

**AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1**
*** 5:30 p.m. November 18, 2025 *** **Jefferson High School Library (former)**

(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 agenda and in the brochure at the entrance to the meeting about speaking to the board during this time.*

C. Consent Agenda

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

D. Student Report

- a. Student council report
- b. Mentorship program

E. Staff Report

- a. Harmony presentation

F. Committee Reports

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 act 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. Holiday Party
2. Principal/A.D.
 - a. Fall Coaches Reports
3. Superintendent
 - a. Annual Objectives
 - b. At-risk Plan
 - c. Insurance Update

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

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

1. Construction project update
2. Personnel - *Closed sessions are always possible for personnel issues.*
 - a. Substitutes
 - b. Resignations
 - c. New hires
 - d. Volunteers
3. Attendance Agreements
 - a. 10 students from JHS to Helena Public Schools
4. FFA update
5. Call for election
6. Bus Depreciation Fund
7. Board Self-evaluation

J. Communication and Comments

- a. Letters to the Board – resignation

K. Commendations and Recognition

L. Follow-up/Adjournment – upcoming agenda items

a.

NEXT TENTATIVELY, REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING December 16, 2025, 5:30 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 5:30 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

Cami Robson, Chair (Clancy area position)
Justin Willcut (MT City area position)
Lindsey Graham (Basin area position)
Jane Erickson (At-Large 2 position)

Erika Morris, Vice-Chair (Boulder area position)
Larry Rasch (At-Large 3 position)
Clint Rieder (At-Large 1 position)

Announcements and Public Comment. The board welcomes and encourages public comments 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 people have been called upon and as time permits. The Board may not respond to and will not act on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

MINUTES Jefferson High School Dist. 1 Board of Trustees

JHS Former library/Room 117

October 21, 2025

Regular Meeting

Board members present in-person: Erika Morris, Clint Rieder, Lindsey Graham,
Justin Willcut, Jane Erickson, Larry Rasch (by phone)

Board members absent: Camilla Robson

Administrators/clerk present: Erik Wilkerson-Superintendent, Mike Moodry-Principal, Lorie Carey, Business Manager

Staff and Visitors Present: Kelsey Voeller, Megan Dawson, Rory Rasmussen, Marcella Siriwardene

A. Call to Order The meeting was called to order by Ms. Morris- vice chair, at 5:30 p.m.

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. Consent Agenda

ITEM	MOTION	SECOND	AYE	NAY	Notes
Minutes - Regular	Mr. Willcut	Mr. Rieder	6	0	
Claims and Accounts	Ms. Graham	Ms. Ericksen	6	0	
Construction payments	Ms. Graham	Mr. Willcut	6	0	Sleeping Giant
Construction payments	Ms. Graham	Mr. Rieder	6	0	SMA invoice

D. Student Report. FCCLA fundraiser

E. Staff Report. Ms. Voeller

F. Committee Reports No meetings.

G. Administration Reports – The board briefly reviews the written reports provided in the board packet. Some specific, anticipated items are listed below. The Board will not act 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 – Also submitted September activities reports.
2. Principal/A.D. – No questions.
3. Superintendent – No questions.
4. Facilities –

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

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

1. Construction/Renovation update. Done.
2. Personnel - closed sessions are always possible with personnel issues
 - a. Substitutes – Kassi Nordlinder Not addressed

ITEM	MOTION	SECOND	AYE	NAY	Notes
Ms. Nordlinder					Pending Background Check

b. Resignations – T. Keener

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve	Ms. Graham	Mr. Rieder	6	0	Pending Background Check

c. New Hires – Marcella Siriwardene

ITEM	MOTION	SECOND	AYE	NAY	Notes
Ms. Siriwardene Para	Ms. Ericksen	Mr. Willcut	6	0	Pending Background Check
Mr J Rudolph Custodial	Mr. Willcut	Ms. Ericksen	6	0	Pending Background Check
					Pending Background Check

d. Volunteers – None

3. Attendance agreements.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Acknowledge	Ms. Graham	Ms. Erickson	6	0	3 to HHS
Approve					

4. Policy Update Approvals. First and only reading.

ITEM	MOTION	SECOND	AYE	NAY	Notes
1014fe	Ms. Graham	Mr. Rieder	6	0	
1111	Mr. Willcut	Ms. Graham	6	0	
1210	Mr. Rieder	Mr. Willcut	6	0	
1700	Ms. Graham	Ms. Erickson	6	0	
2132	Mr. Willcut	Mr. Rieder	6	0	
3410 neither option of 1 or 2	Ms. Graham	Mr. Willcut	6	0	
3612 Section E AI teacher permission	Ms. Graham	Ms. Morris	6	0	
2162-P2	Ms. Graham	Mr. Willcut	6	0	

5. New Policy Approvals. First and only reading

ITEM	MOTION	SECOND	AYE	NAY	Notes
2335-NF 1-3 Forms	Mr. Willcut	Ms. Erickson	6	0	

6. FFA discussion. Mr. Wilkerson began with a few ideas he and Mr. Moodry researched. Talked to FFA State Advisor Jim Rose and Eric Tillman OPI for Ag Ed. Online options available. Nelson Academy was created by Scobey Ag teacher. Ag online courses, FFA chapter under Nelson Academy. \$192/class. Discussion to continue at next meeting.

ITEM	MOTION	SECOND	AYE	NAY	Notes
				0	

7. Approval of bond/building reserve funds for classroom lighting/sound discussion. We are applying for a 1/5 grant \$18,505 from building reserve, \$9,560 Bond

ITEM	MOTION	SECOND	AYE	NAY	Notes
	Mr. Raasch	Mr. Willcut	6	0	

J. Communication and Comments Resignation

K. Commendations and Recognitions

a. Flag Football 2nd at state. State XCountry

L. Follow-up/Adjournment – upcoming months

a. Next regular meeting – Ag Ed and FFA

b. Call for Election

M. Adjournment - meeting adjourned at 6:38.

Signature of Vice-chair

Signature of Clerk

11/14/25
11:26:55

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/25

Page: 1 of 6
Report ID: AP100

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
26153	50015S	2717 CITY OF BOULDER	1,364.42					
1		622-00 10/01/25 Water JHS outdoor	15.97		201	100-2600	421	
2		617-00 10/01/25 Water, Sewer, Tennis	36.45		201	100-2600	421	
3		311-00 10/01/25 Water,Sewer,JHS	1,312.00		201	100-2600	421	
26154	50030S	2129 PICCOLO'S MUSIC	20.00					
1		286402 09/04/25 Bent neck joint Tenor Sax	20.00*		201	100-1470	440	
26155	50022S	1086 GIULIO DISPOSAL SERVICES, INC.	528.00					
1		4323 09/30/25 8 yd 2x weekly	528.00		201	100-2600	431	
26156	50029S	1737 NORTHWESTERN ENERGY	7,935.14					
1		0133494-5 10/01/25 Electric Service	6,198.82		201	100-2600	412	
2		0133494-5 10/01/25 Unmetered Service	12.91		201	100-2600	412	
3		0133494-5 10/01/25 Natural Gas Service	715.00		201	100-2600	411	
4		0133494-5 10/01/25 State and Local Taxes	1,008.41		201	100-2600	411	
26157	50020S	5840 Frontline Glass	855.49					
1		233220 10/07/25 1/4x59 1/4 Stadium glass	855.49		201	100-2600	440	
26158	50019S	5191 FISHER'S TECHNOLOGY	385.00					
1		1564740 10/02/25 Copier B&W color	385.00		201	100-2400	440	
26159	50009S	5574 BOULDER ACE HARDWARE	1,118.02					
1		4988 09/26/25 Saw blade, MSNRY cut whl	55.98		201	100-2600	610	
2		4882 09/10/25 paint mixer, plstc bucket lid	26.97		201	100-2600	610	
3		4942 09/19/25 drain bladder, wax ring	72.97		201	100-2600	610	
4		4970 09/23/25 angle broom, elec tape	20.58		201	100-2600	610	
5		4969 09/23/25 swifter sweeper, floor cleaner	79.95		201	100-2600	610	
6		4837 09/02/25 fastners	2.24		201	100-2600	610	
7		4843 09/03/25 killzall concet garden sprayer	169.98		201	100-2600	610	
8		4958 09/22/25 flat washer	22.98		201	100-2600	610	
9		4805 08/27/25 lime rust remover, flip disc,	49.97		201	100-2600	610	
10		4786 08/23/25 nut drvr set joint set, needle	49.96		201	100-2600	610	
11		4793 08/25/25 pin & clip sleeved	11.99		201	100-2600	610	
12		4821 08/29/25 no parking signs	14.95		201	100-2600	610	
13		4968 09/23/25 nipple galv 1x6	13.18		201	100-2600	610	
14		4935 09/18/25 Titanium drill bit, Socket ada	52.96		201	100-2600	610	
15		4962 09/22/25 Modified tr teks, titanium dri	25.47		201	100-2600	610	
16		4809 08/27/25 BLK&GLD drl bit fastner	46.45		201	100-2600	610	
17		4941 09/19/25 Screws, sprder tow behind	383.45*		201	100-2600	660	
18		4922 09/17/25 Wrk Glv Drv leather	17.99		201	100-2600	610	

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
26161	-99378E	4786 MC Mastercard	208.99						
1		09/22/25 Due from Speech & Debate	208.99		201	170			
26162	-99377E	4786 MC Mastercard	146.25						
1		10/02/25 State Flag Football food	146.25*		215	720-3500	660	352	
26163	-99376E	4786 MC Mastercard	413.07						
1		09/09/25 Due from Drama	413.07		201	170			
26164	-99375E	4786 MC Mastercard	1,250.00						
1		09/16/25 Due from Cheer	1,250.00		201	170			
26165	50031S	5878 ProCare Therapy	563.88						
1		21289949 10/16/25 Fitch, Kamryn School Para	563.88*		213	280-1000	330		
26166	50025S	3374 J.W. PEPPER & SON, INC.	385.99						
1		367801465 09/17/25 golden SSA, Witches	61.00*	11231	201	100-1470	610		
BOWMAN									
2		367878088 10/07/25 Beauty and the Beast	64.99*	11231	201	100-1470	610		
BOWMAN									
3		367888082 10/09/25 Royal march of the lion, A	260.00*	11231	201	100-1470	610		
BOWMAN									
26167	50024S	5160 INFINITE CAMPUS	323.00						
1		INV-00273 03/13/25 Walker Chipper, Hardware sh	323.00*		201	100-2400	680		
26168	50016S	5886 Crum, Jerry	14.25						
1		10/15/25 Air Fliter at Oreilly auto par	14.25		201	100-2600	610		
26169	50021S	1002 GENERAL DISTRIBUTING	1,011.08						
1		0001553670 09/29/25 Acetylene 60-397 Rental	350.96*		201	390-1640	610		
2		0001553913 09/30/25 75% argon 25% cyl steel	660.12*		201	390-1640	610		
26170	50026S	3366 JHS ACTIVITIES	1,052.05						
1		Due to FCC 04/30/25 DDeposit from MT DOT	1,052.05		201	606			

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Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
26171	-99374E	4786 MC Mastercard	1,017.31					
1		09/23/25 Staples toner	377.47*		215	474-1000	610	28
2		09/25/25 Walmart paper, toner	639.84*		215	474-1000	610	28
26172	-99373E	4786 MC Mastercard	397.45					
Mastercard 5872 and Mastercard 9574 on both this claim								
1		09/10/25 Grizzly liftgate refund	-34.00		213	390-1640	610	
2		09/09/25 Walmart Pizza, paper plates, e	87.60*		215	423-1000	610	713
3		09/12/25 Family dollar Mops for the J	48.00		201	170		
4		09/23/25 Walmart candys	26.64		201	100-1000	610	
5		09/25/25 DrI signs for stadium	269.21*		260	100-4500	715	
26173	50027S	1377 JOHNSON CONTROLS	3,818.00					
1		1-13664191 10/21/25 Multi zone unit dampers wo	3,818.00*		260	100-4500	720	
26174	-99372E	4786 MC Mastercard	1,753.66					
1		09/08/25 Due from GA	9.97		201	170		
2		09/11/25 Due from Cheer	85.00		201	170		
3		09/15/25 Due From GA	114.99		201	170		
4		09/18/25 Holiday gas for AD meeting	61.78		201	720-3500	582	
5		09/25/25 Conoco state FFB AD gas	45.22		201	720-3500	582	
6		10/03/25 State FFB AD food	12.00		201	720-3500	582	
7		10/03/25 State FFB AD Food	9.50		201	720-3500	582	
8		10/03/25 FFB State Girls Hotel	1,379.20*		215	720-3500	660	352
9		10/03/25 Exxon FFB AD gas	36.00		201	720-3500	582	
26175	-99371E	4786 MC Mastercard	1,768.63					
1		09/09/25 Ace Pull along spreader	233.99*		201	100-2600	660	
2		09/12/25 Ace pull along spreader credit	-233.99*		201	100-2600	660	
3		09/11/25 Walmart Math Batteries	6.27*		201	100-1441	610	
4		09/10/25 Nasco knives	70.19*		201	100-1710	610	
5		09/12/25 Due from Trap	320.00		201	170		
6		09/11/25 Sympathy Flowers	94.98*		201	100-2300	800	
7		09/26/25 Sympathy Flowers	88.75*		201	100-2300	880	
8		09/16/25 Flinn Scientific	350.00*		201	100-1514	610	
9		09/30/25 Murdochs pants	123.97		201	100-2600	610	
10		09/30/25 Capital Sports boots	329.99		201	100-2600	610	
11		09/30/25 Lowes Scotts Winter Guard	371.88		201	100-2600	610	
12		10/01/25 USPS package	12.60		201	100-2400	532	

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JEFFERSON HIGH SCHOOL

Claim Details

For the Accounting Period: 10/25

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
26176	-99380E	4639 WEX BANK	9,436.33					
1		107688173 09/30/25 Route fuel	5,258.27*		210	100-2700	624	
2		107688173 09/30/25 Due from BES	1,943.32		201	180		
3		107688173 09/30/25 cross country	68.19		201	720-3500	582	
4		107688173 09/30/25 career fair	79.29*		201	100-2100	582	
5		107688173 09/30/25 Practice bus	86.69		201	720-3500	582	
6		107688173 09/30/25 Flag Football	222.00*		215	720-3500	610	352
7		107688173 09/30/25 Football	670.23		201	720-3500	582	
8		107688173 09/30/25 Volleyball	579.31		201	720-3500	582	
9		107688173 09/30/25 Football	279.80		201	720-3500	582	
10		107688173 09/30/25 counseling	26.67*		201	100-2100	582	
11		107688173 09/30/25 superintendent	23.98*		201	100-2300	582	
12		107688173 09/30/25 FCCLA	56.41		201	710-3400	582	
13		107688173 09/30/25 drivers ed	83.83*		218	100-1000	624	
14		107688173 09/30/25 foods	58.34		201	910-3100	624	
26177	50023S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	51,953.20					
1		11330 09/30/25 Route	45,365.92*		210	100-2700	513	
2		11330 09/30/25 Cross Country	294.12		201	720-3500	582	
3		11330 09/30/25 Cross Country downtime	95.41		201	720-3500	582	
4		11330 09/30/25 Career Fair	342.00*		201	100-2100	582	
5		11330 09/30/25 Career Fair downtime	190.82*		201	100-2100	582	
6		11330 09/30/25 Practice Bus	373.92		201	720-3500	582	
7		11330 09/30/25 Practice Bus downtime	190.82		201	720-3500	582	
8		11330 09/30/25 Flag Football	253.08*		215	720-3500	582	352
9		11330 09/30/25 Flag Football downtime	190.82*		215	720-3500	582	352
10		11330 09/30/25 Flag Football drive time	451.23*		215	720-3500	582	352
11		11330 09/30/25 Football	198.36		201	720-3500	582	
12		11330 09/30/25 Football downtime	381.64		201	720-3500	582	
13		11330 09/30/25 Football drive time	779.24		201	720-3500	582	
14		11330 09/30/25 Volleyball	2,143.20		201	720-3500	582	
15		11330 09/30/25 Volleyball downtime	572.46		201	720-3500	582	
16		11330 09/30/25 Volleyball drive time	130.16		201	720-3500	582	
26178	50011S	5346 BSN SPORTS	1,175.00					
1		931683935 10/17/25 Goal post pads custom print	1,175.00*		215	720-3500	660	352

11/14/25
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JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/25

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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
26184	50032S	2144 SAFEGUARD BUSINESS SYSTEMS	245.44					
1		451414 10/01/25 Claim checks	245.44*		201	100-2500	610	
26185	50013S	2152 CENTURY LINK	463.92					
1		333808998 10/13/25 internet	463.92		201	100-2300	531	
26186	50008S	5884 Affordable floor covers	3,900.00					
1		Floor Covering	3,900.00*	11259	201	720-3500	660	111
26187	50028S	4389 NITRO GREEN & CHRISTMAS DECOR	144.00					
1		733329 10/01/25 Nitro Green pest control	144.00		201	100-2600	440	
26188	50012S	5523 CANON FINANCIAL SERVICES, INC.	730.00					
1		41956587 10/12/25 B&W copier	730.00		201	100-5200	840	
26189	50031S	5878 ProCare Therapy	563.88					
1		21289949 10/16/25 Fitch, Kamryn School para	563.88*		213	280-1000	330	
26190	50014S	4827 CITI BUSINESS VISA-Costco	1,524.18					
1		10/27/25 Interest on the card	78.32		201	100-1000	610	
2		10/02/25 chefstore food strg covers	20.05*		201	910-3100	610	
3		10/02/25 Costco T.V.	299.99*		215	100-2500	660	777
4		10/08/25 Walmart spray ,salt	3.28*		201	910-3100	610	
5		10/08/25 Costco Garlic salt	7.49*		201	910-3100	610	
6		10/08/25 Costco BPA drone	649.99*		215	451-1170	660	61
7		09/28/25 Billings hotel for FCCLA	138.60*		215	451-1710	582	61
8		09/19/25 The sweet spot	35.70*		201	100-2300	800	
9		10/01/25 Costco nurse water	3.99		201	100-1000	610	
10		10/03/25 Staples ink	286.77		201	100-2300	610	
26191	-99379E	4625 MT DEPARTMENT OF REVENUE	6,952.22					
1		PA4 09/15/25 CGR Mockel Pay App #4	5,258.88*		260	100-4500	715	
2		PA3 09/15/25 CGR Mockel Pay App #3	1,693.34*		260	100-4500	715	
26192	50021S	1002 GENERAL DISTRIBUTING	1,237.15					
1		0001560930 10/15/25 Steel cyl brown 300 cu Ft	1,237.15*		201	390-1640	610	
# of Claims		39	Total:	111,218.06	# of Vendors	23		
		Total Electronic Claims	29,355.41					
		Total Non-Electronic Claims	81,862.65					

11/14/25
11:27:42

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/25

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Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
26193	50038S	1304 JEFFERSON COUNTY SOLID WASTE	20.00						
1		55293 10/30/25 FREON	20.00		201	100-2600	431		
26194	50041S	5777 MENTAL HEALTH CONNECTIONS LLC	412.50						
1		10312025 10/31/25 Service dates9/2 9/23 9/28	412.50*		215	459-1000	330	459	
26195	50045S	5883 Sleeping Giant Mechanical	52,757.00						
1		2024 09/18/25 Library Furncace Replacement	31,800.00*		261	100-2600	440	613	
2		2036 10/01/25 Proposal Boiler room Multi zon	20,957.00*		261	100-2600	440	613	
26196	50048S	5575 WILKERSON, ERIK	55.00						
1		10/31/25 260 miles for District VB	55.00*		201	100-2300	582		
26197	50037S	5818 ITD Solutions	4,597.50						
1		1078 10/30/25 It service agreement nov25	4,597.50		201	100-2580	355		
26198	50046S	5270 SMA ARCHITECTS	2,412.24						
1		22-001-41 10/10/25 Sma basic services, t&F imp	2,412.24*		260	100-4500	715		
26199	50033S	385 BOULDER MONITOR	5.00						
1		7235 10/15/25 Agenda	5.00		201	100-2300	540		
26200	50034S	4835 BOWMAN, MATT	165.49						
1		10/31/25 Band Food for District VB	165.49		201	720-3500	582		
26201	50040S	4700 KLASS, KARSON	263.96						
1		10/24/25 Pizza dinner XC state	263.96		201	720-3500	582		
26202	50042S	5891 Montana Internet	3,165.00						
1		6596 11/03/25 crows nest internet	3,165.00*		260	100-4500	715		
26203	50036S	4633 COMMERCIAL ENERGY OF MT INC.	1,175.03						
1		NWE090773 11/04/25 Gas on the NWE System	1,175.03		201	100-2600	411		
26204	50043S	5878 ProCare Therapy	1,299.07						
1		2135849 11/02/25 Fitch, Kamryn School para	1,299.07*		213	280-1000	330		

11/14/25
11:27:42

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/25

Page: 2 of 3
Report ID: AP100

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
26205	50035S	2717 CITY OF BOULDER	1,364.42					
1		622-00 11/25/25 Water JHS outdoor	15.97		201	100-2600	421	
2		617-00 11/25/25 Water, Sewer, Tennis	36.45		201	100-2600	421	
3		311-00 11/25/25 Water,Sewer,JHS	1,312.00		201	100-2600	421	
26206	50039S	1365 JEFFERSON COUNTY TREASURER	2,263.90					
1		000002447 11/07/25 Tax 1st and 2nd half	2,263.90		201	100-2600	431	
26207	50044S	5341 QUADIENT LEASING USA INC	214.62					
1		Q2069939 10/23/25 Lease payment	214.62		201	100-2400	532	
26208	50047S	5503 U OF M COLLEGE OF POLYSCI/LIBARTS	460.00					
1		11/07/25 MUN registration	460.00		201	710-3400	582	
26209		3481 MT DOJ CRIMINAL RECORDS	60.00					
1		Background MM	30.00*	11254	201	100-2300	800	
2		Background JR	30.00*	11260	201	100-2300	800	
26210		1086 GIULIO DISPOSAL SERVICES, INC.	528.00					
1		4356 10/31/25 8 yd 2x weekly	528.00		201	100-2600	431	
26211		5575 WILKERSON, ERIK	29.40					
1		11/10/25 140 miles for Divisional VB	29.40*		201	100-2300	582	
26212		1828 MT HIGH SCHOOL ASSOCIATION	140.00					
1		11/05/25 Aim Higher for JHS students	140.00*		215	100-1000	582	31
26213		5835 Helena Weed Control, LLC.	200.00					
1		3256 10/30/25 Spray for noxious weeds on 2.5	200.00		201	100-2600	440	
26215		1002 GENERAL DISTRIBUTING	2,080.77					
1		0001566838 10/31/25 Cylinder rental invoice	70.93*		201	390-1640	610	
2		0001564051 10/29/25 Brand Wire	517.92*		201	390-1640	610	
3		0001564092 10/29/25 knot Stringer bead	148.00*		201	390-1640	610	
4		0001564040 10/29/25 Repair Replaced blade, Hyd	1,343.92*		201	390-1640	610	

11/14/25
11:27:42

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 11/25

Page: 3 of 3
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
26216	50049S	5892 Butte Toyota	53,169.09					
1		11/10/25 Due from GA	2,000.00		201	170		
2		11/10/25 Toyota Grand Highlander	51,169.09*		218	100-1000	732	
26217		5893 Keough, Leah	140.00					
1		11/12/25 Divisional VB cheer food	140.00		201	720-3500	582	
26218		5859 MT Department of Public Heath and	275.00					
1		11/10/25 JHS Food Safety license	275.00*		201	910-3100	810	
26219		1987 PACIFIC STEEL	1,461.28					
1		08/21/25 Flat, round, saw processing	1,145.46*		201	201-1640	610	
9119570								
2		10/17/25 tube, saw processing	315.82*		201	201-1640	610	
9165622								
26220		5472 MT DIGITAL ACADEMY	640.00					
1		10/20/25 Flexcap	640.00*		215	100-1000	640	1
INV-10.20.25-0								
26222		5878 ProCare Therapy	1,094.83					
1		21312345 11/19/25 Fitch, Kamryn School para	1,094.83*		213	280-1000	330	
26223		3111 HELENA PUBLIC SCHOOLS	200,404.71					
1		2600033 07/10/25 Out of District Tuition	200,404.71*		213	100-1000	561	
# of Claims		29	Total:	330,853.81	# of Vendors	27		



October 28, 2025

Erik Wilkerson
Superintendent
Jefferson High School
312 South Main
Boulder, MT 59632

**Subject: Jefferson High Track Improvements Project
Pay Application #5**

Dear Mr. Wilkerson:

Enclosed for your review is payment application from Mockel Precast and Excavation (Contractor) for work completed on the subject project. Water & Environmental Technologies (WET) has reviewed the payment request. The Contractor has requested payment of \$74,083.75. The request includes the retainage release for the project. No significant items were identified in our final project inspection.

WET recommends the invoice be paid for the requested amount.

If you have any questions or comments, please don't hesitate to contact me at 406-497-8685.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erik Ingman', is written above the typed name.

Erik Ingman P.E.
Senior Civil Engineer
Water and Environmental Technologies

Enclosures



JHS Track Improvements

Pay Application #5

10/16/2025

Item Number	Description	Quantity	UM	Unit Bid Price	Total Bid Price	Previously Billed	This Period	Stored Materials	Total Complete	% Complete	Balance To Finish	Retainage
101	Mobilization	1	LS	\$78,500.00	\$78,500.00				\$78,500.00	100.00%	\$0.00	\$0.00
102	Demolition	1	LS	\$12,000.00	\$12,000.00				\$12,000.00	100.00%	\$0.00	\$0.00
103	Synthetic Track Surfacing	5,361	SY	\$73.00	\$391,353.00				\$391,353.00	100.00%	\$0.00	\$0.00
104	Track Asphalt Pavement Section	5,361	SY	\$34.00	\$182,274.00				\$182,274.00	100.00%	\$0.00	\$0.00
105	Track Vertical Curbing	2,921	LF	\$38.00	\$110,998.00				\$110,998.00	100.00%	\$0.00	\$0.00
106	Storm 10-Inch Drain In-Line Drains	4	EACH	\$555.00	\$2,220.00				\$2,220.00	100.00%	\$0.00	\$0.00
107	Storm 8-Inch Drain In-Line Drains	7	EACH	\$600.00	\$4,200.00				\$4,200.00	100.00%	\$0.00	\$0.00
108	Storm 12-Inch Drain Basin	1	EACH	\$1,750.00	\$1,750.00				\$1,750.00	100.00%	\$0.00	\$0.00
109	Storm 12-Inch Drain Pipe	119	LF	\$55.00	\$6,545.00				\$6,545.00	100.00%	\$0.00	\$0.00
110	Storm 10-Inch Drain Pipe	394	LF	\$48.00	\$18,912.00				\$18,912.00	100.00%	\$0.00	\$0.00
111	Storm 8-Inch Drain Pipe	679	LF	\$41.00	\$27,839.00				\$27,839.00	100.00%	\$0.00	\$0.00
112	Storm Drain Pond	1	LS	\$12,600.00	\$12,600.00				\$12,600.00	100.00%	\$0.00	\$0.00
113	Infield Grading	11,101	SY	\$10.00	\$111,010.00				\$111,010.00	100.00%	\$0.00	\$0.00
114	Infield Sod	11,101	SY	\$12.00	\$133,212.00				\$133,212.00	100.00%	\$0.00	\$0.00
115	Jumping Pit Runway	296	LF	\$85.00	\$25,160.00				\$25,160.00	100.00%	\$0.00	\$0.00
116	Jumping Pit Track Synthetic Surfacing	131	SY	\$73.00	\$9,563.00				\$9,563.00	100.00%	\$0.00	\$0.00
117	Jumping Pit	1	LS	\$86,200.00	\$86,200.00				\$86,200.00	100.00%	\$0.00	\$0.00
118	Pole Vault Runway	130	LF	\$88.00	\$11,440.00				\$11,440.00	100.00%	\$0.00	\$0.00
119	Pole Vault Track Synthetic Surfacing	58	SY	\$73.00	\$4,234.00				\$4,234.00	100.00%	\$0.00	\$0.00
120	Discus Cage	1	LS	\$12,500.00	\$12,500.00				\$12,500.00	100.00%	\$0.00	\$0.00
121	Shotput Vertical Curbing	177	LF	\$75.00	\$13,275.00				\$13,275.00	100.00%	\$0.00	\$0.00
122	Javelin Area Earthwork	1	LS	\$8,950.00	\$8,950.00				\$8,950.00	100.00%	\$0.00	\$0.00
123	Javelin Area Topsoil/Seeding	3,573	SY	\$10.00	\$35,730.00				\$35,730.00	100.00%	\$0.00	\$0.00
124	Javelin Area Irrigation	3,573	SY	\$5.00	\$17,865.00				\$17,865.00	100.00%	\$0.00	\$0.00
125	Fencing	1,080	LF	\$28.00	\$30,240.00				\$30,240.00	100.00%	\$0.00	\$0.00
126	Misc Work Units	124,842	EACH	\$1.00	\$124,842.00		\$43,646.00		\$81,196.00	100.00%	\$0.00	\$0.00
127	ALTERNATE 1 - High Jump Asphalt Pavement Section	1,331	SY	\$39.00	\$51,909.00				\$51,909.00	100.00%	\$0.00	\$0.00
CO 1	Quantity Reconciliation	1	LS	(\$43,646.00)	(\$43,646.00)		-\$43,646.00		(\$43,646.00)	100.00%	\$0.00	\$0.00
SUBTOTALS:					\$1,481,675.00	\$1,481,675.00	\$0.00	\$0.00	\$1,481,675.00	100.00%	\$0.00	\$0.00

TOTAL COMPLETE TO DATE:

\$1,481,675.00

LESS PREVIOUS APPLICATIONS FOR PAYMENT:

\$1,392,774.50

LESS RETAINAGE:

\$0.00

LESS 1% GRT:

\$14,816.75

TOTAL DUE:

\$74,083.75

From the desk of: 

November 25

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

The September monthly summary of the activities account is included in the packet. If any clubs/activities need to have an activities account established, it must be approved by the board of trustees.

Partial tuition payments for JHS district students who attended other schools for 2024/25 will be paid this month. The first half is due in November and the second half in June.

Planning for the holiday party is commencing. It has been decided that it will be an hors d'oeuvre party on Tuesday, December 9. The admin group, and board members who are able, will provide appetizers. The theme is Gingerbread Men.

11/13/25
16:24:12

JEFFERSON HIGH SCHOOL
Statement of Activity by Account Name for 10/01/25 to 10/31/25

Page: 1 of 2
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			In Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
252 A.M.B.R.E.S.	78.03	0.00	0.00	0.00	0.00		0.00	0.00	78.03
290 ANGEL FUND	4727.98	0.00	0.00	0.00	3135.04		0.36	0.00	7863.38
215 ANNUAL/ YEARBOOK	10078.88	0.00	225.00	315.00	0.00		0.48	0.00	10619.36
261 ART CLASS	9282.51	0.00	175.00	350.00	0.00		0.44	0.00	9807.95
262 ART CLUB	3937.38	0.00	0.00	0.00	0.00		0.18	0.00	3937.56
238 B.P.A.	12382.49	552.00	225.00	25.00	0.00		0.54	0.00	12081.03
265 BAND CLUB	5770.29	5407.39	63.65	681.31	0.00		0.05	0.00	1107.91
260 CHEER/PEP CLUB	9640.82	0.00	0.00	0.00	0.00		0.44	0.00	9641.26
266 CHORAL CLUB	48.76	0.00	0.00	0.00	0.00		0.00	0.00	48.76
225 CLASS OF 2023	0.01	0.00	0.00	0.00	-0.01		0.00	0.00	0.00
226 CLASS OF 2024	4396.04	0.00	0.00	0.00	-4396.04		0.00	0.00	0.00
227 CLASS OF 2025	6270.07	0.00	0.00	0.00	-6270.07		0.00	0.00	0.00
206 CLASS OF 2026	9336.94	0.00	0.00	0.00	0.00		0.43	0.00	9337.37
222 CLASS OF 2027	1487.37	0.00	0.00	507.51	0.00		0.09	0.00	1994.97
224 CLASS OF 2028	1252.06	0.00	0.00	0.00	0.00		0.06	0.00	1252.12
229 CLASS OF 2029	127.15	0.00	40.00	230.00	10.00		0.02	0.00	407.17
275 CONCESSIONS	1420.67	2803.83	0.00	4816.79	0.00		0.16	0.00	3433.79
232 DRAFTING	592.64	0.00	0.00	75.00	0.00		0.03	0.00	667.67
211 DRAMA	18916.86	247.73	0.00	35.00	0.00		0.86	0.00	18704.99
207 DRIVERS ED	7170.00	0.00	0.00	1250.00	0.00		0.00	0.00	8420.00
230 F.C.C.L.A.	-2353.04	333.90	5745.00	30.00	0.00		0.00	0.00	3088.06
231 FCS FAMILY CONSUMER SCIENCE	3754.07	570.88	70.00	60.00	200.00		0.16	0.00	3513.35
228 FILM MAKING	378.22	0.00	0.00	0.00	0.00		0.02	0.00	378.24
352 FLAG FOOTBALL	310.17	0.00	0.00	0.00	0.00		0.01	0.00	310.18
205 FOODS	5309.74	0.00	0.00	1830.25	-10.00		0.33	0.00	7130.32
301 FR GBB	3089.49	0.00	0.00	0.00	0.00		0.14	0.00	3089.63
303 FR WRESTLING	3597.50	0.00	0.00	953.43	0.00		0.21	0.00	4551.14
302 FR XCOUNTRY	454.77	0.00	0.00	0.00	0.00		0.02	0.00	454.79
245 GENERAL ATHLETICS	112314.60	7859.48	245.00	6059.00	7531.08		5.42	0.00	118295.62
202 HOMECOMING ACCT	1295.58	0.00	0.00	0.00	0.00		0.06	0.00	1295.64
246 HOSTED EVENTS	1292.37	0.00	0.00	0.00	0.00		0.00	0.00	1292.37
234 MACHINING	1080.63	0.00	0.00	0.00	0.00		0.05	0.00	1080.68
219 MARIAH'S CHALLENGE	1849.84	0.00	0.00	0.00	0.00		0.08	0.00	1849.92
250 NATIONAL HONOR SOCIETY	2798.45	0.00	0.00	0.00	-200.00		0.12	0.00	2598.57
208 ONLINE FEES CC	-1084.56	0.00	0.00	-61.83	0.00		0.00	0.00	-1146.39
280 OUTDOOR CLASSROOM	759.54	0.00	0.00	0.00	0.00		0.03	0.00	759.57
295 PANTHER PANTRY	17940.19	246.35	0.00	0.00	0.00		0.81	0.00	17694.65
217 PANTHER PRESS	817.74	0.00	0.00	0.00	0.00		0.04	0.00	817.78
263 PHOTOGRAPHY	1920.73	0.00	0.00	0.00	0.00		0.09	0.00	1920.82
201 REVOLVING ACCOUNT	3175.97	0.00	0.00	105.00	0.00		0.15	0.00	3281.12
247 RODEO CLUB	15292.38	0.00	0.00	0.00	0.00		0.70	0.00	15293.08
203 SCHOLARSHIP MONIES	1376.27	0.00	0.00	0.00	0.00		0.06	0.00	1376.33
220 SCIENCE OLYMPIAD	2890.01	0.00	0.00	0.00	0.00		0.13	0.00	2890.14
235 SKILLS USA	3665.32	0.00	0.00	0.00	0.00		0.17	0.00	3665.49
281 SPANISH CLUB	339.55	0.00	100.00	0.00	0.00		0.02	0.00	439.57
240 SPECIAL	3327.37	0.00	0.00	0.00	0.00		0.15	0.00	3327.52
212 SPEECH & DEBATE	2396.53	80.00	60.00	752.42	0.00		0.14	0.00	3129.09
200 STUDENT COUNCIL	3374.91	0.00	0.00	0.00	0.00		0.17	0.00	3375.08
699 SUSPENSE	11942.98	0.00	0.00	0.00	0.00		0.55	0.00	11943.53
210 THESPIANS	0.00	0.00	10.00	0.00	0.00		0.00	0.00	10.00
300 TRAP CLUB	5463.80	3191.40	0.00	0.00	0.00		0.00	0.00	2272.40
285 WEIGHT ROOM ENHANCEMENT	11769.83	0.00	0.00	0.00	0.00		0.54	0.00	11770.37

11/13/25
16:24:12

JEFFERSON HIGH SCHOOL
Statement of Activity by Account Name for 10/01/25 to 10/31/25

Page: 2 of 2
Report ID: S100

Account	Opening Balance	Disbursed (-)	Receipts			Invest (+)	Misc.	Misc.	Closing Balance
			in Transit (+)	Deposits (+)	Transfers (+)		Earnings (+)	Charges (-)	
236 WELDING	4733.39	431.92	30.00	35.00	0.00		0.20	0.00	4366.67
237 WOODS	3191.96	0.00	80.00	35.00	0.00		0.15	0.00	3307.11
898 MISC EARNINGS	532.00	0.00	0.00	0.00	0.00		0.00	0.00	532.00
899 MISC CHARGES	22.74	0.00	5.00	0.00	0.00		0.00	0.00	27.74
Total for Student Accounts	335937.99	21724.88	7073.65	18083.88			14.86		339385.50
Bank Account Totals	335937.99	21724.88	7073.65	18083.88	0.00		14.86	0.00	339385.50

Bank Balance	339385.50
Plus Outstanding Checks	16955.13
Minus Outstanding Deposits	329.17
Balance	356011.46
Minus Receipts in Transit	7073.65
Statement Balance	348937.81



November 18, 2025

Principal's Report--Mr. Mike Moodry

Enrollment-336

Academics

We had a 2.7% failure rate is higher than the normal 1st quarter, yet is near the rate during the 4th quarter. Teachers will train on SOS (Signs of Suicide), 504's, and drug identification at our November 21 professional development.

Discipline and Attendance

Discipline Comparison for the same time period last year.

	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
Staff	13	10	14	10	12	11	7	6
Event Types	7	12	15	9	9	16	10	9
Events	40	26	51	24	50*	38	20	13
Students	39	29	54	30	33	43	33	29

Our attendance rate is 97.25% for the year.

Parent Teacher Conference

Parent-teacher conferences were hosted on November 4 at JHS from 2-4 and 5-7 in Clancy. They were well attended.

Activities

Please see Mrs. Layng's attached Activities Report

Harmony Education

Brett Welte with Harmony Education will join us for a presentation via Zoom. We would like to start a trial run of Harmony this spring.

AD Update

As we just wrapped up Fall Sports with volleyball at the State tournament in Bozeman last week, we look forward to winter sports beginning this week. I'll have an update with State volleyball at the meeting. But, overall, the season was a resounding success with the girls placing 2nd at Districts, 3rd at Divisionals and returning to the State tournament for the 2nd year in a row. Jefferson High hosted the divisional volleyball tournament in Butte at the Civic Center last week. We felt it ran very smoothly and was a huge success. Many compliments were sent our way along with some great feedback.

Speech & Debate began the beginning of October and had their first tournament in Anaconda on Oct 25th. Mrs. Feistner is 14 strong this year with a lot of the veteran competitors wanting stronger and more competition so have elected to attend a few AA meets as well as their regular competitions. At their opening meet, the team was 2nd in Sweeps B Division, 3 people placed 1st in their events, 2 were 4th place, and there was an 8th and a 9th place. So very good results to begin their season. They traveled to Conrad on Saturday.

We had our winter sports parent/athlete meeting with coaches last Monday and had a huge turnout. Initial numbers are forecasted to have around 24 in wrestling (boys and girls), 34 for boys' basketball, 23 for girls' basketball and around 21 for cheer. Practices begin Thursday, November 20th with first games and tournaments starting on December 5th.

Mr. Hesford's drama students will be performing "Midsummer Night's Dream" this Thursday – Saturday at 7pm each evening.

Mr. Bowman has his honors band and choir students in Twin Bridges today for workshops and a concert tonight. (11/13/25)

Superintendent's Report

November 18, 2025

Annual Objectives- Attached are the propose annual objectives for the next year. Mr. Moodry and I updated last year's objectives to include the transformational learning component.

At-Risk Plan- The At-Risk Plan has been updated from last year. The plan is attached for your review.

Insurance Update- It's our understanding that MUST will no longer exist after this year. Bridged Health is the new trust and will hopefully get the minimum number of members to have a state-wide trust (20,000). We did receive numbers from Bridged Health, and we are looking at a 3% increase. Their plan is not an apples-to-apples comparison. We are now working with Mark Meredith as our insurance agent. Mark has recommended we go with Bridged Health and will present to our union.

Jefferson High School

2025-2026 Annual Goals and Objectives Review

The implementation of annual objectives will utilize development of Jefferson High School growth plans for the upcoming academic year. The objectives will be used to assess student performance, district decision making, and appropriate resource usage.

Goal 1- Use current assessment models to guide increased student learning.

Objectives

- Update district curriculum to continue to meet state and national standards.
- Evaluate student performance with guidance from current assessment models.
- Use assessment models to monitor student growth and performance.
- Develop teaching models to include collaboration, self-assessment, and goal setting to provide feedback for increasing learning and teaching objectives.
- Develop assessment rubrics to increase problem solving skills and higher order thinking.
- Develop advanced courses to allow increased opportunities for student participation.
- Evaluate student progress annually using measures and standards from current assessment models and curriculum benchmarks.
- JHS students will meet graduation standards and use developed skills for success.
- Explore the possibility of adding a remote learning option to provide a more individualized education approach to all students. Make a recommendation to the Board.

Review: JHS has done an excellent job of assessing students and working collaboratively through the literacy grant. This has allowed the district to identify high risk students so we can put specific efforts toward those students. The PLC groups have worked together to identify those students and give them targeted assistance.

Goal 2- Increase communication and relations to improve student achievement.

Objectives

- Develop and implement a communication plan to increase community relations.
- Provide professional development opportunities for implementing current communication trends.
- Revamp website to provide efficient and applicable data with ease of access.
- Analyze benefits and challenges of digital media and social networking usage.
- Increase reporting of student performance and parental involvement by providing training opportunities on curriculum and assessment.
- Review [Community Engagement Plan](#)

Review: Community relations will continue to be a goal for the 2025-2026 school year. We have been providing monthly updates to the Boulder Monitor that include school successes and updates to the

building project. We have updated our website to make it more accessible and easier to locate information. However, this will be an ongoing project. We will continue to educate parents on the use of Infinite Campus, so they have access to their child's current academic performance, attendance, and general announcements.

Goal 3- Promote enhanced teaching and learning opportunities by implementing appropriate professional teaching practices.

Objectives

- Increase efficiency of EPAS teacher evaluation model developed for Montana.
- Increase professional development opportunities for all staff.
- Collaboration between administration and faculty on the impact of EPAS and its effectiveness in providing feedback for teacher growth plans.
- Increase awareness and publicize educational practices demonstrated by administration, faculty, and students.
- Use collected data to provide feedback for continuous planning and setting of annual goals.

Review: Increased professional development has been a focus of this past year by bringing in great guests during early-ins and early outs. They gave us a plethora of tools to help with teacher growth plans. Also, having Eric Gustafson as an educational coach was a great help for growth. Data on students was instrumental in continuous planning.

Goal 4- Foster an academic environment to encourage respect, citizenship, responsibility, and success.

Objectives

- Develop a school plan to create an atmosphere of respect and responsibility within all school settings.
- Survey parents, patrons, students, and staff to provide feedback for establishing a school climate action plan.
- Provide community wide learning sessions to communicate expected school climate and educational goals for each academic level.
- Survey alumni to determine what areas need further development and what skills are needed for post-secondary success.
- Pilot a Community Schools program to encourage parent and community involvement in the district.
- Continue student access to career fairs and career exploration.

Review: We continue to work with the community on different projects. We also have an active student council that promotes a positive environment in our school.

Goal 5- Provide continued guidance for appropriate management of district resources to create a positive learning environment that maximizes student learning opportunities.

Objectives

- Review policies and procedures for budget preparation and use feedback from audits and reviews to update financial operations.
- Develop short and long term plans addressing capital improvement projects throughout the entire district facilities.
- Address current technology plans (contracted implementation) for immediate and long-term goals to meet the needs for instruction and assessment.
- Increase cost savings with efficient and cooperative shared purchasing services.
- Update the safety plan in accordance with state law, district policies, and recommendations from safety and security reviews.

Review: We have recently had our Federal Financial Audit and a Civil Rights Audit through the OPI. Once the reports are received, we will address any financial and safety concerns respectively. Our capital improvement plan is ongoing, especially with the current building project. We have a few updates that will need to be addressed soon. We do belong to a few cooperative purchasing services but do not use them as much as we should. Technology plans are fluid currently.

Goal 6- Provide mental health support for all students and staff to maximize the well-being of the school population.

Objectives

- Provide a variety of mental health services including a school nurse, a county health nurse, teletherapy, and a psychiatric nurse practitioner.
- Develop long and short-term plans for individuals in need.
- Use various tools and committees to identify individuals in need of mental health assistance.

Review: We have done an excellent job utilizing the Stronger Connections grant in hiring a school nurse, contracting with a psychiatric nurse practitioner, and contracting for an athletic trainer. We will need to look for resources to continue these services as the Stronger Connections grant sunsets in June of 2025 and we don't know if it will be funded again.

AT-RISK PROGRAM STRATEGY

The intent of this program is to aid all students at JHS who are considered “At-Risk”. The first key component involves identifying students. Academic and attendance concerns will be identified through the collaboration of administration, faculty, staff, and parents.

All students will be provided with appropriate services that include identifying, monitoring, and guidance to assist students with academic performance, career opportunities, and social development. The end goal is to improve academic progress, study skills, behavior, and interpersonal relationships. It is important for families to recognize the services that are provided and access them to support the needs of their students.

The program will be coordinated by the Administration team composed of faculty, staff, school counselor, administration, and co-op specialists when needed. The team will meet on a regular basis to identify students in need of support and development of an action plan.

IDENTIFY STUDENTS WITH NEEDS

Currently, JHS has between 10-20% of students that fall behind because of a variety of factors that include social, emotional, and psychological. Those factors lead to poor academic performance. JHS is committed to providing an appropriate educational plan for all students and providing support for the development of a positive self-image and success academically. Programing in place, as well as additional means will be used to provide an effective program for students. These include, but are not limited to:

- Additional assistance programs available during the school day (Intervention Specialist, Time to Learn, EdReady, iXL.
- Increased individualized instruction.
- Coordination with elementary schools regarding past practices used (MAPS, Star)
- Continued summer school program for credit recovery (Montana Digital Academy, MDTA)
- Coordination with outside agencies
- Learning Center development for enrichment activities
- After school 21st Century program
- Follow [Every Panther Succeeds](#) SST protocol

IDENTIFICATION FACTORS

Student placement and program development will be determined based on greatest need and will be assisted by the Administration team. Referrals and placement will be determined based on needs associated with the following criteria:

- Lack of academic success
- Attendance issues
- Discipline referrals
- Poor daily work
- Apathy towards school
- Low academic achievement
- Change in family status and/or stressors
- Homeless
- Mental health issues
- Involvement with the courts
- Pregnancy

PLAN OBJECTIVES

The intent of the plan is to provide a program of study to meet the individualized needs of all students to promote academic success. Academic structure and integrity will be maintained and JHS will provide flexibility to create programs beneficial for individualized needs. These objectives include:

- Regular attendance
- Positive self-esteem
- Positive social skills
- Respect for staff
- Appropriate behavior skills
- Improved coping skills
- Effective communication skills
- Increased participation in school related activities
- Improved healthy lifestyle
- Increased awareness of career opportunities

SUPPORT PROGRAM

The use of testing policies currently available will be used to determine academic growth as well as guidelines for career opportunities. Identified students will be tracked through present course obligations and requirements and plans will be articulated to provide the most adequate educational plan.

Proper levels of communication will be formulated between the school, students, and families providing relevant information, support, and resources. JHS will maintain accurate data files of individualized programs and construct a comprehensive listing of services.

PROGRAM EVALUATION

The following components will be used by the administration for program review.

- Annual dropout rates (GEMS)
- Annual graduation rates (GEMS)
- Discipline referrals for identified students (IC)
- Annual attendance rates (IC)
- Annual survey information
- Academic achievement scores (MAPPS, ACT, SAT, ASVAB)
- Annual school activities participation rates
- Administration team observations
- Exit survey for graduates/dropouts.

ROLES AND RESPONSIBILITIES

- Evaluate students and programs.
- Monitor progress
- Coordinate student identification
- Provide in-service training.
- Meet needs of each student
- Serve as a resource for teachers.

- Encourage parental involvement (JHS Open Houses, igraduate, CSIP, individual contact)
- Provide assessment strategies.
- Collaborate with staff (professional development, late arrivals)
- Coordinate with other agencies (MBI, Jefferson County Health, YBGR, Interdisciplinary team)
- Mentor students (JHS mentorship program, Peer Mediation)
- Communication with staff
- Monitor students with attendance and behavior issues (Attendance coach, MBI platform)
- Provide study skills to students (Time to Learn)
- Maintain records.
- Select adequate referrals for guidance.

SIGNS OF SUICIDE (SOS)/ Peer to Peer Mental Health First Aide

The Signs of Suicide program has been implemented and instruction occurs during the 1st semester of each school year. Peer to Peer Mental Health First Aid training will occur for all new students. These student and staff driven initiatives have become a component of the curriculum and is used by all students. The program uses sequential components to provide adolescents skills in coping as well as identifying key signs associated with students harming themselves. The program also provides training regarding interacting skills that help and encourage adolescents to seek out and communicate with adults if a crisis occurs.

MENTAL HEALTH TEAM

We now have a mental health team made up of administrators, the school counselor, the school nurses, the athletic director, and the psychiatric nurse practitioner. The team works to find the best resources for identifying students “at-risk” and how to best meet their needs.

HARMONY LEARNING

Investigate the impact of digital learning on at-risk students. Explore the possibility of adding a remote learning option to provide a more individualized education approach to at-risk students. Make a recommendation to the Board.

**Board Meeting
November 18, 2025
Informational**

New Business

Construction/ Renovation Update- Update will be given by Construction Committee.

Personnel

Substitutes- We have an application from Kassandra Nordlinder.

Recommended Motion: Move to approve Kassandra Nordlinder as a substitute for the 2025-2026 school year.

Resignations- We have a resignation from Angela Keough from the position of Head Cook.

Recommended Motion: Move to approve the resignation of Angela Keough.

Volunteer- Coach Bullock would like to have Sage Fadness as a volunteer boys basketball coach.

Recommended Motion: Move to approve Sage Fadness as a volunteer boys basketball coach for the 2025-2026 season pending background check.

New Hires- None at this time

Attendance Agreements- We will need to acknowledge agreements for those students from JHS going to other district High Schools. We may also need to approve students coming to JHS from outside districts. Attached is a list of those students attending other districts. The names have been removed for confidentiality.

Recommended Motion: Move to acknowledge 10 (ten) JHS student attending a high school in the Helena district.

FFA Update Discussion- We have been researching FFA for Jefferson High School. Mike and I will share the results.

Recommended Motion: No motion necessary unless the board feels a decision should be made.

Call for Trustee and Levy Election- We need to officially call for a trustee and levy election. This is necessary if we decide to run a levy, or if a trustee election is needed.

Recommended Motion: Move to call for a levy election and a trustee election.

Open Bus Depreciation fund- When we purchase a bus we are allowed to depreciate the buses. We can depreciate up to 150% of the cost of the bus over a 5-year period. We can use those funds to purchase a replacement bus for our currently owned buses. We would establish the permissive levy in March with the other levies.

Recommended Motion: Move to approve the opening of a Bus Depreciation Fund.

Board Self Evaluation- Each year the board discusses what they have done well in the past year and what they would like to see in the future. This is an informal evaluation, so no motion is necessary.

JHS Students to Other Districts

MTG ID	Grade 25/26	DOR	DOA	Acknow
1	11	JHS	Butte	7/15/2025
2	12	JHS	Helena	x
3	12	JHS	Helena	x
4	12	JHS	Helena	x
5	12	JHS	Helena	x
6	12	JHS	Helena	x
7	12	JHS	Helena	x
8	12	JHS	Helena	x
9	12	JHS	Helena	x
10	12	JHS	Helena	x
11	12	JHS	Helena	x
12	12	JHS	Helena	x
13	12	JHS	Helena	x
14	12	JHS	Helena	x
15	12	JHS	Helena	x
16	12	JHS	Helena	x
17	12	JHS	Helena	x
18	12	JHS	Helena	x
19	12	JHS	Helena	x
20	12	Jhs	Helena	x
21	12	JHS	Helena	x
22	12	JHS	Helena	x
23	12	JHS	Helena	x
24	12	JHS	Helena	x
25	12	JHS	Helena	x
26	12	JHS	Helena	x
27	12	JHS	Helena	x
28	12	JHS	Helena	x
29	12	JHS	Helena	x
30	12	JHS	Helena	x
31	12	JHS	Helena	x
32	11	JHS	Helena	x
33	11	JHS	Helena	x
34	11	JHS	Helena	x
35	11	JHS	Helena	x
36	11	JHS	Helena	x
37	11	JHS	Helena	x
38	11	JHS	Helena	x
39	11	JHS	Helena	x
40	11	JHS	Helena	x
41	11	JHS	Helena	x
42	11	JHS	Helena	x
43	11	JHS	Helena	x
44	11	JHS	Helena	x
45	11	JHS	Helena	x
46	11	JHS	Helena	x

MTG ID	Grade 25/26	DOR	DOA	Acknow
47	11	JHS	Helena	7/15/2025
48	11	JHS	Helena	x
49	11	JHS	Helena	x
50	10	JHS	Helena	x
51	10	JHS	Helena	x
52	10	JHS	Helena	x
53	10	JHS	Helena	x
54	10	JHS	Helena	x
55	10	JHS	Helena	x
56	10	JHS	Helena	x
57	10	JHS	Helena	x
58	10	JHS	Helena	x
59	10	JHS	Helena	x
60	9	JHS	Helena	x
61	9	JHS	Helena	x
62	9	JHS	Helena	x
63	9	JHS	Helena	x
64	9	JHS	Helena	x
65	9	JHS	Helena	x
66	9	JHS	Helena	x
67	9	JHS	Helena	x
68	9	JHS	Helena	x
69	9	JHS	Helena	x
70	9	JHS	Helena	x
71	9	JHS	Helena	x
72	9	JHS	Helena	x
73	9	JHS	Helena	x
74	9	JHS	Helena	x
75	9	JHS	Helena	x
76	9	JHS	Helena	x
77	9	JHS	Helena	x
78	9	JHS	Helena	x
79	9	JHS	Helena	x
80	9	JHS	Helena	x
81	9	JHS	Helena	x
82	9	JHS	Helena	x
83	11	JHS	EHelena	x
84	11	JHS	EHelena	x
85	11	JHS	EHelena	x
86	10	JHS	EHelena	x
87	9	JHS	EHelena	x
88	9	JHS	EHelena	x
89	9	JHS	EHelena	x
90	9	JHS	EHelena	x
91	12	JHS	EHelena	x
92	9	JHS	Helena	9/16/2025
93	10	JHS	Helena	x
94	10	JHS	Whitehall	x
95	9	JHS	HHS	10/21/2025
96	11	JHS	HHS	x
97	9	JHS	HSD	x

92	9	JHS	Helena	9/16/2025
93	10	JHS	Helena	x
94	10	JHS	Whitehall	x
95	9	JHS	HHS	10/21/2025
96	11	JHS	HHS	x
97	9	JHS	HSD	x
98	10	JHS	HSD	
99	10	JHS	HSD	
100	10	JHS	HSD	
101	10	JHS	HSD	
102	10	JHS	HSD	
103	10	JHS	HSD	
104	10	JHS	HSD	
105	10	JHS	HSD	
106	10	JHS	HSD	
107	9	JHS	Butte	

TRUSTEE RESOLUTION CALLING FOR AN ELECTION
(Regular School Election, One Voting Location)

BE IT RESOLVED, the Board of Trustees for Jefferson High School District No. 1, Jefferson County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 5th day of May, 2026, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

☒ Mail Ballot ☐ Poll Election (the polls will be open from Click here to enter text. until 8:00 p.m.)

The purpose of the election is to elect one (1) trustee for an at-large 3-year term, one (1) 3-year MT City area term, and one (1) trustee for an at-large 2-year term.

Approval of additional levies to operate and maintain the General fund for FY 26/27 may also be requested.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Lorie J Carey, election administrator, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

Procedure: The election will be held by mail ballot

Ballots may be returned to the following places:

Jefferson High School District Office
Jefferson County Clerk & Recorder's Office

Election Judge	Address
1. Gary Craft	Boulder
2. Debbie Gabse	Boulder
3. Christina Binkowski	Boulder

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

No further proceedings were conducted relating to the election.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20____.

SCHOOL ELECTION CALENDAR 2026 WITH FORMS

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not less than 145 days before*	Thursday, December 11	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. • Bond Elections are subject to additional requirements (see 20-9-422, MCA). Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election. <i>*The deadline of 145 days ONLY applies to the regular school election. Special elections must be called at least 70 days before the election.</i>	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203	Declaration of Intent and Oath of Candidacy for Trustee Candidates Trustee Resolutions Calling for School Election
At least 142 days before (within 3 days of passage of the election resolution)*	Monday, December 15	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution. <i>*For special elections, the election resolution must be sent to the county election administrator within 3 days of passage (not later than 67 days before the election)</i>	20-20-201(2)(a)	
No earlier than 145 days, or later than 85 days before	Thursday, December 11 through Monday, February 9	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidates must be registered to vote by the filing deadline (exception for candidates turning 18 after the filing deadline and prior to the election).</i>	13-10-201 20-3-305	
85 th day before the election	Monday, February 9 (by 5 p.m.)	Last day trustee candidates may withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)	
At least 70 days before	Tuesday, February 24	Deadline for amendments to election resolutions. The trustees may amend an election resolution passed at least 145 days prior to the election. Financial considerations not indicated in the initial resolution may be included in an amendment. <i>Special elections (elections held on a date other than the regular school election day) must be called at least 70 days before the election.</i>	20-20-201	



Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not later than 5pm the 65 th day before the election	Monday, March 2 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election). <i>*Votes only count for write-in candidates who file a Declaration of Intent.</i>	<u>20-3-305(2)(b)</u>	<u>Declaration of Intent and Oath of Candidacy for Write-In Candidates</u>
At least 60 days before	Friday, March 6	Election administrator posts mail ballot election plan/timetable/sample instructions. • For elections conducted by the school district: publish the mail ballot plan in a newspaper of general circulation, if one in the district and/or in 3 public places AND publish on the school district website, if active. • For elections conducted by the county election office: publish on the county election office website or other means of publication OR follow the publication instructions for elections conducted by school districts. Failure to publish plans by this date and in this manner default to a polling place election. School districts conducting their own elections must send a copy of the plan to the county election administrator. Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	<u>13-19-205</u>	
4 weeks preceding the close of regular registration	Monday, March 9	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	<u>13-2-301</u>	
Not less than 40 days before	Thursday, March 26	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.</i>	<u>20-20-401</u>	
Not more than 35 days before	Tuesday, March 31	Deadline for mail ballot amendments. The plan may be amended by the election administrator at any time prior to the 35th day before election day by publishing in the same manner as the original mail ballot plan.	<u>13-19-205</u>	
Not less than 30 days before	Friday, April 3	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. **A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.	<u>20-3-313</u>	<u>Notice of Trustee Election Cancellation</u>

If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.

Additional References:

Sample forms can be found at this address: [School Finance Election Webpage](#)

[Election Manual: School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

Candidates for trustee positions in 1) a first-class district located in a county with populations of 15,000 or more; or 2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).



Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not more than 12 days or less than 2 days before	Thursday, April 23 through Sunday, May 3	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>This notice may be combined with the Publication of Information Concerning Voting Systems, the Polling Location Accessibility Notice and/or with the Notice of Election if the notice is published between the 12th and 10th day prior to the election.</i>	<u>13-15-105</u>	<u>Absentee/Mail Ballot Counting Notice</u>
Not more than 12 days or less than 2 days before	Thursday, April 23 through Sunday, May 3	Publication of Information Concerning Voting Systems. Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. <i>This notice may be combined with the Publication of Information Concerning Voting Systems, the Polling Location Accessibility Notice and/or with the Notice of Election if the notice is published between the 12th and 10th day prior to the election.</i>	<u>13-17-203</u>	<u>Notice of Information Concerning Voting Systems</u>
Not more than 10 days or less than 2 days before	Saturday, April 25 through Sunday, May 3	Polling Location Accessibility Notice. Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the Absentee/Mail Ballot Counting Notice, the Publication of Information Concerning Voting Systems, and/or with the Notice of Election if the notice is published on the 10th day prior to the election.</i>	<u>13-3-105</u> <u>13-3-207</u>	<u>Notice of Polling Place Locations and Accessibility Designations</u>
Day before (By Noon)	Monday, May 4	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<u>13-13-211</u> <u>13-13-214</u>	<u>Application for Absentee Ballot</u>
Day before	Monday, May 4	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<u>20-20-313</u>	
Election Day 	Tuesday, May 5	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. Notify election judges of the names of write-in candidates	<u>Title 13</u> <u>20-20-105</u> <u>20-20-401</u> <u>20-20-411</u>	<u>Display of Instructions for Electors</u> <u>Election Judges' Oath</u>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
30 days before any election	Monday, April 6	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301	
Not more than 30 days before	Monday, April 6	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312 13-4-101	
No later than the 30th day before	Friday, April 3	Deadline to notify election judges of appointment.		
Not more than 30 days before	Monday, April 6	Performance Testing and Certification of Voting System. The election administrator must publicly test and certify that the system is performing properly.	13-17-212	
Day after Close of Regular Registration	Tuesday, April 7	Start of Late Registration. Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	13-2-304	
Not less than 10 days, or more than 40 days before	Thursday March 26 Through Saturday April 25	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified or placed in separate notices.	20-20-204	School Election Notices
At least 20 days before	Wednesday, April 15	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package: • The ballot, stamped official ballot (with stub removed); • Instructions for voting and returning the ballot; • A secrecy envelope, free of marks that would identify the voter; and • A self-addressed, return envelope with affirmation printed on the back of the envelope (affirmation must include a line for signature AND the elector's year of birth).	13-13-214 20-20-401	Absentee Voter Materials
Not before the 20 th day or later than the 15 th day	Wednesday, April 15 through Monday, April 20	Mail ballots mailed. If conducting a mail ballot election, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan). If an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207	



Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
No sooner than 3pm on the 6 th day after the election	Monday, May 12	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<u>13-15-107</u>	<u>Provisional Ballot Instructions</u>
Following receipt of the tally sheets from all polls and within 25 days after the election	By Friday, May 30	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<u>20-20-415</u> <u>20-20-416</u>	<u>Certificate of Election of Trustee</u> <u>Canvass of Votes and Results</u>
Within 5 days after the official canvass	Monday, May 12 through Wednesday, June 4	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding 1/4 of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	<u>13-16-201</u>	<u>Petition for Recount</u>
Within 5 days of receipt of notice from the election administrator	Monday, May 12 through Monday, June 4	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	<u>13-16-204</u> <u>20-20-420</u>	
Within 25 days of election	By Friday, May 30	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	<u>20-3-321</u>	<u>School Board Organization</u>
By June 1	Friday, May 30	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<u>20-20-417</u>	<u>Trustee Resolution – Request for County to Conduct Elections</u>
Within 15 days after receipt of certificate of election	By Friday, June 13	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below) but must be completed within 15 days of issuance. **In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<u>20-3-307</u> <u>20-1-202</u> <u>1-6-101</u>	

1-1-307, MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.



Resignation Letter

Formal Notice of Departure

Angelian Keough

51 wood creek RD

Boulder MT 59632

Ackeough152004@gmail.com

(406)404-5503

Date: 11/03/2025

Jefferson County High School

Resignation Letter

Dear Erilk Wilkerson,

I am writing to formally announce my resignation from my position at Jefferson county High School, effective three weeks from today, on [Last Working Day 11/20/2025]. This decision was not made lightly, and I appreciate the opportunities and experiences I have gained during my time here.

I am grateful for your support and guidance, and I have enjoyed working with you and the team. Please let me know how I can assist in ensuring a smooth transition during my remaining time.

Thank you again for everything. I wish the school continued success in the future.

Sincerely,

Angelina keough