10,921.70        | 20,187.00                 | 20,187.00                | 9,265.30                   | 54 %           |
| 1240 ENGLISH B Bergtoll         |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 1,486.55                   | 7,973.78         | 15,440.00                 | 15,440.00                | 7,466.22                   | 51 %           |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 170.00                    | 170.00                   | 170.00                     | 0 %            |
| Function Total:                 | 1,486.55                   | 7,973.78         | 15,610.00                 | 15,610.00                | 7,636.22                   | 51 %           |
| 1241 ENGLISH K Voeller          |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 3,002.25                   | 15,011.25        | 32,406.00                 | 32,406.00                | 17,394.75                  | 46 %           |
| 260 HEALTH INSURANCE            | 206.72                     | 430.65           | 0.00                      | 0.00                     | -430.65                    | *** %          |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 135.00                    | 135.00                   | 135.00                     | 0 %            |
| 640 BOOKS                       | 0.00                       | 0.00             | 50.00                     | 50.00                    | 50.00                      | 0 %            |
| Function Total:                 | 3,208.97                   | 15,441.90        | 32,591.00                 | 32,591.00                | 17,149.10                  | 47 %           |
| 1242 ENGLISH M Hesford          |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 3,011.59                   | 15,064.15        | 35,967.00                 | 35,967.00                | 20,902.85                  | 41 %           |
| 640 BOOKS                       | 0.00                       | 0.00             | 500.00                    | 500.00                   | 500.00                     | 0 %            |
| Function Total:                 | 3,011.59                   | 15,064.15        | 36,467.00                 | 36,467.00                | 21,402.85                  | 41 %           |
| 1243 ENGLISH A JOLLIFF          |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 3,106.92                   | 15,534.60        | 37,283.00                 | 37,283.00                | 21,748.40                  | 41 %           |
| Function Total:                 | 3,106.92                   | 15,534.60        | 37,283.00                 | 37,283.00                | 21,748.40                  | 41 %           |

01/16/20  
15:08:09

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 20

Page: 2 of 6  
Report ID: B100

201 HIGH SCHOOL GENERAL FUND

| Program-Function-Object         | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|---------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 GENERAL                     |                            |                  |                           |                          |                            |                |
| 100 GENERAL                     |                            |                  |                           |                          |                            |                |
| 1270 FOREIGN LANGUAGE W Schultz |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 1,904.67                   | 8,697.83         | 22,856.00                 | 22,856.00                | 14,158.17                  | 38 %           |
| 610 SUPPLIES                    | 0.00                       | 92.27            | 0.00                      | 0.00                     | -92.27                     | *** %          |
| 640 BOOKS                       | 0.00                       | 0.00             | 600.00                    | 600.00                   | 600.00                     | 0 %            |
| Function Total:                 | 1,904.67                   | 8,790.10         | 23,456.00                 | 23,456.00                | 14,665.90                  | 37 %           |
| 1340 PE D Ternes                |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 6,037.19                   | 30,185.95        | 68,459.00                 | 68,459.00                | 38,273.05                  | 44 %           |
| 610 SUPPLIES                    | 0.00                       | 0.16             | 2,500.00                  | 2,500.00                 | 2,499.84                   | 0 %            |
| Function Total:                 | 6,037.19                   | 30,186.11        | 70,959.00                 | 70,959.00                | 40,772.89                  | 42 %           |
| 1341 PE Layng                   |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 3,257.06                   | 16,285.31        | 35,874.00                 | 35,874.00                | 19,588.69                  | 45 %           |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 300.00                    | 300.00                   | 300.00                     | 0 %            |
| Function Total:                 | 3,257.06                   | 16,285.31        | 36,174.00                 | 36,174.00                | 19,888.69                  | 45 %           |
| 1440 MATH C Carey               |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 3,937.50                   | 19,687.50        | 38,902.00                 | 38,902.00                | 19,214.50                  | 50 %           |
| 610 SUPPLIES                    | 0.00                       | 47.50            | 150.00                    | 150.00                   | 102.50                     | 31 %           |
| 680 COMPUTER SOFTWARE           | 0.00                       | 0.00             | 500.00                    | 500.00                   | 500.00                     | 0 %            |
| Function Total:                 | 3,937.50                   | 19,735.00        | 39,552.00                 | 39,552.00                | 19,817.00                  | 49 %           |
| 1441 MATH N Strozewski          |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 3,409.67                   | 17,048.35        | 37,414.00                 | 37,414.00                | 20,365.65                  | 45 %           |
| 610 SUPPLIES                    | 0.00                       | 11.95            | 100.00                    | 100.00                   | 88.05                      | 11 %           |
| 660 MINOR EQUIPMENT             | 0.00                       | 0.00             | 300.00                    | 300.00                   | 300.00                     | 0 %            |
| Function Total:                 | 3,409.67                   | 17,060.30        | 37,814.00                 | 37,814.00                | 20,753.70                  | 45 %           |
| 1442 MATH N Bailey              |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 6,331.92                   | 31,659.60        | 54,649.00                 | 54,649.00                | 22,989.40                  | 57 %           |
| 610 SUPPLIES                    | 0.00                       | 64.39            | 0.00                      | 0.00                     | -64.39                     | *** %          |
| 660 MINOR EQUIPMENT             | 0.00                       | 0.00             | 1,900.00                  | 1,900.00                 | 1,900.00                   | 0 %            |
| Function Total:                 | 6,331.92                   | 31,723.99        | 56,549.00                 | 56,549.00                | 24,825.01                  | 56 %           |
| 1470 MUSIC M BOWMAN             |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 2,344.00                   | 11,720.00        | 24,315.00                 | 24,315.00                | 12,595.00                  | 48 %           |
| 440 REPAIR/MAIN/PARTS           | 0.00                       | 612.00           | 600.00                    | 600.00                   | -12.00                     | 102 %          |
| 610 SUPPLIES                    | 0.00                       | 40.00            | 1,700.00                  | 1,700.00                 | 1,660.00                   | 2 %            |
| 660 MINOR EQUIPMENT             | 0.00                       | 0.00             | 1,500.00                  | 1,500.00                 | 1,500.00                   | 0 %            |
| Function Total:                 | 2,344.00                   | 12,372.00        | 28,115.00                 | 28,115.00                | 15,743.00                  | 44 %           |
| 1511 SCIENCE S McCauley         |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 5,332.34                   | 26,661.70        | 55,904.00                 | 55,904.00                | 29,242.30                  | 47 %           |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 1,610.00                  | 1,610.00                 | 1,610.00                   | 0 %            |
| 615 Replacement Parts           | 47.74                      | 47.74            | 0.00                      | 0.00                     | -47.74                     | *** %          |
| Function Total:                 | 5,380.08                   | 26,709.44        | 57,514.00                 | 57,514.00                | 30,804.56                  | 46 %           |
| 1512 SCIENCE M Williams         |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 5,055.00                   | 25,275.00        | 57,465.00                 | 57,465.00                | 32,190.00                  | 43 %           |
| 610 SUPPLIES                    | 145.35                     | 184.94           | 1,050.00                  | 1,050.00                 | 865.06                     | 17 %           |
| 680 COMPUTER SOFTWARE           | 0.00                       | 0.00             | 394.00                    | 394.00                   | 394.00                     | 0 %            |
| Function Total:                 | 5,200.35                   | 25,459.94        | 58,909.00                 | 58,909.00                | 33,449.06                  | 43 %           |



01/16/20  
15:08:09

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 20

Page: 3 of 6  
Report ID: B100

201 HIGH SCHOOL GENERAL FUND

| Program-Function-Object         | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|---------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 GENERAL                     |                            |                  |                           |                          |                            |                |
| 100 GENERAL                     |                            |                  |                           |                          |                            |                |
| 1513 SCIENCE SMARTNICK          |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 580.02                     | 2,900.10         | 5,974.00                  | 5,974.00                 | 3,073.90                   | 48 %           |
| Function Total:                 | 580.02                     | 2,900.10         | 5,974.00                  | 5,974.00                 | 3,073.90                   | 48 %           |
| 1570 HISTORY OTTMAN             |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 3,651.19                   | 18,255.95        | 33,557.00                 | 33,557.00                | 15,301.05                  | 54 %           |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 450.00                    | 450.00                   | 450.00                     | 0 %            |
| Function Total:                 | 3,651.19                   | 18,255.95        | 34,007.00                 | 34,007.00                | 15,751.05                  | 53 %           |
| 1571 HISTORY F Bieler           |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 4,347.30                   | 21,736.50        | 43,613.00                 | 43,613.00                | 21,876.50                  | 49 %           |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 100.00                    | 100.00                   | 100.00                     | 0 %            |
| 650 PERIODICALS                 | 0.00                       | 5.00             | 175.00                    | 175.00                   | 170.00                     | 2 %            |
| Function Total:                 | 4,347.30                   | 21,741.50        | 43,888.00                 | 43,888.00                | 22,146.50                  | 49 %           |
| 1770 DRIVER'S EDUCATION         |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 1,282.48                   | 6,412.39         | 15,581.00                 | 15,581.00                | 9,168.61                   | 41 %           |
| Function Total:                 | 1,282.48                   | 6,412.39         | 15,581.00                 | 15,581.00                | 9,168.61                   | 41 %           |
| 2100 SUPPORT - GUIDANCE         |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 5,058.25                   | 32,093.01        | 62,180.00                 | 62,180.00                | 30,086.99                  | 51 %           |
| 260 HEALTH INSURANCE            | 728.21                     | 3,641.05         | 8,997.00                  | 8,997.00                 | 5,355.95                   | 40 %           |
| 530 Communications              | 30.02                      | 210.14           | 480.00                    | 480.00                   | 269.86                     | 43 %           |
| 582 TRAVEL/INSERVICE            | 0.00                       | 513.95           | 750.00                    | 750.00                   | 236.05                     | 68 %           |
| 610 SUPPLIES                    | 0.00                       | 30.33            | 950.00                    | 950.00                   | 919.67                     | 3 %            |
| 680 COMPUTER SOFTWARE           | 0.00                       | 4,025.00         | 0.00                      | 0.00                     | -4,025.00                  | *** %          |
| Function Total:                 | 5,816.48                   | 40,513.48        | 73,357.00                 | 73,357.00                | 32,843.52                  | 55 %           |
| 2220 LIBRARY                    |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES            | 4,425.34                   | 22,126.70        | 54,436.00                 | 54,436.00                | 32,309.30                  | 40 %           |
| 260 HEALTH INSURANCE            | 683.11                     | 3,397.27         | 8,997.00                  | 8,997.00                 | 5,599.73                   | 37 %           |
| 440 REPAIR/MAIN/PARTS           | 0.00                       | 0.00             | 400.00                    | 400.00                   | 400.00                     | 0 %            |
| 582 TRAVEL/INSERVICE            | 0.00                       | 0.00             | 300.00                    | 300.00                   | 300.00                     | 0 %            |
| 610 SUPPLIES                    | 0.00                       | 0.00             | 150.00                    | 150.00                   | 150.00                     | 0 %            |
| 640 BOOKS                       | 0.00                       | 90.20            | 1,500.00                  | 1,500.00                 | 1,409.80                   | 6 %            |
| 650 PERIODICALS                 | 0.00                       | 73.00            | 78.00                     | 78.00                    | 5.00                       | 93 %           |
| 680 COMPUTER SOFTWARE           | 0.00                       | 2,780.58         | 5,026.00                  | 5,026.00                 | 2,245.42                   | 55 %           |
| Function Total:                 | 5,108.45                   | 28,467.75        | 70,887.00                 | 70,887.00                | 42,419.25                  | 40 %           |
| 2300 GENERAL ADMINISTRATION     |                            |                  |                           |                          |                            |                |
| 111 ADMINISTRATIVE SALARIES     | 8,037.28                   | 56,260.96        | 73,447.00                 | 73,447.00                | 17,186.04                  | 76 %           |
| 260 HEALTH INSURANCE            | 1,362.24                   | 9,921.04         | 16,400.00                 | 16,400.00                | 6,478.96                   | 60 %           |
| 330 OTHER PROFESSIONAL SERVICES | 0.00                       | 297.00           | 0.00                      | 0.00                     | -297.00                    | *** %          |
| 520 INSURANCE                   | 0.00                       | 27,011.00        | 27,011.00                 | 27,011.00                | 0.00                       | 100 %          |
| 540 ADVERTISING                 | 5.00                       | 495.00           | 1,500.00                  | 1,500.00                 | 1,005.00                   | 33 %           |
| 582 TRAVEL/INSERVICE            | 0.00                       | 1,856.00         | 2,000.00                  | 2,000.00                 | 144.00                     | 92 %           |
| 610 SUPPLIES                    | 0.00                       | 160.00           | 200.00                    | 200.00                   | 40.00                      | 80 %           |
| 680 COMPUTER SOFTWARE           | 0.00                       | 0.00             | 150.00                    | 150.00                   | 150.00                     | 0 %            |
| 800 OTHER                       | 30.00                      | 5,018.33         | 6,000.00                  | 6,000.00                 | 981.67                     | 83 %           |
| 810 DUES/FEES                   | 0.00                       | 2,769.00         | 3,000.00                  | 3,000.00                 | 231.00                     | 92 %           |
| Function Total:                 | 9,434.52                   | 103,786.33       | 129,708.00                | 129,708.00               | 25,919.67                  | 80 %           |

01/16/20  
15:08:09

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 20

Page: 4 of 6  
Report ID: B100

201 HIGH SCHOOL GENERAL FUND

| Program-Function-Object                 | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-----------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 GENERAL                             |                            |                  |                           |                          |                            |                |
| 100 GENERAL                             |                            |                  |                           |                          |                            |                |
| 2322 Community Relations Services       |                            |                  |                           |                          |                            |                |
| 115 CLERICAL/TECHNOLOGY SALARIES        | 1,165.50                   | 2,182.82         | 2,026.00                  | 2,026.00                 | -156.82                    | 107 %          |
| Function Total:                         | 1,165.50                   | 2,182.82         | 2,026.00                  | 2,026.00                 | -156.82                    | 107 %          |
| 2400 PRINCIPAL'S                        |                            |                  |                           |                          |                            |                |
| 111 ADMINISTRATIVE SALARIES             | 6,756.74                   | 47,297.18        | 73,625.00                 | 73,625.00                | 26,327.82                  | 64 %           |
| 115 CLERICAL/TECHNOLOGY SALARIES        | 2,231.24                   | 13,818.54        | 35,741.00                 | 35,741.00                | 21,922.46                  | 38 %           |
| 260 HEALTH INSURANCE                    | 1,261.57                   | 8,779.42         | 17,994.00                 | 17,994.00                | 9,214.58                   | 48 %           |
| 330 OTHER PROFESSIONAL SERVICES         | 0.00                       | 0.00             | 1,000.00                  | 1,000.00                 | 1,000.00                   | 0 %            |
| 440 REPAIR/MAIN/PARTS                   | 0.00                       | 2,292.48         | 5,500.00                  | 5,500.00                 | 3,207.52                   | 41 %           |
| 531 TELEPHONE                           | 0.00                       | 2,716.58         | 5,000.00                  | 5,000.00                 | 2,283.42                   | 54 %           |
| 532 POSTAGE                             | 0.00                       | 2,960.87         | 5,500.00                  | 5,500.00                 | 2,539.13                   | 53 %           |
| 582 TRAVEL/INSERVICE                    | 0.00                       | 2,163.34         | 4,600.00                  | 4,600.00                 | 2,436.66                   | 47 %           |
| 680 COMPUTER SOFTWARE                   | 0.00                       | 0.00             | 1,000.00                  | 1,000.00                 | 1,000.00                   | 0 %            |
| 810 DUES/FEES                           | 0.00                       | 480.00           | 0.00                      | 0.00                     | -480.00                    | *** %          |
| 840 PRINCIPAL                           | 0.00                       | 1,132.84         | 0.00                      | 0.00                     | -1,132.84                  | *** %          |
| Function Total:                         | 10,249.55                  | 81,641.25        | 149,960.00                | 149,960.00               | 68,318.75                  | 54 %           |
| 2500 BUSINESS SERVICES                  |                            |                  |                           |                          |                            |                |
| 111 ADMINISTRATIVE SALARIES             | 4,937.84                   | 34,564.88        | 39,754.00                 | 39,754.00                | 5,189.12                   | 86 %           |
| 250 WORKERS COMPENSATION                | 11.96                      | 27.69            | 0.00                      | 0.00                     | -27.69                     | *** %          |
| 260 HEALTH INSURANCE                    | 749.77                     | 5,248.39         | 8,997.00                  | 8,997.00                 | 3,748.61                   | 58 %           |
| 310 ELECTION                            | 0.00                       | 0.00             | 4,986.00                  | 4,986.00                 | 4,986.00                   | 0 %            |
| 330 OTHER PROFESSIONAL SERVICES         | 5,100.00                   | 11,500.00        | 11,000.00                 | 11,000.00                | -500.00                    | 104 %          |
| 530 Communications                      | 0.00                       | 13.56            | 0.00                      | 0.00                     | -13.56                     | *** %          |
| 582 TRAVEL/INSERVICE                    | 0.00                       | 773.07           | 1,870.00                  | 1,870.00                 | 1,096.93                   | 41 %           |
| 610 SUPPLIES                            | 0.00                       | 535.30           | 650.00                    | 650.00                   | 114.70                     | 82 %           |
| 660 MINOR EQUIPMENT                     | 0.00                       | 0.00             | 800.00                    | 800.00                   | 800.00                     | 0 %            |
| 680 COMPUTER SOFTWARE                   | 6,017.00                   | 6,017.00         | 7,700.00                  | 7,700.00                 | 1,683.00                   | 78 %           |
| 810 DUES/FEES                           | 0.00                       | 0.00             | 750.00                    | 750.00                   | 750.00                     | 0 %            |
| Function Total:                         | 16,816.57                  | 58,679.89        | 76,507.00                 | 76,507.00                | 17,827.11                  | 76 %           |
| 2580 Administrative Technology Services |                            |                  |                           |                          |                            |                |
| 115 CLERICAL/TECHNOLOGY SALARIES        | 5,335.69                   | 36,884.98        | 42,596.00                 | 42,596.00                | 5,711.02                   | 86 %           |
| Function Total:                         | 5,335.69                   | 36,884.98        | 42,596.00                 | 42,596.00                | 5,711.02                   | 86 %           |
| 2600 OPERATION/MAINTENANCE              |                            |                  |                           |                          |                            |                |
| 114 TECHNICAL SALARIES                  | 8,800.57                   | 53,935.33        | 93,351.00                 | 93,351.00                | 39,415.67                  | 57 %           |
| 119 SUPERVISORY SALARIES                | 0.00                       | 0.00             | 11,099.00                 | 11,099.00                | 11,099.00                  | 0 %            |
| 120 SUBSTITUTES                         | 0.00                       | 1,811.50         | 5,000.00                  | 5,000.00                 | 3,188.50                   | 36 %           |
| 260 HEALTH INSURANCE                    | 2,206.54                   | 15,470.78        | 31,489.00                 | 31,489.00                | 16,018.22                  | 49 %           |
| 330 OTHER PROFESSIONAL SERVICES         | 0.00                       | 5,923.96         | 0.00                      | 0.00                     | -5,923.96                  | *** %          |
| 411 Natural Gas                         | 3,603.55                   | 11,514.23        | 31,000.00                 | 31,000.00                | 19,485.77                  | 37 %           |
| 412 ELECTRICITY                         | 4,866.18                   | 24,784.10        | 47,000.00                 | 47,000.00                | 22,215.90                  | 52 %           |
| 421 WATER/SEWER                         | 1,415.97                   | 9,875.79         | 19,000.00                 | 19,000.00                | 9,124.21                   | 51 %           |
| 431 DISPOSAL                            | 155.00                     | 128.72           | 6,260.00                  | 6,260.00                 | 6,131.28                   | 2 %            |
| 440 REPAIR/MAIN/PARTS                   | 280.00                     | 45,174.21        | 37,000.00                 | 37,000.00                | -8,174.21                  | 122 %          |
| 610 SUPPLIES                            | 1,228.09                   | 11,219.44        | 13,500.00                 | 13,500.00                | 2,280.56                   | 83 %           |
| 615 Replacement Parts                   | 936.35                     | 8,284.31         | 13,000.00                 | 13,000.00                | 4,715.69                   | 63 %           |
| 624 GASOLINE                            | 0.00                       | 305.68           | 750.00                    | 750.00                   | 444.32                     | 40 %           |
| 660 MINOR EQUIPMENT                     | 0.00                       | 347.40           | 5,000.00                  | 5,000.00                 | 4,652.60                   | 6 %            |

01/16/20  
15:08:09

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 20

Page: 5 of 6  
Report ID: B100

201 HIGH SCHOOL GENERAL FUND

| Program-Function-Object                 | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|-----------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| 100 GENERAL                             |                            |                  |                           |                          |                            |                |
| 100 GENERAL                             |                            |                  |                           |                          |                            |                |
| 2600 OPERATION/MAINTENANCE              |                            |                  |                           |                          |                            |                |
| 810 DUES/FEES                           | 0.00                       | 0.00             | 125.00                    | 125.00                   | 125.00                     | 0 %            |
| Function Total:                         | 23,492.25                  | 188,775.45       | 313,574.00                | 313,574.00               | 124,798.55                 | 60 %           |
| Program Total:                          | 152,750.67                 | 935,804.48       | 1,782,317.00              | 1,782,317.00             | 846,512.52                 | 52 %           |
| Program Group Total:                    | 152,750.67                 | 935,804.48       | 1,782,317.00              | 1,782,317.00             | 846,512.52                 | 52 %           |
| 200 SPECIAL PROGRAMS                    |                            |                  |                           |                          |                            |                |
| 280 STATE ALLOWABLE SP/ED               |                            |                  |                           |                          |                            |                |
| 1000 GENERAL                            |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES                    | 3,926.50                   | 19,632.50        | 48,267.00                 | 48,267.00                | 28,634.50                  | 40 %           |
| 115 CLERICAL/TECHNOLOGY SALARIES        | 247.91                     | 1,535.31         | 3,971.00                  | 3,971.00                 | 2,435.69                   | 38 %           |
| 117 AIDES                               | 10,336.46                  | 59,259.21        | 42,347.00                 | 42,347.00                | -16,912.21                 | 139 %          |
| 260 HEALTH INSURANCE                    | 1,728.45                   | 9,501.25         | 35,988.00                 | 35,988.00                | 26,486.75                  | 26 %           |
| 350 CONTRACTED SERVICES-OTHER DISTRICTS | 0.00                       | 0.00             | 3,200.00                  | 3,200.00                 | 3,200.00                   | 0 %            |
| 582 TRAVEL/INSERVICE                    | 0.00                       | 38.83            | 0.00                      | 0.00                     | -38.83                     | *** %          |
| 610 SUPPLIES                            | 0.00                       | 76.97            | 500.00                    | 500.00                   | 423.03                     | 15 %           |
| 680 COMPUTER SOFTWARE                   | 0.00                       | 600.00           | 0.00                      | 0.00                     | -600.00                    | *** %          |
| Function Total:                         | 16,239.32                  | 90,644.07        | 134,273.00                | 134,273.00               | 43,628.93                  | 67 %           |
| Program Total:                          | 16,239.32                  | 90,644.07        | 134,273.00                | 134,273.00               | 43,628.93                  | 67 %           |
| Program Group Total:                    | 16,239.32                  | 90,644.07        | 134,273.00                | 134,273.00               | 43,628.93                  | 67 %           |
| 300 GENERAL                             |                            |                  |                           |                          |                            |                |
| 390 CTE                                 |                            |                  |                           |                          |                            |                |
| 1000 GENERAL                            |                            |                  |                           |                          |                            |                |
| 260 HEALTH INSURANCE                    | 749.77                     | 3,748.85         | 35,977.00                 | 35,977.00                | 32,228.15                  | 10 %           |
| Function Total:                         | 749.77                     | 3,748.85         | 35,977.00                 | 35,977.00                | 32,228.15                  | 10 %           |
| 1170 Business - Smartnick               |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES                    | 3,286.75                   | 16,433.75        | 35,845.00                 | 35,845.00                | 19,411.25                  | 45 %           |
| 610 SUPPLIES                            | 0.00                       | 0.00             | 600.00                    | 600.00                   | 600.00                     | 0 %            |
| 680 COMPUTER SOFTWARE                   | 0.00                       | 699.00           | 0.00                      | 0.00                     | -699.00                    | *** %          |
| Function Total:                         | 3,286.75                   | 17,132.75        | 36,445.00                 | 36,445.00                | 19,312.25                  | 47 %           |
| 1640 Voc Trades - Heimann               |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES                    | 4,288.19                   | 21,440.95        | 46,999.00                 | 46,999.00                | 25,558.05                  | 45 %           |
| 440 REPAIR/MAIN/PARTS                   | 0.00                       | 0.00             | 780.00                    | 780.00                   | 780.00                     | 0 %            |
| 610 SUPPLIES                            | 119.35                     | 5,364.34         | 4,270.00                  | 4,270.00                 | -1,094.34                  | 125 %          |
| 660 MINOR EQUIPMENT                     | 0.00                       | 107.36           | 0.00                      | 0.00                     | -107.36                    | *** %          |
| 680 COMPUTER SOFTWARE                   | 0.00                       | 776.99           | 0.00                      | 0.00                     | -776.99                    | *** %          |
| Function Total:                         | 4,407.54                   | 27,689.64        | 52,049.00                 | 52,049.00                | 24,359.36                  | 53 %           |
| 1641 Voc Trades - Robbins               |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES                    | 3,571.77                   | 17,858.85        | 38,192.00                 | 38,192.00                | 20,333.15                  | 46 %           |
| 610 SUPPLIES                            | 0.00                       | 1,402.78         | 1,700.00                  | 1,700.00                 | 297.22                     | 82 %           |
| 660 MINOR EQUIPMENT                     | 0.00                       | 359.59           | 500.00                    | 500.00                   | 140.41                     | 71 %           |
| Function Total:                         | 3,571.77                   | 19,621.22        | 40,392.00                 | 40,392.00                | 20,770.78                  | 48 %           |
| 1710 FCS - C Parsons                    |                            |                  |                           |                          |                            |                |
| 112 TEACHER SALARIES                    | 3,367.42                   | 16,837.10        | 41,395.00                 | 41,395.00                | 24,557.90                  | 40 %           |
| 440 REPAIR/MAIN/PARTS                   | 0.00                       | 0.00             | 500.00                    | 500.00                   | 500.00                     | 0 %            |
| 610 SUPPLIES                            | 64.66                      | 134.97           | 5,620.00                  | 5,620.00                 | 5,485.03                   | 2 %            |
| 660 MINOR EQUIPMENT                     | 0.00                       | 0.80             | 0.00                      | 0.00                     | -0.80                      | *** %          |
| Function Total:                         | 3,432.08                   | 16,972.87        | 47,515.00                 | 47,515.00                | 30,542.13                  | 35 %           |
| Program Total:                          | 15,447.91                  | 85,165.33        | 212,378.00                | 212,378.00               | 127,212.67                 | 40 %           |

01/16/20  
15:08:09

JEFFERSON HIGH SCHOOL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 20

Page: 6 of 6  
Report ID: B100

201 HIGH SCHOOL GENERAL FUND

| Program-Function-Object            | Committed<br>Current Month | Committed<br>YTD | Original<br>Appropriation | Current<br>Appropriation | Available<br>Appropriation | %<br>Committed |
|------------------------------------|----------------------------|------------------|---------------------------|--------------------------|----------------------------|----------------|
| Program Group Total:               | 15,447.91                  | 85,165.33        | 212,378.00                | 212,378.00               | 127,212.67                 | 40 %           |
| 700 EXTRACURRICULAR PROGRAMS       |                            |                  |                           |                          |                            |                |
| 710 SCHOOL SPONSORED EXTRACURRICUL |                            |                  |                           |                          |                            |                |
| 3400 EXTRACURRICULAR ACTIVITIES    |                            |                  |                           |                          |                            |                |
| 150 STIPEND                        | 2,140.42                   | 20,662.44        | 41,925.00                 | 41,925.00                | 21,262.56                  | 49 %           |
| 330 OTHER PROFESSIONAL SERVICES    | 108.00                     | 2,011.50         | 3,060.00                  | 3,060.00                 | 1,048.50                   | 65 %           |
| 582 TRAVEL/INSERVICE               | 241.48                     | 4,007.35         | 17,000.00                 | 17,000.00                | 12,992.65                  | 23 %           |
| Function Total:                    | 2,489.90                   | 26,681.29        | 61,985.00                 | 61,985.00                | 35,303.71                  | 43 %           |
| 3500 EXTRACURRICULAR ATHLETICS     |                            |                  |                           |                          |                            |                |
| 582 TRAVEL/INSERVICE               | 60.00                      | 95.00            | 0.00                      | 0.00                     | -95.00                     | *** %          |
| Function Total:                    | 60.00                      | 95.00            | 0.00                      | 0.00                     | -95.00                     | *** %          |
| Program Total:                     | 2,549.90                   | 26,776.29        | 61,985.00                 | 61,985.00                | 35,208.71                  | 43 %           |
| 720 ATHLETICS                      |                            |                  |                           |                          |                            |                |
| 3500 EXTRACURRICULAR ATHLETICS     |                            |                  |                           |                          |                            |                |
| 119 SUPERVISORY SALARIES           | 0.00                       | 0.00             | 20,047.00                 | 20,047.00                | 20,047.00                  | 0 %            |
| 150 STIPEND                        | 7,532.34                   | 50,106.39        | 97,316.00                 | 97,316.00                | 47,209.61                  | 51 %           |
| 330 OTHER PROFESSIONAL SERVICES    | 0.00                       | 0.00             | 2,500.00                  | 2,500.00                 | 2,500.00                   | 0 %            |
| 540 ADVERTISING                    | 0.00                       | 175.00           | 350.00                    | 350.00                   | 175.00                     | 50 %           |
| 582 TRAVEL/INSERVICE               | 553.58                     | 22,893.57        | 65,000.00                 | 65,000.00                | 42,106.43                  | 35 %           |
| 610 SUPPLIES                       | 0.00                       | 71.82            | 0.00                      | 0.00                     | -71.82                     | *** %          |
| 660 MINOR EQUIPMENT                | 0.00                       | 75.00            | 10,000.00                 | 10,000.00                | 9,925.00                   | 0 %            |
| 680 COMPUTER SOFTWARE              | 0.00                       | 435.00           | 0.00                      | 0.00                     | -435.00                    | *** %          |
| 810 DUES/FEES                      | 0.00                       | 4,639.00         | 5,000.00                  | 5,000.00                 | 361.00                     | 92 %           |
| Function Total:                    | 8,085.92                   | 78,395.78        | 200,213.00                | 200,213.00               | 121,817.22                 | 39 %           |
| Program Total:                     | 8,085.92                   | 78,395.78        | 200,213.00                | 200,213.00               | 121,817.22                 | 39 %           |
| Program Group Total:               | 10,635.82                  | 105,172.07       | 262,198.00                | 262,198.00               | 157,025.93                 | 40 %           |
| 900 ENTERPRISE PROGRAMS            |                            |                  |                           |                          |                            |                |
| 910 FOOD SERVICES                  |                            |                  |                           |                          |                            |                |
| 3100 FOOD SERVICES                 |                            |                  |                           |                          |                            |                |
| 440 REPAIR/MAIN/PARTS              | 0.00                       | 149.00           | 1,000.00                  | 1,000.00                 | 851.00                     | 14 %           |
| 610 SUPPLIES                       | 0.00                       | 0.00             | 200.00                    | 200.00                   | 200.00                     | 0 %            |
| 624 GASOLINE                       | 0.00                       | 35.42            | 250.00                    | 250.00                   | 214.58                     | 14 %           |
| 630 FOOD                           | 566.22                     | 10,947.06        | 20,000.00                 | 20,000.00                | 9,052.94                   | 54 %           |
| 670 REPLACEMENT MINOR EQUIPMENT    | 0.00                       | 605.00           | 0.00                      | 0.00                     | -605.00                    | *** %          |
| 810 DUES/FEES                      | 0.00                       | 48.93            | 0.00                      | 0.00                     | -48.93                     | *** %          |
| Function Total:                    | 566.22                     | 11,785.41        | 21,450.00                 | 21,450.00                | 9,664.59                   | 54 %           |
| Program Total:                     | 566.22                     | 11,785.41        | 21,450.00                 | 21,450.00                | 9,664.59                   | 54 %           |
| Program Group Total:               | 566.22                     | 11,785.41        | 21,450.00                 | 21,450.00                | 9,664.59                   | 54 %           |
| Fund Total:                        | 195,639.94                 | 1,228,571.36     | 2,412,616.00              | 2,412,616.00             | 1,184,044.64               | 50 %           |
| Grand Total:                       | 195,639.94                 | 1,228,571.36     | 2,412,616.00              | 2,412,616.00             | 1,184,044.64               | 50 %           |

**Proficiency-Based ANB**

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing proficiency-based ANB.

[OPTION] The District may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction required under Montana law if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil who demonstrates proficiency in any content/subject matter will be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

[OPTION] The District may, on a case-by-case basis, provide fractional credit for partial completion of a course for a student who is unable to attend class for the required amount of time.

[OPTION] The District may waive specific course requirements based on individual student needs and performance levels. Waiver requests shall also be considered with respect to age, maturity, interest, and aspirations of the students and shall be in consultation with the parents or guardians.

[RECOMMENDED] At the discretion of the District, a student may be given credit for a course satisfactorily completed in a period of time shorter or longer than normally required and, provided that the course meets the District's curriculum and assessment requirements, which are aligned with the content standards stated in the education program. Examples of acceptable course work include, but are not necessarily limited to, those delivered through correspondence, extension, and distance learning courses, adult education, summer school, work study, specially designed courses, and challenges to current courses.

|                  |                                           |                                      |
|------------------|-------------------------------------------|--------------------------------------|
| Legal Reference: | <u>20-1-301, MCA</u>                      | <u>School fiscal year</u>            |
|                  | <u>20-9-311(4)(a)(b)(d), MCA</u>          | <u>Calculation of average number</u> |
|                  | <u>belonging (ANB) – 3-year averaging</u> |                                      |
|                  | <u>20-3-324, MCA</u>                      | <u>Powers and duties</u>             |
|                  | <u>10.55.906, ARM</u>                     | <u>High school credit</u>            |

**Policy History:**

Adopted on:

Revised on:

*Revision Note:*

THE BOARD OF TRUSTEES

1120

Annual Organization Meeting

After issuance of election certificates to newly elected trustees in May, and no later than ~~twenty-five~~<sup>fifteen</sup> (25<sup>15</sup>) days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity to serve the remainder of the term. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chairperson
2. Swearing in of newly elected trustees
3. Call for nominations for Chairperson to serve during the ensuing year
4. Election of a Chairperson
5. Assumption of office by the new Chairperson
6. Call for nominations for Vice Chairperson to serve during the ensuing year
7. Election of a Vice Chairperson
8. Appointment of a Clerk

|                   |                      |                                    |
|-------------------|----------------------|------------------------------------|
| Legal References: | § 20-3-321, MCA      | Organization and officers          |
|                   | § 20-3-322(a), MCA   | Meetings and quorum                |
|                   | § 1-5-416(1)(b), MCA | Powers and duties of Notary Public |

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: November 15, 2011

January 2016

*Note: The November 2011 revision included the date for when the Annual Organization Meeting must be held and the addition of the legal reference in line 34.*

*January 2016 Revision: Clarified Officer Terms of Office*

## THE BOARD OF TRUSTEES

1420

Page 1 of 3

School Board Meeting ProcedureAgenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair and members. The Board Chair must approve any items submitted by Board members or members of the public, to be placed on the agenda. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board may approve the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the recording constitutes the office record of the meeting. If an official recording is made, a written record of the meeting must also be made and must also include:

## THE BOARD OF TRUSTEES

1420

Page 2 of 3

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

~~When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to § 20-1-212, MCA.~~

If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board.

### Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

### Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business.

If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened. If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes when members participate in the meeting electronically.



## THE BOARD OF TRUSTEES

1420

Page 3 of 3

Any Board member wishing to participate in a meeting electronically will notify the Board chairperson and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The superintendent will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Rescind a Motion

A motion to rescind (cancel previous action) may be made anytime by any trustee that voted on the prevailing side of the motion being considered for revision. A motion to rescind must be properly noticed on the Board agenda for the meeting. It is in order any time prior to accomplishment of the underlying action addressed by the motion.

Cross Reference: 1441 Audience Participation

|                   |                 |                                                                                            |
|-------------------|-----------------|--------------------------------------------------------------------------------------------|
| Legal References: | § 2-3-103, MCA  | Public participation - governor to ensure guidelines adopted                               |
|                   | § 2-3-202, MCA  | Meeting defined                                                                            |
|                   | § 2-3-212, MCA  | Minutes of meetings – public inspection                                                    |
|                   | § 20-1-212, MCA | Destruction of records by school officer                                                   |
|                   | § 20-3-322, MCA | Meetings and quorum                                                                        |
|                   | § 20-3-323, MCA | District policy and record of acts Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005 |

## Policy History:

Adopted on: February 2007

Revised on: October, 2011 xx/xx/2018

*Note: First revision was addition of Legal Reference 2-3-202, MCA. Second revision was the addition of the "Rescind a Motion" language.*

*Note: Third revision was the addition of language for recorded minutes (lines 3-6 and 22-24 of page 2). It also included a revision of the "Rescind a Motion" language.*

*Note: 2018 revision clarified responsibilities and requirements regarding construction of agenda*

## THE BOARD OF TRUSTEES

1441

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting in the manner described in Policy 1420F.

~~Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.~~

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation  
Article II, Section 10, Montana Constitution – Right of privacy  
§§ 2-3-101, et seq., MCA Right of participation

Policy History:

Adopted on: February 2007

Revised on:

## THE BOARD OF TRUSTEES

1700

Page 1 of 3

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy. Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent or District administrator shall be filed with the Board.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate employee or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident. The applicability of the deadline is subject to review by the Superintendent to ensure the intent of this uniform complaint procedure is honored.

## THE BOARD OF TRUSTEES

1700

Page 2 of 3

1 When a complaint alleges violation of Board policy or procedure, the building administrator will  
2 investigate and attempt to resolve the complaint. The administrator will respond in writing to the  
3 complaint, within thirty (30) calendar days of the administrator's receipt of the complaint.

4  
5 If the complainant has reason to believe the administrator's decision was made in error, the  
6 complainant may request, in writing, that the Superintendent review the administrator's decision.  
7 (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar  
8 days of the administrator's decision.

9  
10 When a complaint alleges sexual harassment or a violation of Title IX of the Education  
11 Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of  
12 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the  
13 complaint over to a District nondiscrimination coordinator. The coordinator will complete an  
14 investigation and file a report and recommendation with the Superintendent. If the complainant  
15 is dissatisfied with the Superintendent's decision, the complainant may request, in writing, that  
16 the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must  
17 be submitted in writing to the Superintendent, within fifteen (15) calendar days of the  
18 Superintendent's written response to the complaint, for transmission to the Board.

19  
20 Level 3: Superintendent

21  
22 If the complainant filed appeals the administrator's decision provided for in Level 2, the  
23 Superintendent will review the complaint and the administrator's decision. The Superintendent  
24 will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's  
25 receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet  
26 with the parties involved in the complaint; (2) conduct a separate or supplementary investigation;  
27 (3) engage an outside investigator or other District employees to assist with the appeal; and/or  
28 (4) take other steps appropriate or helpful in resolving the complaint.

29  
30 If the complainant has reason to believe the Superintendent's decision was made in error, the  
31 complainant may request, in writing, that the Board consider an appeal of the Superintendent's  
32 decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within  
33 fifteen (15) calendar days of the Superintendent's written response to the complaint, for  
34 transmission to the Board.

35  
36 Level 4: The Board

37  
38 Upon written appeal of a complaint alleging a violation the individual's rights under state or  
39 federal law or Board policy upon which the Board of Trustees has authority to remedy, the Board  
40 may consider the Superintendent's decision in Level 2 or 3.

41 Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the  
42 agenda of a regular or special Board meeting; or (2) appoint an appeals panel of not less than  
43 three (3) trustees to hear the appeal and make a recommendation to the Board, or (3) respond to  
44 the complaint with an explanation of why the appeal will not be heard by the Board of Trustees

## THE BOARD OF TRUSTEES

1700

Page 3 of 3

1 in accordance with this policy. If the Chair appoints a panel to consider the appeal, the panel  
2 will meet to consider the appeal and then make written recommendation to the full Board. The  
3 Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar  
4 days of the Board meeting at which the Board considered the appeal or the recommendation of  
5 the panel. A decision of the Board is final, unless it is appealed pursuant to Montana law within  
6 the period provided by law.

7  
8 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)  
9 Title II of the Americans with Disabilities Act of 1990  
10 § 504 of the Rehabilitation Act of 1973  
11

12 Policy History:

13 Adoption on: February 2007

14 Revised on: April 21, 2009  
15

16 *Note: Lines 20-24 (page 1) were added to allow the Superintendent to higher an independent*  
17 *investigator if needed.*

Distribution of Excess Senior Class Funds

[OPTION 1]Any excess senior class funds at the end of the school year will be deposited into the “Angel Fund”.

[OPTION 2]Any excess senior class funds at the end of the school year will be deposited into the following year’s class fund.

[OPTION 3]Any excess senior class funds at the end of the school year will be deposited into the activity fund.

[OPTION 4]The Board authorizes the school administration to determine where any excess senior class funds will be distributed at the end of the school year.

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

Transfers for School Safety

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing transfers of funds to improve school safety and security.

The District may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security

The transfer of such funds can be for:

1. planning for improvements to and maintenance of school and student safety, including but not limited to the cost of services provided by architects, engineers, school resource officers, counselors, and other staff or consultants assisting with improvements to school and student safety and security;
- ~~1.~~ 2. programs to support school and student safety and security, including but not limited to active shooter training, threat assessments, and restorative justice;
- ~~2.~~ 3. installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;
- ~~3.~~ 4. installing or updating bullet-resistant windows and barriers; and
- ~~4.~~ 5. installing or updating emergency response systems using contemporary technologies.

Any transfers made under this policy and Montana law are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for expenditures in compliance with the four reasons stated above, within 2 full school fiscal years after the funds are transferred, must be transferred back to the originating fund from which the revenue was transferred.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds.

|                  |                     |                                            |
|------------------|---------------------|--------------------------------------------|
| Legal Reference: | 20-9-503, MCA       | Budgeting, tax levy, and use of building   |
|                  | reserve fund.       |                                            |
|                  | 20-9-236, MCA       | Transfer of funds – improvements to school |
|                  | safety and security |                                            |

Policy History:

Adopted on: March 2018

- 1 Revised on:
- 2
- 3 *Revision Note:*

2nd Reading



Recruitment and Retention

It is the policy of the District to utilize all resources available to meet the District's objective of recruiting and retaining high quality staff focused on the individual success of each student. To meet this objective, the District will utilize the flexible instructor licensure opportunities available to the District.

Flexible Instructor Licensing

It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of addressing recruitment and retention of staff. Flexibilities in the following areas are available for the District's enhancement of its programs and services with a focus on individual student success; to enhance student achievement.

- Internships
  - Available to anyone with a current license and endorsement in one subject who wants to move to a new licensed role/endorsed area.
  - Requirements must be satisfied within 3 years
  - Must include a plan between the intern, the school district and an accredited preparation program
- Provisionally Certified
  - May be issued to an otherwise qualified applicant who can provide satisfactory evidence of:
    - The intent to qualify in the future for a class 1 or class 2 certificate and
    - Who has completed a 4-year college program or its equivalent, and
    - Holds a bachelor's degree from a unit of the Montana university system or its equivalent.
- Substitutes
  - Must have a GED or high school diploma
  - Will have completed 3 hours of training by the district
  - Will have submitted a fingerprint background check  
(All requirements can be waived by the district if the substitute has prior substitute teaching experience in another Montana public school from November 2002 and earlier)
  - May not substitute more than 35 consecutive days for the same teacher, however the same substitute can be used for successive absences of different staff as long as each regular teacher for whom the substitute is covering is back by 35 consecutive teaching days
- Retired Educators
  - School district must certify to OPI and TRS that the district has been unable to fill the position due to no qualified applications or no acceptance of offer by a non-retired teacher

- Limited to employment in a second or third class elementary district or a second or third class high school district~~No limit on the district~~
- Retired teacher must have 27~~30~~ years of experience in TRS
- There is a 3~~--~~-year lifetime limit on the retired individual going to work under this provision
- Class 3 Administrative License
  - Valid for a period of 5 years
  - Appropriate administrative areas include: elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.
  - Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in the school(s) in which the applicant would be an administrator or would supervise, and qualify as set forth in ARM 10.57.414 through 10.57.418
  - An applicant for a Class 3 administrative license who completed an educator preparation program which does not meet the definition in ARM 10.57.102(2), who is currently licensed in another state at the same level of licensure, may be considered for licensure with verification of five years of successful administrative experience as defined in ARM 10.57.102 as documented by a recommendation from a state accredited P-12 school employer on a form prescribed by the Superintendent of Public Instruction and approved by the Board of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be met by an applicant seeking a superintendent endorsement.
- Class 4 for CTE
  - Valid for a period of 5 years
  - Renewable pursuant to the requirements of 10.57.215, ARM and the requirements specific to each type of Class 4 license.
  - 4A – for licensed teachers without a CTE endorsement
  - 4B – for individuals with at least a bachelor's degree
  - 4C – for individuals with a minimum of a high school diploma or GED
- Class 5 alternatives
  - Good for a maximum of 3 years
  - Requirements dependent upon the alternative the district is seeking
- Emergency authorization of employment
  - Individual must have previously held a valid teacher or specialist certificate or have met requirements of rule 10.57.107, ARM
  - Emergency authorization is valid for one year, but can be renewed from year to year provided conditions of scarcity continue to persist

#### Loan Repayment Program

The District will assist any quality educator who meets the qualifications for the state's loan repayment program. Loan repayment assistance may be provided on behalf of a quality educator who: (1) is employed newly hired in an identified impacted school

described in a critical quality educator shortage area as defined in 10-4-502; and (2) has an educational loan that is not in default and that has a minimum unpaid current balance of at least \$1,000 at the time of application.

A quality educator is eligible for state-funded loan repayment assistance for no more than 3 years and an additional 1 year of loan repayment assistance voluntarily funded by the impacted school or the district under which the impacted school is operated, with the maximum annual loan repayment assistance not to exceed:

- \$3,000 of state-funded loan repayment assistance after the first complete year of teaching in an impacted school;
- \$4,000 of state-funded loan repayment assistance after the second complete year of teaching in the same impacted school or another impacted within the same school district;
- \$5,000 of state-funded loan repayment assistance after the third complete year of teaching in the same impacted school or another impacted school within the same school district; and
- Up to \$5,000 of loan repayment assistance funded by the impacted school or the district under which the impacted school is operated after the fourth complete year of teaching in the same impacted school or another impacted school within the same school district.

|                   |                          |                                                                                                    |
|-------------------|--------------------------|----------------------------------------------------------------------------------------------------|
| Legal References: | 10.55.716, ARM           | Substitute Teachers                                                                                |
|                   | 10.55.607, ARM           | Internships                                                                                        |
|                   | 10.27.102, ARM           | Definitions                                                                                        |
|                   | 10.57.107, ARM           | Emergency Authorization of Employment                                                              |
|                   | 10.57.215, ARM           | Renewal Requirements                                                                               |
|                   | 10.57.414, ARM           | Class 3 Administrative License – Superintendent Endorsement                                        |
|                   | 10.57.420, ARM           | Class 4 Career and Technical Education License                                                     |
|                   | 10.57.424, ARM           | Class 5 Provisional License                                                                        |
|                   | 19-20-732, MCA           | Reemployment of certain retired teachers, specialists and administrators – procedure – definitions |
|                   | <u>20-4-501-20-4-505</u> | <u>Loan Repayment Assistance for Quality Educator</u>                                              |

Policy History:

Adopted on: March 2018

Revised on:

*Revision Note:*

Intent to Increase Non-Voted Levy

The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:

- a) Tuition fund under 20-5-324;
- b) Adult education fund under 20-7/705;
- c) Building reserve fund under 20-9-502 and 20-9-503;
- d) Transportation fund under 20-10-143 and 20-10-144; and
- e) Bus depreciation reserve fund under 20-10-147; and
- ~~e)f) Flexibility fund for purposes of transformational learning-~~

The trustees shall provide notice of intent to impose an increase in a non-voted levy for the ensuing school fiscal year by:

- a) Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at a minimum, the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to non-voted levies under a-e imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000 and a home valued at \$200,000, and
- b) Publish a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and posting a copy of the resolution to the school district's website.

The resolution and publication of same must take place via form 7545F no later than March 31.

The Superintendent shall keep the trustees informed of any changes that may have occurred, which may have an effect on the estimated change in the mills and revenue, between the adoption of the resolution and the final adoption of the budget.

Legal Reference: SB 307, 2017 Legislative Session  
Chapter 402 (2019) Transformational Learning Incentives

Policy History:

Adopted on: March 2018

Revised on:

*Revision Note:*

THE BOARD OF TRUSTEES

1110

Taking Office

A newly elected trustee shall take office as soon as election results have been certified and the newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than ~~twenty-five~~ fifteen (25) days after the receipt of the certificate of election or the appointment.

|                   |                 |                                   |
|-------------------|-----------------|-----------------------------------|
| Cross Reference:  | Policy 1113     | Vacancies                         |
| Legal References: | § 1-6-101, MCA  | Officers who may administer oaths |
|                   | § 2-16-116, MCA | Power to administer oaths         |
|                   | § 20-1-202, MCA | Oath of office                    |
|                   | § 20-3-307, MCA | Qualification and oath            |

Policy History:

Adopted on: February 2007  
Reviewed on:  
Revised on: April 15, 2008, November 15, 2011, January 2016

*Note: Line 5-7 was added to clarify when a trustee (who has been appointed mid-term) becomes official and can vote at meetings.*

*Note: The sentence in lines 7-9 were added as the revision, as well as two legal references (lines 15 and 16).*

January 2016 Revision adds Cross Reference

**THE BOARD OF TRUSTEES**

1402

School Board Use of Electronic Mail and Mobile Messaging

Use of electronic mail (e-mail) and mobile messaging by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail or mobile messaging as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that mobile messages, e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail and mobile communications, because of the risk of improper disclosure. Board members will comply with the same standards as school employees, with regard to confidential information.

Cross Reference:     1400   Board Meetings  
                              1401   Records Available to Public

Legal Reference:     § 2-3-103, MCA     Public participation – governor to insure guidelines adopted  
                              § 2-3-201, MCA     Legislative intent – liberal construction  
                              § 2-3-203, MCA     Meetings of public agencies and certain associations of public agencies to be open to public – exceptions  
                              § 20-3-322, MCA     Meeting and quorum

Policy History:

Adopted on:   February 2007

Revised on:

## THE BOARD OF TRUSTEES

1420F

Notice Regarding Public Comment

Montana law requires school districts and other public agencies to include on the agenda for public meetings an item allowing public comment on any public matter not otherwise specifically listed on the agenda that is within the jurisdiction of the agency. The public comment portion of the agenda is not the time designated to hear items that are specifically listed/identified on the agenda.

For those individuals who desire to address the Board during the public comment portion of the meeting, if you haven't already done so, please sign your name to the sheet and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided. Please state your name prior to beginning your comment. There will be an opportunity for citizens who have not signed in to comment at the conclusion of the comment period. The Board would like to remind everyone in attendance to avoid violations of individual rights of privacy when providing comment. The Board is not authorized to hear comments on contested cases or other adjudicative proceedings.

By law, the District cannot take any action on any matter discussed during the public comment portion of the meeting as those matters are specifically noticed on the agenda. The Board may take a matter raised during the public comment period under consideration for inclusion on a future agenda.

In accordance with Montana law, citizens have the right to comment on an item that is specifically listed on the agenda. Citizens will be permitted to do so when the item comes up for discussion and action. The board chair will indicate when the public has the opportunity to comment prior to board action on a particular agenda item.

The Board Chair has the authority to manage all public comment periods and will do so in accordance with state law and district policy.

Policy History:

Adopted on:

Revised on:



THE BOARD OF TRUSTEES

Conflict of Interest

A trustee may not:

1. Engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
6. Perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm or undertaking.
7. Appoint or renew to a position of trust or emolument any person related or connected by consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.
  - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
  - b. This prohibition does not apply to the renewal of an employment contract of a tenured teacher or classified employee employed without a written contract for a specific term~~person~~ related to a Board member, who was initially hired before the Board member assumed the trustee position.
  - c. This prohibition does not apply if trustees comply with the following requirements: 1) **All trustees**, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen



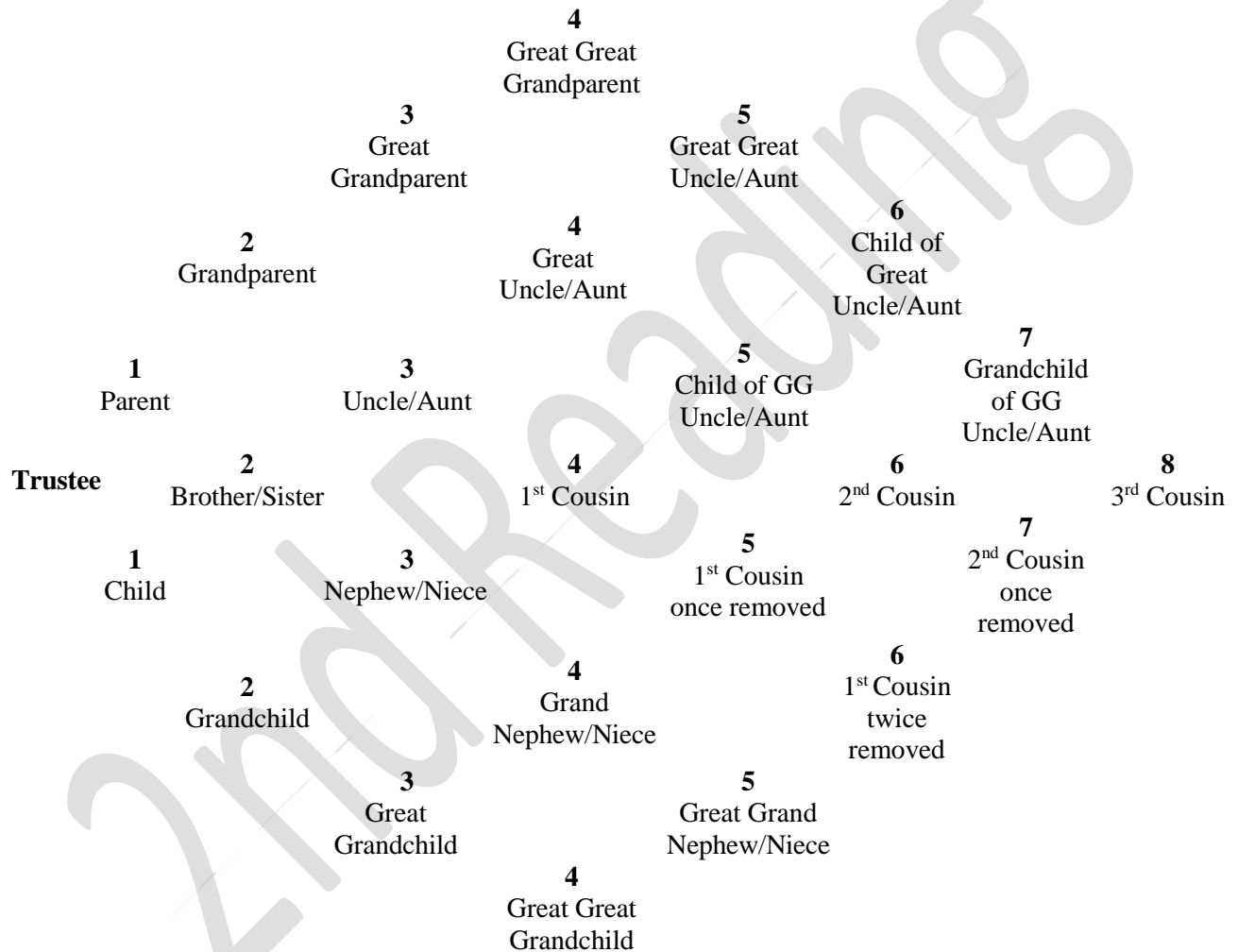
THE BOARD OF TRUSTEES

1512  
Page 2 of 3

(15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

8. Affinity is the legal relationship arising as the result of marriage. Relationship by affinity terminates upon the death of one of the spouses or other dissolution of marriage, except when the marriage has resulted in issue still living.

Degrees of Consanguinity



THE BOARD OF TRUSTEES

1512  
Page 3 of 3

1 Degree of Affinity

2

3

Great Grandparent-in-law

2

Grandparent-in-law

1

Parent - in - Law

3

Uncle/Aunt-in-law

**Trustee**

1

Spouse

2

Brother/Sister-in-law

1

Step Child

3

Nephew/Niece-in-law

2

Step Grandchild

3

Step Great Grandchild

3

4 Policy History:

5 Adopted on: February 2007

6 Revised on September 2010

7

STUDENTS

2150

Page 1 of 2

Suicide Awareness and Prevention

Professional Development

The Administration shall develop and implement a youth suicide prevention program meeting minimum requirements set forth in 10.55.719, ARM.

The District will provide professional development on youth suicide awareness and prevention to each employee of the district who work directly with any students enrolled in the school district. The training materials will be approved by the Office of Public Instruction (OPI).

The District will provide at least two (2) hours of youth suicide and prevention training beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years thereafter. All new employees who work directly with any student enrolled in the school district will be provided training the first year of employment.

Youth suicide and prevention training may include:

- A. In-person attendance at a live training;
- B. Videoconference;
- C. An individual program of study of designated materials;
- D. Self-review modules available online; and
- E. Any other method chosen by the local school board that is consistent with professional development standards.

Prevention and Response

The Board authorizes the Administration and appropriate District staff to develop procedures to address matters related to suicide prevention and response that:

- A. Promote collaboration with families and with community providers in all aspects of suicide prevention and response;
- B. Include high quality intervention services for students;
- C. Promote interagency cooperation that enables school personnel to identify and access appropriate community resources for use in times of crisis;
- D. Include reintegration of youth into a school following a crisis, hospitalization, or residential treatment;
- A-E. Provide for leadership, planning, and support for students and school personnel to ensure appropriate responses to attempted or completed suicides.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation of the provisions of this policy or resulting from any training, or lack of training, related to this policy. Nothing in this policy shall be construed to impose a specific duty of care.

This policy will be reviewed by the Board of Trustees on a regular basis.

Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training

Policy History:

Adopted on: August 2018

Revised on:

*Revision Note:*

**INTERSCHOLASTIC ACTIVITY/ATHLETICS PROGRAM ASSUMPTION OF RISK  
FORM**

~~Form is available in the District office. The form is created and updated by administration in conjunction with our liability insurance agent and carrier. Extracurricular activities may include physical contact and physical exertion. There is an inherent risk of injury in the activity. By signing this agreement, I acknowledge that the School District staff try to prevent accidents. I agree to accept responsibility for my student's participation in the school activities. The activity is strictly voluntary.~~

I, the undersigned, hereby acknowledge and understand that, regardless of all feasible safety measures that may be taken by the School District, participation in this event entails certain inherent risks. I certify that my student is physically fit and medically able to participate or have noted an applicable physical or medical diagnosis at the bottom of this form. I further certify that my student will honor all instructions of district staff and failure to honor instructions may result in dismissal from the activity. I have been informed of these risks, understand them, and feel that the benefits of participation outweigh the risks involved. My signature below gives my child permission to participate in a School Activity.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to my student. I understand every effort will be made to contact the family or contact person noted below to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the district staff in charge to obtain emergency care for my student, I understand that neither the district employee in charge of the activity nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness, and/or unforeseen circumstances.

The School District DOES NOT provide medical insurance benefits for students who choose to participate in activities programs. Parents or guardians may request information from the school district regarding medical insurance for students. If parents or guardians have their own insurance coverage during the student's participation, that coverage information is provided below. Or parents may notify the School District that they do not have medical insurance.

I have personal medical insurance to cover the student's participation:

INSURANCE (Company Name)

Policy #

I do not have personal medical insurance to cover the student's participation and understand that the School District does not provide medical insurance to cover the students. I understand I will be responsible for any medical costs associated with the student's participation.

INSTRUCTION

2151F1

Page 2 of 2

Signature Required Regardless of Insurance Coverage:

Student Athlete

(Please Print)

Parent/Guardian

(Signature)

Date:

Legal Reference:

Policy History:

Adopted on: May 2016

Revised on:

*Revision Note:*

## INSTRUCTION

2161P

Page 1 of 6

Special Education

The Superintendent shall place the annual application on the agenda of a regular meeting of the Board, for action prior to submission to the state educational agency for final approval.

Child Find

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff will design the District's Child Find plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

1. Procedures used to annually inform the public of all child find activities, for children zero through twenty-one;
2. Identity of the special education coordinator;
3. Procedures used for collecting, maintaining, and reporting data on child identification;
4. Procedures for Child Find Activities (including audio logical, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance, long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:
  - A. Infants and Toddlers (Birth through Age 2)  
Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.
  - B. Preschool (Ages 3 through 5)  
Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.
  - C. In-School (Ages 6 through 18)  
Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.
  - D. Post-School (Ages 19 through 21)

## INSTRUCTION

2161P

Page 2 of 6

- 1 Individuals who have not graduated from high school with a regular diploma and  
2 who were not previously identified. Describe coordination efforts with other  
3 agencies.
- 4 E. Private Schools (This includes home schools.)  
5 Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-  
6 up procedures for referral and evaluation.
- 7 F. Homeless Children
- 8 G. Dyslexia

9 The School District shall establish procedures to ensure that all resident children  
10 with disabilities, including specific learning disabilities resulting from dyslexia,  
11 are identified and evaluated for special education and related services as early as  
12 possible. The screening instrument must be administered to:

13 (A) A child in the first year that the child is admitted to a school of the  
14 district up to grade 2; and

15 (B) A child who has not been previously screened by the district and who  
16 fails to meet grade-level reading benchmarks in any grade;

17

18 The screening instrument shall be administered by an individual with an  
19 understanding of, and training to identify, signs of dyslexia designed to assess  
20 developmentally appropriate phonological and phonemic awareness skills.

21

22 If a screening suggests that a child may have dyslexia or a medical professional  
23 diagnosis a child with dyslexia, the child's school district shall take steps to  
24 identify the specific needs of the child and implement best practice interventions  
25 to address those needs. This process may lead to consideration of the child's  
26 qualification as a child with a disability under this policy.

27

28 Procedures for Evaluation and Determination of Eligibility

29

30 Procedures for evaluation and determination of eligibility for special education and related  
31 services are conducted in accordance with the procedures and requirements of 34 C.F.R.  
32 300.301-300.311 and the following state administrative rules:

33

34 10.16.3320 - Referral;

35 10.60.103 - Identification of Children with Disabilities;

36 10.16.3321 - Comprehensive Educational Evaluation Process.

37

38 Procedural Safeguards and Parental Notification

39

40 The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 -  
41 300.530.

42

43 A copy of the procedural safeguards available to the parents of a child with a disability must be  
44 given to the parents only one time a school year, except that a copy also must be given to the  
45 parents:



## INSTRUCTION

2161P

Page 3 of 6

- 1 • Upon initial referral or parent request for evaluation;
- 2 • Upon receipt of the first State complaint under 34 CFR 300.151 through 300.153 and
- 3 upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- 4 • In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on
- 5 which the decision is made to make a removal that constitutes a change of placement of a
- 6 child with a disability because of a violation of a code of student conduct, the LEA
- 7 must...provide the parents the procedural safeguards notice); and
- 8 • Upon request by a parent.

9  
10 A public agency also may place a current copy of the procedural safeguard notice on its internet  
11 website, if a web site exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

12  
13 The referral for special education consideration may be initiated from any source, including  
14 school personnel. To initiate the process, an official referral form must be completed and signed  
15 by the person making the referral. The District shall accommodate a parent who cannot speak  
16 English and therefore cannot complete the District referral form. Recognizing that the referral  
17 form is a legal document, District personnel with knowledge of the referral shall bring the  
18 referral promptly to the attention of the Evaluation Team.

19  
20 The District shall give written notice to the parent of its recommendation to evaluate or not to  
21 evaluate the student. The parent will be fully informed concerning the reasons for which the  
22 consent to evaluate is sought. Written parental consent will be obtained before conducting the  
23 initial evaluation or before reevaluating the student.

24  
25 The recommendation to conduct an initial evaluation or reevaluation shall be presented to the  
26 parents in their native language or another mode of communication appropriate to the parent. An  
27 explanation of all the procedural safeguards shall be made available to the parents when their  
28 consent for evaluation is sought. These safeguards will include a statement of the parents' rights  
29 relative to granting the consent.

### 30 31 Evaluation of Eligibility

32  
33 Evaluation of eligibility for special education services will be consistent with the requirements of  
34 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of  
35 Eligibility; and shall also comply with A.R.M. 10.16.3321.

### 36 37 Individualized Education Programs

38  
39 The District develops, implements, reviews, and revises individualized education programs (IEP)  
40 in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

### 41 42 Least Restrictive Environment

43  
44 To the maximum extent appropriate, children with disabilities, including children in public or  
45 private institutions or other care facilities, are educated with children who are nondisabled, and

## INSTRUCTION

2161P

Page 4 of 6

special classes, separate schooling, or other removal of children with disabilities from the regular class occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is available as required in 34 C.F.R. 300.551.

Children in Private Schools/Out-of District Placement

Children with a disability placed in or referred to a private school or facility by the District, or other appropriate agency, shall receive special education and related services in accordance with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private school or facility by parents do not have an individual right to special education and related services at the District's expense. When services are provided to children with disabilities placed by parents in private schools, the services will be in accordance with the requirements and procedures of 34 C.F.R. 300.130 through 300.144 and 300.148.

Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

Special Education Records and Confidentiality of Personally Identifiable InformationA. Confidentiality of Information

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

B. Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District. Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

C. List of Types and Locations of Information.

A list of the records maintained on disabled students shall be available in the District office. Disabled student records shall be located in the special education room, where they are available

## INSTRUCTION

2161P

Page 5 of 6

for review by authorized District personnel, parents, and adult students. Special education teachers will maintain an IEP file in their classrooms. These records will be maintained under the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet in each special education file will specify the District personnel who have a legitimate interest in viewing these records.

D. Safeguards

The District will identify in writing the employees who have access to personally identifiable information, and provide training on an annual basis to those staff members.

E. Destruction of Information

The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. The parent will be advised that such information may be important to establish eligibility for certain adult benefits. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

F. Children's Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530 - 300.537.

Legal Reference: 34 CFR 300.1, et seq. Individuals with Disabilities Act (IDEA)  
§ 20-1-213, MCA Transfer of school records  
10.16.3122 ARM Local Educational Agency Responsibility for  
Students with Disabilities

## INSTRUCTION

2161P

Page 6 of 6

|    |                           |                                                        |
|----|---------------------------|--------------------------------------------------------|
| 1  | 10.16.3129 ARM            | Parental Involvement                                   |
| 2  | 10.16.3220 ARM            | Program Narrative                                      |
| 3  | 10.16.3321 ARM            | Comprehensive Educational Evaluation Process           |
| 4  | 10.16.3322 ARM            | Composition of a Child Study Team                      |
| 5  | 10.16.3340 ARM            | Individualized Education Program and Placement         |
| 6  |                           | Decisions                                              |
| 7  | 10.16.3342 ARM            | Transfer Students: Intrastate and Interstate           |
| 8  | 10.16.3560 ARM            | Special Education Records                              |
| 9  | 10.60.103 ARM             | Identification of Children with Disabilities           |
| 10 | 37.85.414 ARM             | Maintenance of Records and Auditing (Medicaid)         |
| 11 | <u>Chapter 227 (2019)</u> | <u>Montana Dyslexia Screening and Intervention Act</u> |

Procedure History:

Promulgated on: February 2007

Revised on: November 20, 2007, January 20, 2009, February 15, 2011

## STUDENTS

### Entrance, Placement, and Transfer

#### Entrance, Date, and Age

~~The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. All waivers are granted in the sole discretion of the Trustees. Non-resident students may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the administration in consultation with the student's parents or guardians. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.~~

#### School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141.
2. To be admitted to the District school, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the Department of Health and Human Services or the local county health department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services, and resolve disputes.

#### Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be

<sup>1</sup> For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

STUDENTS

3110  
Page 2 of 3

considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to appeal to the Superintendent or the Board.

Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is subject to a satisfactory examination of the following:

1. Appropriate certificates of school accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction);
5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standard, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. The high school principal has authority for approving credit transfers, subject to review by the Superintendent or the Board.

|                  |                        |                                                                        |
|------------------|------------------------|------------------------------------------------------------------------|
| Legal Reference: | § 20-5-101, MCA        | Admittance of child to school                                          |
|                  | § 20-5-403, MCA        | Immunization required – release and acceptance of immunization records |
|                  | § 20-5-404, MCA        | Conditional attendance                                                 |
|                  | § 20-5-405, MCA        | Medical or religious exemption                                         |
|                  | § 20-5-406, MCA        | Immunization record                                                    |
|                  | § 44-2-511, MCA        | School enrollment procedure                                            |
|                  | 10.55.601 et seq., ARM | Accreditation Standards: Procedures                                    |

Policy History:

Adopted on: February 2007  
Revised on: April 15, 2008  
Revised on: January 2016, March 2018

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

**STUDENTS**

3110

Page 3 of 3

- 1 *Note: The revisions included the age range acceptance in lines 7-8 Page 1 as well as the*
- 2 *footnote defining “proof of identity”.*
- 3 *January 2016 revisions include addition of varicella and clarification of immunization manner as*
- 4 *per 2015 Montana Legislature.*
- 5 *March 2018 ESSA language added*

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

## STUDENTS

3130  
Page 1 of 3

### Students of Legal Age

Every student eighteen (18) years of age or older ~~will be deemed to be an adult and will have legal capacity to act as such. Such students,~~ like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and state law.

### Forms

Adult students who reside with parents or guardians and/or are classified as dependents of parents or guardians for tax purposes must have applicable forms completed by parents or guardians.

### Admission to School

The residence of an adult student who is not residing with a parent or guardian will be considered the residence for school purposes.

### Field Trips/Athletic Programs

Approved forms for participation will be required of all students. The form should indicate that the signature is that of the parent, ~~or the adult student. Sponsors or coaches will be required to confirm the ages of those students signing their own forms.~~

### Absence/Lateness/Tuancy

Absence notes will be signed by parents or guardians, ~~normally signed by parents or guardians, may be signed by adult students.~~ Excessive absences will result in consequences according to policy 3122P and will be reported on the report card.

### Suspension/Expulsion

All suspension and/or expulsion proceedings will conform to the requirements of state statutes. Notification of all such proceedings will be sent to parents or guardians. ~~Adult students, however, are permitted to represent themselves if they so choose.~~

### Withdrawal from School

Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance. Parents will be notified of impending dropouts by the school.

### Permission to Inspect Student Records



**STUDENTS**

3130

Page 2 of 3

- 1 A student that attains the age of legal majority is an “eligible student” under FERPA. An eligible
- 2 student has the right to access and inspect their student records. An eligible student may not
- 3 prevent their parents from accessing and inspecting their student records if they are a dependent
- 4 of their parents in accordance with Internal Revenue Service regulations.
- 5

2nd Reading

**STUDENTS**

3130  
Page 3 of 3

Report Cards

Progress reports will be sent to the parent or legal guardian.

Excuses from School

The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, etc., with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Financial Responsibility

Students of legal age can be held financially responsible for damage to school property.

Policy History:

Adopted on: February 2007

Revised on: January 2016

January 2016 revision notes: Replaced paragraph in Permission to Inspect Student Records section.

## STUDENTS

3520

Page 1 of 2

Student Fees ~~and , Fines, and Charges~~

Within the concept of free public education, the District will provide an educational program for students as free of costs as possible.

The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing collection of fees and asks the Superintendent to make annual reports, at the regular June Board meeting, to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. ~~The District may withhold a student's grades or diploma until restitution is made.~~ The district may not refuse to transfer files to another district because a student owes fines or fees. The District may not withhold the school schedule of a student because the student owes fines or fees.

~~The A-school~~ district may withhold the grades, diploma, or transcripts of a current or former ~~student/pupil~~ who is responsible for the cost of school materials or the loss or damage of school property until the ~~student/pupil~~ or the ~~student/pupil's~~ parent or guardian ~~pays the owed fines or fees, satisfies the obligation.~~

In the event a student who owes fines or fees transfers to another school district in the state and the District has A-school-district that decideds to withhold a-pupil's-the student's grades, diploma, or transcripts from the ~~student/pupil~~ and the ~~student/pupil's~~ parent or guardian pursuant to the above paragraph, the District shall:

- i. Upon receiving notice that the ~~student/pupil~~ has transferred to another school district in the state, notify the ~~student/pupil's~~ parent or guardian in writing that the school district to which the ~~student/pupil~~ has transferred will be requested to withhold the ~~student/pupil's~~ grades, diploma, or transcripts until any obligation has been satisfied;
- ii. Forward appropriate grades or transcripts to the school district to which the ~~student/pupil~~ has transferred;
- iii. At the same time, notify the school district to which the student has transferred of any financial obligation of the ~~student/pupil~~ and request the withholding of the ~~student/pupil's~~ grades, diploma, or transcripts until any obligations are met;
- iv. When the ~~student/pupil~~ or the ~~student/pupil's~~ parent or guardian satisfies the obligation, inform the school district to which the ~~student/pupil~~ has transferred.

A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

## STUDENTS

3520

Page 2 of 2

Legal reference:           § 20-1-213(3), MCA   Transfer of school records  
                                  § 20-5-201, MCA     Duties and sanctions  
                                  § 20-7-601, MCA     Free textbook provisions  
                                  § 20-9-214, MCA     Fees

Policy History:

Adopted on:               February 2007

Revised on:              February 14, 2011, October 2015, May 2016

October 2015 revision note: Added process for working with transfer districts.

## STUDENTS

Page 1 of 7

### Student Records

#### Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

## STUDENTS

Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. ~~2.~~ The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. ~~A parent of any student is allowed to view the footage but not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Access to the records will be granted within fifteen (15) days of the District's receipt of such request. Parents are not entitled to records of other students. If a record contains information about two students, information related to the student of the non-requesting parent will be redacted from the record.~~

In situations involving a record containing video footage, a parent of a student whose record contains the footage is allowed to view the footage contained in the record but is not permitted to receive a copy unless the parents of the other involved students provide consent. The footage is not a record of students in the background of the image or not otherwise involved in the underlying matter.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including pupil-parent interaction.

A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible student has the right to access and inspect their student records. An eligible student may not prevent their parents from accessing and inspecting their student records if they are dependent of their parents in accordance with internal Revenue Service regulations.

Access will not be granted to the parent or the student to confidential letters and

## STUDENTS

Page 3 of 7

recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate education interest in the information. A school official is a person employed by the district in an administrative, supervisory, academic or support staff position (including but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may also include a volunteer or contractor not employed by the district but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the district with respect to the use and maintenance of personally identifying information from education records, or such other third parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District may grant release of a child's education records to child welfare agencies without prior written consent of the parents.

6. The District will grant access to or release information from a student's records pursuant to a court order.

~~6.~~

7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.

8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be

## STUDENTS

Page 4 of 7

- 1 released, and reason for the release. One (1) copy of the consent form will be kept in the  
2 records, and one (1) copy will be mailed to the parent or eligible student by the  
3 Superintendent. Whenever the District requests consent to release certain records, the  
4 records custodian will inform the parent or eligible student of the right to limit such  
5 consent to specific portions of information in the records.  
6
- 7 9. The District may release student records to the superintendent or an official with similar  
8 responsibilities in a school in which the student has enrolled or intends to enroll, upon  
9 written request from such official.  
10
- 11 10. Prior to release of any records or information under items 5, 6, 7, and 8, and 9, above, the  
12 District will provide prompt written notice to the parents or eligible student of this  
13 intended action. This notification will include a statement concerning the nature and  
14 substance of the records to be released and the right to inspect, copy, and challenge the  
15 contents.  
16
- 17 11. The District may release student records or information in connection with an emergency,  
18 without parental consent, if the knowledge of such information is necessary to protect the  
19 health or safety of the student or other persons. The records custodian will make this  
20 decision, taking into consideration the nature of the emergency, the seriousness of the  
21 threat to the health and safety of the student or other persons, the need for such records to  
22 meet the emergency, and whether the persons to whom such records are released are in a  
23 position to deal with the emergency. The District will notify the parents or eligible  
24 student, as soon as possible, of the information released, date of the release, the person,  
25 agency, or organization to whom the release was made, and the purpose of the release.  
26
- 27 12. The District may disclose, without parental consent, student records or information to the  
28 youth court and law enforcement authorities, pertaining to violations of the Montana  
29 Youth Court Act or criminal laws by the student.  
30
- 31 13. The District will comply with an ex parte order requiring it to permit the U.S. Attorney  
32 General or designee to have access to a student's school records without notice to or  
33 consent of the student's parent(s)/guardian(s).  
34
- 35 14. The District charges a nominal fee for copying information in the student's records. No  
36 parent or student will be precluded from copying information because of financial  
37 hardship.  
38
- 39 15. A record of all releases of information from student records (including all instances of  
40 access granted, whether or not records were copied) will be kept and maintained as part  
41 of such records. This record will be maintained for the life of the student record and will  
42 be accessible only to the parent or eligible student, records custodian, or other person.  
43 The record of release will include:  
44



STUDENTS

Page 5 of 7

- a. Information released or made accessible.
- b. Name and signature of the records custodian.
- c. Name and position of the person obtaining the release or access.
- d. Date of release or grant of access.
- e. Copy of any consent to such release.

Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student's name
- Address
- Telephone listing
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information. The School District will specifically include information about the missing children electronic directory photograph repository permitting parents or guardians to choose to have the student's photograph included in the repository for that school year; information about the use of the directory photographs if a student is identified as a missing child; and information about how to request the student's directory photograph be removed from the repository.

Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

The Montana Superintendent of Public Instruction may release student information to the Montana Commissioner of Higher Education and Montana Department of Labor and Industry for research purposes after entering into agreement with Commissioner and Department. If the Superintendent of Public Instruction offers a statewide assessment that serves as a college

## STUDENTS

Page 6 of 7

entrance exam, the student's personally identifiable information may be released to colleges, state-contracted testing agencies, and scholarship organizations with student consent.

The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

### Student Record Challenges

The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

The hearing required by 34 CFR 99.21 must meet, at a minimum, the following requirements:

- The District shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.
- The District shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual including an official of the District who does not have direct interest in the outcome of the hearing.
- The District shall make its decision in writing within a reasonable amount of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

The parent or eligible student has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefore;
- 

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will maintain the statement with the contested part of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

Legal Reference:      Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| § 20-5-201, MCA | Duties and sanctions                                        |
| § 40-4-225, MCA | Access to records by parent                                 |
| § 41-5-215, MCA | Youth court and department records – notification of school |
| 10.55.909, ARM  | Student records                                             |

**STUDENTS**

Page 7 of 7

10.55.910, ARM Student Discipline Records

Procedure History:

Promulgated on: February 2007

Revised on: July 2013, January 2016

January 2016 revision note: added reference to parents retaining access to student records past age of majority if the student is a dependent of the parent. Also compared our policy with the full MTSBA recommended policy and added information we were missing.

Visitor and Spectator Conduct

Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner during a visit to the school or a school event may be ejected from the event and/or denied permission to access school buildings or property or school events as determined by the Board of Trustees. Examples of unsportsmanlike or inappropriate conduct include but are not limited to:

- Using vulgar or obscene language or gestures;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a security officer or District employee; and
- Engaging in any illegal or disruptive activity.
- Other violations of District Policy

The Superintendent is authorized to temporarily restrict access to school buildings or property and recommend to the Board of Trustees denial of future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:

1. Date, time, and place of a Board hearing;
2. Description of the unsportsmanlike conduct; and
3. Proposed time period admission to school events will be denied.

|                  |                             |                                                      |
|------------------|-----------------------------|------------------------------------------------------|
| Legal Reference: | § 20-1-206, MCA             | Disturbance of school – penalty                      |
|                  | § 20-4-303, MCA             | Abuse of teachers                                    |
|                  | § 45-8-101, MCA             | Disorderly conduct                                   |
|                  | <u>§ 45-8-351, MCA</u>      | <u>Restriction on Local Government Regulation of</u> |
|                  |                             | <u>Firearms</u>                                      |
|                  | <u>Article X, section 8</u> | <u>Montana Constitution</u>                          |

Policy History

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4320

Contact With Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons not employed by the District for educational purposes.

Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. The principal may approve school assemblies on specific educational topics of interest and relevance to the school program. The District normally does not permit other types of contact by non-school personnel.

Unless authorized by the building administrator or otherwise required by District policy or state and federal law, the District will not allow access to the schools by outside individuals, entities, businesses, service providers, or organizations desiring to use the captive audience in a school for information, sales material, or special interest purposes or delivery of services to students or groups of students that are unrelated to District operations.

Policy History:

Adopted on: February 2007

Revised on:

COMMUNITY RELATIONS

4332

Page 1 of 2

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons (as defined in Policy 3311) at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action as circumstances warrant.

Cross Reference: Policy 3311 Firearms and Weapons

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081  
Smoke Free School Act of 1994  
16-11-302, MCA Definitions  
§ 20-1-220, MCA Use of tobacco product in public school building or property prohibited  
§ 20-5-410, MCA Civil penalty  
§ 45-8-351, MCA Restriction on Local Government Regulation of Firearms  
Article X, section 8 Montana Constitution

Policy History:

Adopted on: February 2007

Revised on: January 2016

COMMUNITY RELATIONS

4332

Page 2 of 2

- 1 *Note: Revision included the insertion of the word “nicotine” in #4 and the change of policy in*
- 2 *the Cross Reference.*
- 3 *January 2016 Revision adds definitions as per 16-11-302 MCA and reference to vapor cigarettes*

2nd Reading

## COMMUNITY RELATIONS

4410

Relations with Law Enforcement and Child Protective Agencies

The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law, occurring during school hours or at school activities. When there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance.

Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District will strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities will be established. Such procedures will be made available to affected staff and will be periodically revised.

County Interdisciplinary Child Information and School Safety Team

The District will participate in the Jefferson County interdisciplinary child information and school safety team established by Section 52-2-211, MCA. This team consists of county-level representatives of the youth court, the county attorney, the department of public health and human services, the county superintendent of schools, the sheriff, the chief of any police force, the superintendents of public school districts in the County, and the department of corrections.

The purpose of the team is “to facilitate the exchange and sharing of information that one or more team members may be able to use in serving a child in the course of their professions and occupations, including but not limited to abused or neglected children, delinquent youth, and youth in need of intervention, and of information relating to issues of school safety.”

The Superintendent is authorized to participate in the formation of and request information from the interdisciplinary child information and school safety team regarding students in the School District. The Superintendent shall utilize this authority on a regular basis to ensure the safety and security of the District.

Cross Reference: 4313 Disruption of School Operations

Legal Reference: § 20-1-206, MCA Disturbance of school – penalty  
— § 52-2-211, MCA County Interdisciplinary Child Information and School Safety Team

Policy History:

Adopted on: February 2007



1 Revised on:

2nd Reading

**PERSONNEL**

5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire personnel appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. The district will create a determination sheet from the criminal history record. The determination sheet will be kept on file at the District Office. The Criminal History Record with no disqualifiers will be shredded on site immediately after review. The Criminal History Record with disqualifiers will be retained on file at the District Office according to law. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Certification

The District requires its contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Reference Checks

The Board authorizes the Superintendent or the Superintendent's designee to inquire of past employers about an applicant's employment on topics including but not limited to: title, role, reason for leaving, work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for the position in the District. Responses to these inquiries should be documented and considered as part of the screening and hiring process.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration  
§ 39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure

**PERSONNEL**

5120

1

2 Policy History:

3 Adopted on: February 2007

4 Revised on: August 2018

2nd Reading

**PERSONNEL**

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business.

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.

While on school property, employees shall not injure or threaten to injure another person; damage another's property or that of the District, or use, control, possess, or transfer any weapon or any item that could be reasonably considered to be a weapon as defined in Policies 3310 and 3311. "School property" means within school buildings, in vehicles used for school purposes, or on grounds leased or owned by the school district.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

Cross Reference: Policy 5232 – Abused and Neglected Children

|                  |                        |                                      |
|------------------|------------------------|--------------------------------------|
| Legal Reference: | § 20-1-201, MCA        | School officers not to act as agents |
|                  | <u>§ 45-5-501, MCA</u> | <u>Definitions</u>                   |
|                  | <u>§ 45-5-502, MCA</u> | <u>Sexual Assault</u>                |

Policy History:

Adopted on: February 2007

2nd Reading

## PERSONNEL

5232

Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Public Health and Human Services and notify the Superintendent or principal that a report has been made. Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of physical or psychological harm to a child, and abandonment. This definition includes sexual abuse and sexual contact by or with a student. The obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or romantic contact between a student and a staff member.

A District employee who makes a report of child abuse or neglect is encouraged to notify the building administrator of the report. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

When a District employee makes a report, the DPHHS may share information with that individual or others as permitted by law stated in 41-3-201(5). Individuals in the District who receive information related to a report of child abuse or neglect pursuant to the above named subsection (5) shall maintain the confidentiality of the information, as required in 41-3-205.

Cross Reference:      Policy 5223 – Personal Conduct  
                                 Policy 3225 – Sexual Harassment of Students

|                  |                        |                                         |
|------------------|------------------------|-----------------------------------------|
| Legal Reference: | § 41-3-201, MCA        | Reports                                 |
|                  | § 41-3-202, MCA        | Action on reporting                     |
|                  | § 41-3-203, MCA        | Immunity from liability                 |
|                  | § 41-3-205, MCA        | Confidentiality – disclosure exceptions |
|                  | § 41-3-207, MCA        | Penalty for failure to report           |
|                  | <u>§ 45-5-501, MCA</u> | <u>Definitions</u>                      |
|                  | <u>§ 45-5-502, MCA</u> | <u>Sexual Assault</u>                   |

Policy History:

Adopted on: February 2007

Revised on: July 2013

*Note: The revision allows the DPHHS to give information back to the person who reported a possible abuse and neglect case.*

**PERSONNEL**

5329

Long-Term Illness/Temporary Disability

Employees may use sick leave for long-term illness or temporary disability, and, upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required, at the Board's discretion.

Leave without pay arising out of any long-term illness or temporary disability shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness shall apply under the same conditions as other long-term illness or temporary disability leaves.

~~The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.~~

Policy History:

Adopted on: February 2007

Revised on:

Revision Note: Removes Maternity Leave which becomes it's own policy number 5330

PERSONNEL

5329P

Long-Term Illness/Temporary Disability/Maternity Leave

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity:

1. When any illness or temporarily disabling condition is “prolonged,” an employee will be asked by the administration to produce a written statement from a physician, stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.

~~2. Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.~~

~~32.~~ In the case of any ~~other~~ extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of ~~leavedisability~~ will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician, unless complications develop which are further certified by a physician.

~~3.~~ An employee who has signified his/her intent to return at the end of extended leave of absence shall be reinstated to his/her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

Procedure History:

Promulgated on: February 2007

Revised on:

Revision Note: Removed Maternity which became its own policy number 5330



Maternity Leave and Paternity Leave

~~Long term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom.~~ The School District's maternity leave policy covers employees who are not eligible for FMLA leave at Policy 5328. Maternity leave includes only continuous absence immediately prior to adoption, delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications.

~~It is unlawful for an employer to~~ The School District shall not refuse to grant an employee a reasonable leave of absence for pregnancy or require that an employee take a mandatory maternity leave for an unreasonable length of time. ~~In determining the reasonableness which shall apply to a request for a leave of absence for a pregnancy, an employer shall apply standards at least as inclusive as those which have been applied to requests for leave of absence for any other valid medical reason.~~ Jefferson High School will follow the language in the current collective bargaining agreement as it relates to maternity leave unless mandated otherwise by the employee's physician. The School District has determined that maternity leave shall not exceed 12 weeks unless mandated otherwise by the employee's physician. Employees will be required to use appropriate accumulated paid leave concurrently while on FMLA leave.

~~It is also unlawful for an employer to~~ The School District shall not deny to the employee who is disabled as a result of pregnancy any compensation to which the employee is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform employment duties.

~~As a disabling condition, maternity leave is not available to fathers.~~

An employee who has signified her intent to return at the end of her maternity leave of absence shall be reinstated to her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

The School District will review requests for Paternity Leave in accordance with any applicable policy or collective bargaining agreement provision governing use of leave for family purposes.

|                  |                                |                                                                   |
|------------------|--------------------------------|-------------------------------------------------------------------|
| Legal Reference: | § 49-2-310, MCA                | Maternity leave – unlawful acts of employers                      |
|                  | § 49-2-311, MCA                | Reinstatement to job following pregnancy-related leave of absence |
|                  | Admin. R. Mont. 24.9.1201—1207 | Maternity Leave                                                   |

Legal Reference:

Policy History:

**PERSONNEL**

5330  
Page 2 of 2

- 1 Adopted on:
- 2 Revised on:
- 3
- 4 *Revision Note:*

2nd Reading

**VOLUNTEER AGREEMENT FORM**  
**COACH/HELPER/AIDE/CHAPERONESECTION**

**5430F**

Page 1 of 2

I, \_\_\_\_\_ (the Volunteer), hereby agree to serve Jefferson High School  
(the District) on a volunteer basis as a \_\_\_\_\_.  
Please initial next to each statement:

\_\_\_\_\_ The Volunteer understands any volunteer services will not be compensated now or  
in the future.

\_\_\_\_\_ The Volunteer has been informed and understands that volunteer services rendered  
do not create an employee-employer relationship between the Volunteer and the District  
for the position stated above.

\_\_\_\_\_ The Volunteer understands that the District may not carry worker's compensation  
insurance and does not carry medical insurance for a person serving as a volunteer in the  
position stated above.

\_\_\_\_\_ The Volunteer understands that the mutually established schedule of services for  
the position stated above carries no obligation for either party and may be adjusted at any  
time.

\_\_\_\_\_ The Volunteer understands that services as a volunteer may be terminated at any  
time.

\_\_\_\_\_ The Volunteer understands that they are under the direction of the school district at  
all times during their service as a volunteer and must follow directives given by district  
employees.

\_\_\_\_\_ The Volunteer understands that they are to follow all laws, policies, and rules  
regarding student and employee confidentiality during their service as a volunteer.

\_\_\_\_\_ The Volunteer understands that they are to follow district policy as well as local,  
state, federal, and other applicable laws during their service as a volunteer.

\_\_\_\_\_ The Volunteer understands that they are not to use alcohol, tobacco, or other drugs  
around students at any time whether on school property or not.

\_\_\_\_\_ The Volunteer understands that they are not to encourage students to violate  
district policy. The Volunteer further understands that if they observe a student violating  
district policy, they are to report the behavior to the supervising district employee  
immediately.

\_\_\_\_\_ The Volunteer understands that any violation of this agreement, district policy, or  
any local, state, federal, or other applicable law can result in permanent termination of  
volunteer privileges and possible legal action.

**VOLUNTEER AGREEMENT FORM**  
**COACH/HELPER/AIDE/CHAPERONESECTION**

**5430F**

Page 2 of 2

The Volunteer is 18 years or older.

The Volunteer understands that this authorization only applies to the /  
school year.

The Volunteer understands that if the position stated above involves regular  
unsupervised access to students in schools, they shall submit to a name-based and  
fingerprint criminal background investigation conducted by the appropriate law  
enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will not be used again  
as a chaperone for any District-sponsored field trips or excursions and may be excluded from  
using District-sponsored transportation for the remainder of the field trip or excursion and that I  
will be responsible for my own transportation back home.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

**FINANCIAL MANAGEMENT**

Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor or without any conditions imposed. Unless otherwise specified by the donor, when a district receives a donation, the trustees may deposit the donation in any budgeted or non-budgeted fund at the discretion of the trustees and may thereafter transfer any portion of the donation to any other fund at the discretion of the trustees. If the trustees accept a donation and the donor specifies the donation for an endowment, the trustees shall deposit the donation in the endowment fund. Endowments received by the District will be deposited to an endowment fund as an expendable or non-expendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. ~~Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).~~

If the District deposited donated funds in an endowment fund without specific instruction by the donor, the Board may move the donated funds and any accumulated interest to any other budgeted or non-budgeted fund of the District and may spend donated funds and any accumulated interest unless restricted by condition imposed by the donor.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

|                  |                    |                                                                |
|------------------|--------------------|----------------------------------------------------------------|
| Legal Reference: | § 20-6-601, MCA    | Power to accept gifts                                          |
|                  | § 20-7-803, MCA    | Authority to accept gifts                                      |
|                  | § 20-9-212, MCA    | Duties of county treasurer                                     |
|                  | § 20-9-213(4), MCA | Duties of trustees                                             |
|                  | § 20-9-604, MCA    | Gifts, legacies, devises, and administration of endowment fund |

Policy History:

Adopted on: February 2007

Revised on: xx/xx/2018

2nd Reading

**FINANCIAL MANAGEMENT**

Independent Investment Accounts

The Board may establish independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made. The principal and any interest earned must be reallocated to the fund from which the deposit was originally made. Unless otherwise provided by law, all other revenue may be sent directly to a participating district's investment account.

The District may either:

1. Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or
2. Establish a subsidiary checking account and make expenditures from the investment account, provided all transactions are accounted for and reported, as required by applicable accounting principles. If the District desires to establish a subsidiary checking account for purposes of paying for expenditures directly from an investment account, the District must enter into a written agreement with the county treasurer, in accordance with § 20-9-235, MCA.

Legal Reference:      § 20-9-235, MCA      Authorization for school district investment account

Policy History:

Adopted on:    February 2007

Revised on:

## NON-INSTRUCTIONAL OPERATIONS

8225

Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, vapor product, alternative nicotine product, nicotine, electronic cigarettes (containing nicotine or not) and any other tobacco or nicotine delivery innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

Use of FDA-approved cessation devices may be permitted at school buildings and on school grounds with the approval of the building administrator.

|                  |                            |                                    |
|------------------|----------------------------|------------------------------------|
| Legal Reference: | § 20-1-220, MCA            | Use of tobacco product in public   |
| school           |                            | building or property prohibited    |
|                  | §§ 50-40-101, et seq., MCA | Montana Clean Indoor Air Act of    |
| 1979             |                            |                                    |
|                  | ARM 37.111.825             | Health Supervision and Maintenance |

Policy History:

Adopted on: February 2007

Revised on: May 2012

*Note: Revision adds nicotine (line 4), exception to Native American cultural activities (line 10), and lines 21-22. May 2012 revision added electronic cigarettes on line 4.*