

AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
*** 6:30 p.m. Tuesday, April 17, 2018 * Jefferson High School Library**

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Student Report

D. Staff Report

E. Committee Reports - brief review

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

1. Clerk/Business Manager
 - a. Election update
2. Principal/A.D.
3. Superintendent
 - a. Cards to invite JHS supporters to graduation
 - b. Modular classroom update
 - c. 18-19 Student enrollment projection
 - d. School Resource Officer
 - e. Literacy Consultant

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

1. Transportation Survey review/approve -update on progress
2. Sports and activities program survey

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

1. Personnel – Action
 - a. Substitute applications –
 - b. Resignations – J. Sandoval, L. Pierce, K. Stone
 - c. Superintendent evaluation - possible closed session Policy 6110
 - d. Principal position – possible recommendation
 - e. Custodial position – possible recommendation
 - f. Classified personnel – Approval of 18-19 staff
 - g. Certified personnel & administration – Approval of 18-19 staff
 - h. Approval of certified retirement intention
 - i. Coaching recommendations/evaluations – possible closed session golf-Ternes
 - j. Winter sports program review
2. Approval of Attendance Agreements – AYA/Elk Park/North end
3. Literacy Grant Update
4. Instructional plan and evaluation Policy 2130
5. Risk Management Program review Policy 8300
6. Approval of special education application Policy2161P
7. Discussion and possible approval of 2018-19 calendar
8. Discussion of Bus Contract – possible recommendation
9. 1st Reading Policies
 - a. 3121 Enrollment and Attendance ESSA language added
 - b. 3300 Suspension and Expulsion – Corrective Action and Punishment (Committee did not recommend)
 - c. 4330f School Facilities/Grounds Use and Liability Release Agreement
 - d. 5330 Maternity Leave
 - e. 5329 and 5329P Long-Term Illness/Temporary Disability/Maternity Leave
 - f. 8100 Transportation
 - g. 3126FE Proficiency-Based ANB Required new policy
 - h. 2150 Suicide Awareness – Required Policy
 - i. 4600 Removal due to repeal of NCLB
 - j. 5120 Removal of NCLB reference

- k. 5220 Recommended policy to adopt ESSA language
- l. 5420 Corrected terminology due to repeal of NCLB
- m. 5420 ESSA Qualification Notifications
- n. 5445FE Flexible Instructor Licensing

A. Communication and Comments

- 1. Letters to the Board – Resignations

B. Commendations and Recognition

C. Consent Agenda

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

D. Follow-up/Adjournment – upcoming three months

- 1. Chair/Superintendent article for paper
- 2. May – elections, MTSBA liaison appointment, reorganization of board

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING: May 15, 2018 6:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

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

Jefferson High School Board Members

Sabrina Steketeer, chair (Boulder area position)
 Travis Pierce vice-chair (At-Large 2 position)
 Larry Rasch (At-Large 3 position)

Pat Lewis, (At-Large 1 position)
 Terry Street (Clancy area position)

Stacy Hale (Basin area position)
 Denise Brunett (MT City area position)

Mission Statement

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

Our vision for the future, second draft:

Students:

- Achieve high test scores and graduation rates that are competitive nationally;
- Graduate with a plan for life that they feel well equipped to pursue;
- Choose our school over others because of our solid reputation;
- Feel happy, challenged, safe and supported throughout their time

here;

- Appreciate and fully engage in our activities that augment our core curriculum; and
- Have access to technology that enhances their learning opportunities.

Teachers:

- Actively support students with their time, attention and obvious commitment;
- Have the tools and resources necessary to do optimal work;
- Are proud to work here and of their contribution to the school;

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

Our Administration and Board

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

Our communities:

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

Announcements and Public Comment.

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

From the desk of:

 £ orie

April 2018

GENERAL REPORT ITEMS

PAYROLL REPORT

Payroll warrants from 40519 to 40567 and direct deposits from -88882 to -88856 were approved by the superintendent and paid in April.

MASBO REGION 4

Our organization continues to plan for the 50th celebration.

Election

As you all probably know, there will be no election. In May, at the board meeting, Cami Robson and Kevin Harris will join the board. That meeting will be the reorganizational meeting in which the new members will be seated, a chair and vice-chair will be chosen, the meeting dates and times set, committee members appointed, clerk appointed, and the MTSBA liaison chosen.

Principal's Report 4/17/2018

- The Literacy Grant is taking shape, our consultant Amy Vanravenswaay visited JHS on April 12 and will return in May.
- NHS, Natalee Stout and the JHS community raised money for St. Jude's Childrens Hospital which ended with Mr. Michaud, Mr. Hesford and me being pied on April 12.
- NHS induction ceremony was held April 16.
- Miss Montana spoke with JHS April 17.
- We will have training on Infinite Campus at our Late Arrival April 18.
- Mr. Michaud will be taking Juniors to UM Helena for the Compass test for College Writing April 18.
- A few of our Seniors have set up a speaker, Lance Lanning, for April 23.
- ACT make-up day is April 24.
- April 26 will be JHS day, incoming freshman will be at JHS to learn more about our school.
- Our annual awards assembly will be May 9 at which time we hope to have the American Legion here to officially dedicate our Freedom Shrine.

AD's Report

- Although we have great numbers of participants in track, golf and tennis, most meets have been cancelled or postponed.
-

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

Superintendent's Report

Date: April 17, 2018

Agenda Item: E-3

3a- Cards to invite JHS supporters to graduation

I am again in the process of gathering photos and information to create a card to distribute to supporters of JHS and invite them to the Class of 2018 graduation. The cards created the last four years were well received and I believe it is important to personally invite supporters of JHS. It is a sign of appreciation and an opportunity to showcase JHS. Last year, an online company was used and I hope to follow the same format. The information below is what appeared last year for production of the cards.

1. Company
2. Costs - \$1 an invitation (approximate)
3. Numbers – 100-150
4. Determine distribution schedule

Recommendation

Provide support for production and distribution of graduation announcements

3b-Modular classroom updating

Currently, one modular classroom is available for instruction. The remaining two have been used for storage. The projected increase in FTE's requires an additional classroom. The current plan is to purchase metal storage containers and place at the far eastern boundary of the district property and use monies from the amended 2017-18 budget to address the physical needs to bringing the remaining classrooms back on line. Updates will include lighting, heating, and room furniture.

3c-2017-18 Student Enrollment Projections

Mr. Michaud has given the preliminary enrollment numbers for next year. The following are the numbers for each class: Seniors-48, Juniors-75, Sophomores-71, Freshman-64, AYA-15-20. They total projected is between 273-278. The recent student increase over the last three years has led to expanding a couple of FTE's. Woods classes will require a full FTE, and math will expand to 3 full FTE's. The large freshman, sophomore, and junior classes will require the new English position to be 1.0.

3d-School Resource Officer

I have met with Boulder Mayor Rusty Guilio about the possibility of a shared position for a School Resource officer for Jefferson High School. This would require some monetary compensation for the position but from the research I have done, the physical presence of law enforcement has a positive effect on school safety and interpersonal relationships. The current discussion has been about a presence part of the school day for a few hours. I am working on the numbers since the number of student interaction days are only 147 for a school year.

Recommendation

Provide additional financial support for this position

3e- Literacy Consultant

Amy Vanravenswaay, the consultant for OPI regarding the Literacy Grant recently completed her first visit to Boulder Elementary and Jefferson High School. She visited with staff, administration, and IT regarding the requirements for the grant including the gathering of data and its usage for implementing literacy comprehension across all curriculums. She will be returning to Boulder on May9-10th and will provide a review of district expectations and also provide the first component of Professional Development. I have included a list of PD opportunities from her company Growing Educational Practices. All costs for professional development were included in the grant budget.



605-999-6108

growingeducationalpractices@gmail.com

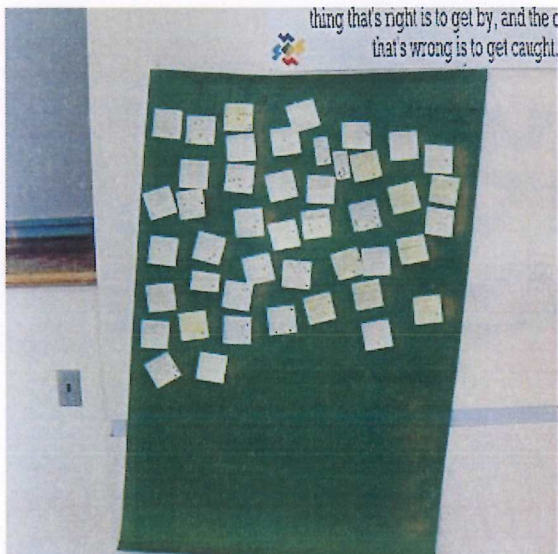
[HOME](#)

[SCHOOL SUPPORT PROGRAMS](#)

[TRAINING EXAMPLES](#)

[CONTACT](#)

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Professional Development Provided Focus

SBRR What Is It? And How Do You Know?

Reading research

How to Teach Reading

Reading research, 5 components of reading, systematic and explicit instruction

How the Brain Learns

5 components of reading, classroom management

How Do You Know That?

Assessment (screening, interim, diagnostic), 5 components of reading, comprehensive reading plan

Making it Doable

Whole group, small group, struggling and advanced readers, classroom management, school-wide literacy instruction

The Instructional Framework

5 components of reading, tier 1, students, reading and writing across the curriculum

Administration Walkthroughs

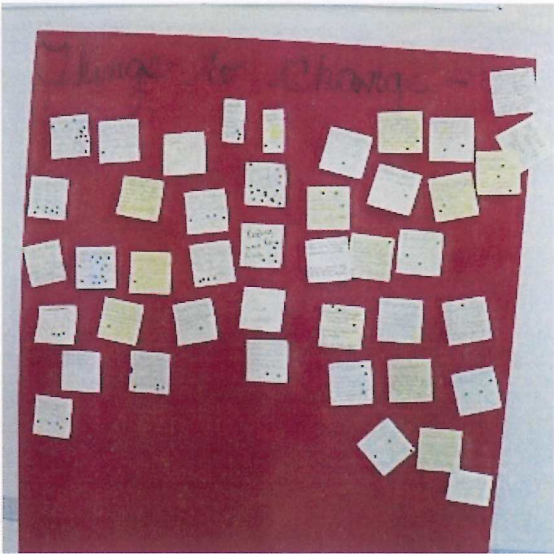
5 components of reading, tangible instructional practices, leadership, reading achievement, critical conversations

Analysis and Problem Solving

Teachers specifically target students based on data, administration



specifically target grade levels b:
on data



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6248 South Garrison St, Littleton, CO 80123

Phone: (720) 439-5880

growingeducationalpractices@gmail.com

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MINUTES

Jefferson High School Dist. 1
Regular Meeting

March 20, 2018
JHS Board Meeting

Board members present:

Sabrina Steketee, by Skype/phone **Pat Lewis**
Terry Street **Travis Pierce**

Board members absent: **Stacy Hale, Larry Rasch, Denise Brunett**

Administrators present: Tim Norbeck, Superintendent Lorie Carey, Business Manager

Visitors: Josh Eckmann, Ms. Cami Robson

| | |
|---|---|
| CALL TO ORDER | Ms. Steketee called the meeting to order at 7:00. The pledge was said. |
| PUBLIC COMMENT STUDENT PRESENTATION | None. Josh Eckmann gave the student council report in writing. (He arrived at 6:25 but since the meeting had been postponed to 7:00, he was encouraged to leave a written report.) |
| STAFF REPORT | None. |
| COMMITTEE REPORTS | Mr. Street submitted the minutes from the transportation committee meeting held with three (3) representatives from Harlow's Bus Service. A brief discussion of the contract followed. |
| ADMINISTRATIVE REPORTS | Clerk report. Presented in written form. Principal report. Presented in written form. Superintendent report. Presented in written from. |
| UNFINISHED BUSINESS | Transportation Survey review. deferred Sports and activities program surveys. deferred |
| NEW BUSINESS | Personnel: Substitute Applications - None. Resignations - Laura Butler Superintendent evaluation. None. Principal position – Mr. Norbeck has planned to shoot for next week to interview the candidates chosen for that. He wants to have representatives from the student body and the board join him and Mr. Steve McCauley. Suggestion to post the job with higher salary range. Classified personnel – deferred Coaching evaluations/recommendations - Winter sports program review – Mr. Liedle is working with the company to rectify a glitch. Attendance Agreements. None. Scheduling request – CTE (trimesters of woods, welding, and FCS). Mr. Norbeck stated that this will be happening next year. Literacy grant update - Mr. Norbeck gave a brief update. Art trip – Mr. Norbeck recommended that the board approve the art trip to Oregon. Ms. Lewis moved to approve the trip. Mr. Street seconded the motion, which passed unanimously by the 4 present. Instructional plan and evaluation Policy 2130 - deferred Discussion and possible approval of the 2018-19 calendar – deferred Discussion of bus contract. Presented information in committee reports. JHS Policy document dated January 15, 2018 Resolution – Ms. Steketee moved that the board adopt a resolution that the JHS policy document dated January 15, 2018 as the official document and any changes from that date will be considered new policy. Mr. Street seconded the motion, which passed unanimously. Approval of notice of intent Mr. Street moved to approve the notice of intent as required by HB 307 and include the posting all the funds, not just the 5 funds required. Ms. Steketee seconded the motion, which passed unanimously. |

NEW BUSINESS (cont.) **1st reading of policies** - deferred

2nd reading of policies Ms. Steketeer moved to approve on 2nd reading the listed policies. Ms. Lewis seconded the motion, which passed unanimously.

LETTERS **Letters.** None.

COMMENDATIONS **Commendations.** BPA qualifiers, Jazz band and FCS dinner, FCS silver and bronze, Mr. Smith in updating policies, play (Almost, Maine), Mr. Norbeck commended the staff for their work on Olweus,

CONSENT AGENDA **Consent agenda.** Ms. Lewis moved to approve the consent agenda. Mr. Street seconded the motion, which passed unanimously.

ADJOURNMENT **Follow-up/Adjournment.** 8:05 p.m.

Chair, Jefferson High School Board

Clerk, Jefferson High School Board

04/13/18
14:31:12

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 4/18

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Report ID: AP100

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | Acct/Source/ | | |
|--------|---------|---|-------------|------|----------|--------------|-----|------|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj |
| 18877 | 44507S | 4854 SUNLIFE FINANCIAL | 114.51 | | | | | |
| 1 | | For May 03/13/18 Ret prem hoh | 114.51 | | 289 | 676 | | |
| 18953 | 44500S | 4827 CITI BUSINESS VISA-Costco | 99.50 | | | | | |
| 1 | | 310705 03/01/18 GBB meal | 99.50 | | 201 | 720-3500 | 582 | |
| 18954 | 44506S | 2417 STAPLES BUSINESS CREDIT | 88.63 | | | | | |
| 1 | | 7193815795 03/12/19 calculator and ribbon | 88.63 | 9446 | 201 | 100-1000 | 660 | |
| 18955 | 44501S | 4935 CITI VISA- BUSINESS-Costco | 125.72 | | | | | |
| 1 | | Rosie/Superl Foods ljc 02/27/18 FCS groceries | 125.72 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 18956 | 44500S | 4827 CITI BUSINESS VISA-Costco | 107.97 | | | | | |
| 1 | | 7786804769 02/21/18 diffuser panels | 107.97 | 9440 | 201 | 100-2600 | 615 | |
| | | SCHOOL SPECIALTY | | | | | | |
| 18957 | 44505S | 4776 SOUTHWEST MT SCHOOL SERVICES | 1,462.25 | | | | | |
| 1 | | 3446 03/14/18 Infinite Campus training | 482.65 | | 201 | 100-1000 | 321 | |
| 2 | | 3462 03/26/18 Paper 40 cases | 979.60 | | 201 | 100-1000 | 600 | |
| 18958 | 44498S | 3211 BUSINESS PRO OF AMERICA | 411.00 | | | | | |
| 1 | | C183792 06/15/18 BPA Nat. conf fees | 132.00* | | 215 | 451-1170 | 582 | 252 |
| 2 | | C183792 03/15/18 BPA Nat. conf fees | 279.00* | | 215 | 392-1170 | 582 | 253 |
| 18961 | 44501S | 4935 CITI VISA- BUSINESS-Costco | 429.37 | | | | | |
| 1 | | 36937g 03/12/18 FCS groceries | 305.90 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 2 | | 06564g 03/12/18 FCS groceries | 68.64 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 3 | | 082592g 03/24/18 FCS groceries | 46.84 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 4 | | c85887 03/14/18 FCS groceries | 7.99 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 18962 | 44500S | 4827 CITI BUSINESS VISA-Costco | 10.00 | | | | | |
| 1 | | 54332g 02/20/18 meal budget workshop | 10.00* | | 201 | 100-2500 | 582 | |
| 18963 | 44503S | 1451 L & P GROCERY | 31.09 | | | | | |
| 1 | | 02-324085 03/14/18 FCS groceries | 19.35 | 9382 | 201 | 390-1710 | 610 | |
| 2 | | 02-324150 03/14/18 FCS groceries | 11.74 | 9382 | 201 | 390-1710 | 610 | |

04/13/18
14:31:12

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 4/18

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Report ID: AP100

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | Acct/Source/ | | |
|--------|---------|--|-------------|------|----------|--------------|-----|------|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj |
| 18964 | 44502S | 781 EAGLE GLASS | 195.00 | | | | | |
| 1 | | 180330 03/30/18 Suburban windshield replacemen | 195.00 | | 201 | 100-2600 | 440 | |
| 18965 | 44504S | 3411 MT BUSINESS PROFESSIONALS OF | 333.00 | | | | | |
| 1 | | reg 04/09/18 Natl. Registration (3) | 273.00* | | 215 | 392-1170 | 582 | 241 |
| 2 | | order 04/09/18 BPA trading pins | 60.00* | | 215 | 392-1170 | 610 | 241 |
| 18966 | 44497S | 385 BOULDER MONITOR & JEFFERSON CO. | 338.80 | | | | | |
| 1 | | 00022873 03/06/18 cleaning help wanted | 16.80* | | 201 | 100-2400 | 540 | |
| 2 | | 00022873 03/06/18 principal interviews | 126.00* | | 201 | 100-2300 | 540 | |
| 3 | | 00022873 03/06/18 electrons | 196.00 | | 201 | 100-2500 | 310 | |
| 18967 | 44499S | 2152 CENTURY LINK | 411.18 | | | | | |
| 1 | | 03/13/18 phone charges | 411.18 | | 201 | 100-2400 | 531 | |
| 18968 | 44500S | 4827 CITI BUSINESS VISA-Costco | 97.72 | | | | | |
| 1 | | 73130g 04/05/18 Thursday treats | 97.72 | | 201 | 100-2300 | 800 | |
| 18969 | 44508S | 3766 ACADIA MONTANA | 303.03 | | | | | |
| 1 | | 1747313 04/09/18 altacare | 303.03* | | 215 | 280-1000 | 330 | 524 |
| 18971 | 44511S | 2717 CITY OF BOULDER | 1,409.97 | | | | | |
| 1 | | 04/03/18 water | 546.56 | | 201 | 100-2600 | 421 | |
| 2 | | 04/03/18 sewer | 765.44 | | 201 | 100-2600 | 421 | |
| 3 | | 04/03/18 water | 34.16 | | 201 | 100-2600 | 421 | |
| 4 | | 04/03/18 sewer | 47.84 | | 201 | 100-2600 | 421 | |
| 5 | | 04/03/18 water | 15.97 | | 201 | 100-2600 | 421 | |
| 18972 | 44514S | 1086 GIULIO DISPOSAL SERVICES, INC. | 155.00 | | | | | |
| 1 | | 618 03/31/18 disposal | 155.00 | | 201 | 100-2600 | 431 | |
| 18976 | 44523S | 1737 NORTHWESTERN ENERGY | 6,904.63 | | | | | |
| 1 | | 04/02/18 electric service | 4,152.68 | | 201 | 100-2600 | 412 | |
| 2 | | 04/02/18 unmetered service | 64.32 | | 201 | 100-2600 | 412 | |
| 3 | | 04/02/18 natural gas service | 1,509.91 | | 201 | 100-2600 | 411 | |
| 4 | | 04/02/18 state and local taxes | 1,177.72 | | 201 | 100-2600 | 411 | |
| 18977 | 44508S | 3766 ACADIA MONTANA | 4,107.77 | | | | | |
| 1 | | 1683940 03/26/18 altacare | 4,107.77* | | 215 | 280-1000 | 330 | 524 |
| 18978 | 44508S | 3766 ACADIA MONTANA | 2,121.24 | | | | | |
| 1 | | 178212 04/02/18 altacare | 2,121.24* | | 215 | 280-1000 | 330 | 524 |

04/13/18
14:31:12

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 4/18

Page: 3 of 4
Report ID: AP100

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | | Acct/Source/ | | |
|--------|---------|---|-------------|------|----------|-----------|--------------|------|--|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj | |
| 18981 | 44518S | 1191 HERMITAGE ART COMPANY, INC. | 58.02 | | | | | | |
| 1 | | graduation covers | 58.02 | 9281 | 201 | 999 | | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- | | | | | | | |
| 18982 | 44515S | 157 HARDWARE HANK | 41.59 | | | | | | |
| 1 | | 99795 03/15/18 sharkbite | 15.98 | | 201 | 100-2600 | | 610 | |
| 2 | | 99603 03/03/18 ice machine | 2.07 | | 201 | 100-2600 | | 610 | |
| 3 | | 99959 03/26/18 potting soil for plant lab | 5.58 | 9294 | 201 | 999 | | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- | | | | | | | |
| 4 | | 99967 03/27/18 fluor. lights for plant growth | 17.96 | 9294 | 201 | 999 | | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- | | | | | | | |
| 18983 | 44513S | 4593 COTTONWOOD HILLS, INC | 100.00 | | | | | | |
| 1 | | reg form 04/12/18 Golf JV fees | 100.00 | | 201 | 720-3500 | | 582 | |
| 18984 | 44517S | 4751 HELENA INK AND TONER | 348.00 | | | | | | |
| 1 | | 40078 03/28/18 cartridges | 348.00* | | 228 | 100-1000 | | 610 | |
| 18986 | 44526S | 3481 MT DOJ CRIMINAL RECORDS | 81.75 | | | | | | |
| 1 | | 105432 02/02/18 background Miller | 27.25 | | 201 | 100-2300 | | 800 | |
| 2 | | 105433 02/02/18 background Lyon | 27.25 | | 201 | 100-2300 | | 800 | |
| 3 | | 106601 03/05/18 background Wright | 27.25 | | 201 | 100-2300 | | 800 | |
| 18987 | 44509S | 4767 Bridger Creek Golf Course | 70.00 | | | | | | |
| 1 | | reg form 04/12/18 Golf varsity Manhattan | 70.00 | | 201 | 720-3500 | | 582 | |
| 18988 | 44528S | 1451 L & P GROCERY | 16.62 | | | | | | |
| 1 | | 01-500074 03/28/18 thankful thursday | 13.13 | | 201 | 100-2300 | | 800 | |
| 2 | | 01-503896 04/03/18 water for interview | 3.49 | | 201 | 100-2300 | | 800 | |
| 18989 | 44527S | 4935 CITI VISA- BUSINESS-Costco | 100.61 | | | | | | |
| 1 | | 02-332049 04/03/18 FCS groceries | 100.61 | 9301 | 201 | 999 | | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | | |
| 18990 | 44520S | 1650 MEADOW GOLD GREAT FALLS | 288.26 | | | | | | |
| 1 | | 458583 04/05/18 milk | 90.36 | | 201 | 910-3100 | | 630 | |
| 2 | | 60207500 04/12/18 milk | 110.57 | | 201 | 910-3100 | | 630 | |
| 3 | | 457753 03/29/18 milk | 87.33 | | 201 | 910-3100 | | 630 | |
| 18991 | 44516S | 2913 HELENA FAMILY YMCA | 495.00 | | | | | | |
| 1 | | reg form 04/12/18 youth leg registration | 495.00 | | 201 | 710-3400 | | 582 | |

04/13/18
14:31:12

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 4/18

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Report ID: AP100

* ... Over spent expenditure

| Claim | Warrant | Vendor #/Name | Amount | | | Acct/Source/ | | |
|--------|---------|---|------------------|------|----------|--------------|-----|------|
| Line # | | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | Obj | Proj |
| 18992 | 44524S | 5115 RED LODGE PIZZA | 197.20 | | | | | |
| 1 | | 33118 01/31/18 Vball band cheer meals | 197.20 | | 201 | 720-3500 | 582 | |
| 18993 | 44510S | 4935 CITI VISA- BUSINESS-Costco | 215.08 | | | | | |
| 1 | | 45946g 04/08/18 FCS groceries | 64.83 | 9301 | 201 | 999 | | |
| 2 | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-01-504930 04/05/18 FCS groceries L&P | 24.52 | 9301 | 201 | 999 | | |
| 3 | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-69662g 04/11/18 FCS groceries | 77.23 | 9301 | 201 | 999 | | |
| 4 | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610-0050883 04/11/18 Prostart parking | 3.50* | | 215 | 394-1710 | 582 | 240 |
| 5 | | 2023162545 04/11/18 Prostart meal | 45.00* | | 215 | 394-1710 | 582 | 240 |
| 18994 | 44522S | 4754 NORRIS, MELISSA | 540.00 | | | | | |
| 1 | | 04/07/18 Accompanist 30hrs@\$18 | 540.00 | | 201 | 710-3400 | 330 | |
| 18995 | 44512S | 4633 COMMERCIAL ENERGY OF MT INC. | 1,342.56 | | | | | |
| 1 | | nwe046860 04/02/18 Gas | 82.23 | | 201 | 100-2600 | 411 | |
| 2 | | nwe046859 04/02/18 Gas | 1,260.33 | | 201 | 100-2600 | 411 | |
| 18996 | 44525S | 4563 TRIPP & ASSOCIATES | 4,625.00 | | | | | |
| 1 | | 03/21/18 Audit and non-audit fees | 4,625.00 | | 201 | 100-2500 | 330 | |
| 18997 | 44520S | 1650 MEADOW GOLD GREAT FALLS | 109.82 | | | | | |
| 1 | | 02/08/18 Milk | 109.82 | | 201 | 910-3100 | 630 | |
| | | # of Claims | 37 | | | | | |
| | | Total: | 27,886.89 | | | | | |

27,886.89

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 3/18

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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 |
| 18910 | 44448S | 3766 ACADIA MONTANA | 1,481.51 | | | | | |
| 1 | | 1625251 03/12/18 Altacare | 1,481.51* | | 215 | 280-1000 | 330 | 524 |
| 18911 | 44485S | 5105 PARSONS, CASSIDY | 17.34 | | | | | |
| 1 | | 03/07/18 Fcs food | 17.34 | | 201 | 390-1710 | 610 | |
| 18912 | 44459S | 1055 DAILEY, GREG | 160.00 | | | | | |
| 1 | | 0337-24 03/14/18 piano tuning | 160.00 | | 201 | 100-1470 | 440 | |
| 18913 | 44482S | 1737 NORTHWESTERN ENERGY | 6,395.18 | | | | | |
| 1 | | 03/01/18 elec services | 3,426.23 | | 201 | 100-2600 | 412 | |
| 2 | | 03/01/18 elec tax | 539.26 | | 201 | 100-2600 | 412 | |
| 3 | | 03/01/18 gas service | 1,741.79 | | 201 | 100-2600 | 411 | |
| 4 | | 03/01/18 gas taxes | 687.90 | | 201 | 100-2600 | 411 | |
| 18914 | 44468S | 1451 L & P GROCERY | 31.77 | | | | | |
| 1 | | 02-323752 03/13/18 FCS groceries | 31.77 | 9382 | 201 | 390-1710 | 610 | |
| 18915 | 44468S | 1451 L & P GROCERY | 29.68 | | | | | |
| 1 | | 01-486242 03/07/18 FCS groceries | 29.68 | 9382 | 201 | 390-1710 | 610 | |
| 18916 | 44468S | 1451 L & P GROCERY | 112.25 | | | | | |
| 1 | | 02-321030 03/06/18 FCS groceries | 112.25 | 9382 | 201 | 390-1710 | 610 | |
| 18917 | 44462S | 157 HARDWARE HANK | 7.99 | | | | | |
| 1 | | 03/14/18 grill brush plastic | 7.99 | | 201 | 390-1710 | 610 | |
| 18918 | 44456S | 4935 CITI VISA- BUSINESS-Costco | 21.66 | | | | | |
| 1 | | 0701 03/12/18 FCS groceries | 21.66 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 18919 | 44456S | 4935 CITI VISA- BUSINESS-Costco | 18.60 | | | | | |
| 1 | | 03/12/18 FCS groceries | 18.60 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 18921 | 44470S | 1608 MASBO | 80.00 | | | | | |
| 1 | | 5481 02/06/18 Budget Workshop | 80.00* | | 201 | 100-2500 | 582 | |
| 18922 | 44471S | 4786 MC Mastercard | 9,389.31 | | | | | |
| 1 | | CC-76 02/27/18 Parts for lawn tractor | 24.48 | | 201 | 625 | | |
| | | | CC Accounting: 201- | | -100-2600-615 | | | |
| | | NAPA CENTRAL PARTS CO | | | | | | |
| 2 | | CC-77 02/28/18 Prime membership | 99.00 | | 201 | 625 | | |
| | | | CC Accounting: 201- | | -100-2500-800 | | | |
| | | AMAZON.COM | | | | | | |
| 3 | | CC-78 02/02/18 Wrestling meals | 239.32 | | 201 | 625 | | |
| | | | CC Accounting: 201- | | -720-3500-582 | | | |
| | | SPORTS HUT | | | | | | |

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JEFFERSON HIGH SCHOOL
Claim Details
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* ... Over spent expenditure

| Claim Warrant | Vendor #/Name | Amount | Acct/Source/ | | | Obj Proj |
|---------------|----------------------------------|-------------|---------------------|---------------|-----------|----------|
| Line # | Invoice #/Inv Date/Description | Line Amount | PO # | Fund Org | Prog-Func | |
| 4 | CC-78 02/07/18 Wrestling meals | 58.96 | | 201 625 | | |
| | WAL-MART | | CC Accounting: 201- | -720-3500-582 | | |
| 5 | CC-78 02/10/18 Wrestling meals | 120.18 | | 201 625 | | |
| | BURGER KING- BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 6 | CC-78 02/08/18 Wrestling meals | 252.00 | | 201 625 | | |
| | PERKINS - BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 7 | CC-78 02/10/18 Wrestling lodging | 1,275.52 | | 201 625 | | |
| | HILLTOP INN | | CC Accounting: 201- | -720-3500-582 | | |
| 8 | CC-79 03/02/18 GBB meals | 187.48 | | 201 625 | | |
| | PERKINS - BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 9 | CC-79 03/01/18 GBB meals | 240.00 | | 201 625 | | |
| | OLIVE GARDEN BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 10 | CC-79 02/28/18 GBB meals | 200.00 | | 201 625 | | |
| | CRACKER BARREL #346 | | CC Accounting: 201- | -720-3500-582 | | |
| 11 | CC-79 03/02/18 GBB meals | 99.92 | | 201 625 | | |
| | DOMINO'S PIZZA BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 12 | CC-79 03/03/18 GBB meals | 191.38 | | 201 625 | | |
| | OUTBACK STEAKHOUSE BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 13 | CC-79 02/16/18 GBB meals | 54.54 | | 201 625 | | |
| | DOMINO'S PIZZA | | CC Accounting: 201- | -720-3500-582 | | |
| 14 | CC-79 02/16/18 GBB meals | 12.75 | | 201 625 | | |
| | DOMINO'S PIZZA | | CC Accounting: 201- | -720-3500-582 | | |
| 15 | CC-79 02/17/18 GBB meals | 56.51 | | 201 625 | | |
| | MCDONALDS - BELGRADE | | CC Accounting: 201- | -720-3500-582 | | |
| 16 | CC-79 02/15/18 GBB meals | 95.72 | | 201 625 | | |
| | MCDONALDS - BELGRADE | | CC Accounting: 201- | -720-3500-582 | | |
| 17 | CC-79 02/17/18 GBB meals | 126.70 | | 201 625 | | |
| | CLARK'S FORK BOZEMAN | | CC Accounting: 201- | -720-3500-582 | | |
| 18 | CC-79 02/17/18 GBB meals | 182.45 | | 201 625 | | |
| | PICKLE BARREL BELGRADE | | CC Accounting: 201- | -720-3500-582 | | |
| 19 | CC-79 02/17/18 GBB Lodging | 44.80 | | 201 625 | | |
| | MY PLACE BOZEMAN | | CC Accounting: 201- | -720-3500-582 | | |

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 3/18

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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 |
| 20 | CC-80 02/17/18 BBB Meals | 237.05 | | 201 625 | | |
| | FAMOUS DAVES | | CC Accounting: 201- | -720-3500-582 | | |
| 21 | CC-80 02/15/18 BBB Meals | 116.07 | | 201 625 | | |
| | MCDONALDS - BELGRADE | | CC Accounting: 201- | -720-3500-582 | | |
| 22 | CC-81 02/07/18 Drinking fountain filters | 674.67 | | 201 625 | | |
| | AMAZON.COM | | CC Accounting: 201- | -100-2600-615 | | |
| 23 | CC-82 03/03/18 GBB Div Band/cheer meals | 493.93 | | 201 625 | | |
| | CRACKER BARREL #346 | | CC Accounting: 201- | -720-3500-582 | | |
| 24 | CC-82 03/02/18 GBB Div Band/cheer meals | 238.80 | | 201 625 | | |
| | PIZZA HUT - BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 25 | CC-82 03/02/18 GBB Div Band/cheer meals | 391.55 | | 201 625 | | |
| | RED ROBIN | | CC Accounting: 201- | -720-3500-582 | | |
| 26 | CC-82 02/16/18 GBB Band/cheer meals | 295.15 | | 201 625 | | |
| | MCDONALDS - BELGRADE | | CC Accounting: 201- | -720-3500-582 | | |
| 27 | CC-82 02/17/18 GBB Band/cheer meals | 376.55 | | 201 625 | | |
| | OLIVE GARDEN BOZEMAN | | CC Accounting: 201- | -720-3500-582 | | |
| 28 | CC-82 02/15/18 GBB Band/cheer meals | 301.54 | | 201 625 | | |
| | MCDONALDS - BELGRADE | | CC Accounting: 201- | -720-3500-582 | | |
| 29 | CC-82 02/17/18 GBB Band/cheer meals | 342.23 | | 201 625 | | |
| | SOUP AND SUCH | | CC Accounting: 201- | -720-3500-582 | | |
| 30 | CC-82 03/01/18 GBB Div Band/cheer meals | 501.00 | | 201 625 | | |
| | PIZZA RANCH BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 31 | CC-82 03/03/18 GBB Band/cheer meals | 18.66 | | 201 625 | | |
| | PIZZA HUT - BILLINGS | | CC Accounting: 201- | -720-3500-582 | | |
| 32 | CC-83 02/16/18 GBB district lodging | 486.10 | | 201 625 | | |
| | MY PLACE BOZEMAN | | CC Accounting: 201- | -720-3500-582 | | |
| 33 | CC-83 02/17/18 BB AD Principal meals | 32.06 | | 201 625 | | |
| | PERKINS BOZEMAN | | CC Accounting: 201- | -720-3500-582 | | |
| 34 | CC-83 03/03/13 GBB div AD and Principal meals | 46.40 | | 201 625 | | |
| | RIB AND CHOP HOUSE | | CC Accounting: 201- | -720-3500-582 | | |
| 35 | CC-83 02/27/18 Principal position ad | 50.00 | | 201 625 | | |
| | FACEBOOK | | CC Accounting: 201- | -100-2300-540 | | |

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JEFFERSON HIGH SCHOOL
Claim Details
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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 |
| 36 | | 4733866 02/28/18 3032 lithium batteries | 4.00* | 9441 | 215 | 100-1000 | 610 | 256 |
| | | AMAZON.COM | | | | | | |
| 37 | | 4733866 02/28/18 heart rate monitor | 247.92* | 9441 | 215 | 100-1000 | 615 | 256 |
| | | AMAZON.COM | | | | | | |
| 38 | | 4733866 02/28/18 128 GB Sandisk | 154.95* | 9442 | 215 | 451-1170 | 660 | 252 |
| | | AMAZON.COM | | | | | | |
| 39 | | 4733866 02/28/18 usb card reader | 23.97* | 9442 | 215 | 451-1170 | 610 | 252 |
| | | AMAZON.COM | | | | | | |
| 40 | | 02/28/18 Seminar registration | 795.00 | 9438 | 215 | 494-1000 | 321 | 251 |
| | | EDUCATIONAL RESEARCH | | | | | | |
| 18923 | 44491S | 1645 VERIZON WIRELESS | 30.02 | | | | | |
| 1 | | 9802943694 03/05/18 Counselor ipad, | 30.02 | | 201 | 100-2100 | 531 | |
| 18925 | 44462S | 157 HARDWARE HANK | 55.75 | | | | | |
| 1 | | 99118 02/01/18 2x2 ball | 13.49 | | 201 | 100-2600 | 615 | |
| 2 | | 99219 02/07/18 nuts and washers | 1.02 | | 201 | 100-2600 | 615 | |
| 3 | | 99376 02/17/18 vacuum filter | 16.99 | | 201 | 100-2600 | 615 | |
| 4 | | 99511 02/26/18 plumbiing parts | 8.76 | | 201 | 100-2600 | 615 | |
| 5 | | 99543 02/27/18 ultrasorb 5 lb. | 3.99 | | 201 | 100-2600 | 610 | |
| 6 | | 99553 02/28/18 washers and nuts | 6.02 | | 201 | 100-2600 | 615 | |
| 7 | | 99103 01/31/18 Antifreeze,st.whl fluid | 5.48 | | 201 | 910-3100 | 610 | |
| 18926 | 44475S | 4950 MONTANA ASSOCIATION OF FCS | 265.00 | | | | | |
| 1 | | applicatio 04/18/18 MAFCS registration/member | 265.00* | 9445 | 215 | 394-1710 | 582 | 240 |
| 18927 | 44478S | 4452 MT FLAG AND POLE CO. | 153.00 | | | | | |
| 1 | | 2180045 02/09/18 School main flag | 153.00 | | 201 | 100-2600 | 615 | |
| 18928 | 44458S | 4633 COMMERCIAL ENERGY OF MT INC. | 1,560.08 | | | | | |
| 1 | | NWE046441 03/01/18 Gas | 40.15 | | 201 | 100-2600 | 411 | |
| 2 | | NWE046440 03/01/18 Gas | 1,519.93 | | 201 | 100-2600 | 411 | |
| 18929 | 44483S | 5169 ONSITE ENERGY | 3,263.00 | | | | | |
| 1 | | 1303 03/07/18 Solar energy project | 3,263.00 | | 201 | 100-2600 | 660 | |
| 18930 | 44455S | 4967 CENTURY LINK | 1,635.01 | | | | | |
| 1 | | 1435045783 03/03/18 IQ Sip | 1,635.01* | | 228 | 100-1000 | 530 | |
| 18931 | 44456S | 4935 CITI VISA- BUSINESS-Costco | 225.46 | | | | | |
| 1 | | 96186G 03/09/18 FCS groceries | 105.46 | 9301 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1710-610- | | | | | | |
| 2 | | 96186G 03/09/18 Costco membership | 120.00 | | 201 | 100-2500 | 810 | |

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 3/18

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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 |
| 18933 | 44488S | 259 RED LION HOTEL AND CONVENTION | 1,470.50 | | | | | |
| 1 | | 67 03/13/18 BPA Rooms | 1,175.60* | | 215 | 392-1170 | 582 | 226 |
| 2 | | 67 03/13/18 BPA Rooms | 294.90* | | 215 | 451-1170 | 582 | 252 |
| 18934 | 44479S | 4375 NEOPOST USA INC | 200.38 | | | | | |
| 1 | | 55622599 03/13/18 postage metere fee | 200.38 | | 201 | 100-2400 | 532 | |
| 18936 | 44465S | 3374 J.W.PEPPER & SON, INC. | 438.78 | | | | | |
| 1 | | 03541869 10/24/17 music selections | 19.00* | 9372 | 201 | 100-1470 | 610 | |
| 2 | | 03544734 11/09/17 music selections | 79.39* | 9372 | 201 | 100-1470 | 610 | |
| 3 | | 03546840 11/27/17 music selections | 24.97* | 9372 | 201 | 100-1470 | 610 | |
| 4 | | 03546916 11/28/17 music selections | 27.00* | 9372 | 201 | 100-1470 | 610 | |
| 5 | | 03547276 11/30/17 music selections | 12.00* | 9372 | 201 | 100-1470 | 610 | |
| 6 | | 03552697 01/15/18 music selections | 91.53* | 9372 | 201 | 100-1470 | 610 | |
| 7 | | 03540073 10/12/17 music selections | 47.91* | 9372 | 201 | 100-1470 | 610 | |
| 8 | | 03540073 10/12/17 music selections | 246.98* | | 201 | 100-1470 | 610 | |
| 9 | | 03541982 10/24/17 music selections | 77.00* | | 201 | 100-1470 | 610 | |
| 10 | | 03544591 11/08/17 credit memo | -77.00* | | 201 | 100-1470 | 610 | |
| 11 | | 03543642 11/02/17 credit memo | -45.00* | | 201 | 100-1470 | 610 | |
| 12 | | 03544590 11/08/17 credit memo | -65.00* | | 201 | 100-1470 | 610 | |
| 18937 | 44460S | 1002 GENERAL DISTRIBUTING | 282.67 | | | | | |
| 1 | | 623049 03/07/18 nozzle/batteries | 17.99 | 9271 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -390-1640-610- | | | | | | |
| 2 | | 623049 03/07/18 nozzle/batteries | 25.36 | | 201 | 390-1640 | 610 | |
| 3 | | 623117 03/07/18 o2 acetylene | 169.70 | | 201 | 390-1640 | 610 | |
| 4 | | 623434 03/08/18 head with valve | 69.62 | | 201 | 390-1640 | 610 | |
| 18938 | 44453S | 4738 BOULDER RIVER PIZZA | 120.00 | | | | | |
| 1 | | 03/20/18 ACT test student lunch | 120.00 | | 201 | 100-2100 | 610 | |
| 18939 | 44474S | 4798 MICHAUD, JOE | 101.28 | | | | | |
| 1 | | 032640 03/19/18 ACT snacks | 79.32 | | 201 | 100-2100 | 610 | |
| 2 | | 0086300 03/20/18 ACT Breakfast | 21.96 | | 201 | 100-2100 | 610 | |
| 18940 | 44448S | 3766 ACADIA MONTANA | 4,259.31 | | | | | |
| 1 | | 1653647 03/19/18 Altacare | 4,259.31* | | 215 | 280-1000 | 330 | 524 |
| 18941 | 44480S | 4678 NORBECK, TIM | 163.79 | | | | | |
| 1 | | 714510 03/15/18 skills breakfast | 47.22 | | 201 | 100-2300 | 800 | |
| 2 | | 019715 03/15/18 skills breakfast | 9.98 | | 201 | 100-2300 | 800 | |
| 3 | | 072645 03/19/18 ACT breakfast | 64.83 | | 201 | 100-2100 | 610 | |
| 4 | | 947433 03/21/18 CRT breakfast | 41.76 | | 201 | 100-2100 | 610 | |

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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 3/18

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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 |
| 18942 | 44486S | 5170 PERSONNEL PLUS! HR CONSULTING | 70.00 | | | | | |
| 1 | | 13677 09/27/18 HR training | 35.00* | | 201 | 100-2300 | 582 | |
| 2 | | 13677 09/27/18 HR training | 35.00* | | 201 | 100-2500 | 582 | |
| 18943 | 44468S | 1451 L & P GROCERY | 28.91 | | | | | |
| 1 | | 01-472159 02/13/18 Biology supplies | 7.16 | 9295 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1511-610- | | | | | | |
| 2 | | 02-324162 03/14/18 propane | 21.75 | | 201 | 100-2300 | 610 | |
| 18944 | 44460S | 1002 GENERAL DISTRIBUTING | 30.00 | | | | | |
| 1 | | 00614876 02/08/18 locking clamps,c-clamp | 30.00 | | 201 | 390-1640 | 660 | |
| 18945 | 44469S | 4498 LERUM AUTO | 92.70 | | | | | |
| 1 | | 03/08/18 SUB tire rotation, oil change | 92.70 | | 201 | 100-2600 | 440 | |
| 18946 | 44473S | 1650 MEADOW GOLD GREAT FALLS | 152.23 | | | | | |
| 1 | | 455904 03/15/18 milk | 109.75 | | 201 | 910-3100 | 630 | |
| 2 | | 456817 03/22/18 milk | 42.48 | | 201 | 910-3100 | 630 | |
| 18947 | 44467S | 1346 JOSTENS INC | 284.46 | | | | | |
| 1 | | 21038842 02/23/18 diplomas,trophies, cords | 284.46 | 9280 | 201 | 999 | | |
| | | PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610- | | | | | | |
| 18948 | 44481S | 4754 NORRIS, MELISSA | 297.00 | | | | | |
| 1 | | 03/15/18 Accompanist 16.5hr@\$18 | 297.00 | | 201 | 710-3400 | 330 | |
| 18949 | 44495S | 4565 WILLIAMS, MARY | 145.00 | | | | | |
| 1 | | 02/02/18 Tech summit | 145.00 | | 201 | 100-1000 | 321 | |
| 18950 | 44468S | 1451 L & P GROCERY | 9.58 | | | | | |
| 1 | | 02-327008 03/21/18 butter and OJ for CRT | 9.58 | | 201 | 100-2100 | 610 | |
| 18951 | 44484S | 5021 PACIFIC SOURCE HEALTH PLANS | 1,079.69 | | | | | |
| 1 | | 1807300010 03/15/18 Ret premium hoh | 694.44 | | 201 | 100-1000 | 260 | |
| 2 | | 1807300010 03/15/18 Ret premium hoh | 385.25 | | 289 | 675 | | |
| 18952 | 44476S | 1823 MT BROOM & BRUSH COMPANY | 311.06 | | | | | |
| 1 | | 1275831-03/23/18 cleaner and dispenser | 311.06 | | 201 | 100-2600 | 610 | |
| | | # of Claims | 39 | | | | | |
| | | Total: | 34,469.95 | | | | | |

34,469.95

1 Suicide Awareness and Prevention

2
3 The Administration shall develop and implement a youth suicide prevention program meeting
4 minimum requirements set forth in 10.55.719, ARM.

5
6 The District will provide professional development on youth suicide awareness and prevention to
7 each employee of the district who work directly with any students enrolled in the school district.
8 The training materials will be approved by the Office of Public Instruction (OPI).

9
10 The District will provide at least two (2) hours of youth suicide and prevention training
11 beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of
12 youth suicide awareness and prevention training every five (5) years thereafter. All new
13 employees who work directly with any student enrolled in the school district will be provided
14 training the first year of employment.

15
16 Youth suicide and prevention training may include:

- 17
18 A. In-person attendance at a live training;
19 B. Videoconference;
20 C. An individual program of study of designated materials;
21 D. Self-review modules available online; and
22 E. Any other method chosen by the local school board that is consistent with professional
23 development standards.

24
25
26 No cause of action may be brought for any loss or damage caused by any act or admission
27 resulting from the implementation of the provisions of this policy or resulting from any training,
28 or lack of training, related to this policy. Nothing in this policy shall be construed to impose a
29 specific duty of care.

30
31
32 Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training

33
34 Policy History:

35 Adopted on:

36 Revised on:

37
38 *Revision Note:*

1 Enrollment and Attendance Records

2
3 Since accurate enrollment and attendance records are essential both to obtain state financial
4 reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall
5 be diligent in maintaining such records.

6
7 A district may only include, for ANB purposes, an enrolled student who is:

- 8
9 • A resident of the district or a nonresident student admitted by trustees under a student
10 attendance agreement and who is attending a school of the district;
- 11
12 • Unable to attend school due to a medical reason certified by a medical doctor and
13 receiving individualized educational services supervised by the district, at district
14 expense, at a home or facility that does not offer an educational program;
- 15
16 • Unable to attend school due to the student's incarceration in a facility, other than a youth
17 detention center, and who is receiving individualized educational services supervised by
18 the district, at district expense, at a home or facility that does not offer an educational
19 program;
- 20
21 • Living with a caretaker relative under § 1-1-215, MCA
- 22
23 • Receiving special education and related services, other than day treatment, under a
24 placement by the trustees at a private nonsectarian school or private program if the
25 student's services are provided at the district's expense under an approved individual
26 education plan supervised by the district;
- 27
28 • Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- 29
30 • Receiving education services provided by the district, using appropriately licensed
31 district staff at a private residential program or private residential facility licensed by the
32 Department of Public Health and Human Services;
- 33
34 • Enrolled in an educational program or course provided at district expense using electronic
35 or offsite delivery methods, including but not limited to tutoring, distance learning
36 programs, online programs, and technology delivered learning programs, while attending
37 a school of the district or any other nonsectarian offsite instructional setting with the
38 approval of the trustees of the district; or
- 39
40 • A resident of the district attending a Montana job corps program under an interlocal
41 agreement with the district under § 20-9-707, MCA.
- 42
43 .
- 44 • A resident of the district attending a Montana Youth Challenge Program under an 8 interlocal
45 agreement with the district under § 20-9-707, MCA

STUDENTS

- Meets the Criteria for Proficiency based ANB under policy 3126FE

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in § 20-9-707, MCA.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned school.

| | | |
|------------------|-----------------------|---|
| Legal Reference: | § 1-1-215, MCA | Residence – Rules for determining |
| | § 20-9-311, MCA | Calculation of average number belonging (ANB) |
| | | --three-year averaging. |
| | § 20-9-706, MCA | Running Start Program |
| | § 20-9-707, MCA | Agreement with accredited Montana job corps program |
| | 29 U.S.C. 794 | Nondiscrimination under Federal grants and programs |
| | 34 CFR 300.1, et seq. | Individuals with Disabilities Education Act |

Policy History:

Adopted on: February 2007

Revised on:

SECTION STUDENTS

Proficiency-Based ANB

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

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

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

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

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

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

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

SCHOOL FACILITIES/GROUNDS USE AND LIABILITY RELEASE AGREEMENT

Jefferson High School District #1

Organization or Individual Requesting Facility Use: _____
 Facility Requested: _____
 Date and Hours of Requested Use: _____
 Purpose of Use: _____
Will there be an admission fee? If so, how much? _____

Premises and Conditions

Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, nicotine products, or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
2. That no illegal games of chance or lotteries will be permitted.
3. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. The presence of weapons, including firearms, must be previously reviewed and approved by the Board of Trustees in accordance with Montana law.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ _____, and this shall be due _____ days in advance. The requesting organization or individual shall be responsible for the actual cost of repair or replacement, including costs, disbursements, and expenses, resulting while it has use of the premises.

Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents, from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out of injury or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility, which are not the result of fraud, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District. The undersigned organization or individual accepts and assumes all such risks and hazards and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage which are not the result of fraud committed, willful injury to a person or property, or willful or negligent violation of a law on the part of the School District.

Insurance

The user of the facility shall provide the District with a certificate of insurance and endorsement to their property and liability policy. Said certificate and policy endorsement shall name the District as an additional insured. The certificate and policy shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person or resulting from any one accident, and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage for \$1,000,000. The certificate shall contain a provision that the

1 insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the
2 effective date of the cancellation or non-renewal.

3
4
5 **Special Events Coverage**

6 The district requires the event holder to purchase a special event liability policy for the event, and to name
7 the district as an additional insured on the policy. The event holder should provide the district with a
8 certificate insurance outlining the coverage limits and that the district has been named as an additional
9 insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000
10 aggregate should be purchased.

11
12 **Non-Discrimination**

13 The District will consider requests for use of district facilities for political purposes and activity
14 in accordance with Montanan law. The requesting organization or individual agrees to abide by non-
15 discrimination clauses as contained in the Montana Human Rights Act and the Governmental Code of
16 Fair Practices.

17
18 **District's Rights**

19 The District reserves the right to cancel this Agreement, when it is determined by the District that
20 the facilities are needed for school purposes.

21
22
23
24 _____ DATED this _____ day of _____, 20_____.
25

26 **Jefferson High School District** **Requesting Organization or Individual:**

27
28 By _____ By _____
29 _____ Address _____
30 _____ Phone _____

31 Additional Obligations _____
32

33
34 Legal Reference:

35
36 Policy History:

37 Adopted on:

38 Revised on:

39
40 *Revision Note:*

COMMUNITY RELATIONS

Notice to Parents Required by No Child Left Behind Act of 2001 (“NCLB”)

Improving Basic Programs Operated by Local Educational Agencies

1. ~~As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:~~

- a. ~~Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.~~
- b. ~~Whether the teacher is teaching under emergency or other provisional status.~~
- c. ~~The teacher’s baccalaureate degree major and any other graduate certifications or degrees.~~
- d. ~~Whether paraprofessionals provide services to the student and, if so, their qualifications.~~

2. ~~As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level of achievement of the parent’s child in each of the state academic assessments.~~

3. ~~As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent’s child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.~~

Limited English Proficient Students

1. ~~As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child’s level of English proficiency, instructional method, how their child’s program will meet the child’s needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.~~

2. ~~As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.~~

COMMUNITY RELATIONS

4600

Page 2 of 5

1 ~~3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an~~
2 ~~effective means of outreach to parents of limited English proficient students to inform the~~
3 ~~parents regarding how they can be involved in their child's education and be active~~
4 ~~participants in assisting their child to attain English proficiency, achieve at high levels in~~
5 ~~core academic subjects, and meet challenging state academic achievement standards and~~
6 ~~state academic content standards expected of all students. In addition, the outreach shall~~
7 ~~include holding and sending notice of opportunities for regular meetings for formulating~~
8 ~~and responding to parent recommendations.~~

9
10 Academic Assessment and Local Education Agency and School Improvement

11
12 ~~1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each~~
13 ~~student enrolled in an elementary school or a secondary school identified for school~~
14 ~~improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or~~
15 ~~for restructuring under § 1116(b)(8)(A)(I):~~

16
17 ~~a. An explanation of what the identification means and how the school compares in~~
18 ~~terms of academic achievement to other district schools and the state educational~~
19 ~~agency;~~

20 ~~b. The reasons for the identification;~~

21 ~~c. An explanation of what the school identified for school improvement is doing to~~
22 ~~address the problem;~~

23 ~~d. An explanation of what the district or state educational agency is doing to help the~~
24 ~~school address the achievement problem;~~

25 ~~e. An explanation of how the parents can become involved in addressing the~~
26 ~~academic issues that caused the school to be identified for school improvement;~~
27 ~~and~~

28 ~~f. An explanation of the parents' option to transfer their child to another public~~
29 ~~school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection~~
30 ~~(e)(10)(C)(vii) (with transportation provided by the agency when required by~~
31 ~~paragraph (9)) or to obtain supplemental educational services for the child in~~
32 ~~accordance with subsection (e).~~

33
34 ~~2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate~~
35 ~~yearly progress and/or is restructured, the district shall provide the teachers and parents~~
36 ~~with an adequate opportunity to comment and participate in developing any plan.~~

37
38 ~~3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents~~
39 ~~of:~~

40
41 ~~a. The availability of supplemental education services;~~

42 ~~b. The identity of approved providers of those services within the district or whose~~
43 ~~services are reasonably available in neighboring districts; and~~

44

COMMUNITY RELATIONS

~~e. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.~~

Parental Involvement

~~1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.~~

~~2. As required by NCLB § 1118(c): Each school shall:~~

~~a. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;~~

~~b. Offer a flexible number of meetings;~~

~~c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);~~

~~d. Provide parents of participating children:~~

~~• Timely information about programs under this part;~~

~~• A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and~~

~~• If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.~~

Education of Homeless Children and Youths

~~1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:~~

~~a. Shall be signed by the parent or guardian;~~

~~b. Sets forth the general rights provided under this subtitle;~~

~~c. Specifically states:~~

COMMUNITY RELATIONS

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- ~~• The choice of schools homeless children and youths are eligible to attend;~~
- ~~• That no homeless child or youth is required to attend a separate school for homeless children or youths;~~
- ~~• That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;~~
- ~~• That homeless children and youths should not be stigmatized by school personnel;~~

~~d. Includes contact information for the local liaison for homeless children and youths.~~

~~2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.~~

~~3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.~~

Persistently Dangerous Schools

~~If the district is identified as a persistently dangerous school,[†] the district must, in a timely manner:~~

- ~~1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.~~
- ~~2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to~~

~~[†] “Persistently dangerous public elementary school or secondary school,” in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:~~

~~(1) In each of three consecutive years, the school has a federal or state gun free schools violation or a violent criminal offense has been committed on school property, and~~

~~(2) In any two years within a three year period, the school has experienced expulsions for drug, alcohol, weapons or violence that exceed one of the following rates—~~

- ~~_____ (a) more than five expulsions for a school of less than 250 students,~~
- ~~_____ (b) more than 10 expulsions for a school of more than 250 students but less than 1000 students, or~~
- ~~_____ (c) more than 15 expulsions for a school of more than 1,000 students.~~

COMMUNITY RELATIONS

1 ~~explore other options such as an agreement with a neighboring district to accept transfer~~
2 ~~students.~~

3
4 ~~3. For those students who accept the offer, complete the transfer.~~

5
6 ~~In addition a district must also:~~

7
8 ~~1. Develop a corrective action plan; and~~

9
10 ~~2. Implement the plan in a timely manner.~~

11
12 ~~Parental notification regarding the status of the school and the offer to transfer students may be~~
13 ~~made simultaneously.~~

14
15 Student Privacy

16
17 ~~1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the~~
18 ~~district shall provide for reasonable notice of the adoption or continued use of such~~
19 ~~policies directly to the parents of students enrolled in schools served by the district. At a~~
20 ~~minimum, the district shall:~~

21
22 ~~a. Provide such notice at least annually at the beginning of the school year and~~
23 ~~within a reasonable period of time after any substantive change in such policies;~~
24 ~~and~~

25 ~~b. Offer an opportunity for the parent to opt the student out of the activity.~~

26
27 ~~2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such~~
28 ~~existing policies to parents and guardians of students, e.g., “The Board has adopted and~~
29 ~~continues to use policies regarding student privacy, parental access to information, and~~
30 ~~administration of certain physical examinations to minors. Copies of those policies are~~
31 ~~available on request.”~~

32
33
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35 Policy History:

36 ~~Adopted on: February 2007~~

37 ~~Revised on:~~

38 ~~Repealed on:~~

39
40 Note: Repealed due to the repeal of federal No Child Left Behind Act.

PERSONNEL

Hiring Process and Criteria

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

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

~~Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.~~

Certification

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

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

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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

~~No Child Left Behind Act of 2001 (P.L. 107-110)
37.114.1010, DPHHS Employee of School: Day Care Facility
Care Provider~~

Policy History:

Jefferson High School District #1

PERSONNEL

5120

- 1 Adopted on: February 2007
- 2 Revised on:

1 Prohibition on Aiding Sexual Abuse

2
3 The district prohibits any employee, contractor or agent from assisting a school employee,
4 contractor or agent in obtaining a new job if the individual or district knows or has probable
5 cause to believe that such school employee, contractor or agent engaged in sexual misconduct
6 regarding a minor or a student in violation of the law. This prohibition does not include the
7 routine transmission of administrative and personnel files.

8
9 This prohibition does not apply under certain conditions specified by the Every Student Succeeds
10 Act (ESSA) such as:

11
12 1. The matter has been reported to law enforcement authorities and it has been officially closed
13 or the school officials have been notified by the prosecutor or police after an investigation
14 that there is insufficient information to establish probable cause, or;

15
16 2. The individual has been acquitted or otherwise cleared of the alleged misconduct, or;

17
18 3. The case remains open without charges for more than 4 years after the information was
19 reported to a law enforcement agency.

20
21 Legal Reference: ESSA section 8038, § 8546

22
23 Policy History:

24 Adopted on:

25 Revised on:

26
27 *Revision Note:*

PERSONNEL

Long-Term Illness/Temporary Disability~~/Maternity Leave~~

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

~~Long term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.~~

Leave without pay arising out of any long-term illness or temporary disability, ~~including pregnancy, miscarriage, childbirth and recovery therefrom,~~ shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness ~~or temporary disability plans in the event of maternity leave,~~ shall apply under the same conditions as other long-term illness or temporary disability leaves.

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

~~Legal Reference: § 49-2-310, MCA — Maternity leave — unlawful acts of employers
§ 49-2-311, MCA — Reinstatement to job following pregnancy related leave of absence~~

Policy History:

Adopted on: February 2007

Revised on:

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

PERSONNEL

Long-Term Illness/Temporary Disability~~Maternity Leave~~

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

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

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

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

Procedure History:

Promulgated on: February 2007

Revised on:

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

1 Maternity Leave

2
3 Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage,
4 childbirth and recovery therefrom. Maternity leave includes only continuous absence
5 immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or
6 continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-
7 related complications.

8
9 It is unlawful for an employer to refuse to grant an employee a reasonable leave of absence for
10 pregnancy. In determining the reasonableness which shall apply to a request for a leave of
11 absence for a pregnancy, an employer shall apply standards at least as inclusive as those which
12 have been applied to requests for leave of absence for any other valid medical reason. Jefferson
13 High School will follow the language in the current collective bargaining agreement as it relates
14 to maternity leave unless mandated otherwise by the employee’s physician.

15
16 It is also unlawful for an employer to deny to the employee who is disabled as a result of
17 pregnancy any compensation to which the employee is entitled as a result of the accumulation of
18 disability or leave benefits accrued pursuant to plans maintained by the employer, provided that
19 the employer may require disability as a result of pregnancy to be verified by medical
20 certification that the employee is not able to perform employment duties.

21
22 As a disabling condition, maternity leave is not available to fathers.

23
24 An employee who has signified her intent to return at the end of her maternity leave of absence
25 shall be reinstated to her original job or an equivalent position with equivalent pay and
26 accumulated seniority, retirement, fringe benefits, and other service credits.

27
28 Legal Reference: § 49-2-310, MCA Maternity leave – unlawful acts of employers
29 § 49-2-311, MCA Reinstatement to job following pregnancy-related
30 leave of absence
31 Admin. R. Mont. 24.9.1201—1207 Maternity Leave

32
33
34 Legal Reference:

35
36 Policy History:

37 Adopted on:

38 Revised on:

39
40 *Revision Note:*

Teachers' Aides/ParaeducatorParaprofessionalsParaprofessionals

~~Teachers' aides/paraeducatorParaprofessionals~~, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by ~~paraeducatorparaprofessionals~~ will encompass a variety of tasks that may be inclusive of "limited instructional duties."

~~ParaeducatorParaprofessionals~~ are employed by the District mainly to assist the teacher. A ~~paraeducatorparaprofessional~~ is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

~~In compliance with applicable legal requirements, the Board shall require all paraeducators with instructional duties, that are newly hired in a Title I school wide program, to have:~~

- ~~1. Completed at least two (2) years of study at an institution of higher education;~~
- ~~2. Obtained an Associate's or higher degree; or~~
- ~~3. Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.~~

It is the responsibility of each principal and teacher to provide adequate training for a ~~paraeducatorparaprofessional~~. This training should take into account the unique situations in which a ~~paraeducatorparaprofessional~~ works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the ~~paraeducatorparaprofessional~~ to assist in reading, writing, and mathematics instruction.

The Superintendent shall develop and implement procedures for an annual evaluation of teachers' aides/~~paraeducatorparaprofessionals~~. Evaluation results shall be a factor in future employment decisions.

If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's paraprofessionals, if applicable.

Legal Reference: 20 U.S.C. § 6319 Qualifications for teachers and paraprofessionals
~~Public Law 107-110, No Child Left Behind Act of 2001~~

Policy History:

Jefferson High School District #1

PERSONNEL

5420

- 1 Adopted on: February 2007
- 2 Revised on:

ESSA Qualification Notifications

ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child’s teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact Tim Norbeck, by phone at (406) 225-3740 or by e-mail at tim.norbeck@jhs.k12.mt.us

Sincerely, _____

Legal Reference:

Policy History:

Adopted on:

Revised on:

Revision Note:

1 Flexible Instructor Licensing

2
3 It is the policy of the District to increase the flexibility and efficiency of the District's resources by utilizing the
4 provision of law allowing flexibility in licensure of instructors and as a means of addressing recruitment and
5 retention of staff. Flexibilities in the following areas are available for the District's enhancement of its programs
6 and services to enhance student achievement.

7 • Internships

8 ○ Available to anyone with a current license and endorsement in one subject who
9 wants to move to a new licensed role/endorsed area.

10 ○ Requirements must be satisfied within 3 years

11 ○ Must include a plan between the intern, the school district and an accredited
12 preparation program

13 • Provisionally Certified

14 ○ May be issued to an otherwise qualified applicant who can provide satisfactory
15 evidence of:

16 ■ The intent to qualify in the future for a class 1 or class 2 certificate and

17 ■ Who has completed a 4-year college program or its equivalent, and

18 ■ Holds a bachelor's degree from a unit of the Montana university system or
19 its equivalent.

20 • Substitutes

21 ○ Must have a GED or high school diploma

22 ○ Will have completed 3 hours of training by the district

23 ○ Will have submitted a fingerprint background check

24 (All requirements can be waived by the district if the substitute has prior
25 substitute teaching experience in another public school from November 2002 to
26 earlier)

27 ○ May not substitute more than 35 consecutive days for the same teacher, however
28 the same substitute can be used for successive absences of different staff as long
29 as each regular teacher for whom the substitute is covering is back by 35
30 consecutive teaching days

31 • Retired Educators

32 ○ School district must certify to OPI and TRS that the district has been unable to fill
33 the position due to no qualified applications or no acceptance of offer by a non-
34 retired teacher

35 ○ No limit on the district

36 ○ Retired teacher must have 30 years of experience in TRS

37 ○ There is a 3 year lifetime limit on the retired individual going to work under this
38 provision

39
40 • Class 3 Administrative License

41 ○ Valid for a period of 5 years

42 ○ Appropriate administrative areas include: elementary principal, secondary
43 principal, K-12 principal, K-12 superintendent, and supervisor.

44 ○ Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach
45 in the school(s) in which the applicant would be an administrator or would
46 supervise, and qualify as set forth in ARM 10.57414 through 10.57.418

1 Transportation

2
3 The District may provide transportation to and from school for a student who:

- 4
5 1. Resides three (3) or more miles, over the shortest practical route, from the nearest
6 operating public elementary or public high school.
7
8 2. Is a student with a disability, whose IEP identifies transportation as a related service; or
9
10 3. Has another compelling and legally sufficient reason to receive transportation services.
11

12 The District may elect to reimburse the parent or guardian of a student for individually
13 transporting any eligible student.
14

15 The District may provide transportation by school bus or other vehicle or through individual
16 transportation such as paying the parent or guardian for individually transporting the student.
17 The Board may pay board and room reimbursements, provide supervised correspondence study,
18 or provide supervised home study. The Board may authorize children attending an approved
19 private school to ride a school bus, provided that space is available and a fee to cover the per-seat
20 cost for such transportation is collected. The District may transport and charge for an ineligible
21 public school student, provided the parent or guardian pays a proportionate share of
22 transportation services. Fees collected for transportation of ineligible students shall be deposited
23 in the transportation fund. Transportation issues that cannot be resolved by the trustees may be
24 appealed to the county transportation committee.
25

26 Homeless students shall be transported in accordance with the McKinney Homeless Assistance
27 Act and state law.
28

29 In-Town Busing

30
31 In-town busing is defined as the busing of students within three (3) miles of their school. In-
32 town busing is a privilege the District can discontinue at any time. The Superintendent will
33 establish guidelines under which a student may request in-town busing.
34

35 Children in Foster Care

36
37 The Superintendent will appoint a Point of Contact (POC) to coordinate activities relating to the
38 District's provisions of services to children placed in foster care, including transportation
39 services. The Superintendent, or designee, will inform the Department of Health and Human
40 Services who is the POC for the District. The District will collaborate with the Department of
41 Health and Human Services when transportation is required to maintain children placed in foster
42 care in a school of origin outside their usual attendance area or District when in the best interest
43 of the student. Under the supervision of the Superintendent/designee, the POC will invite
44 appropriate District officials, the Department of Health and Human Services POC, and officials

from other districts to consider how such transportation is to be arranged and funded in a cost-effective manner.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

The Department agrees to reimburse the District for the cost of such transportation or;

The District agrees to pay for the cost of such transportation; or

The District and the Department agree to share the cost of such transportation.

Definitions

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Department has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time for foster care placement.

| | | |
|------------------|--|---|
| Legal Reference: | § 20-7-441, MCA | Special education child eligibility for transportation |
| | § 20-10-101, MCA | Definitions |
| | § 20-10-121, MCA | Duty of trustees to provide transportation – types of transportation – bus riding time limitation |
| | § 20-10-122, MCA | Discretionary provision of transportation and payment for this transportation |
| | § 20-10-123, MCA | Provision of transportation for nonpublic school children |
| | 10.7.101, et seq., ARM | Pupil transportation |
| | 10.64.101-700, et seq., ARM | Transportation |
| | No Child Left Behind Act of 2001 (P.L. 107-110) | |

Policy History:

Adopted on: February 2007

Revised on: