

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

*** 6:30 p.m. May 12, 2020 * Electronic/Jefferson High School Library**

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

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

Due to COVID-19 public health concerns and the resulting Governor's emergency declaration, 3/29/20 Stay-At-Home Order, and social distancing restrictions, the public is prohibited from physically attending the meeting. As a result, the meeting will be conducted by electronic means. Members of the public will be able to observe and participate in the meeting by accessing the procedure posted on the JHS website

Register in advance for this meeting:

<https://zoom.us/join/joinMeeting?j8oG9I13MetmHyxXQurEiiVZYYW>.

After registering, you will receive a confirmation email containing information about joining 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. Board Reorganization (Policy 1120)

- | | |
|---|---|
| <ul style="list-style-type: none">a. Election canvassb. Seating of Trusteesc. Election of Chaird. Election of Vice-Chaire. Appointment of Clerk | <ul style="list-style-type: none">f. Assignment of Committeesg. Establishment of Meeting Format/Timesh. Appointment of MTSBA Liaison (Policy 1135P) |
|---|---|

D. Student Report

E. Staff Report

F. Committee Reports - brief review

G. 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
- 2. Principal/A.D.
- 3. Superintendent

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

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

- 1. 1st Reading of Policies
 - a. Policy 1110
- 2. 2nd Reading of Policies
 - a. 1015FE: Personalized Learning Opportunities
 - b. 1902 Alternative Grading
 - c. 7215: Obligations and Loans
 - d. 8550: Cyber Incident Response
 - e. 7262: Distribution of Excess Senior Class Funds
- 3. SMA (school facility) update
- 4. Personnel – Action
 - a. Substitute applications – T. Carlson
 - b. Resignation – N. Bailey
 - c. Health Insurance discussion/possible MOU with Boulder Elementary School
 - d. Superintendent Evaluation – Possible Executive Session
 - e. Clerk Evaluation – Possible Executive Session
- 5. Approval of Attendance Agreements – AYA/Elk Park/North end
- 6. Approval of Certified Staff recommendations
- 7. Approval of Classified Staff recommendations
- 8. Approval of Admin and Support Staff recommendations
- 9. Heard Scholarship discussion and recommendations
- 10. Approval to have Jefferson County run the 2021 election by mail ballot.

J. Communication and Comments

1. Letters to the Board - N. Bailey

K. Commendations and Recognition

L. Consent Agenda

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

M. Follow-up/Adjournment – upcoming months

1. Chair/Superintendent article for paper

June

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING June 16, 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;

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.

- Feel happy, challenged, safe, and supported throughout their time here;
- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

- Are committed to continuing education and the use of best practices;
- Look at our District as a long-term career commitment; and
- Feel confident about the Board's decisions and plans.

From the desk of:

 *orie*

May 2020

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

MASBO REGION 4

The MASBO board voted to schedule our regional meetings in June that were missed March and April. It will all depend upon the government's mandates and then the wishes of our membership.

CURRENT OFFICE ITEMS

I've been working in the office this past week.

Financial tidbit of the month:

PROPRIETARY FUNDS These funds may be used when approved by the Office of Public Instruction.

ENTERPRISE FUNDS

70 DAYCARE ENTERPRISE FUND - used to account for day care services operated on a commercial basis with little or no financial support from federal or state sources.

71 INDUSTRIAL ARTS FUND - used to account for major industrial arts programs operated on a commercial basis with little or no financial support from federal or state sources. (recurring construction of residential housing, fabrication or manufacture of furniture, tools, or other similar items, or service-oriented activities such as engine rebuilding, welding, or drafting)

72 MISCELLANEOUS ENTERPRISE FUND - used to account for programs operated on a commercial basis with little or no financial support from federal or state sources.

INTERNAL SERVICE FUNDS

73 DATA PROCESSING INTERNAL SERVICE FUND - used to account for data processing services provided to schools or other departments of the district on a cost-reimbursement basis.

74 PURCHASING INTERNAL SERVICE FUND - used to account for purchasing services provided to in-district schools or other departments on a cost-reimbursement basis.

75 CENTRAL TRANSPORTATION INTERNAL SERVICE FUND - used to account for transportation services provided to in-district elementary and high school districts and other programs such as student extracurricular activities on a cost-reimbursement basis.

76 INSTRUCTIONAL MATERIALS CENTER INTERNAL SERVICE FUND - used to account for instructional material services provided to elementary and high schools in the district on a cost-reimbursement basis.

77 MISCELLANEOUS INTERNAL SERVICE FUND - used to account for miscellaneous activities operated on a cost-reimbursement basis.

78 SELF INSURANCE - HEALTH - used to account for financial activities for health plans maintained under 20-3-331, MCA, on a self-insurance basis. Self-insurance funds must be run on an actuarially-sound basis.

79 SELF INSURANCE - LIABILITY - used to account for financial activities for liability insurance maintained under 20-3-331, MCA, on a self-insurance basis. Self-insurance funds must be run on an actuarially-sound basis.

Next Month: Fiduciary Funds (I'm sure your ecstatic by now!)



May 12, 2020

Principals Report--Mr. Mike Moody

Academics

Our distance learning continues for all students. We continue to reach out to struggling students with teachers, counselors, administrators, and paraprofessionals to help students stay connected. Students are declaring their grading options with the ability to change the option up to June 11th.

End of the Year Procedure

Last assignments for seniors are due Thursday, May 21 to give students and teachers a week to finish up. Similarly, the underclassman's last assignment due date will be Thursday, May 28.

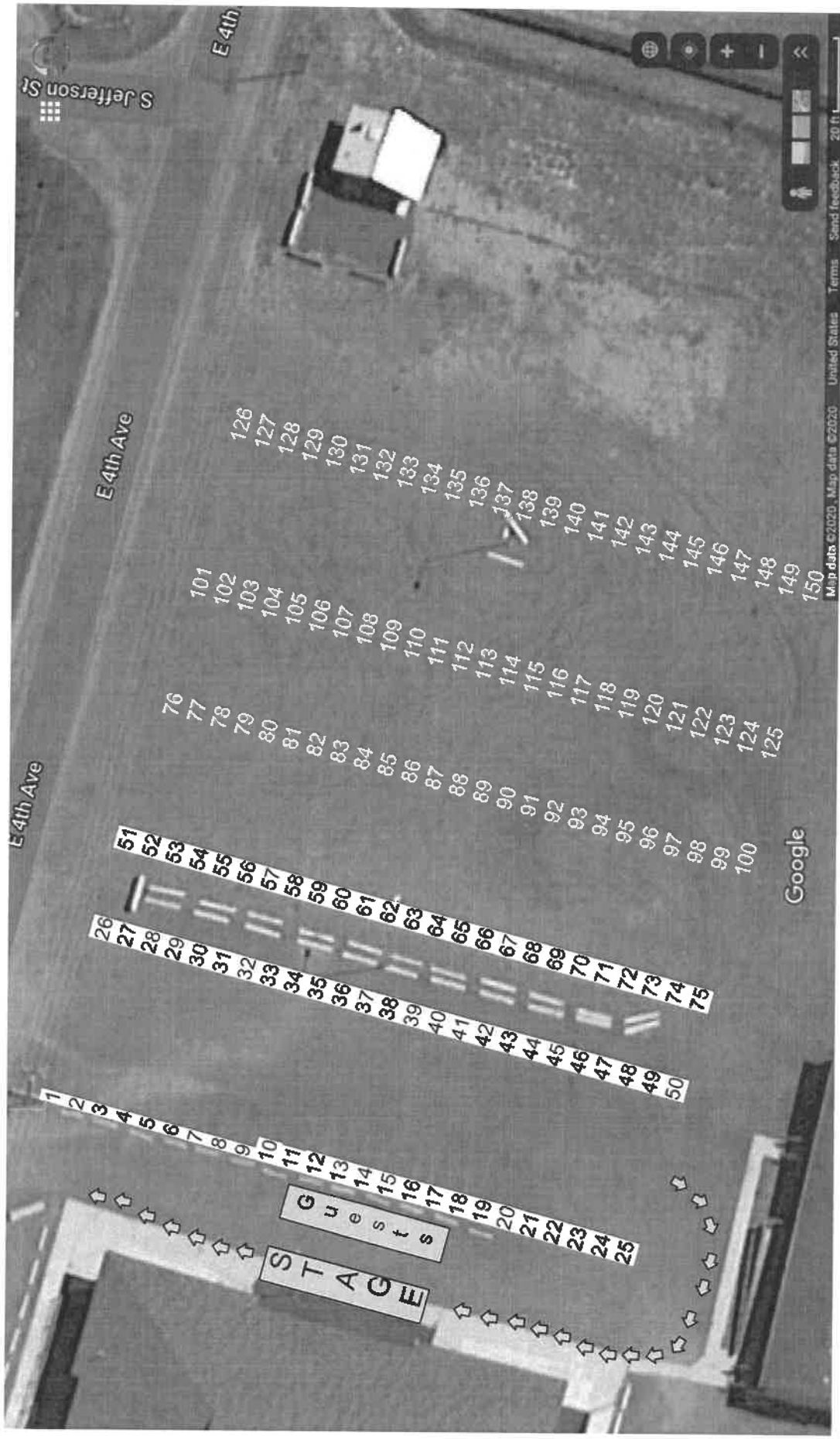
Senior check-out will be Thursday, May 28. The students will report to school alphabetically in groups of 10, staggered every 30 minutes to meet social distancing over the course of the day. We will accommodate teachers who are compromised and use other staff to collect materials. Teachers will put together a checklist for end of the year class requirements. The underclassman checkout will use the same procedure except over the course of June 2nd (Juniors), 3rd (Sophomores), and 4th (Freshman).

Graduation

Graduation will be Sunday, May 31, 2020 at 1:00 in the JHS parking lot. The time was moved to lessen the likelihood of a thunderstorm. Letters to senior families will be sent by the end of the week, including instructions and parking passes. Please find the enclosed procedure.

Planning for 2020-21 School Year

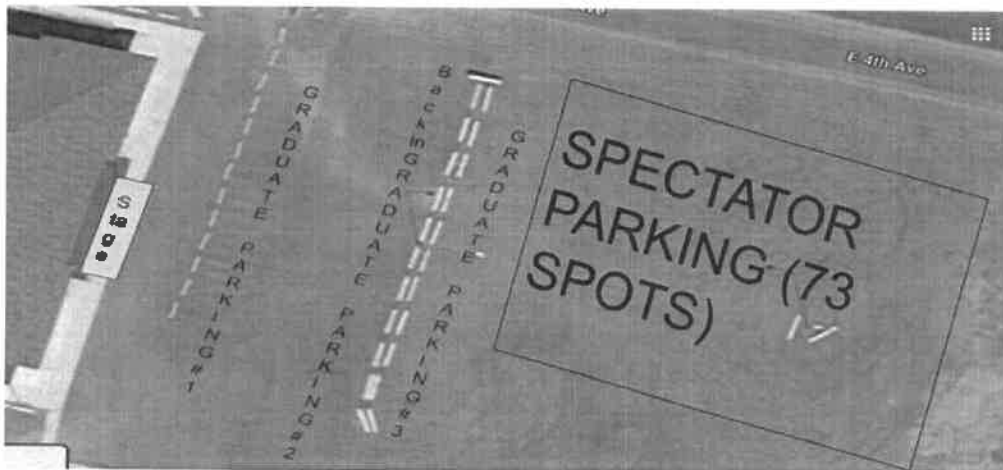
We are putting together a committee to look at possible alternatives for next school year. We will begin discussions at the end of the month.



Outdoor Graduation

THESE ARE PRELIMINARY GUIDELINES. MORE SPECIFIC GUIDELINES WILL BE MAILED TO SENIOR FAMILIES AND POSTED ON THE JHS WEBSITE.

1. Graduation will be held on May 31st, 2020 at 1:00PM.
2. The graduation will be broadcast by Elkhorn Radio via Jefferson County Radio and Youtube Live.
3. **SOCIAL DISTANCING GUIDELINES WILL APPLY**
 - a. Per government orders, family traveling from out-of-state must be in Montana by May 17 and quarantined for 14-days or they will not be granted admittance into the ceremony.
 - b. Per JHS Board Policy, state and local health guidelines. Person's over the age of 65 or with compromised immune systems are encouraged to view the ceremony online or on the radio.
4. The graduation will be held on the east end of the building in the parking (see map). Two vehicles per family will be allowed in the parking lot (one graduate and one spectators).
5. The graduation will be broadcast by Elkhorn Radio via Jefferson County Radio and Youtube.
6. The students will be parked in the parking lot alphabetically.
7. The valedictorian and salutatorian speeches will be given on the stage.
8. During diploma presentation each student will stand behind their car and proceed to the stage maintaining social distancing guidelines (1 row at a time). They will enter the stage from the south stairs and exit to the north. They will receive roses upon exiting the stage and deliver them to family members. Photos may be taken from the front row of cars.
9. We will replace "hat throwing" with "hat waving" from the window of the vehicles.
10. Student cars will form a procession, led by law enforcement, down mainstreet. (Parade).
11. The community is invited to observe the parade via car or following the appropriate social distancing guidelines.



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

Superintendent's Report

Date: May 12, 2020

Agenda Item: E-3

3a- Faculty FTE Update

The continued increase in student population along with a couple of resignations will require the following updates. A new science teacher has been hired to meet the needs of a growing student population. A part-time English and fulltime Math position will need to be filled. With the projected population of 290 students for next year these positions will meet the needs for certified staffing for the 2020-21 school year.

Recommendation

Continued support of expanding academic opportunities

3b-Friday Academic Supports

I am currently working with Mr. Moodry on offering Academic Supports perhaps with a summer program and next school year, on Fridays from 8-12, to provide academic supports for students and opportunities to recover credits in light of the current Covid-19 situation. Federal stimulus funds, 21st Century grant, and igraduate grant funds will be used to provide these supports.

3c-Summer building plans and schedules

This summer will be extremely busy with building improvements. Both gyms will be refinished by Brucco at different times so summer open gym programs will be available once restrictions are lifted and facilities are opened. Strict protocols will need to be in place to remain in compliance of CDC guidelines. The JHS custodial staff has been busy doing exterior deferred maintenance and will start cleaning and waxing of all classrooms as the academic year ends. Currently, I am working on plans to address increased cleaning processes that will need implementation for the 2020-21 school year.

3d-AYA Summer Program Update

JHS will not be offering live summer programs at AYA. Students will still be able to enroll in Acellus classes and supports will be provided through online mechanisms and summer program.

3e-Drivers Education Update

Currently a plan is under development for completion of the 2nd semester driver's education classes. All book work has been completed but not drive time. JHS has 3 certified instructors and the

possibility of 3 vehicles to shorten the process. OPI recommendation is to complete the behind wheel time when Phase 3 is implemented through the governor's office.

POLICY 1ST READINGS

1. Policy **1110** a policy with required revisions from MTSBA

POLICY 2ND READINGS

1. Policies **1015FE** (new recommended from MTSBA), **1902** (new required from MTSBA), **7215** (new recommended from MTSBA), and **8550** (new recommended from MTSBA)
2. Policy 3550 is NOT on the board agenda as it was not recommended by the committee to the board and the board moved to send it back to committee
3. Policy **7262** This policy was supposed to go through second reading in March, but due to COVID-19, the board moved to address only the most important items of business at that meeting. It's a new policy that the board wanted.

POLICIES RECENTLY FINALIZED

Policy 7320 was approved at 2nd reading and has been finalized. No further action is needed from the board.

THE BOARD OF TRUSTEES

1110

Taking Office

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

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

The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than ~~twenty-five~~ fifteen (15) days after the receipt of the certificate of election or the appointment.

Cross Reference: Policy 1113 Vacancies

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

Policy History:

Adopted on: February 2007

Reviewed on:

Revised on: April 15, 2008, November 15, 2011, January 2016, March 2020

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

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

January 2016 Revision adds Cross Reference

March 2020 revision changes number of days from 15 to 25

??? 2020 revision changes number of days from 25 to 15 again as the March 2020 revision was incorrect according to MTSBA.

THE BOARD OF TRUSTEES SECTION

Page 1 of 1

Personalized Learning Opportunities

It is the policy of the District to create an environment and culture that supports and meets the individual needs, skills and interests of each student, provides advanced opportunities for students and supports transformational learning. As a result of the collective efforts of Trustees, Administrators, and Educators, the District ensures equality of educational opportunity for each student and have fully developed the potential of each student in District schools. In addition to other initiatives/strategies, the District is committed to the following:

1. Expanding the personalized learning opportunities for each student to accelerate in their career and college readiness, reduce the out-of-pocket costs for families and empower students to actively engage in forming successful post-secondary pathways by:
 - a. developing an advanced opportunity plan for students in grades 6-12 that
 - i. fosters individualized pathways for career and postsecondary educational opportunities and that honors individual interests, passions, strengths, needs, and culture and is supported through relationships among teachers, family, peers, the business community, postsecondary education officials, and other community stakeholders; and
 - ii. embeds community-based, experiential, online, and work-based learning opportunities and foster a learning environment that incorporates both face-to-face and virtual connections.
2. Supporting and embracing a culture of transformational learning by:
 - a. developing a transformational learning plan for each participating student that
 - i. honors individual interests, passions, strengths, needs, and culture, and that is rooted in relationships with teachers, family, peers, and community members;
 - ii. embeds community-based, experiential, online, and work-based learning opportunities and foster a learning environment that incorporates both face-to-face and virtual connections; and
 - iii. provide effective professional development to assist employees in transitioning to a transformational learning model.

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

COVID-19 EMERGENCY MEASURES SECTION

Page 1 of 2

Alternative Grading

This policy is adopted as a temporary policy in accordance with the framework set by District Policy 1900 – Temporary COVID-19 Policies and is intended to govern School District operations for the period affected by the COVID-19 health and safety measures implemented by the School District in response to federal, state or local authorities.

Teachers will grade students as usual in accordance with established classroom or course practices during the grading period in accordance with District Policy 2420 and the Employee Handbook.

The default option for students and parents is the grade typically assigned for students in the grade level or class which may include an A-No Credit letter grade. Students and parents may choose to receive a Proficient/No Credit or P/NC grade in place of a grade typically assigned for the student's courses. The P/NC grade option can be requested by a student and parents no later than 7 (seven) calendar days after report cards have been sent to parents by submitting a written request to the principal, the School District's custodian of records.

For students or parents who request a P/NC grade, the School District will record the P/NC designation using a rubric in which all grades of 60% or higher earn a Proficient in accordance with District Policy 1005FE and the School District's COVID-19 Plan of Action as submitted to the Office of the Governor.

Students earning course grades converted to a Proficient grade in this temporary P/NC option for grading periods affected by COVID-19 health and safety measures will be granted credit for the course and the credit will count towards promotion or graduation requirements and extra-curricular eligibility. Students earning a Fail designation in a course will not earn credit, will be subject to retention consideration, and, if applicable, will be subject to extra-curricular eligibility consequences.

Grades converted to P/NC will not be counted toward or against class honors or valedictorian status as outlined in Policy 2410P for classes of students graduating during or after 2020.

The School District will include a designation on the students' transcripts indicating the extraordinary circumstances for any grading period affected by COVID-19 health and safety measures.

Cross Reference: Policy 1005FE – Proficiency Based Learning
 Policy 2410-2410P – Graduation Requirements
 Policy 2420 – Grading and Progress Reports
 Policy 2168 – Distance Learning
 Policy 2421 - Promotion and Retention

Legal Reference: Section 20-1-301, MCA School fiscal year

COVID-19 EMERGENCY MEASURES SECTION

<u>Section 20-9-311(4)(a)(b)(d), MCA</u>	<u>Calculation of average number</u>
	<u>belonging</u>
<u>Section 20-3-324, MCA</u>	<u>Powers and duties</u>
<u>Section 20-7-1601.</u>	<u>Transformational learning</u>
<u>10.55.906 ARM</u>	<u>High School Credit</u>

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

FINANCIAL MANAGEMENT SECTION

Page 1 of 2

Obligations and Loans

The District may, without a vote of the electors of the District, secure loans from or issue and sell to the board of investments or a bank, building and loan association, savings and loan association, or credit union that is a regulated lender under Montana law, obligations for the purpose of financing all or a portion of:

- A. the costs of vehicles and equipment and construction of buildings used primarily for the storage and maintenance of vehicles and equipment;
- B. the costs associated with renovating, rehabilitating, and remodeling facilities, including but not limited to roof repairs, heating, plumbing, electrical systems, and cost-saving measures as defined in Montana law;
- C. the costs of nonpermanent modular classrooms necessary for student instruction when existing buildings of the district are determined to be inadequate by the trustees;
- D. any other expenditure that the district is otherwise authorized to make including the payment of settlements of legal claims and judgments; and
- E. the costs associated with the issuance and sale of the obligations.

Before seeking to secure a loan or issue and sell obligations to a regulated lender, the District shall first offer the board of investments a written notice of the board's right of first refusal. If the board of investments accepts the offer to issue a loan or purchase obligations, the board shall provide a written response to the trustees by the later of:

- A. 120 days following delivery of the trustees' offer to the board; or
- B. the day after the next meeting of the board of investments.

If the trustees have not received a written acceptance by the deadline the District may seek to secure a loan or issue and sell an obligation to a regulated lender as outlined in this policy and Montana law.

The District may access its major maintenance aid account for school facility projects, including the payment of principal and interest on obligations issued in accordance with this policy and Montana law for school facility projects.

Legal Reference: Section 20-9-471, MCA - Issuance of obligations
 Section 20-9-525, MCA - School major maintenance aid account

Legal Reference:

Policy History:

Adopted on:

1 Revised on:

2

3 *Revision Note:*

2nd Reading

NONINSTRUCTIONAL OPERATIONSSECTION

Page 1 of 2

Cyber Incident Response

A cyber incident is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. An incident response capability is necessary for rapidly detecting incidents, minimizing loss and destruction, mitigating the weaknesses that were exploited, and restoring computing services.

The School District is prepared to respond to cyber security incidents, to protect District systems and data, and prevent disruption of educational and related services by providing the required controls for incident handling, reporting, and monitoring, as well as incident response training, testing, and assistance.

Responsibilities of Specific Staff MembersIndividual Information Technology User:

All users of District computing resources shall honor District policy and be aware of what constitutes a cyber security incident and shall understand incident reporting procedures.

District Information Technology Director

Provide incident response support resources that offer advice and assistance with handling and reporting of security incidents for users of School District information systems. Incident response support resources may include, but is not limited to: School District information technology staff, a response team outlined in this policy, and access to forensics services.

Establish a Cyber Security Incident Response Team (CSIRT) to ensure appropriate response to cyber security incidents. The CSIRT shall consist of the administration, the IT director, and the technology committee chair. CSIRT responsibilities shall be defined in the School District position descriptions.

District Superintendent:

Develop organization and system-level cyber security incident response procedures to ensure management and key personnel are notified of cyber security incidents as required.

Procedures

Designated officials within the District shall review and approve incident response plans and procedures at least annually. The incident response plans and/or procedures shall:

- Provide the District with a roadmap for implementing its incident response capability
- Describe the structure and organization of the incident response capability
- Provide a high-level approach for how the incident response capability fits into the overall organization

NONINSTRUCTIONAL OPERATIONSSECTION

- Meet the unique requirements of the District, which relate to mission, size, structure, and functions
- Define reportable incidents
- Provide metrics for measuring the incident response capability within the organization
- Define the resources and management support needed to effectively maintain and mature an incident response capability

Upon completion of the latest incident response plan, designated officials shall:

- Distribute copies of the incident response plan/procedures to incident response personnel.
- Communicate incident response plan/procedure changes to incident response personnel and other organizational elements as needed.
- Provide incident response training to information system users consistent with assigned roles and responsibilities before authorizing access to the information system or performing assigned duties, when required by information system changes; and annually thereafter.
- Test the incident response capability for the information systems they support at least annually to determine effectiveness.
- Track and document information system security incidents.
- Promptly report cyber security incident information to appropriate authorities in accordance with reporting procedures.

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

Distribution of Excess Senior Class Funds

The Board authorizes the school administration to 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 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: March 2020

Revised on:

Revision Note:

[illegible]

2020/21 PERSONNEL RENEWAL (pg. 2 of 2)				
CLASSIFICATION		Hire Date	Rec. Rehire	Eff. Date
CLASSIFIED SUPPORT PERSONNEL			Y or N	
Allen, Linda	School Secretary	8/19/1992	Resigned	
Smith, Alan	Technology Dir.	6/18/2013	Y	7/1/2020
Carey, Aubrie	Administrative Assistant	11/15/2018	Y	7/1/2020
CLASSIFIED PERSONNEL				
Fjeldseth, Lisa	Paraprofessional	10/8/2012	Y	7/1/2020
Williams, Lynnsey	Paraprofessional	8/15/2015	Y	7/1/2020
Kirsch, Ester	Paraprofessional	9/11/2017	Y	7/1/2020
Watts, Katy	Paraprofessional	8/14/2018	Y	7/1/2020
Scott, Jennifer	Paraprofessional	8/11/2019	Y	7/1/2020
Burton, Keven	Custodian	5/15/2018	Y	7/1/2020
Lyon, Kyle	Custodian	12/18/2017	Y	7/1/2020
Colletti, William	Custodian	7/16/2019	Y	7/1/2020
ADMINISTRATIVE PERSONNEL				
Moody, Mike	Principal	7/1/2018	Y	7/1/2020
Carey, Lorie	Business Manager	10/29/2003	Y	7/1/2020
Sturdevant, Dan	Asst. AD/Custodial Sup.	8/11/2009	Y	7/1/2020

HEARD SCHOLARSHIP

To be chosen by the JHS Board of Trustees

Dick and Fran Heard were long-time members of the Jefferson High School community. JHS has been named in the Fran and Dick Heard Trust. Two (2) scholarships are available each year for one (1) boy and one (1) girl. Included with this description are an application form and the distribution portion of the Heard Trust document.

The trustee of the Fran and Dick Heard Trust tasked JHS to create the application for the trust. In the interest of time, I took it upon myself as your clerk to create it from the information provided me. Mr. Michaud reviewed it as did a detail-oriented paraprofessional, Ester Kirsch. My goal was to create a form that gathered as much required information as possible along with the opportunity for each applicant to express themselves in a short narrative. In keeping the narrative fairly short (400 words, this scholarship description is roughly 330 words), it should save board members' time and show how succinct each applicant can be.

Mr. Michaud sent this application to every senior asking that it be returned by 9:00 a.m. Tuesday. What the board should do at this point is to set up a few procedures for the awarding of the scholarship. A few suggestions are below.

1. Advertisement of the scholarship will be addressed by the counselor, assisted by the clerk.
2. The counselor will collect the applications. The applicant names will be redacted and each application assigned a number.
3. At the May meeting each year, the Trustees will choose the successful applicants from those submitted.
4. The Trustees could assign a couple members to review applications and submit a recommendation to the full board.
5. If a Trustee is related to an applicant, they should be excused from the process.
6. _____
7. _____

I hope I haven't over-stepped. I just wanted this year's seniors to be eligible for this fantastic opportunity.

Lorie

FRAN & DICK HEARD SCHOLARSHIP

Applicant Name: _____ Phone No.: _____ Date: _____

JHS Graduation Year: _____ Chosen field of Study: _____

This scholarship was established by Fran and Dick Heard, former members of the Boulder Community. Qualifying applicants shall be pursuing further education in skilled trades, applied sciences, or technology. The recipients, one (1) male and one (1) female, are to be chosen by the Jefferson High School Board of Trustees. Each scholarship is for tuition, not to exceed \$5,000. Applicants need not be a graduate of the current year but may be a graduate from a prior year. A graduate may receive this scholarship for up to four (4) years upon the submission of a new application each year. The scholarship will be paid directly to the recipient's chosen university, college, or vocational/technical school.

1. **SCHOLASTICS:** GPA as of the end of semester 1 of current year: _____
List recent classes that specifically pertain to your chosen career field.

2. **SPORTS:** List sports in which you participated, along with the number of years in each.

3. **LEADERSHIP:** List activities in which you participated, in school or the community, and any leadership roles you held.

Summarize in 400 words or less how your chosen field of study qualifies you for this scholarship and why you believe the qualities you possess will contribute to your success in that field.

Continue on back if necessary.

Section 4.09 Distribution of the JEFFERSON HIGH SCHOOL BOARD OF TRUSTEES Share

After the distributions set forth in Sections 4.02 through 4.08 are made, the Trustee shall use the remaining income and as much of the principal of the Trust as may be necessary from time to time as follows:

It is my wish and desire that the share set aside for JEFFERSON HIGH SCHOOL BOARD OF TRUSTEES shall be used to establish the Fran and Dick Heard Scholarship for selected graduates of Jefferson High School. The scholarship recipients shall be chosen by the JEFFERSON HIGH SCHOOL BOARD OF TRUSTEES. The JEFFERSON HIGH SCHOOL BOARD OF TRUSTEES shall award two scholarships each year, to be distributed for the benefit of one male and one female graduate of Jefferson High School to be used for the recipients' college education or vocational and occupational education specializing in skilled trades, applied sciences, and technology, for example, including duration of less than 4 year college degrees.. Selection of the scholarship recipients shall be based on the following three (3) criteria: 1) scholastics, 2) sports, and 3) leadership.

Applicants need not be a graduate of the current year, but may be a graduate from prior years. A graduate may receive this scholarship for up to four (4) years. However, a new application must be submitted each year. No graduate may be awarded the scholarship more than four (4) years.

The Trustee shall publish the scholarship announcement in the school newspaper, local newspaper, and any other publications the Trustee deems appropriate so all interested seniors, graduates, and previous recipients may apply each year.

The tuition payments made pursuant to the terms of this Trust, whether from income or principal, shall be the cost of tuition but not to exceed Five Thousand Dollars and No Cents (\$5,000.00) for each recipient of the Fran and Dick Heard Scholarship. The Board of Trustees shall notify the Trustee of the names and contact information of the selected recipients within thirty (30) days of selection so that the Trustee may have sufficient time to make payment arrangements for the recipients' tuition.

The funds awarded shall be paid directly to the college (including vo-tech) or university of the recipient's choice and not given directly to the recipient. Distributions may only be used to pay tuition and no other costs of education. After the distributions set forth in this section, the Trustee shall add the unused income, if any, to principal.

The Trust shall remain in effect and scholarships shall be awarded for so long as the principal of the Trust lasts or until the Trust's termination date as set forth in Section 7.09 or Section 9.01, whichever is earlier. Upon termination and after making the distributions set forth in Sections 4.02 through 4.08, the Trustee shall make equal distributions to the scholarship recipients as the final distribution.

If, at the time of distribution, the JEFFERSON COUNTY HIGH SCHOOL BOARD OF TRUSTEES is not then in existence then this distribution shall instead be distributed to

Fran and Dick Heard Trust

such organization or organizations which most closely approximate, in my Trustee's sole discretion, the Jefferson High School Board of Trustees.

TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION

BE IT RESOLVED, the Board of Trustees for Jefferson High School District No. 1, Jefferson County, State of Montana, requests that Jefferson County, State of Montana, conduct the following school elections for Jefferson High School District No. 1, Jefferson County for fiscal year 2020-2021:

Specific Election:

General School Election in May of 2021

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees for the purpose of canvassing the vote, the certified tally sheets, and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

Print name of board chair

Signature of board chair

Print name of clerk

Signature of clerk

DATED this 12th of May 2020.

MINUTES Jefferson High School Dist. 1

April 21, 2020

Regular Board Meeting

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

Board members absent:

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

Staff Present: Aubrie Carey, Policy Coordinator/Administrative Assistant

Visitors: None.

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A. Call to order-Chairperson

1. Pledge of Allegiance Ms. Brunett called the meeting to order at 6:35 p.m. The attendees recited the pledge.

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 None.

D. Staff Report None.

E. Committee Reports – Policy meeting was held by Zoom April 20, 2020. Budget committee will meet Friday, April 24, 2020 at 8:00 a.m.

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 Written report in packet. Board members wish to continue financial tidbits.

2. Principal/A.D. Mr. Norbeck read Mr. Moodry's proposal for graduation should the school have to hold it outside rather than indoors. A decision will be made later, most likely at the May meeting. Mr. Moodry also reviewed the current efforts of the staff to teach.

3. Superintendent Written report in packet briefly reviewed by Mr. Norbeck.

G. UNFINISHED BUSINESS None.

H. NEW BUSINESS

1. 1st Reading of Policies

a. 1015FE: Personalized Learning Opportunities Recommended with options

b. 1902 Alternative Grading COVID 19

c. 3550: Student Clubs Not recommended at this time. Sent back to policy to compare with current 3550.

d. 7215: Obligations and Loans Recommended as written. New from MTSBA.

e. 8550: Cyber Incident Response Team – Administration, IT director, chair of technology committee.

Ms. Robson moved to adopt on first reading policies 1015FE, 1902, 7215, and 8550 as presented.

Ms. Russ seconded the motion, which unanimously by a roll call vote.

2. 2nd Reading of Policies

a. 7320 Purchasing

Ms. Robson moved to approve on second reading. Mr. Rasch seconded the motion, which passed unanimously by a roll call vote.

3. Personnel – Action

- a. Substitute applications – Fay Conway* Ms. Russ moved to approve Ms. Conway as a sub. Mr. Rasch seconded the motion, which passed unanimously by a roll call vote.
- b. Winter sport coaches evaluations* Moved to the end of the meeting.
- c. Superintendent Evaluation – Possible Executive Session* Did not occur
- 4. Approval of Attendance Agreements – AYA/Elk Park/North end** Ms. Robson moved to approved the new AYA attendance agreements. Mr. Rasch seconded the motion, which passed unanimously by a roll call vote.
- 5. May meeting date – 12th**
- 6. Winter sport program evaluations** No glaring items that needed to be addressed presently.
- 7. Approval of Auditor for the next three years** Strom and Associates were recommended. Mr. Rasch moved to accept the recommendation. Ms. Robson seconded the motion, which passed unanimously by a roll call vote.
- 8. SMA (school facility) update** Mr. Norbeck gave a brief update. Ms. Russ asked that a concerted effort be made to inform the public of the next board discussion.
- 9. Approval of Prickly Pear Coop Representative** Ms. Robson moved to approve Mr. Norbeck as the representative. Mr. Rasch seconded the motion, which passed unanimously by a roll call vote.
- 10. Certified employee retirement intention** None received.
- 11. Risk Management Program Policy 8300** Mr. Norbeck presented the information.
- 12. Special Education Application Policy 2161P** Prickly Pear Coop director created a new special education manual Ms. Robson moved to approve the application policy of 2161P. Ms. Russ seconded the motion, which passed unanimously by a roll call vote.

COMMUNICATIONS AND COMMENTS

COMMENDATIONS Winter sports GPA recognized through National Guard. JHS boys' basketball team was the highest in the state for class B. Ms. Robson has heard from many people that the staff and administration have done a fabulous job addressing the needs of the students during the current epidemic of COVID 19. Ms. Brittani Carey gave birth to a healthy baby girl. Ms. Schultz will cover her classes for the remaining of the year and will get certification for English. Mr. Rasch commended the student body for trying to embrace this new style of learning.

CONSENT AGENDA Ms. Robson moved to approve minutes of the March regular meeting; the minutes of the March 26, March 30, and April 9 special meetings; and the claims and accounts. Ms. Russ seconded the motion, which passed unanimously.

FOLLOWUP/ADJOURNMENT

May – board reorganization; 1st Policy 1110; 2nd reading of 1015FE, 1902, 7215, and 8550; SMA Update; Spanish trip proposal; music trip proposal; board self-evaluation; clerk evaluation

Executive session 7:55 p.m. for coaching evaluations. The meeting resumed at 8:38 p.m.

The meeting adjourned at 8:40 p.m.

MINUTES Jefferson High School Dist. 1

April 30, 2020

Special Board Meeting

Board members present: Denise Brunett Buster Bullock Cami Robson
Larry Rasch

Board members present online: Kyrie Russ Kevin Harris Bryher Herak

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

Staff Present: Aubrie Carey

Visitors: Online: Pam Hanna, Mary Williams, Nancy Bailey, Steven Wood, Dawn Smartnick, Diana McFarland, Nicole Palmer, Joe Michaud, Barb Reiter, Bret Lian, Matt Bowman, Jennifer Zody, Jane Erickson, Cody Ottman, Amber Flanagan, Dani Morris, Fritz Bieler, Angela Skolrud, Bruce Spence, Danielle Young, Corrie Berry, Suzanne Schultz, Trish Harrington, Zach LaForge

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## CALL TO ORDER

Ms. Brunett called the meeting to order at 6:30 p.m.

**APPROVAL OF AGENDA** Ms. Robson moved to approve the agenda. Mr. Rasch seconded the motion, which passed unanimously.

**PUBLIC COMMENT** Pam Hanna submitted her concern about bringing students back to the school building.

## NEW BUSINESS

**1. Determine if the district will reconvene onsite instruction for the last 16 days for the 2019- 2020 school year, from May 7 – June 4 (Action)** Ms. Robson moved to continue off-site instruction. Mr. Rasch seconded the motion, which passed unanimously.

**2. If Action on Item #1 is Affirmative, determine which option of MTSBA Policy 1905 to adopt regarding Student, Staff, and Community Health and Safety (Possible Action)**

**a. Consideration of suspension of District Policy 1310 for the purposes of consideration of adopting Policies 19XX after one reading.** Mr. Harris moved to suspend policy 1310 to consider adoption of COVID policies in the 1900's after a single reading. Ms. Herak seconded the motion, which passed unanimously.

**b. Consideration of adoption/amendment of Policies 19XX's after one reading for the purposes of fulfilling the requirements of the Governor's Plan of Action in addressing pupil instruction, school food service, compliance with IEP's and 504 plans of students with disabilities, and other services the District customarily provided to students.**

- i) 1903 School District Meetings, Gatherings, Events and Visitors. Ms. Robson moved to adopt policy 1903 with Option 3. Mr. Harris seconded the motion, which passed unanimously.
- ii) 1901 COVID protocols. Ms. Robson moved to adopt 1901 as presented. Ms. Russ seconded the motion, which passed unanimously.
- iii) 1904 Use of Transportation Funds During Periods of Emergency Declaration. This policy was originally numbered 1901 and approved by the JHS board but MTSBA switched the numbers. Ms. Robson moved to renumber the policy to 1904 to comply with MTSBA policies. Mr. Rasch seconded the motion, which passed unanimously.
- iv) 1905 Student, Staff, and Community Health and Safety. Ms. Robson moved to approve Policy 1905 with Physical Distancing Option 1 and Masks as Person Protective Equipment Option 2. Mr. Rasch seconded the motion, which passed unanimously.

- v) 1906 Student Instruction and Services. Option 2
- vi) 1906P Student Instruction Resources and Best Practices.
- vii) 1909 Human Resources and Personnel. Option 2
- viii) 1910 Personnel Use of Leave.
- ix) 1910F1 and 1910F2 Employee Request Forms for Emergency paid sick leave and Emergency FMLA.
- x) 1911 School District Budget Adoption, Amendment and Audit.
- xi) 1912 School District Elections Rescheduled Due to Emergency.

Ms. Robson moved to adopt policies as stated in v) – xi). Ms. Russ seconded the motion, which passed unanimously.

**c. Determine which option of MTSBA Policy 1903 to adopt regarding School District Meetings, Gatherings, Events and Visitors (Action) Addressed above.**

**3. If Action on Item #1 is Negative, extend the Board's previous declaration of districtwide unforeseen emergency until June 30, 2020 (Possible Action)** Ms. Robson moved to adopt policy 1907 School District Declaration of Emergency. Ms. Herak seconded the motion, which passed unanimously.

#### **FOLLOWUP/ADJOURNMENT**

The next regular meeting will be held May 12, 2020 at 6:30 p.m.

The meeting adjourned at 7:20 p.m.

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Chair, Jefferson High School Board

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Clerk, Jefferson High School Board

05/08/20  
10:26:54

JEFFERSON HIGH SCHOOL  
Claim Approval List  
For the Accounting Period: 5/20

Page: 1 of 2  
Report ID: AF100

\* ... 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 |
| 20914          | 4761 PEAK 1 ADMINISTRATION                     | 50.00           |      |          |                            |          |
| 1              | INV0000846 03/15/20 COBRA                      | 25.00           |      | 201      | 100-1000                   | 260      |
| 2              | INV0000857 04/15/20 COBRA                      | 25.00           |      | 201      | 100-1000                   | 260      |
| 20928          | 1451 L & P GROCERY                             | 59.46           |      |          |                            |          |
| 1              | 01-1021291 04/14/20 Bleach                     | 39.51*          |      | 201      | 100-2600                   | 610      |
| 2              | 01-1025474 04/20/20 Supplies                   | 19.95*          |      | 201      | 100-2600                   | 610      |
| 20929          | 5191 FISHER'S TECHNOLOGY                       | 773.86          |      |          |                            |          |
| 1              | 798336 04/24/20 Acct. JH02-DBM - copier charge | 773.86          |      | 201      | 100-2400                   | 440      |
| 20931          | 612 HOME DEPOT PRO INSTITUTIONAL               | 130.32          |      |          |                            |          |
| 1              | 546586272 04/15/20 Disinfectant spray          | 130.32*         |      | 201      | 100-2600                   | 610      |
| 20932          | 5284 RODDA PAINT                               | 84.00           |      |          |                            |          |
| 1              | 73020855 04/13/20 Yellow traffic paint         | 84.00*          |      | 201      | 100-2400                   | 610      |
| 20933          | 3766 ACADIA MONTANA                            | 17.35           |      |          |                            |          |
| 1              | 3906129 04/27/20 Altacare                      | 17.35*          |      | 215      | 280-1000                   | 330 524  |
| 20934          | 1002 GENERAL DISTRIBUTING                      | 30.77           |      |          |                            |          |
| 1              | 870302 04/30/20 Gases, tank                    | 29.40*          | 9756 | 201      | 390-1640                   | 610      |
| 2              | 871780 04/30/20 Gases, tank                    | 1.37*           | 9756 | 201      | 390-1640                   | 610      |
| 20935          | 157 HARDWARE HANK                              | 312.19          |      |          |                            |          |
| 1              | 113140 04/01/20 Paint and roller               | 52.98*          |      | 201      | 100-2600                   | 610      |
| 2              | 113150 04/02/20 Faucet and screws              | 55.38*          |      | 201      | 100-2600                   | 610      |
| 3              | 113156 04/02/20 Screws                         | 1.44*           |      | 201      | 100-2600                   | 610      |
| 4              | 113179 04/03/20 Bolts                          | 1.11*           |      | 201      | 100-2600                   | 610      |
| 5              | 113209 04/06/20 Weed burner torch kit          | 64.99*          |      | 201      | 100-2600                   | 610      |
| 6              | 113246 04/08/20 Spray paint                    | 14.48*          |      | 201      | 100-2600                   | 610      |
| 7              | 113352 04/14/20 Paint and rollers              | 69.38*          |      | 201      | 100-2600                   | 610      |
| 8              | 113406 04/17/20 Leaf rakes                     | 13.98*          |      | 201      | 100-2600                   | 610      |
| 9              | 113585 04/28/20 Adhesive, key cut, trimmer     | 26.46*          |      | 201      | 100-2600                   | 610      |
| 10             | 113651 04/30/20 Ratchet straps                 | 11.99*          |      | 201      | 100-2600                   | 610      |
| 20936          | 1650 MEADOW GOLD GREAT FALLS                   | 222.47          |      |          |                            |          |
| 1              | 541937 03/12/20 Milk                           | 222.47*         |      | 201      | 910-3100                   | 630      |
| 20937          | 4498 LERUM AUTO                                | 42.00           |      |          |                            |          |
| 1              | toyota 03/20/20 Oil change                     | 42.00*          |      | 201      | 100-2600                   | 440      |
| # of Claims 10 |                                                | Total: 1,722.42 |      |          |                            |          |

1,722.42

05/08/20  
10:26:54

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 5/20

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Report ID: AP110

| Fund/Account                       | Amount     |
|------------------------------------|------------|
| 201 HIGH SCHOOL GENERAL FUND       |            |
| 101                                | \$1,705.07 |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |            |
| 101                                | \$17.35    |
| Total:                             | \$1,722.42 |

05/08/20  
10:26:16

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 4/20

Page: 1 of 4  
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 |
| 20906  | 46060S  | 4878 ANNETTE SMITH ELECTRIC INC               | 425.00              |       |           |                           |          |
| 1      |         | 1378 04/13/20 Change/Fix Outlets & Lights     | 425.00*             |       | 201       | 100-2600                  | 440      |
| 20907  | 46071S  | 5201 GUARDIAN LIFE INSURANCE COMPANY OF       | 182.19              |       |           |                           |          |
| 1      |         | 04/15/20 Reti ins - DH & VF                   | 182.19              |       | 289       | 675                       |          |
| 20908  | -99944E | 4786 MC Mastercard                            | 1,333.20            |       |           |                           |          |
| 1      |         | CC-98 03/08/20 BPA State Meals - due from act | 224.77              |       | 201       | 625                       |          |
|        |         | PERKINS - BILLINGS                            | CC Accounting: 201- | -625- | 0         |                           |          |
| 2      |         | CC-98 03/08/20 BPA State Meals - Perkins      | 15.00               |       | 215       | 625                       | 279      |
|        |         | PERKINS - BILLINGS                            | CC Accounting: 215- | -451- | 1170-582- | 279                       |          |
| 3      |         | CC-98 03/08/20 BPA State Meals - due from act | 373.65              |       | 201       | 625                       |          |
|        |         | UMI JAPANESE - BILLINGS                       | CC Accounting: 201- | -625- | 0         |                           |          |
| 4      |         | CC-98 03/08/20 BPA State Meals - Perkins      | 30.00               |       | 215       | 625                       | 279      |
|        |         | UMI JAPANESE - BILLINGS                       | CC Accounting: 215- | -451- | 1170-582- | 279                       |          |
| 5      |         | CC-98 03/09/20 BPA State Meals - due from act | 194.09              |       | 201       | 625                       |          |
|        |         | CRACKER BARREL #346                           | CC Accounting: 201- | -625- | 0         |                           |          |
| 6      |         | CC-98 03/09/20 BPA State Meals - Perkins      | 20.00               |       | 215       | 625                       | 279      |
|        |         | CRACKER BARREL #346                           | CC Accounting: 215- | -451- | 1170-582- | 279                       |          |
| 7      |         | CC-98 03/09/20 BPA State Meals - due from act | 131.20              |       | 201       | 625                       |          |
|        |         | MCDONALDS-BILLINGS                            | CC Accounting: 201- | -625- | 0         |                           |          |
| 8      |         | CC-98 03/09/20 BPA State Meals - Perkins      | 10.00               |       | 215       | 625                       | 279      |
|        |         | MCDONALDS-BILLINGS                            | CC Accounting: 215- | -451- | 1170-582- | 279                       |          |
| 9      |         | CC-98 03/09/20 BPA State Lodging - Perkins    | 13.07               |       | 215       | 625                       | 279      |
|        |         | BIG HORN RESORT                               | CC Accounting: 215- | -451- | 1170-582- | 279                       |          |
| 10     |         | CC-98 03/09/20 BPA State Lodging - Chaperone  | 341.41              |       | 215       | 625                       | 778      |
|        |         | BIG HORN RESORT                               | CC Accounting: 215- | -100- | 1000-582- | 778                       |          |
| 11     |         | Discount 03/09/20 BPA State Lodging           | -19.99*             |       | 215       | 100-1000                  | 582 778  |
| 20909  | 46063S  | 2152 CENTURY LINK                             | 442.50              |       |           |                           |          |
| 1      |         | Apr2020 04/13/20 Acct. 406-225-3317 232B      | 442.50              |       | 201       | 100-2400                  | 531      |



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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 4/20

Page: 2 of 4  
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 |
| 20910  | 46067S  | 734 DOOR AND HARDWARE UNLIMITED                | 90.00               |      |                   |                           |     |      |
| 1      |         | 37222 04/14/20 Hinges                          | 72.00*              | 9848 | 201               | 100-2600                  | 610 |      |
| 2      |         | 37222 04/14/20 Shipping                        | 18.00*              | 9848 | 201               | 100-2600                  | 610 |      |
| 20911  | 46080S  | 4452 MT FLAG AND POLE CO.                      | 111.60              |      |                   |                           |     |      |
| 1      |         | 2020168 04/16/20 US Flag 5'x8'                 | 111.60*             | 9849 | 201               | 100-2600                  | 610 |      |
| 20912  | -99943E | 4786 MC Mastercard                             | 2,842.23            |      |                   |                           |     |      |
| 1      |         | CC-99 03/13/20 Pizza - Literacy Grant          | 42.32               |      | 215               | 625                       |     | 711  |
|        |         | BOULDER RIVER PIZZA                            | CC Accounting: 215- |      | -100-1000-610-711 |                           |     |      |
| 2      |         | CC-99 03/13/20 Surface Pro, laser pointers     | 1,128.95            |      | 215               | 625                       |     | 279  |
|        |         | AMAZON.COM                                     | CC Accounting: 215- |      | -451-1170-660-279 |                           |     |      |
| 3      |         | CC-99 03/13/20 Toner, projector stand, etc     | 652.32              |      | 215               | 625                       |     | 279  |
|        |         | AMAZON.COM                                     | CC Accounting: 215- |      | -451-1170-660-279 |                           |     |      |
| 4      |         | CC-99 03/13/20 Mini projector                  | 319.99              |      | 215               | 625                       |     | 279  |
|        |         | AMAZON.COM                                     | CC Accounting: 215- |      | -451-1170-660-279 |                           |     |      |
| 5      |         | 1669017836 03/05/20 Student achievement materi | 64.80*              |      | 201               | 100-2400                  | 680 |      |
| 6      |         | 4494629 03/11/20 4yr Laptop Accident Protectio | 79.99*              |      | 215               | 423-1000                  | 660 | 711  |
| 7      |         | PP-D-57437 03/13/20 Microscope refund          | -1,301.95           |      | 201               | 100-1000                  | 660 |      |
| 8      |         | 0457042 03/14/20 Chromebook                    | 295.96*             |      | 215               | 423-1000                  | 660 | 711  |
| 9      |         | Verizon 03/31/20 15 Jetpacks                   | 1,559.85*           |      | 210               | 100-1000                  | 680 |      |
| 20913  | 46074S  | 4692 HEIDMANN, DAVE                            | 131.08              |      |                   |                           |     |      |
| 1      |         | Mar2020 04/18/20 Phone bill                    | 131.08              |      | 201               | 100-1000                  | 530 |      |
| 20915  | 46079S  | 3481 MT DOJ CRIMINAL RECORDS                   | 85.00               |      |                   |                           |     |      |
| 1      |         | 137176 02/05/20 Background A. Michaud          | 30.00               | 9786 | 201               | 100-2300                  | 800 |      |
| 2      |         | 137747 02/21/20 Background McManus/Ivers       | 25.00               | 9791 | 201               | 100-2300                  | 800 |      |
| 3      |         | 138409 03/05/20 Background Conway              | 30.00               | 9795 | 201               | 100-2300                  | 800 |      |
| 20916  | 46084S  | 4776 SOUTHWEST MT SCHOOL SERVICES              | 2,280.00            |      |                   |                           |     |      |
| 1      |         | 4970 04/15/20 80 cases of paper                | 2,280.00*           |      | 201               | 100-1000                  | 600 |      |
| 20917  | 46082S  | 1737 NORTHWESTERN ENERGY                       | 6,313.34            |      |                   |                           |     |      |
| 1      |         | Apr2020 04/07/20 Electric Service              | 3,925.34            |      | 201               | 100-2600                  | 412 |      |
| 2      |         | Apr2020 04/07/20 Electric Tax                  | 674.15              |      | 201               | 100-2600                  | 412 |      |
| 3      |         | Apr2020 04/07/20 Gas Service                   | 1,290.84            |      | 201               | 100-2600                  | 411 |      |
| 4      |         | Apr2020 04/07/20 Gas Tax                       | 423.01              |      | 201               | 100-2600                  | 411 |      |

05/08/20  
10:26:16

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 4/20

Page: 3 of 4  
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 |  |
| 20919       | 46086S  | 1645 VERIZON WIRELESS                         | 30.02       |           |          |                           |     |      |  |
| 1           |         | 9851910781 04/05/20 Acct. 442117550-00001     | 30.02       |           | 201      | 100-2100                  | 530 |      |  |
| 20920       | 46064S  | 4967 CENTURY LINK                             | 155.13      |           |          |                           |     |      |  |
| 1           |         | 1489234935 04/03/20 Acct. 88113581            | 155.13*     |           | 228      | 100-1000                  | 530 |      |  |
| 20921       | 46077S  | 1579 MARC                                     | 477.50      |           |          |                           |     |      |  |
| 1           |         | 0694330-IN 04/10/20 All purpose cleaner       | 440.00*     | 9847      | 201      | 100-2600                  | 610 |      |  |
| 2           |         | 0694330-IN 04/10/20 Freight                   | 37.50*      |           | 201      | 100-2600                  | 610 |      |  |
| 20922       | 46081S  | 1830 MT SCHOOL BOARDS ASSOCIATION             | 3,316.00    |           |          |                           |     |      |  |
| 1           |         | 3522 01/14/20 Membership Renewal 20-21        | 3,316.00*   |           | 201      | 100-2300                  | 810 |      |  |
| 20924       | -99942E | 4786 MC Mastercard                            | 1,447.38    |           |          |                           |     |      |  |
| 1           |         | Act. Drama 04/05/20 Due from activities       | 52.90       |           | 201      | 180                       |     |      |  |
| 2           |         | Act. 2 04/05/20 Due from activities           | 196.80      |           | 201      | 180                       |     |      |  |
| 3           |         | Act. 1 04/05/20 Due from activities           | 1,197.68    |           | 201      | 180                       |     |      |  |
| 20925       | 46083S  | 5021 PACIFIC SOURCE HEALTH PLANS              | 525.82      |           |          |                           |     |      |  |
| 1           |         | 2001400027 04/15/20 Ret ins premium hobenthal | 525.82      |           | 289      | 675                       |     |      |  |
| 20926       | -99941E | 4786 MC Mastercard                            | 21.50       |           |          |                           |     |      |  |
| 1           |         | E0400AIUAT 03/20/20 MS Online Services        | 1.50*       |           | 201      | 280-1000                  | 680 |      |  |
| 2           |         | 03/16/20 MS Conference Calling                | 20.00*      |           | 201      | 280-1000                  | 680 |      |  |
| 20927       | 46068S  | 792 ECKROTH MUSIC                             | 795.00      |           |          |                           |     |      |  |
| 1           |         | 3541443 11/11/19 Piccolo                      | 702.00*     |           | 215      | 100-1000                  | 660 | 287  |  |
| 2           |         | 3541443 11/11/19 Piccolo                      | 93.00*      |           | 215      | 100-1000                  | 660 | 22   |  |
| # of Claims |         | 19                                            | Total:      | 21,004.49 |          |                           |     |      |  |
|             |         | Total Electronic Claims                       | 5,644.31    |           |          |                           |     |      |  |
|             |         | Total Non-Electronic Claims                   | 15,360.18   |           |          |                           |     |      |  |

05/08/20  
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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 4/20

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Report ID: AP110

| Fund/Account                       | Amount      |
|------------------------------------|-------------|
| 201 HIGH SCHOOL GENERAL FUND       |             |
| 101                                | \$14,857.48 |
| 210 HIGH SCHOOL TRANSPORTATION FUN |             |
| 101                                | \$1,559.85  |
| 215 HIGH SCHOOL MISC PROGRAMS FUND |             |
| 101                                | \$3,724.02  |
| 228 TECHNOLOGY FUND                |             |
| 101                                | \$155.13    |
| 289 RETIREE/COBRA INSURANCE FUND   |             |
| 101                                | \$708.01    |
| Total:                             | \$21,004.49 |