

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

**\* 6:30 p.m. February 18, 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](http://www.jhs.k12.mt.us) for the most current agenda and the packet of associated materials for the meeting.

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. Student Report**

**D. Staff Report**

**E. Committee Reports - brief review**

- a. Facility meeting and tour

**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. Transportation reports – TR4 & TR5
2. Principal/A.D.
  - a. Handbook/Procedures
3. Superintendent
  - a. Student Count
  - b. Curriculum Changes
  - c. Montana Literacy Grant Update

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

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

1. 1<sup>ST</sup> Reading of Policies
  - a. 7262 – Distribution of Excess Senior Class Funds
2. 2<sup>ND</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
3. Personnel – Action
  - a. Substitute applications – Margaret Everett, Janis Zohner
  - b. Superintendent Evaluation – Possible closed session
4. Approval of Attendance Agreements – AYA/Elk Park, East Helena & Helena residents (25)
5. Call for volunteers for JHS
6. Call for Election
7. 1920-21 School Calendar

**I. Communication and Comments**

1. Letters to the Board - S. Rux, Office of Public Instruction (budget amendment)

**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** March 17, 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.*

#### ***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:

*L orie*

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February 2020

## **GENERAL REPORT ITEMS**

### PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

### MASBO REGION 4

The MASBO board met January 23-25 in Bozeman. The next meeting is February 23-25 at Chico Hot Springs. It is my job to conduct the evaluations for the director and the board. In doing so, I have been able to learn quite a bit about Survey Monkey using the association's subscription. This may be beneficial to us (JHS) should we need to do any surveys of any size.

### CURRENT OFFICE ITEMS

Aubrie and I finished the transportation information gathering and reporting to OPI. The TR 5's and 6's are included with this report.

She sent attendance agreements to the 25 identified out-of-district students. Sixteen (16) have been returned and are ready to be sent to Helena and East Helena.



**TR-5**  
**Individual Contract Reimbursement Claim**  
**1st Semester 2019-2020**

22 Jefferson  
0457 Jefferson H S

09/03/2019-01/24/2020

Contract #	Shared	Family Name	Daily		Isolation	Days		Total
			Rate	Transported		Reimbursed	Reimbursement	
39267	True	Lyons, Bonnie	5.00	86.0	No	86.0	430.00	
46824	False	Konda, Stacey	10.50	90.0	No	90.0	945.00	
Total Individual Contract Reimbursement								1,375.00

Board Chair

Signature



# **TR-6** **Bus Route Reimbursement Claim** **1st Semester 2019-2020**

**08/26/2019-01/23/2020**

**22 Jefferson**  
**0457 Jefferson H S**

Route #	Miles		Rate	Driver	VIN	Days		Total	
	%	Per Day				Claimed	Reimbursed	Reimbursement	Reimbursement
2	50.00	22.0	1.36	Gina Lyon	4DRBUAAP29B673495	0.0	0.0	0.00	0.00
2	50.00	22.0	1.36	Gina Lyon	4DRBUAAP29B673495	69.0	69.0	69.0	1,032.24
3	50.00	52.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	69.0	69.0	69.0	2,816.58
3	50.00	52.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	0.0	0.0	0.0	0.00
7	100.00	102.0	1.57	Gena M. Grund	4DRBWAAAR79A670352	76.0	76.0	76.0	12,170.64
2c	100.00	22.0	1.36	Gina Lyon	4DRBUAAP29B673495	76.0	76.0	76.0	2,273.92
2d	100.00	20.0	1.36	Gina Lyon	4DRBUAAP29B673495	7.0	7.0	7.0	190.40
3c	100.00	27.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	76.0	76.0	76.0	3,221.64
3d	100.00	52.0	1.57	Joseph A. Sandoval	4DRBUAAN99B058537	7.0	7.0	7.0	571.48
4a	100.00	81.2	1.57	Gregory S. Thackeray	4DRBUC8NXXKB607492	76.0	76.0	76.0	9,688.78
4B	100.00	81.2	1.57	Gregory S. Thackeray	4DRBUC8NXXKB607492	0.0	0.0	0.0	0.00
5a	100.00	109.0	1.80	Joseph A. Canzona	4drbwaarl1aa212200	76.0	76.0	76.0	14,911.20
6a	100.00	98.3	1.57	Arthur F. Bieler	4DRBUAAPX9B671400	76.0	76.0	76.0	11,729.16
<b>Total Bus Route Reimbursement</b>									<b>58,606.04</b>

**Board Chair**

Signature





February 18, 2020

Principals Report--Mr. Mike Moodry

### **Academics**

The analysis of the 2nd quarter grades shows that since the 1st quarter in 2018 we have seen a 40% reduction in total deficient grades (see attached).

We have worked on a change in the student make-up work procedure from the handbook. The new revision (see attached) is more student centered and teacher friendly. The new procedure puts make-up work in the hand for the student, yet requires teachers to work with students on what is deemed necessary for make-up. The old policy is dated and allows minimal flexibility with students and teachers.

Mr. Michaud has been meeting with classes to put forth a projection for next year's class schedule. Creation of the schedule will start at the end of the month with a completion date of April 1st.

### **Discipline and Attendance**

Discipline Comparison for the same time period last year.

	18-19	19-20
Staff	6	4
Event Types	5	4
Events	10	7
Students	12	8

Our attendance average daily attendance for the 1st semester is 94.54% compared to 97.07% in 2018-19 fall semester.

The January SRO Data is attached. There was a total of 98 contact with students over 16.5 hours. The time was spent on mentoring (54%), Education (37%), Counseling (5%), and Law Enforcement (4%).

I have enclosed a proposed change to the vehicles on campus procedure in the student handbook. The change is brought forth by student requests. The new policy rewards students for good behavior, yet mitigating the school's liability by having parents give student permission to be off campus. The new procedure is expected to save administrative time in policing the new policy.

### **JHS Day and Enrollment**

We had JHS Day on February 11. 8th grade students came from Boulder (35), Clancy (41) and Montana City (20). Student groups presented to students what JHS has to offer. We have

collected 85 forecasting sheets, we usually run plus or minus 5%. Our projected enrollment for next year is 298 compared to 284 this year.

### **Activities**

The JHS Thespian repeated as Outstanding Drama, Best Actress in a Drama (Emme Rosenbaum) and Best Costumes at the 2020 Montana Thespian Festival. They presented "Adominable" written by our own Mike Hesford.

Speech and Drama place three students at the State meeting in Big Fork. Talon DeMers placed 5th in Lincoln Douglas and Katie Conroy and Quinne Shultz placed 6th in Public Forum.

The wrestling team finished in 4th place at the Southern B/C Divisional and qualified 5 wrestlers for State. State updates will be available at the meeting.

The girls basketball team is 3-6 in league (5th Place) and 8-9 overall. The boy's basketball: League 5-4 (3rd Place) and 8-8 overall. The 5B district basketball will be February 20-22 in Belgrade. District brackets will be available at the meeting. Top 3 teams advance to the divisional tournament.

Senior Jadyn Bellander has been awarded the Prudential Spirit of Community Award, a nationwide program honoring young people for outstanding acts of volunteerism. As a State Honoree, Jadyn will receive \$1,000, an engraved silver medallion and an all-expense-paid trip in early May to Washington, D.C., where she will join the top two honorees from each of the other states and the District of Columbia for four days of national recognition events.

### **Attachments:**

Vehicles on Campus Proposal

Make-up Work Proposal

SRO Data

Grades Analysis

# PROPOSED

## Vehicles on Campus

Students are not permitted to ~~be in~~, ride in, provide rides, or drive any motor driven vehicle during the school day except:

- 1) Seniors and juniors who meet minimum qualifications: no office referrals, unexcused absences, and minimum of a 2.5 GPA, during lunch with signed parent permission form. Permission will be granted quarterly. Students are not to transport any student that does not meet the parameters of this provision or their privilege will be revoked
- 2) Special permission from the building principal. Such permission will be given for students arriving late or leaving school early or when a parent, guardian or school official drives their vehicle. Other than in an emergency, permission will require a written note signed by a parent containing the destination, the nature of business and the driver.

Consequences for violation of this policy will be an Office Referral and the suspension of any further driving privileges for the remainder of the semester.

REVISED 2/11/2020



# PROPOSED

## Policies Relating to Excused Absences:

~~C. Graded students' assignments that can be made up have the following timeline for completion unless other arrangements are made with the teacher:~~

~~1 day absent make up work due in 2 days.~~

~~2 days absent make up work due in 3 days.~~

~~3 days absent make up work due in 4 days.~~

~~4 days absent make up work due in 5 days.~~

~~5+ days absent arrangements will be made with the teachers.~~

### c) Make-Up Procedures:

Students are absent from school for a number of legitimate reasons. It is the policy of this school that the student, parent or guardian, and teacher work together to complete schoolwork due to activity related absences or excused absences. It is the student's responsibility to initiate and follow through with the work's completion. To assist in this effort, the following guidelines are presented:

- It is imperative that students contact each teacher on the first day after an absence to receive/review makeup work. Failure to assume responsibility in this matter may result in lower grades for the work missed.
- Students are encouraged to make up missed assignments as soon as possible. Teacher and student should set up a mutually agreeable schedule to complete makeup work.
- In certain circumstances, teachers may alter assignments to be made up. In other circumstances, the teacher may not require work to be made up. Should this be the case, the excused assignments will not count toward the marking period grade.
- A student absent only on the date of a quiz/test should be prepared to take it the next day. The teacher may choose to administer it at a later date. Similarly, a student absent on the due date of a pre-announced assignment is expected to turn in that assignment on the first day back. • Pre-announced special assignments, tests, quizzes, and homework are due on the day scheduled even if a student is absent the day before the assignment is due. Students may not miss one class to complete work for another class.
- If a major assignment is due on a particular day and a student is present any part of that day, then the student is responsible for seeing that the major assignment is completed and turned in to the teacher on the due date.
- Help with makeup work, quizzes, tests, lab work and projects that require special equipment may need to be scheduled outside the student's regular class period.
- Each teacher will supply students with a statement at the beginning of each course regarding policies about making up tests, homework and assignments. They will also address the times and places they are available for assistance.
- Students who expect to be absent for more than three days are advised to request homework assignments from the teacher by calling the Main Office. Please allow 24 hours for the teacher to be contacted and the work collected so that the instruction

# PROPOSED

schedule will not be interrupted. It is the parent/student responsibility to arrange for the work to be picked up.

- A student with a school approved activity-related absence is expected to see his/her teacher at least two-days prior to departure to request assignments. Unless there are extenuating circumstances, assignments covered during a pre-arranged absence are due upon the student's return. It is the student's responsibility to make special arrangements with the teacher prior to departure if he/she wishes to have these requirements changed. While teachers will provide the student with necessary assignments, teacher assistance in completing these assignments is not mandatory.

Following these guidelines will assure proper credit. However, make-up privileges will not be granted in cases when the absence remains unexcused.

	1st 18-19			1st 19-20			2nd 19-20		
	D	D-	F	D	D-	F	D	D-	F
Class of 2023				12	15	17	5	5	17
Class of 2022	6	2	6	13	12	20	4	7	13
Class of 2021	18	19	36	8	13	25	11	4	27
Class of 2020	20	9	25	4	5	11	5	4	2
Class of 2019	8	6	20						
	52	36	87	37	45	73	25	20	59
TOTAL Marks			175			155			104
Percent Change	D	D-	F						
Class of 2023	58.33%	66.67%	0.00%						
Class of 2022	33.33%	-250.00%	-116.67%						
Class of 2021	38.89%	78.95%	25.00%						
Class of 2020	75.00%	55.56%	92.00%						
	28.85%	-25.00%	16.09%						
Total Marks since Q1 2018			40.57%						

Campus dates/times				Student Contacts						
Date	Badge #	time in	time out	Total hrs	Mentoring	Educational	Counseling	Law Enforcement	total contacts	
1/1/2020									0	
1/2/2020									0	
1/3/2020									0	
1/4/2020									0	
1/5/2020									0	
1/6/2020									0	
1/7/2020	BPD	745	845	1	6	1			7	
1/8/2020	BC3	1500	1600	1	1				1	
1/9/2020	BC1/BC3	1240	1345	1	4		1		5	
1/10/2020										
1/11/2020									0	
1/12/2020									0	
1/13/2020	N/A								0	
1/14/2020	BC1	1500	1645	1.75	6				6	
1/15/2020	BC-3	1500	1630	1.5	2			3	5	
1/16/2020	BC-3	1500	1630	1.5	5	1			6	
1/17/2020									0	
1/18/2020									0	
1/19/2020									0	
1/20/2020	N/A								0	
1/21/2020	BC-2	1230	1330	1			4		4	
1/22/2020	N/A								0	
1/23/2020	BC-3	1500	1615	1.25	4				4	
1/24/2020									0	
1/25/2020									0	
1/26/2020									0	
1/27/2020	BC-2	1400	1500	1	8				8	
1/28/2020	BC-2	1200	1300	1	5	5			10	
1/29/2020	BC-3	1400	1630	2.5	7	12		1	20	
1/30/2020	bc-3	1345	1530	1.75	5	17			22	
1/31/2020									0	
Totals				16.25	53	36	5	4	98	
					-45.92%	-63.27%	94.90%	-95.92%		

**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 2<sup>nd</sup> 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.



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 distribute any excess senior class funds and monies, whether in whole or in part, to the "Angel Fund", the following year's class fund, and/or the activity fund funds will be distributed at the end of the school year if the senior class to which it belongs did not designate where the funds should be distributed by the final day of the school year.~~

Legal Reference:

Policy History:

Adopted on:

Revised on:

*Revision Note:*

STUDENTS

3126FE

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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.

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>
	20-9-311(4)(a)(b)(d), MCA	Calculation of average number belonging (ANB) – 3-year averaging
	20-3-324, MCA	Powers and duties
	10.55.906 ARM	High School Credit

Policy History:

Adopted on: August 2018

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

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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

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- 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

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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*



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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:

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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

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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

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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.*

**TRUSTEE RESOLUTION CALLING FOR AN ELECTION**

*(Regular School Election, One Voting Location)*

**BE IT RESOLVED**, the Board of Trustees for School District No. 7, Jefferson County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 5th day of May, 2020, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

☒ Mail Ballot    ☐ Poll Election

The purpose of the election is to elect three (3) trustees for three-year terms – a Montana City Area representative, a Boulder area representative, and an at-large representative.

Approval of additional levies to operate and maintain the general fund for FY 2020/2021 will also be requested.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Lorie Carey/Bonnie Ramey, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The following voting locations will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

**Voting Location and Address: MAIL**

Election Judge	Address
----------------	---------

1. ,

2. ,

3. ,

**BE IT FURTHER RESOLVED**, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

\_\_\_\_\_  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

# JEFFERSON HIGH SCHOOL 2020-2021 SCHOOL CALENDAR

Opt. 3

## August

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 fall Sports Begin  
24 Freshman Orientation(12)  
25 First Day of School(12)  
21 Teacher PIR Day  
5 days of Instructions

## September

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 No School Labor Day  
Homecoming week  
Teacher PIR Day  
24 midterm Grade Check  
16&30 Late Arrival(9:00am)  
17 Days of Instruction

## October

S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-7 Fall MAP Testing  
7&21 Late Arrival(9:00am)  
15 No School MEA  
29 End of First Quarter  
16 Days of Instruction

## November

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6? Parent teacher night2-7  
25-26 No School Thanksgiving  
Winter Sports Begin  
15 Days of Instruction

## December

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 Midterm Grade Check  
23 2:00 Dismissal  
24 No School Winter Break  
14 Days of Instruction

## Jefferson High School Staff

Mr. Tim Norbeck Superintendent  
Mr. Mike Moody Principal  
Mr. Dan Sturdevant AD  
Mrs. Lorie Carey Business Manager/Clerk  
Mrs. Alan Smith Technology Director  
Mrs. Jane Erickson Literacy Coordinator  
Mrs. Linda Allen School Secretary  
Mr. Joe Michaud School Counselor  
Mr. Mike Robbins Vocational Education  
Mrs. Ester Kirsch Paraprofessional  
Mrs. Nancy Bailey Math  
Mrs. Dawn Smartnick Business, Comp, Accounting  
Mr. Fritz Beiler Social Studies  
Mrs. Cassidy Parsons Family Consumer Sciences  
Mrs. Cathy Carey Math  
Mrs. Mary Drynan Special Education  
Mrs. Kelsey Voeller English  
Mr. Matthew Bowman Music/Band  
Mr. Dave Heimann Vocational Education  
Mr. Mike Hesford English  
Mr. Cody Ottman Social Studies  
Mr. Brittani Carey Journalism  
Mr. Clint Layng PE/Health, Dr.Ed  
Mr. Steve McCauley Science  
Ms. Emma Ehret Art  
Mrs. Nicole Strozewski Math  
Mr. Dave Ternes PE/Health, Anatomy  
Ms. Sarah Layng Library  
Mrs. Mary Williams Science  
Mrs. Katie Watts Paraprofessional  
Mrs. Lynnsey Williams Paraprofessional  
Mrs. Lisa Fjeldseth Paraprofessional  
Mr. Kyle Lyon Maintenance  
Mr. David Miller Maintenance  
Mr. Keven Burton Maintenance  
Mrs. Paraprofessionals

## Semester Breakdown

Semester 1: Days: 75 Hours: 547.5  
Semester 2: Days: 73 Hours: 539.5  
Year Total: Days: 148 Hours: 1087

## January

S	M	T	W	TH	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Semester Finals  
14 Semester Ends  
15 Teacher PIR Day  
18 no School MLK  
15 Days of Instruction

## February

S	M	T	W	TH	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

18 Midterm Grade Check  
15 No School, President Day  
10&24 Late Arrival(9:00am)  
15 Days of Instruction

## March

S	M	T	W	TH	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 End of Third Quarter  
10&24 Late Arrival(9:00am)  
19 Days of Instruction

## April

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 2:00 Dismissal  
5 Spring Break  
22 Midterm Grade Check  
14&28 Late Arrival(9:00am)  
16 Days of Instruction

## May/June

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

3-5 Spring MAP Testing  
23 Graduation  
27 last day  
28 Teacher PIR  
16 Days of Instruction



Dec. 18, 2019

Jefferson High School Board

This letter is long overdue and I feel this issue must be addressed. Twice already this current school year and for several years running, the general public has not been informed of a scheduled musical performance at JHS.

WHY??

I can't even find words to express my anger when I read reviews in the local paper of concerts that have already taken place. Can you imagine the uproar if sporting events were kept secret?

Not being a parent or grandparent should not prevent people from knowing what takes place at JHS. and PLEASE; do not add fuel to the fire by telling me to "go on-line". Senior Citizens still read newspapers, know how to pay taxes and vote without the aid of a computer.

Disappointed music supporter,

Sandra B. Ray

cc: ~~Supt.~~ Norbert



December 20, 2019

Sabrina Steketee, Chairperson  
Jefferson H S 1  
Jefferson County  
PO Box 838  
Boulder MT 59632

Dear Chairperson Steketee:

The petition requesting permission to adopt a budget amendment in the general fund in the amount of **\$190,262.31** under the provisions of §20-9-161(1) for fiscal year 2019-20 is hereby approved in accordance with §20-9-163, MCA. Based on the information submitted, the budget amendment expenditures will be financed using additional state assistance of **\$34,709.10** and general fund reserve of **\$155,553.21**.

Approval of the petition enables the district to proceed with the budget amendment. The proclamation of intent is the "resolution" that will finally be adopted **after** it is posted in every building of the district and published one time in a newspaper that will give notice to the largest number of people of the district. The proclamation should also be delivered to the County Superintendent and the Clerk of the County Commissioners. The publication, posting, and delivery of the proclamation shall be done at least one week before the adoption date specified in the proclamation. At the next special or regular board meeting, the trustees must meet to consider public input, if any, and move to adopt, modify, or table the proclamation.

The resolution must state the following:

1. the time and place of proclamation of the need for a budget amendment;
2. the **facts** constituting the need for a budget amendment;
3. the budgeted **fund(s)** affected by the amendment;
4. the estimated **amount** of money required to finance the budget amendment;
5. the anticipated source(s) of **financing**;
6. the **time and place** the board will meet for the purpose of considering and adopting the budget amendment;
7. the **line item details** for the proposed expenditures.

After adopting the resolution, please send a copy of the resolution, which is **signed and dated by the chairperson and district clerk**, to your County Superintendent and the Office of Public Instruction.

If you have any questions, please call me at 444-4401 or email [nmerala@mt.gov](mailto:nmerala@mt.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read "Nica Merala".

Nica Merala  
OPI Fiscal Officer

cc: Tim Norbeck, District Superintendent  
Lorie Carey, District Clerk  
Anika McCauley, Jefferson Co. Superintendent

# 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.

**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

---

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

~ ~ ~ ~ ~

## 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

02/14/20  
10:57:15

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

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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 |  |
| 20666  | 45897S  | 5269 EMS LINQ INC                                     | 2,783.00    |      |          |                           |     |      |  |
| 1      |         | 36218 04/29/19 training and set up of website         | 995.00      |      | 201      | 100-2400                  | 330 |      |  |
| 2      |         | 36620 07/02/19 Website hosting fee                    | 1,788.00*   |      | 228      | 100-1000                  | 680 |      |  |
| 20667  | 45899S  | 157 HARDWARE HANK                                     | 130.81      |      |          |                           |     |      |  |
| 1      |         | 111573 12/11/19 biology, science o suppli             | 35.97       | 9647 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |      |          |                           |     |      |  |
| 2      |         | 111456 12/05/19 supplies                              | 61.43       |      | 201      | 100-2600                  | 615 |      |  |
| 3      |         | 111612 12/12/19 supplies                              | 33.41       |      | 201      | 100-2600                  | 615 |      |  |
| 20668  | 45901S  | 4498 LERUM AUTO                                       | 20.00       |      |          |                           |     |      |  |
| 1      |         | 01/07/20 drivers ed car repair                        | 20.00*      |      | 218      | 100-1000                  | 440 |      |  |
| 20670  | 45894S  | 290 BOULDER ELEMENTARY SCHOOL                         | 1,810.20    |      |          |                           |     |      |  |
| 1      |         | 01/20/20 December meals and monthly pay               | 1,810.20    |      | 201      | 910-3100                  | 630 |      |  |
| 20671  | 45890S  | 3766 ACADIA MONTANA                                   | 2,584.85    |      |          |                           |     |      |  |
| 1      |         | 3470071 01/20/20 Altacare                             | 2,584.85*   |      | 215      | 280-1000                  | 330 | 524  |  |
| 20672  | 45907S  | 5131 SUKUT, KADEN                                     | 147.80      |      |          |                           |     |      |  |
| 1      |         | 01/24/20 Basketball Ref                               | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 01/24/20 Basketball Ref Mileage                       | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20673  | 45893S  | 5319 Bingham, Kevin                                   | 104.88      |      |          |                           |     |      |  |
| 1      |         | 01/24/20 Basketball Ref                               | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 01/24/20 Basketball Ref Mileage                       | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20674  | 45900S  | 4903 JORGENSON, SHANE                                 | 111.80      |      |          |                           |     |      |  |
| 1      |         | 01/24/20 Basketball Ref                               | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 01/24/20 Basketball Ref Mileage                       | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20675  | 45892S  | 5252 ARNSTON, AARON                                   | 68.88       |      |          |                           |     |      |  |
| 1      |         | 01/24/20 Basketball Ref                               | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 01/24/20 Basketball Ref Mileage                       | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20676  | 45902S  | 4929 O'BRIEN, JOHN                                    | 68.88       |      |          |                           |     |      |  |
| 1      |         | 01/24/20 Basketball Ref                               | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 01/24/20 Basketball Ref Mileage                       | 8.88*       |      | 215      | 720-3500                  | 330 | 720  |  |
| 20677  | 45905S  | 5143 PEOPLES, DONALD R JR                             | 111.80      |      |          |                           |     |      |  |
| 1      |         | 01/24/20 Basketball Ref                               | 60.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | 01/24/20 Basketball Ref Mileage                       | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |

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

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\* ... Over spent expenditure

| Claim  | Warrant    | Vendor #/Name                              | Amount      |      |          |           | Acct/Source/ |  |  |
|--------|------------|--------------------------------------------|-------------|------|----------|-----------|--------------|--|--|
| Line # |            | Invoice #/Inv Date/Description             | Line Amount | PO # | Fund Org | Prog-Func | Obj Proj     |  |  |
| 20678  | 45895S     | 4939 BOYER, REBECCA CRANSHAW               | 68.88       |      |          |           |              |  |  |
| 1      |            | 01/24/20 Basketball Ref                    | 60.00*      |      | 215      | 720-3500  | 330 720      |  |  |
| 2      |            | 01/24/20 Basketball Ref Mileage            | 8.88*       |      | 215      | 720-3500  | 330 720      |  |  |
| 20679  | 45903S     | 5256 OLIVERSON, DAVE                       | 68.88       |      |          |           |              |  |  |
| 1      |            | 01/24/20 Basketball Ref                    | 60.00*      |      | 215      | 720-3500  | 330 720      |  |  |
| 2      |            | 01/24/20 Basketball Ref Mileage            | 8.88*       |      | 215      | 720-3500  | 330 720      |  |  |
| 20680  | 45906S     | 4911 SCHMIDT, TIM                          | 192.92      |      |          |           |              |  |  |
| 1      |            | 01/23/20 Wrestling Ref                     | 130.00*     |      | 215      | 720-3500  | 330 720      |  |  |
| 2      |            | 01/23/20 Wrestling Ref Mileage             | 62.92*      |      | 215      | 720-3500  | 582 720      |  |  |
| 20681  | 45896S     | 4912 CARVER, KENNETH A.                    | 158.88      |      |          |           |              |  |  |
| 1      |            | 01/23/20 Wrestling Ref                     | 130.00*     |      | 215      | 720-3500  | 330 720      |  |  |
| 2      |            | 01/23/20 Wrestling Ref Mileage             | 28.88*      |      | 215      | 720-3500  | 582 720      |  |  |
| 20682  | -99965E    | 4637 Mastercard                            | 455.64      |      |          |           |              |  |  |
| 1      |            | 015023 12/06/19 Plywood                    | 114.98      |      | 201      | 100-2600  | 615          |  |  |
| 2      |            | 121119 12/11/19 Fastenal Company           | 5.14        |      | 201      | 100-2600  | 610          |  |  |
| 3      |            | 21964 12/21/19 Speech Meet Lodging         | 102.65      |      | 201      | 710-3400  | 582          |  |  |
| 4      |            | 21963 12/21/19 Speech Meet Lodging         | 102.65      |      | 201      | 710-3400  | 582          |  |  |
| 5      |            | 21965 12/21/19 Speech Meet Lodging         | 102.65      |      | 201      | 710-3400  | 582          |  |  |
| 6      |            | 071273 12/28/19 Light bulbs                | 27.57       |      | 201      | 100-2600  | 610          |  |  |
| 20683  | -99964E    | 4786 MC Mastercard                         | 979.49      |      |          |           |              |  |  |
| 1      |            | 3950604 12/17/19 HP 8440 BATTERIES         | 264.45      | 9760 | 228      | 100-1000  | 610          |  |  |
|        | AMAZON.COM |                                            |             |      |          |           |              |  |  |
| 2      |            | 6365806 12/17/19 HP 3115M BATTERIES        | 299.85      | 9760 | 228      | 100-1000  | 610          |  |  |
|        | AMAZON.COM |                                            |             |      |          |           |              |  |  |
| 3      |            | 3950604 12/17/19 DELL 6430 BATTERIES       | 269.00      | 9760 | 228      | 100-1000  | 610          |  |  |
|        | AMAZON.COM |                                            |             |      |          |           |              |  |  |
| 4      |            | 3950604 12/17/19 USB C PORT REPLICATOR     | 55.99       | 9760 | 228      | 100-1000  | 610          |  |  |
|        | AMAZON.COM |                                            |             |      |          |           |              |  |  |
| 5      |            | 8409861 12/17/19 HITACHI CP-WX3530WN PROJE | 90.20       | 9760 | 228      | 100-1000  | 610          |  |  |
|        | AMAZON.COM |                                            |             |      |          |           |              |  |  |
| 20684  | -99963E    | 4637 Mastercard                            | 897.40      |      |          |           |              |  |  |
| 1      |            | 4238ACK964 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 2      |            | 4238ACK962 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 3      |            | 4238ACK970 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 4      |            | 4238ACK966 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 5      |            | 4238ACK968 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 6      |            | 4238ACK972 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 7      |            | 4238ACK974 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 8      |            | 4238ACK978 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 9      |            | 4238ACK980 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |
| 10     |            | 4238ACK976 12/20/19 Wrestling Lodging      | 89.74       |      | 201      | 720-3500  | 582          |  |  |

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JEFFERSON HIGH SCHOOL  
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\* ... 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 |
| 20685  | -99962E | 4786 MC Mastercard                             | 1,287.59    |      |          |                           |     |      |
| 1      |         | 0359413 12/04/19 Mighty vibe spotify music     | 639.92*     | 9754 | 215      | 474-1000                  | 660 | 275  |
|        |         | AMAZON.COM                                     |             |      |          |                           |     |      |
| 2      |         | 18027120 12/18/19 Panther Apparel              | 307.67*     |      | 215      | 474-1000                  | 610 | 244  |
| 3      |         | 01-936995 12/19/19 iTunes gift Cards           | 50.00*      |      | 215      | 474-1000                  | 610 | 244  |
| 4      |         | 0163409 12/19/19 Mighty vibe spotify music     | 290.00*     | 9754 | 215      | 474-1000                  | 660 | 275  |
|        |         | AMAZON.COM                                     |             |      |          |                           |     |      |
| 20686  | -99961E | 4637 Mastercard                                | 2,350.44    |      |          |                           |     |      |
| 1      |         | 01/05/20 Due from Activities                   | 2,350.44    |      | 201      | 180                       |     |      |
| 20687  | 45891S  | 4878 ANNETTE SMITH ELECTRIC INC                | 352.00      |      |          |                           |     |      |
| 1      |         | 1325 01/20/20 Grinder switch, outlets          | 352.00*     |      | 201      | 100-2600                  | 440 |      |
| 20688  | 45898S  | 5201 GUARDIAN LIFE INSURANCE COMPANY OF        | 182.19      |      |          |                           |     |      |
| 1      |         | 01/16/20 Retiree dental vision foster          | 60.96       |      | 289      | 675                       |     |      |
| 2      |         | 01/16/20 Retiree dental vision hohentha        | 121.23      |      | 289      | 675                       |     |      |
| 20689  | 45904S  | 5021 PACIFIC SOURCE HEALTH PLANS               | 525.82      |      |          |                           |     |      |
| 1      |         | 2001400027 01/15/20 Ret ins premium hohenthal  | 525.82      |      | 289      | 675                       |     |      |
| 20690  | 45928S  | 5315 SCHULTZ, WENDY                            | 22.64       |      |          |                           |     |      |
| 1      |         | 01-960333 01/24/20 L&P Party Supplies          | 22.64*      |      | 201      | 100-1270                  | 610 |      |
| 20691  | 45925S  | 1987 PACIFIC STEEL                             | 84.00       |      |          |                           |     |      |
| 1      |         | 7103198 01/24/20 20" Square Tube - due from BE | 84.00       |      | 201      | 180                       |     |      |
| 20692  | 45929S  | 4800 U.S. BANK TRUST-SPA Lockbox CM9695        | 4,011.54    |      |          |                           |     |      |
| 1      |         | 02/15/20 Interest payment                      | 132.27      |      | 228      | 100-5200                  | 850 |      |
| 2      |         | 02/15/20 Principal reduction                   | 3,879.27*   |      | 228      | 100-5200                  | 840 |      |
| 20693  | 45924S  | 1662 MERIT MECHANICAL SERVICES INC.            | 61.37       |      |          |                           |     |      |
| 1      |         | 19-145 01/16/20 24 Gauge Bronze & Labor        | 61.37*      |      | 201      | 100-2600                  | 440 |      |
| 20694  | 45917S  | 612 HOME DEPOT PRO INSTITUTIONAL               | 171.20      |      |          |                           |     |      |
| 1      |         | 529901233 01/09/20 Fire Ext. signs             | 171.20      | 9767 | 201      | 100-2600                  | 615 |      |
| 20695  | 45909S  | 3766 ACADIA MONTANA                            | 3,192.06    |      |          |                           |     |      |
| 1      |         | 3480108 01/27/20 Altacare                      | 3,192.06*   |      | 215      | 280-1000                  | 330 | 524  |
| 20696  | 45922S  | 1608 MASBO                                     | 90.00       |      |          |                           |     |      |
| 1      |         | 7696 01/28/20 Spring Workshop Registrat        | 90.00       | 9781 | 201      | 100-2500                  | 582 |      |

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JEFFERSON HIGH SCHOOL  
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\* ... 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 |  |
| 20697  | 45922S  | 1608 MASBO                                            | 160.00      |      |          |                           |     |      |  |
| 1      |         | 7701 01/28/20 Budget Workshop Registrat               | 80.00       | 9781 | 201      | 100-2500                  | 582 |      |  |
| 2      |         | 7701 01/28/20 Budget Workshop Reg. Norbeck            | 80.00       |      | 201      | 100-2300                  | 582 |      |  |
| 20698  | 45912S  | 626 COLUMBUS HIGH SCHOOL                              | 20.00       |      |          |                           |     |      |  |
| 1      |         | 01/25/20 Speech and Drama Entry                       | 20.00       |      | 201      | 710-3400                  | 582 |      |  |
| 20699  | 45919S  | 5325 JOLIFF, ANNE                                     | 32.70       |      |          |                           |     |      |  |
| 1      |         | Various 01/24/20 Speech and Debate Meals              | 32.70       |      | 201      | 710-3400                  | 582 |      |  |
| 20700  | 45910S  | 2152 CENTURY LINK                                     | 444.31      |      |          |                           |     |      |  |
| 1      |         | 011320 01/13/20 Schools-Public Jan                    | 444.31      |      | 201      | 100-2400                  | 531 |      |  |
| 20701  | 45918S  | 1377 JOHNSON CONTROLS                                 | 510.00      |      |          |                           |     |      |  |
| 1      |         | 56499103 01/23/20 Fire alarm maintenance              | 510.00*     |      | 201      | 100-2600                  | 440 |      |  |
| 20702  | 45917S  | 612 HOME DEPOT PRO INSTITUTIONAL                      | 59.92       |      |          |                           |     |      |  |
| 1      |         | 531552792 01/20/20 Fire Ext. signs                    | 59.92       | 9767 | 201      | 100-2600                  | 615 |      |  |
| 20703  | 45915S  | 1002 GENERAL DISTRIBUTING                             | 37.36       |      |          |                           |     |      |  |
| 1      |         | 00834667 01/15/20 9ft Cord Set                        | 37.36       | 9703 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- |             |      |          |                           |     |      |  |
| 20704  | 45914S  | 4449 EARTHWALK                                        | 350.00      |      |          |                           |     |      |  |
| 1      |         | INV2020009 01/17/20 Digital AC-Smart Switch S         | 350.00*     | 9774 | 215      | 474-1000                  | 680 | 244  |  |
| 20705  | 45911S  | 4827 CITI BUSINESS VISA-Costco                        | 712.19      |      |          |                           |     |      |  |
| 1      |         | 47502g 01/12/20 FCS Groceries                         | 28.87       | 9473 | 201      | 999                       |     |      |  |
|        |         | CITI VISA- BUSINESS-Costco                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |             |      |          |                           |     |      |  |
| 2      |         | 08878g 01/12/20 JHS Days groceries                    | 104.88      |      | 201      | 100-2100                  | 610 |      |  |
| 3      |         | 99228g 01/12/20 Due from JHS Activities               | 24.86       |      | 201      | 180                       |     |      |  |
| 4      |         | 417010607 01/09/20 class 5 registration               | 250.00      |      | 201      | 100-1000                  | 321 |      |  |
| 5      |         | 6473013 01/08/20 stool                                | 79.00       | 9628 | 201      | 999                       |     |      |  |
|        |         | AMAZON.COM                                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640- |             |      |          |                           |     |      |  |
| 6      |         | 0791456 01/10/20 Headset for virtual anato            | 599.99*     | 9773 | 215      | 100-1000                  | 660 | 778  |  |
|        |         | AMAZON.COM                                            |             |      |          |                           |     |      |  |
| 7      |         | 1815447 12/30/19 Scanner/metal detector               | 151.59      | 9628 | 201      | 999                       |     |      |  |
|        |         | AMAZON.COM                                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640- |             |      |          |                           |     |      |  |
| 8      |         | 0268222 01/14/20 Book safe                            | 12.99       | 9628 | 201      | 999                       |     |      |  |
|        |         | AMAZON.COM                                            |             |      |          |                           |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640- |             |      |          |                           |     |      |  |
| 9      |         | credit 01/21/20 Rockler saw                           | -539.99*    |      | 215      | 451-1641                  | 660 | 279  |  |

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JEFFERSON HIGH SCHOOL  
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\* ... 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 |  |
|                             |         | *** Cancelled in 2/20 ****                            |                  |      |          |                           |     |      |  |
| 20706                       |         | 4919 SAMPSON, JARED BRANDON                           | 133.80           |      |          |                           |     |      |  |
|                             |         | changed referee                                       |                  |      |          |                           |     |      |  |
| 1                           |         | Choteau bb 01/02/20 Ref fee                           | 96.00*           |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                           |         | Choteau bb 01/02/20 Ref Mileage                       | 37.80*           |      | 215      | 720-3500                  | 582 | 720  |  |
|                             |         | *** Cancelled in 2/20 ****                            |                  |      |          |                           |     |      |  |
| 20707                       |         | 5126 KESSEL, SYDNEY                                   | 102.58           |      |          |                           |     |      |  |
|                             |         | Changed referee                                       |                  |      |          |                           |     |      |  |
| 1                           |         | Choteau bb 01/02/20 Ref fee                           | 96.00*           |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                           |         | Choteau bb 01/02/20 Ref mileage                       | 6.58*            |      | 215      | 720-3500                  | 582 | 720  |  |
| 20708                       | 45913S  | 4887 CUNNINGHAM, DUANE                                | 157.80           |      |          |                           |     |      |  |
| 1                           |         | Choteau 01/02/20 Ref Fee                              | 120.00*          |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                           |         | Choteau 01/02/20 Ref Mileage                          | 37.80*           |      | 215      | 720-3500                  | 582 | 720  |  |
| 20709                       | 45927S  | 4914 SCHMAUS, BRIAN G                                 | 126.48           |      |          |                           |     |      |  |
| 1                           |         | Choteau bb 01/02/20 Ref Fee                           | 120.00*          |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                           |         | Choteau bb 01/02/20 Ref Mileage                       | 6.48*            |      | 215      | 720-3500                  | 582 | 720  |  |
| 20710                       | 45916S  | 5141 HARRIS, NOLAN                                    | 126.48           |      |          |                           |     |      |  |
| 1                           |         | Choteat bb 01/02/20 Ref Fee                           | 120.00*          |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                           |         | Choteau bb 01/02/20 Ref Mileage                       | 6.48*            |      | 215      | 720-3500                  | 582 | 720  |  |
| 20711                       | 45923S  | 1650 MEADOW GOLD GREAT FALLS                          | 221.91           |      |          |                           |     |      |  |
| 1                           |         | 536218 01/23/20 Milk                                  | 221.91           |      | 201      | 910-3100                  | 630 |      |  |
| 20712                       | 45908S  | 11 A & M FIRE AND SAFETY                              | 64.00            |      |          |                           |     |      |  |
| 1                           |         | 233920 01/17/20 extinguisher service                  | 64.00*           |      | 201      | 100-2600                  | 440 |      |  |
|                             |         | *** Cancelled in 2/20 ****                            |                  |      |          |                           |     |      |  |
| 20713                       |         | 1451 L & P GROCERY                                    | 21.74            |      |          |                           |     |      |  |
| 1                           |         | 02-586293 12/18/19 FCS groceries                      | 16.36            | 9659 | 201      | 999                       |     |      |  |
|                             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |  |
| 2                           |         | 01-966355 01/30/20 FCS groceries                      | 5.38             | 9659 | 201      | 999                       |     |      |  |
|                             |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |  |
| # of Claims 47              |         |                                                       | Total: 26,377.11 |      |          |                           |     |      |  |
| Total Electronic Claims     |         |                                                       | 5,970.56         |      |          |                           |     |      |  |
| Total Non-Electronic Claims |         |                                                       | 20,406.55        |      |          |                           |     |      |  |



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JEFFERSON HIGH SCHOOL  
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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                | Amount      |      |          | Acct/Source/ |     |      |
|--------|---------|----------------------------------------------|-------------|------|----------|--------------|-----|------|
| Line # |         | Invoice #/Inv Date/Description               | Line Amount | PO # | Fund Org | Prog-Func    | Obj | Proj |
| 20714  | 45930S  | 3766 ACADIA MONTANA                          | 4,163.53    |      |          |              |     |      |
| 1      |         | 3506519 02/03/20 Altacare                    | 3,660.44*   |      | 215      | 280-1000     | 330 | 524  |
| 2      |         | 3445598 01/06/20 Altacare                    | 503.09*     |      | 215      | 280-1000     | 330 | 524  |
| 20715  | 45950S  | 5327 MOUNTAIN GOOD RESTAURANT                | 47.60       |      |          |              |     |      |
| 1      |         | 49700 02/05/20 Para Breakfast                | 47.60*      |      | 201      | 100-2400     | 610 |      |
| 20716  | 45934S  | 385 BOULDER MONITOR & JEFFERSON CO.          | 10.00       |      |          |              |     |      |
| 1      |         | 1915 01/31/20 Board/Facilities Co. Agendas   | 10.00*      |      | 201      | 100-2500     | 540 |      |
| 20717  | 45947S  | 4283 LYONS, BONNIE                           | 430.00      |      |          |              |     |      |
| 1      |         | 39267 02/05/20 Individual Contract           | 430.00      |      | 210      | 100-2700     | 514 |      |
| 20718  | 45944S  | 4282 KONDA, STACEY                           | 945.00      |      |          |              |     |      |
| 1      |         | 46824 02/05/20 Individual Contract           | 945.00      |      | 210      | 100-2700     | 514 |      |
| 20719  | 45959S  | 3388 THREE BROTHERS PLUMBING & HEATING       | 518.95      |      |          |              |     |      |
| 1      |         | 475296 01/23/20 Acid resistant "P" trap      | 376.45      |      | 201      | 100-2600     | 610 |      |
| 2      |         | 475296 01/23/20 Labor costs                  | 142.50*     |      | 201      | 100-2600     | 440 |      |
| 20720  | 45931S  | 4878 ANNETTE SMITH ELECTRIC INC              | 369.00      |      |          |              |     |      |
| 1      |         | 1340 01/20/20 Wood shop outlets, cooler, mot | 369.00*     |      | 201      | 100-2600     | 440 |      |
| 20721  | 45956S  | 4919 SAMPSON, JARED BRANDON                  | 85.80       |      |          |              |     |      |
| 1      |         | Choteau 02/10/20 Ref fee                     | 48.00*      |      | 215      | 720-3500     | 330 | 720  |
| 2      |         | Choteau 02/10/20 Ref travel                  | 37.80*      |      | 215      | 720-3500     | 582 | 720  |
| 20723  | 45937S  | 5127 ENGLISH, KEVIN                          | 85.80       |      |          |              |     |      |
| 1      |         | choteau 02/10/20 ref fee                     | 48.00*      |      | 215      | 720-3500     | 330 | 720  |
| 2      |         | choteau 02/10/20 ref mileage                 | 37.80*      |      | 215      | 720-3500     | 582 | 720  |
| 20726  | 45954S  | 5132 OGOLIN, KEITH                           | 147.80      |      |          |              |     |      |
| 1      |         | sweetgrass 02/08/20 ref fee                  | 96.00*      |      | 215      | 720-3500     | 330 | 720  |
| 2      |         | sweetgrass 02/08/20 ref mileage              | 51.80*      |      | 215      | 720-3500     | 582 | 720  |
| 20727  | 45957S  | 4908 SHEA, DARA LIANNE                       | 104.88      |      |          |              |     |      |
| 1      |         | sweetgrass 02/08/20 ref fee                  | 96.00*      |      | 215      | 720-3500     | 330 | 720  |
| 2      |         | sweetgrass 02/08/20 ref mileage              | 8.88*       |      | 215      | 720-3500     | 582 | 720  |
| 20728  | 45953S  | 4929 O'BRIEN, JOHN                           | 116.88      |      |          |              |     |      |
| 1      |         | sweetgrass 02/08/20 ref fee                  | 108.00*     |      | 215      | 720-3500     | 330 | 720  |
| 2      |         | sweetgrass 02/08/20 ref mileage              | 8.88*       |      | 215      | 720-3500     | 582 | 720  |

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JEFFERSON HIGH SCHOOL  
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\* ... Over spent expenditure

| Claim  | Warrant | Vendor #/Name                                  | Amount      |      |          |           | Acct/Source/ |      |  |
|--------|---------|------------------------------------------------|-------------|------|----------|-----------|--------------|------|--|
| Line # |         | Invoice #/Inv Date/Description                 | Line Amount | PO # | Fund Org | Prog-Func | Obj          | Proj |  |
| 20729  | 45941S  | 4943 HOCKING, JACK                             | 159.80      |      |          |           |              |      |  |
| 1      |         | sweetgrass 02/08/20 ref fee                    | 108.00*     |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | sweetgrass 02/08/20 ref mileage                | 51.80*      |      | 215      | 720-3500  | 582          | 720  |  |
| 20730  | 45942S  | 4903 JORGENSEN, SHANE                          | 111.80      |      |          |           |              |      |  |
| 1      |         | sweetgrass 02/08/20 ref fee                    | 60.00*      |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | sweetgrass 02/08/20 ref mileage                | 51.80*      |      | 215      | 720-3500  | 582          | 720  |  |
| 20733  | 45943S  | 4901 KINZLE, JON                               | 68.88       |      |          |           |              |      |  |
| 1      |         | sweetgrass 02/08/20 Basketball Ref             | 60.00*      |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | sweetgrass 02/08/20 Basketball Ref Mileage     | 8.88*       |      | 215      | 720-3500  | 582          | 720  |  |
| 20734  | 45955S  | 5256 OLIVERSON, DAVE                           | 111.80      |      |          |           |              |      |  |
| 1      |         | sweetgrass 02/08/20 Basketball Ref             | 60.00*      |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | sweetgrass 02/08/20 Basketball Ref Mileage     | 51.80*      |      | 215      | 720-3500  | 582          | 720  |  |
| 20735  | 45946S  | 5210 LAPPIN, JOHN                              | 68.88       |      |          |           |              |      |  |
| 1      |         | sweetgrass 02/08/20 Basketball Ref             | 60.00*      |      | 215      | 720-3500  | 330          | 720  |  |
| 2      |         | sweetgrass 02/08/20 Basketball Ref Mileage     | 8.88*       |      | 215      | 720-3500  | 582          | 720  |  |
| 20736  | 45951S  | 3481 MT DOJ CRIMINAL RECORDS                   | 60.00       |      |          |           |              |      |  |
| 1      |         | 136215 01/16/20 Background Schreiber           | 30.00       | 9775 | 201      | 100-2300  | 800          |      |  |
| 2      |         | 136626 01/27/20 Background DeMars              | 30.00       | 9776 | 201      | 100-2300  | 800          |      |  |
| 20737  | 45936S  | 4633 COMMERCIAL ENERGY OF MT INC.              | 1,207.85    |      |          |           |              |      |  |
| 1      |         | NWE057955 02/04/20 Gas                         | 97.73       |      | 201      | 100-2600  | 411          |      |  |
| 2      |         | NWE057954 02/04/20 Gas                         | 1,110.12    |      | 201      | 100-2600  | 411          |      |  |
| 20738  | 45939S  | 157 HARDWARE HANK                              | 105.20      |      |          |           |              |      |  |
| 1      |         | 111866 01/02/20 Outlet plugs                   | 2.99        |      | 201      | 100-2600  | 610          |      |  |
| 2      |         | 112215 01/24/20 Gorilla tape, teflon tape, val | 22.77       |      | 201      | 100-2600  | 610          |      |  |
| 3      |         | 112247 01/27/20 Extension cord, grounding      | 59.97       |      | 201      | 100-2600  | 610          |      |  |
| 4      |         | 112279 01/29/20 Fusion gloss                   | 14.98       |      | 201      | 100-2600  | 610          |      |  |
| 5      |         | 112319 01/31/20 Cleanser bar                   | 4.49        |      | 201      | 100-2600  | 610          |      |  |
| 20739  | 45960S  | 4639 WEX BANK                                  | 7,294.73    |      |          |           |              |      |  |
| 1      |         | 63622404 01/31/20 Friday school bus            | 29.59*      |      | 215      | 423-1000  | 582          | 711  |  |
| 2      |         | 63622404 01/31/20 MT City band to JHS          | 44.15       |      | 201      | 720-3500  | 582          |      |  |
| 3      |         | 63622404 01/31/20 BBB fuel                     | 512.99      |      | 201      | 720-3500  | 582          |      |  |
| 4      |         | 63622404 01/31/20 gBB fuel                     | 506.43      |      | 201      | 720-3500  | 582          |      |  |
| 5      |         | 63622404 01/31/20 Wrestling fuel               | 490.91      |      | 201      | 720-3500  | 582          |      |  |
| 6      |         | 63622404 01/31/20 AD, Princ Athletic fuel      | 102.71      |      | 201      | 720-3500  | 582          |      |  |
| 7      |         | 63622404 01/31/20 speech/drama fuel            | 54.42       |      | 201      | 710-3400  | 582          |      |  |
| 8      |         | 63622404 01/31/20 Drama fuel                   | 46.48       |      | 201      | 710-3400  | 582          |      |  |
| 9      |         | 63622404 01/31/20 Superintendent fuel          | 25.08       |      | 201      | 100-2300  | 582          |      |  |
| 10     |         | 63622404 01/31/20 Drivers Ed fuel              | 44.79*      |      | 218      | 100-1000  | 624          |      |  |
| 11     |         | 63622404 01/31/20 Route fuel                   | 4,110.91    |      | 210      | 100-2700  | 624          |      |  |

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JEFFERSON HIGH SCHOOL  
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\* ... 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 |  |
| 12                                                    |         | 63622404 01/31/20 Due from BES              | 1,326.27    |      | 201      | 180                       |     |      |  |
| 20740                                                 | 45949S  | 1662 MERIT MECHANICAL SERVICES INC.         | 51.13       |      |          |                           |     |      |  |
| 1                                                     |         | 19-146 01/28/20 Pump shaft covers           | 51.13*      |      | 201      | 100-2600                  | 440 |      |  |
| 20741                                                 | 45935S  | 321 BRUCO, INC                              | 50.43       |      |          |                           |     |      |  |
| 1                                                     |         | 387759 01/29/20 55gal Trash Bags            | 50.43       |      | 201      | 100-2600                  | 610 |      |  |
| 20742                                                 | 45940S  | 1183 HARLOW'S SCHOOL BUS SERVICE, INC.      | 32,617.17   |      |          |                           |     |      |  |
| 1                                                     |         | 10582 01/31/20 Friday School                | 186.16*     |      | 215      | 423-1000                  | 582 | 711  |  |
| 2                                                     |         | 10582 01/31/20 MT City band to JHS          | 180.79      |      | 201      | 720-3500                  | 582 |      |  |
| 3                                                     |         | 10582 01/31/20 MT City band to JHS Downtime | 67.60       |      | 201      | 720-3500                  | 582 |      |  |
| 4                                                     |         | 10582 01/31/20 BBB                          | 2,100.56    |      | 201      | 720-3500                  | 582 |      |  |
| 5                                                     |         | 10582 01/31/20 BBB downtime                 | 439.41      |      | 201      | 720-3500                  | 582 |      |  |
| 6                                                     |         | 10582 01/31/20 GBB                          | 2,073.71    |      | 201      | 720-3500                  | 582 |      |  |
| 7                                                     |         | 10582 01/31/20 GBB downtime                 | 439.40      |      | 201      | 720-3500                  | 582 |      |  |
| 8                                                     |         | 10582 01/31/20 Wrestling                    | 3,261.38    |      | 201      | 720-3500                  | 582 |      |  |
| 9                                                     |         | 10582 01/31/20 Wrestling downtime           | 806.00      |      | 201      | 720-3500                  | 582 |      |  |
| 10                                                    |         | 10582 01/31/20 Route contract               | 23,062.16   |      | 210      | 100-2700                  | 513 |      |  |
| 20743                                                 | 45938S  | 5191 FISHER'S TECHNOLOGY                    | 563.90      |      |          |                           |     |      |  |
| 1                                                     |         | 772203 01/27/20 Copier charges              | 563.90      |      | 201      | 100-2400                  | 440 |      |  |
| 20744                                                 | 45952S  | 1828 MT HIGH SCHOOL ASSOCIATION             | 180.00      |      |          |                           |     |      |  |
| 1                                                     |         | 2020 01/21/20 Annual meeting 3 attendees    | 180.00      |      | 201      | 720-3500                  | 582 |      |  |
| 20745                                                 | 45948S  | 1650 MEADOW GOLD GREAT FALLS                | 221.91      |      |          |                           |     |      |  |
| 1                                                     |         | 537019 01/30/20 Milk                        | 221.91      |      | 201      | 910-3100                  | 630 |      |  |
| 20746                                                 | 45948S  | 1650 MEADOW GOLD GREAT FALLS                | 221.91      |      |          |                           |     |      |  |
| 1                                                     |         | 537852 02/06/20 Milk                        | 221.91      |      | 201      | 910-3100                  | 630 |      |  |
| 20747                                                 | 45945S  | 1451 L & P GROCERY                          | 2.34        |      |          |                           |     |      |  |
| 1                                                     |         | 01-949791 01/08/20 Biology supplies         | 2.34        | 9645 | 201      | 999                       |     |      |  |
| PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |         |                                             |             |      |          |                           |     |      |  |
| 20748                                                 | 45933S  | 290 BOULDER ELEMENTARY SCHOOL               | 2,268.40    |      |          |                           |     |      |  |
| 1                                                     |         | Jan 2020 02/07/20 January meals             | 2,268.40    |      | 201      | 910-3100                  | 630 |      |  |
| 20749                                                 | 45961S  | 4885 REHER, DAVID                           | 54.48       |      |          |                           |     |      |  |
| 1                                                     |         | choteau 02/10/20 Basketball Ref             | 48.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2                                                     |         | CHOTEAU 02/10/20 Basketball Ref Mileage     | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/20

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| Claim  | Warrant | Vendor #/Name                                   | Amount      |      |          |                           |     |      |  |
|--------|---------|-------------------------------------------------|-------------|------|----------|---------------------------|-----|------|--|
| Line # |         | Invoice #/Inv Date/Description                  | Line Amount | PO # | Fund Org | Acct/Source/<br>Prog-Func | Obj | Proj |  |
| 20750  | 45971S  | 1451 L & P GROCERY                              | 37.49       |      |          |                           |     |      |  |
| 1      |         | 02-608880 02/10/20 JHS Days                     | 37.49       |      | 201      | 100-2100                  | 610 |      |  |
| 20751  | 45976S  | 4754 NORRIS, MELISSA                            | 571.50      |      |          |                           |     |      |  |
| 1      |         | Jan11-Feb1 02/10/20 Accompanist 31.75 @ \$18/hr | 571.50      |      | 201      | 710-3400                  | 330 |      |  |
| 20752  | 45965S  | 3639 CASCADE PUBLIC SCHOOL                      | 193.00      |      |          |                           |     |      |  |
| 1      |         | 23348 02/10/20 Wrestling Divisional Breakfast   | 72.00       |      | 201      | 720-3500                  | 582 |      |  |
| 2      |         | 23349 02/10/20 Wrestling Divisional Lunches     | 121.00      |      | 201      | 720-3500                  | 582 |      |  |
| 20753  | 45962S  | 3766 ACADIA MONTANA                             | 3,087.94    |      |          |                           |     |      |  |
| 1      |         | 3519239 02/10/20 Altacare                       | 3,087.94*   |      | 215      | 280-1000                  | 330 | 524  |  |
| 20754  | 45970S  | 4898 KEARNEY, BILL                              | 54.48       |      |          |                           |     |      |  |
| 1      |         | choteau 02/10/20 Ref fee                        | 48.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | choteau 02/10/20 Ref mileage                    | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20755  | 45966S  | 2717 CITY OF BOULDER                            | 2,905.00    |      |          |                           |     |      |  |
| 1      |         | 2020-10 02/11/20 SRO Services                   | 2,905.00*   |      | 261      | 190-2600                  | 330 |      |  |
| 20756  | 45981S  | 4888 SHAW, SHANE JOEL                           | 85.80       |      |          |                           |     |      |  |
| 1      |         | twnsnd.bzm 02/13/20 Referee fee                 | 48.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | twnsnd.bzm 02/13/20 Referee mileage             | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20757  | 45978S  | 5329 ROMERO, CHRIS                              | 54.48       |      |          |                           |     |      |  |
| 1      |         | twnsnd/bzm 02/13/20 Referee fee                 | 48.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | twnsnd/bzm 02/13/20 Referee mileage             | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20758  | 45979S  | 5330 RYKAL, DALTON                              | 54.48       |      |          |                           |     |      |  |
| 1      |         | twnsnd.bzm 02/13/20 Referee fee                 | 48.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | twnsnd.bzm 02/13/20 Referee mileage             | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20760  | 45980S  | 4919 SAMPSON, JARED BRANDON                     | 54.48       |      |          |                           |     |      |  |
| 1      |         | twnsnd.bzm 02/13/20 Referee fee                 | 48.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | twnsnd.bzm 02/13/20 Referee mileage             | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20761  | 45967S  | 4887 CUNNINGHAM, DUANE                          | 157.80      |      |          |                           |     |      |  |
| 1      |         | twnsnd/bzm 02/13/20 Referee fee                 | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | twnsnd/bzm 02/13/20 Referee mileage             | 37.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20762  | 45975S  | 4932 NICKEL, JON                                | 126.48      |      |          |                           |     |      |  |
| 1      |         | twnsnd/bzm 02/13/20 Referee fee                 | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | twnsnd/bzm 02/13/20 Referee mileage             | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/20

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\* ... 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 |  |
| 20763  | 45982S  | 4896 WIEDEMAN, A. F.                                  | 126.48      |      |          |                           |     |      |  |
| 1      |         | twnsnd/bzm 02/13/20 Referee mileage                   | 6.48*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 2      |         | twnsnd/bzm 02/13/20 Referee fee                       | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 20764  | 45970S  | 4898 KEARNEY, BILL                                    | 147.80      |      |          |                           |     |      |  |
| 1      |         | townsend 02/15/20 Referee fee                         | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | townsend 02/15/20 Referee mileage                     | 51.80*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 20765  | 45980S  | 4919 SAMPSON, JARED BRANDON                           | 104.88      |      |          |                           |     |      |  |
| 1      |         | townsend 02/15/20 Referee fee                         | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | townsend 02/15/20 Referee mileage                     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20766  | 45972S  | 5253 LAWS, TANNER                                     | 147.80      |      |          |                           |     |      |  |
| 1      |         | townsend 02/15/20 Referee fee                         | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | townsend 02/15/20 Referee mileage                     | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20767  | 45964S  | 5319 Bingham, Kevin                                   | 104.88      |      |          |                           |     |      |  |
| 1      |         | townsend 02/15/20 Referee fee                         | 96.00*      |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | townsend 02/15/20 Referee mileage                     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20768  | 45969S  | 4903 JORGENSEN, SHANE                                 | 171.80      |      |          |                           |     |      |  |
| 1      |         | townsend 02/15/20 Referee fee                         | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | townsend 02/15/20 Referee mileage                     | 51.80*      |      | 215      | 720-3500                  | 582 | 720  |  |
| 20769  | 45963S  | 5252 ARNSTON, AARON                                   | 128.88      |      |          |                           |     |      |  |
| 1      |         | townsend 02/15/20 Referee fee                         | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | townsend 02/15/20 Referee mileage                     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20770  | 45977S  | 4929 O'BRIEN, JOHN                                    | 128.88      |      |          |                           |     |      |  |
| 1      |         | townsend 02/15/20 Referee fee                         | 120.00*     |      | 215      | 720-3500                  | 330 | 720  |  |
| 2      |         | townsend 02/15/20 Referee mileage                     | 8.88*       |      | 215      | 720-3500                  | 582 | 720  |  |
| 20771  | 45973S  | 4498 LERUM AUTO                                       | 69.00       |      |          |                           |     |      |  |
| 1      |         | suburban 02/11/20 Oil change                          | 69.00*      |      | 201      | 100-2600                  | 440 |      |  |
| 20772  | 45968S  | 968 FLINN SCIENTIFIC INC.                             | 175.40      |      |          |                           |     |      |  |
| 1      |         | 2453723 02/11/20 Latex gloves                         | 95.35       | 9624 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |      |          |                           |     |      |  |
| 2      |         | 2453542 02/11/20 Isopods                              | 80.05       | 9624 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |      |          |                           |     |      |  |
| 20773  | 45971S  | 1451 L & P GROCERY                                    | 14.75       |      |          |                           |     |      |  |
| 1      |         | 02-609547 02/11/20 Biology supplies                   | 14.75       | 9645 | 201      | 999                       |     |      |  |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- |             |      |          |                           |     |      |  |

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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/20

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\* ... 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 |
| 20774  | 45971S  | 1451 L & P GROCERY                                    | 159.62           |      |          |                           |     |      |
| 1      |         | 02-577682 11/26/19 FCS groceries                      | 159.62           |      | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |
| 20775  | 45971S  | 1451 L & P GROCERY                                    | 5.38             |      |          |                           |     |      |
| 2      |         | 01-966355 01/30/20 FCS groceries                      | 5.38             |      | 201      | 999                       |     |      |
|        |         | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- |                  |      |          |                           |     |      |
| 20776  | 45974S  | 1650 MEADOW GOLD GREAT FALLS                          | 221.91           |      |          |                           |     |      |
| 1      |         | 538633 02/13/20 Milk                                  | 221.91           |      | 201      | 910-3100                  | 630 |      |
|        |         | # of Claims 57                                        | Total: 61,536.24 |      |          |                           |     |      |
|        |         |                                                       | 61,536.24        |      |          |                           |     |      |

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JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 02/01/20 to 02/29/20

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Total for Payroll Checks  
-----

|                                 | Employee   | Employer  | Amount     |
|---------------------------------|------------|-----------|------------|
|                                 | -----      | -----     | -----      |
| J002 HOURS (HS COACH STIP)      | 0.00       |           | 12,541.84  |
| J006 HOURS (HS ACTIVITY STP)    | 0.00       |           | 5,587.42   |
| J013 HOURS (HS TEACHER SUB)     | 164.75     |           | 1,924.75   |
| J050 HOURS (INS OPT %)          | 0.00       |           | 5,917.52   |
| J067 HOURS (CUST STIPEND)       | 0.00       |           | 200.00     |
| J068 HOURS (LITERACY G STIP)    | 0.00       |           | 300.00     |
| J069 HOURS (21ST CENT JHS)      | 8.50       |           | 136.00     |
| LV2 HOURS (PROFESSIONAL LEAVE)  | 30.00      |           | 1,032.76   |
| LV4 HOURS (ATHLETIC LEAVE)      | 16.00      |           | 655.16     |
| LV5 HOURS (Bereavement Leave)   | 28.00      |           | 1,154.41   |
| OVER HOURS (Overtime)           | 1.29       |           | 40.38      |
| PERS HOURS (Personal Time Used) | 14.00      |           | 541.10     |
| REG HOURS (Regular Time)        | 5,632.14   |           | 136,479.87 |
| SICK HOURS (Sick Time)          | 228.20     |           | 4,743.02   |
| VACA HOURS (Vacation Time Used) | 31.00      |           | 844.99     |
| <br>GROSS PAY                   | 172,099.22 | 0.00      |            |
| NET PAY                         | 121,697.39 | 0.00      |            |
| NET PAY (CHECKS)                | 29,038.46  |           |            |
| NET PAY (DIRECT DEPOSIT)        | 92,658.93  |           |            |
| 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                             | 9,183.07   | 0.00      |            |
| HSA BANK OF THE                 | 0.00       | 161.10    |            |
| HSA CONT FBVB                   | 500.00     | 2,223.59  |            |
| 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                       | 3,473.88   | 14,281.16 |            |
| LIFE GUARDIAN                   | 0.00       | 105.40    |            |
| MEDICARE                        | 2,401.93   | 2,401.93  |            |
| MFT DUES                        | 640.14     | 0.00      |            |
| P.E.R.S.                        | 1,889.12   | 2,008.69  |            |
| SIT                             | 6,879.00   | 0.00      |            |
| SOCIAL SECURITY                 | 10,270.47  | 10,270.47 |            |
| TRS                             | 11,317.18  | 12,594.65 |            |
| TRS BUYBACK1                    | 328.70     | 0.00      |            |

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JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 02/01/20 to 02/29/20

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|                 |            |          |
|-----------------|------------|----------|
| UNEMPL. INSUR.  | 0.00       | 223.73   |
| VISION GUARDIAN | 140.77     | 27.78    |
| WORKERS' COMP   | 0.00       | 1,319.79 |
| 1ST COMMUNITY   | 1,371.17   | 0.00     |
| BANK OF AMERICA | 840.74     | 0.00     |
| BILLINGS FCU    | 1,179.03   | 0.00     |
| CHASE KY        | 1,837.56   | 0.00     |
| F B V B         | 22,578.24  | 0.00     |
| FIRST INTERSTAT | 3,302.17   | 0.00     |
| GREEN DOT BANK  | 1,952.99   | 0.00     |
| HELENA CCU      | 2,718.79   | 0.00     |
| HORIZON CU      | 5,405.74   | 0.00     |
| MT CITY BANK    | 351.55     | 0.00     |
| ROCKY MTN CU    | 8,080.07   | 0.00     |
| SECU WASHINGTON | 500.00     | 0.00     |
| TRICO           | 4,303.14   | 0.00     |
| VALLEY B HELENA | 14,411.21  | 0.00     |
| W FARGO         | 10,935.96  | 0.00     |
| W FARGO BUTTE   | 4,527.57   | 0.00     |
| W FARGO CA      | 2,210.40   | 0.00     |
| W FARGO HELENA  | 6,152.60   | 0.00     |
| FIT/SIT BASE    | 152,117.43 | 0.00     |
| MEDICARE BASE   | 165,652.43 | 0.00     |
| PERS BASE       | 23,912.95  | 0.00     |
| SOC SEC BASE    | 165,652.43 | 0.00     |
| TRS BASE        | 138,860.84 | 0.00     |
| UN BASE         | 172,099.22 | 0.00     |
| WC BASE         | 167,960.82 | 0.00     |

Total 47,618.10  
Total Payroll Expense (Gross Pay + Employer Contributions): 219,717.32

Check Summary

-----  
Payroll Checks Prev. Out. \$75,534.60  
Payroll Checks Issued \$55,969.66  
Payroll Checks Redeemed \$0.00  
Payroll Checks Outstanding \$131,504.26  
Electronic Checks \$162,204.14

| Deductions Accrued       | Carried Forward<br>From Previous Month | Deduction<br>Checks Issued | Difference | Liab Account |
|--------------------------|----------------------------------------|----------------------------|------------|--------------|
| -----                    | -----                                  | -----                      | -----      | -----        |
| Social Security 20540.94 |                                        | 20540.94                   |            | 614          |
| Medicare 4803.86         |                                        | 4803.86                    |            | 614          |
| P.E.R.S. 3897.81         |                                        | 3897.81                    |            | 615          |
| Unempl. Insur. 223.73    | 202.06                                 |                            | 425.79     | 612          |
| Workers' Comp 1319.79    | 1223.57                                |                            | 2543.36    | 611          |
| FIT 9183.07              |                                        | 9183.07                    |            | 613          |
| SIT 6879.00              |                                        | 6879.00                    |            | 610          |
| CSED 576.00              |                                        | 576.00                     |            | 673          |
| BACE DUES 93.20          |                                        | 93.20                      |            | 672          |
| MFT DUES 640.14          |                                        | 640.14                     |            | 671          |
| TRS 23911.83             |                                        | 23911.83                   |            | 616          |



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JEFFERSON HIGH SCHOOL  
Payroll Summary For Payrolls from 02/01/20 to 02/29/20

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|                  |          |         |          |         |
|------------------|----------|---------|----------|---------|
| TRS BUYBACK1     | 328.70   |         | 328.70   | 616     |
| HSA CONT FBVB    | 2723.59  |         | 2723.59  | 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 HEALTHERQUIT | 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        | 17755.04 |         | 17755.04 | 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.       | 98019.93 | 1425.63 | 96476.41 | 2969.15 |

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