

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

Superintendent's Report

Date: February 18, 2020

Agenda Item: E-3

3a-Count Day Policy 3121P

The February count was 284, with an average of 287 with the 2019 fall count. This is an increase of 16 students from the 2019-20 school year. This is the fifth consecutive year of student enrollment increase at JHS.

3b-Curriculum Changes

The initial forecasting for students and classes next year will be completed next week. The difficulty in forecasting revolves around the incoming freshman class. The initial numbers have the possibility of 80 students if all who register actually attend JHS. Historically, some north end students register in both school districts and choose school attendance just prior to the beginning of the school year.

Class offerings and curriculum expansion are driven by student interests. Although I have not received official notice, there are a couple of anticipated changes with teaching staff related to part-time employment and resignations. Once I receive notification, I will provide an update.

Recommendation:

Support curriculum expansion

3c-Montana Literacy Grant Update

JHS is currently in the 2nd year of the 3 year Literacy Grant. The district is eligible for an extension of this grant and the process for renewal is underway. The first grant was written in conjunction with Boulder Elementary, but under the suggestion of OPI, JHS has been encouraged to write the grant independently. The plan is to contract with Rochelle Hesford who helped write the initial grant. Since this is a competitive grant, a great amount of time and detail is needed to be a successful grantee. Rochelle has written a number of grants that have been awarded to school districts.

3d-National Superintendent Conference Update

I recently attended the National Superintendent Conference in San Diego. It was attended by over 3,600 superintendents from across the United States and over 20 from Montana. Below are some of the sessions I attended and a brief synopsis of the material presented.

- Superintendent Stress: Its significance, suggestions, and solutions. The session provided data on the greatest superintendent stressors, how to manage stress, and recommendations for addressing stress. Learn what you can control and not control, time requirements, and

understanding board expectations were explored.

- Social-Emotional learning for all students-Aligning resources benefits all. The heart of this session revolved around meeting the social and emotional needs of all students and how their district has greatly benefited with improved student achievement.
- CTE: Expanding options for all students and creating pathways for success. This session focused on recognizing the value of career and technical education. The key component is creating programs that are rigorous and aligned with postsecondary education and career pathways. Research presented the success rate of college students who had a concentration of CTE courses in high school. Data also showed a 6% dropout rate of students enrolled in a quality CTE program.
- Every student belongs: Personalizing student supports in the Ogden School District. I enjoyed this workshop since it parallels some of the programs implemented at JHS. The key to their program is to personalize student supports with a mission to improve academic outcomes. The first step is building a common system and language to use when evaluating students progress, behavior, attendance, and social-emotional learning. The second step is to make sure students have a solid relationship with at least one adult at school, improving their sense of belonging. The third step is to intervene early and proactively change the student's outcomes.
- Student voice: From invisible to invaluable. This session shared insights on how to incorporate student voice in four areas: (1)governance, service and character education; (2) technology instruction; (3) design and communication; and (4)equity and evaluation. The presentation provided an interactive session on how to incorporate student voice into your leadership. As stated during the session, schools were not built for adults, we built them for students and the main emphasis should always be "What's best for the kids". I purchased the presenters book and look forward to implementing some of their programs.

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,

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## 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.

**Survey Question #1:** The following were questions that Board members would like the answers to in order to work toward making decisions on the future of JHS;

What is the current true capacity of the buildings?

Should we look at sports offerings and gather information from other districts of similar size?

Is there a ‘magic’ number for enrollment for funding purposes?

How can the district continue to get information to our communities, aside from the Monitor?

Could SMA give us threshold suggestions and what is the cost to do so?

**Question #2:** had no additional comments or discussion

### Question #3:

We would like to look at an auditorium; what are the current acoustics at the stage area?

The Board needs to get real numbers to start involving taxpayers in our discussions.

The Board was informed that an enrollment of 345 students for two years is required before moving to Class A status and the Class C threshold is 125 students. Current JHS enrollment is 290+.

## **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.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

# MINUTES Jefferson High School Dist. 1

January 21, 2020

Regular Board Meeting

**Board members present:** Denise Brunett      Kyrie Russ      Cami Robson  
Larry Rasch (phone)      Bryher Herak      Buster Bullock  
Kevin Harris

**Board members absent:**

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

**Staff Present:** Aubrie Carey, Policy Maintenance

**Visitors:** Jered Sullivan, Lauryann Armstrong, Samantha Dewit, Jeremiah Anderson

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## CALL TO ORDER

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

**PUBLIC COMMENT** None.

**STUDENT REPORT** Lauren Armstrong (NHS president) and Jared Sullivan (NHS secretary) gave information about JHS days, February 11, FCS will be preparing tacos rather than burgers.

**STAFF REPORT** None.

## COMMITTEE REPORTS

### ADMINISTRATIVE REPORTS

*Clerk/business manager.* In written form.

*Principal.* In written form. Jane and the teachers have done a great job with the reading program. Mr. Moodry and Mr. Norbeck plan to pursue an additional 3 years of the reading grant to follow the current grant. Mr. Moodry presented a copy of the SRO tracking of interactions. He also stated that a couple of announcement/reminder options have been established in Infinite Campus.

*Superintendent.* In written form. Mr. Norbeck reviewed the items presented at the MHSA meeting this weekend.

**UNFINISHED BUSINESS** None.

## NEW BUSINESS

### 1. Personnel – Action

a. Substitute applications – J Schreibman Ms. Robson moved to approve the recommendation of Mr. Schreibman pending background check. Mr. Harris seconded the motion, which passed unanimously.

b. Resignations

c. Coaching positions – golf coach – Anna DeMars Mr. Harris moved to approve the recommendation of Anna DeMars for head golf coach. Ms. Robson seconded the motion, which passed unanimously.

d. Possible vacation cash-out. No employees exceeded the limit to be paid out presently.

e. Athletic fall program evaluations Addressed in November

f. Athletic fall coach evaluations – possible closed session Addressed in November

2. *Approval of Attendance Agreements* – AYA/Elk Park/North end Ms. Robson moved to approve the attendance agreements. Ms. Herak seconded the motion, which passed unanimously.

3. *M-Bar-T Program information* - Big Sky Ski Resort gives a discounted pass for students with a 3.0 GPA at the end of the first quarter.

#### 4. 1<sup>ST</sup> 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

Ms. Robson moved to approve a-e as presented. Ms. Russ seconded the motion, which passed unanimously.

Ms. Robson recommended that the board accept Option 4 of Policy 7262 to authorize the school administration to determine where any excess senior class funds will be distributed at the end of the school year to the Angel fund, the following year's class, or the activity fund. Ms. A Carey will amend the language to present in February for first reading.

#### 5. 2<sup>ND</sup> 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

Ms. Robson moved to accept the above policies with the removal of the "F" from 1512 and the exception of 3600F2, which was a numerical oversight from MTSBA numbers. Mr. Harris seconded the motion, which passed unanimously.

6. *Call for volunteers for JHS* - Mr. Norbeck will address the next BTAC meeting about volunteerism and will also be going to the Chamber of Commerce to do so as well.

7. *SMA demographic study questions 4-6* A discussion of the last 3 questions commenced. #4. Building Interior and Exterior – many items have been addressed and several more are currently “in the works”. #5. Students’ influences to attend school out-of-district. Promotion of the school should be in the forefront. Suggestions for that promotion were given – website, drawing for family activity pass, posting of staff accomplishments and student dual-credit offerings. #6. Population growth and the need to expand. Availability of land should be researched. SMA needs to give the board “taskable” direction, Facilities committee will meet February 4 at 4:00. Staff will be invited to join the committee on the walk-through.

#### **LETTERS**

Negotiations letter from Boulder Area Teachers was received.

**COMMENDATIONS** Ms. Herak – wrestling, Mr. Norbeck – Ms. Jolliff and the speech team, Mr. Blodgett’s efforts to help with a journalism class for the second semester, Ms. Brunett – Mandy McMasters for pack the house, drum line, nice staff holiday gathering

#### **CONSENT AGENDA**

Ms. Robson moved to approve the claims and accounts. Mr. Harris seconded the motion, which passed unanimously. Minutes from November will be modified for approval in February.

#### **FOLLOWUP/ADJOURNMENT**

Discussion: facilities committee recommendations

Policies 2<sup>nd</sup> reading

Mr. Norbeck’s evaluation will occur in February. Former and current chairs will compile data. Mr. Norbeck wants a high percentage of staff to respond.

The meeting adjourned at 8:43 p.m.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board