

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

**\* 5:30 p.m. Tuesday March 18, 2025 \***

**Jefferson High School Library (former)**

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

The agenda is subject to changes until the Friday preceding the meeting. Please check the school website at [www.jhs.k12.mt.us](http://www.jhs.k12.mt.us) for the most current agenda and the packet of associated materials for the meeting.

**A. Call to order-Chairperson**

1. Pledge of Allegiance

**B. Announcements and Public Comment.** Please see information printed on the 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**

**E. Staff Report**

**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
2. Principal/A.D.
3. Superintendent

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

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

1. Construction project update
2. Personnel
  - a. Substitutes –
  - b. Resignations – BBB – A. Connole, Cheer – L. LeTexier
  - c. Volunteer – Skills USA Chaperone – S. Brieze
  - d. Staff employment recommendations – Assistant Tennis Coach – C. Cassetarri,
3. Attendance Agreements – 0 YDI , 0 JHS student to Helena, 1 Helena student to JHS
4. Notice of Intent to Increase Non-voted Levies
5. Update Job Description for Clerk
6. Boulder Association of Teachers MOU
7. Discussion of possible bus purchase

**J. Communication and Comments**

- a. Letters to the Board

**K. Commendations and Recognition**

**L. Follow-up/Adjournment – upcoming agenda items**

NEXT **REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING** April 15, 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 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**

Robson, Chair (Clancy area position)  
Justin Willcut (MT City area position)  
Lindsey Graham (Basin area position)  
Clint Rieder (At-Large 1 position)

Erika Morris, Vice-Chair (Boulder area position)  
Larry Rasch (At-Large 3 position)  
Corey Eveland (At-Large 2 position)

# MINUTES Jefferson High School Dist. 1 Board of Trustees

February 18, 2025

Regular Meeting

**Board members present in-person:** Camilla Robson, Erika Morris, Justin Willcutt, Corey Eveland, Lyndsey Graham (on phone), Larry Rasch (on phone)

**Board members absent:** Clint Rieder

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

**Staff and Visitors Present:** Sarah Layng (AD), Devyn Ottman (Counselor), Rory Rasmussen, Bryn Jeske, Conor Reilley (Monitor)

**A. Call to Order** The meeting was called to order by Ms. Robson - 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	Ms. Morris	Mr. Wilcutt	6	0	
Claims and Accounts	Mr. Willcutt	Mr. Eveland	6	0	
Construction payments	Ms. Morris	Mr. Wilcutt	6	0	

**D. Staff Report.** Ms. Ottman shared her experience with forecasting 25/26 enrollment from her visits to area elementary schools.

**E. Student Report.** – Rory Rasmussen briefly reported on the activities of Student Council. Approved BPA Valentine Cookie fundraiser, Organizing JHS days

**F. Committee Reports** – None.

**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. No questions.
2. Principal/A.D. Discipline numbers decreased. Phone calls (3) from community members expressing concern about students driving off campus. District Basketball will be this coming weekend. Spring sports numbers look promising.
3. Superintendent – Reported about the furnace that overheated. The fire department showed up and Mr. Lyon (custodian) was able to address the issue with them.

**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. No bids have been received yet.
2. Personnel
  - a. Substitutes –J. Guay

ITEM	Motion	Second	AYE	NAY	Notes
approve	Ms. Morris	Mr. Wilcutt	6	0	Pending background check

b. Volunteers – Michael Silvonen and Nathan Heinitz submitted applications to volunteer to help with tennis.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approval of volunteers	Mr. Wilcut	Mr. Eveland	6	0	Pending background checks

c. Resignations – None

d. Staff employment recommendations – golf coach Mr. Moodry as assistant with possible share with Mr. Brower

ITEM	MOTION	SECOND	AYE	NAY	Notes
Moodry/Brower team	Ms. Robson	Ms. Morris	6	0	

### 3. Attendance agreements.

Attendance	Motion	Second	AYE	NAY	Notes
Approval for 0 JHS attendance					
Approval for 0 AYA attendance					
Acknowledge 3 out-of-district	Mr. Eveland	Mr. Wilcutt	6	0	

### 4. Call for Trustee and Levy Election

ITEM	MOTION	SECOND	AYE	NAY	Notes
Call for Election	Ms. Morris	Mr. Eveland	6	0	

5. Retirement Incentive discussion. The budget for this year did not include funds for an incentive. Mr. Wilkerson did not have anyone approach him about retiring either.

ITEM	MOTION	SECOND	AYE	NAY	Notes
No motion made					

6. Heard Scholarship discussion. April 1 Due date. The Clerk will publicize it. Mr. Moodry suggested that the MUS scholarships come out in March, and it would be a good time to verify receipt of full tuition. (That is one dis-qualification for the Heard Scholarship.)

ITEM	MOTION	SECOND	AYE	NAY	Notes
No motion needed					

### 7. Adopt 2025/2026 Calendar

ITEM	MOTION	SECOND	AYE	NAY	Notes
24/25 Calendar	Mr. Willcut	Mr. Eveland	6	0	

8. Charter School discussion. Due to student enrollment issues at the Youth Dynamics (YBGR) facility, we are unable to sustain the Jefferson Academy Charter School. Mr. Wilkerson recommended the Board dissolve the Jefferson Academy and will send a letter to the Board of Public Education to inform them of this decision.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Dissolve the application	Ms. Morris	Mr. Wilcutt	6	0	

### J. Communication and Comments

a. MT School of the Deaf and the Blind

### K. Commendations

Mr. Moodry was commended for his work on the wrestling tournament JHS hosted in Butte. Ms. Ottman was commended for her work with the area elementary schools.

### L. Follow-up/Adjournment – upcoming months

a. Next meeting – March 18, 2025 @ 5:30 p.m.

b. Bus purchase, STARS act, non-voted levy notification

\* Adjournment - meeting adjourned at 6:21 p.m.

Signature of Chair

Signature of Clerk

03/14/25  
15:23:14

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 2/25

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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	
25637	49678S	4761 PEAK 1 ADMINISTRATION	40.00						
1		156943 02/15/25 Cobra Fee	40.00		201	100-1000	260		
25639	49672S	1002 GENERAL DISTRIBUTING	328.66						
1		0001470269 02/04/25 MDX-100 10ft	328.66*		201	390-1640	610		
25640	49677S	4389 NITRO GREEN & CHRISTMAS DECOR	144.00						
1		703730 02/03/25 Pest control mice,	144.00*		201	100-2600	440		
25641	49674S	5472 MT DIGITAL ACADEMY	1,783.50						
1		INV-SP25-1 02/18/25 FlexCAP Dual Credit Origin	1,783.50*		215	100-1000	640	332	
25642	-99473E	4625 MT DEPARTMENT OF REVENUE	3,108.64						
1		3112-21 01/31/25 Gross Receipts tax	3,108.64*		260	100-4500	725		
25643	49671S	5677 DICK ANDERSON CONSTRUCTION	307,755.78						
1		3112-21 01/31/25 Construction payment	307,755.78*		260	100-4500	725		
25645	49679S	5270 SMA ARCHITECTS	16,963.95						
1		22-001-32 01/30/25 SMA Architecture payment	4,163.95*		260	100-4500	725		
2		22-001-33 02/04/25 SMA Architecture payment	12,800.00*		260	100-4500	725		
25646	49676S	5387 MUST	802.00						
1		2025Mar 03/01/25 Ins Prem. CC	802.00*		215	100-1000	260	666	
25647	-99472E	4786 MC Mastercard	306.72						
2		01/06/25 Google SVC Credit	-28.27		201	100-1000	610		
3		E1422 01/24/25 School Administrators of Monta	225.00*		201	100-2100	582		
4		01/27/25 Neewer X12 14 inch Aluminum al	109.99*		215	100-1000	660	287	
25648	-99471E	4786 MC Mastercard	342.85						
Card 9163									
1		Due From BPA	342.85		201	170			
25649	-99470E	4786 MC Mastercard	260.00						
1		01/28/25 Due From Cheer	260.00		201	170			

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25650	-99469E	4786 MC Mastercard	289.78						
1		01/23/25 Due from Art	198.86		201	170			
2		01/24/25 Due from JR Class	90.92		201	170			
25651	-99468E	4786 MC Mastercard	2,761.00						
1		01/03/25 WR Hotel Lodge Super 8	491.18*		201	720-3500	582		
2		01/11/25 WR Super 8 Motels	858.60*		201	720-3500	582		
3		01/13/25 WR The great Falls inn	992.00*		201	720-3500	582		
4		01/20/25 WR Stage Stop inn	310.80*		201	720-3500	582		
5		01/30/25 Due from WR	34.99		201	170			
6		02/03/25 Albertson Gatorade	73.43*		201	720-3500	582		
25652	-99467E	4786 MC Mastercard	2,713.48						
1		01/16/25 Due From General Activites	2,151.07		201	170			
2		01/22/25 Flinn Scientific Inc	473.66		201	100-1000	610		
3		01/24/25 Holiday Stations Wrestling	26.84*		201	720-3500	580		
4		01/25/25 Conoco Gas for Wrestling	61.91*		201	720-3500	580		
25	1466E	4786 MC Mastercard	1,778.35						
1		01/15/25 360 Electrical cords for Drama	41.88*		215	412-1000	610	620	
2		01/03/25 Due From Drama	1,736.47		201	170			
25654	-99465E	4786 MC Mastercard	427.43						
1		01/08/25 Pacific Steel Branch	141.40*		201	390-1640	610		
2		01/10/25 Napa Helena	268.03*		201	390-1640	610		
3		01/14/25 USPS	18.00*		201	390-1640	610		
25655	-99464E	4786 MC Mastercard	748.16						
1		01/19/25 Panda Express	11.70		201	100-2400	582		
2		01/20/25 Exxon Butte	43.94		201	100-2400	582		
3		01/20/25 Exxon Three Forks	47.05		201	100-2400	582		
4		01/28/25 Mcdonalds	10.25		201	100-2400	582		
5		01/28/25 Delta Hotels	369.04		201	100-2400	582		
6		01/29/25 Due from Wrestling	8.67		201	170			
7		02/04/25 Due from Wrestling	153.89		201	170			
8		01/24/25 Walmart	103.62		201	100-2400	610		

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JEFFERSON HIGH SCHOOL  
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\* Over spent expenditure

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25656	-99463E	4786 MC Mastercard	851.87						
1		01/06/25 Mcdonalds	14.25*		201	720-3500	582		
2		01/06/25 Helena Hioliday Inn	135.92*		201	720-3500	582		
3		01/14/25 Hertz car rental for Wrestling	441.78*		201	720-3500	582		
4		01/19/25 Billings hotel and con	259.92*		201	720-3500	582		
25657	-99462E	4786 MC Mastercard	485.83						
1		01/10/25 The home depot	19.97*		201	390-1641	610		
2		01/13/25 Kenyon Noble Lumber	11.99*		201	390-1641	610		
3		01/14/25 Kenyon noble lumber	-59.98*		201	390-1641	610		
4		01/23/25 Kenyon Noble Lumber	254.97*		201	390-1641	610		
5		01/24/25 The home Depot	60.92*		201	390-1641	610		
6		01/26/25 The home depot	39.64*		201	390-1641	610		
7		02/03/25 Kenyon Noble Lumber	149.43*		201	390-1641	610		
8		02/03/25 Kenyon Noble Lumber	8.89*		201	390-1641	610		
25658	49673S	4087 HUNTLEY PROJECT HIGH SCHOOL	40.00						
1		12/01/24 MFEA Speech/Debate/Drama Coach	40.00*		201	710-3400	810		
25659	49670S	2152 CENTURY LINK	460.20						
1		333808998 02/13/25 Century link cable charges	460.20		201	100-2300	531		
25660	49669S	5523 CANON FINANCIAL SERVICES, INC.	730.30						
1		38401339 02/09/25 Canon refill of B&W and Colo	730.30		201	100-5200	840		
25661	49683S	5818 ITD Solutions	4,512.50						
1		1042 01/31/25 Service, Cable for Williams, T	4,512.50*		201	100-2580	355		
25662	49682S	1002 GENERAL DISTRIBUTING	445.11						
1		0001472202 02/12/25 Acetylene, Red, Size WS	445.11*		201	390-1640	610		
25663	49684S	4498 LERUM AUTO	70.00						
1		0061310 02/25/25 Oil change and wash	70.00*		218	100-1000	440		
25665	49680S	385 BOULDER MONITOR & JEFFERSON CO.	5.00						
1		6678 02/28/25 Agenda	5.00		201	100-2300	540		

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JEFFERSON HIGH SCHOOL  
Claim Details  
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\* ver spent expenditure

Claim	arrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25666	49681S	4827 CITI BUSINESS VISA-Costco	1,890.67						
1		District office supplies	137.35*	11120	215	100-2500	610	777	
2		6 pack Merv 8 filters	203.70*	11125	201	100-2600	610		
3		4 pack Merv 8 Filter	777.33*	11125	201	100-2600	610		
4		Ice machine filters	148.39*	11125	201	100-2600	610		
5		shilpping expense	18.91*	11125	201	100-2600	610		
6		01/27/25 Amazon Nebula Capsule projecto	379.99*		215	100-1000	660	287	
7		01/30/25 Montana FCCLA state Leadership	225.00*		215	451-1710	500	51	

25668	-99461E	4786 MC Mastercard	555.27						
1		01/24/25 S&D Breakfast L&P Apples, JC	27.08		201	710-3400	582		
2		01/25/25 S&D Divisional lunch Subway	78.87		201	710-3400	582		
3		01/25/25 S&D Divisional dinner DQ	91.94		201	710-3400	582		
4		01/30/25 S&D dinner Cracker Barrel	84.00		201	710-3400	582		
5		01/31/25 S&D huntley project school con	7.00		201	710-3400	582		
6		01/31/25 S&D dinner Tao new asian	84.00		201	710-3400	582		
7		02/03/25 S&D Subway state lunch	53.95		201	710-3400	582		
8		02/01/25 S&D Subway in Butte	55.64		201	710-3400	582		
9		02/01/25 S&D Subway in Butte	-55.64		201	710-3400	582		
10		02/01/25 S&D Dinner state	84.00		201	710-3400	582		
1		02/02/25 S&D State Breakfast Bagel	44.43		201	710-3400	582		

25669	49685S	5845 Math Motivations	32.00						
1		03/03/25 Math Contest 8 JHS Regist fee	32.00		201	100-1000	610		

# of Claims 29 Total: 350,633.05 # of Vendors 15

Total Electronic Claims 14,629.38

Total Non-Electronic Claims 336,003.67

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JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 2/25

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	19,254.97
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	3,479.71
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	70.00
260 HIGH SCHOOL BUILDING FUND	
101	327,828.37
Total:	350,633.05





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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	
25671	49700S	3106 STAPLES	16,814.41						
		Cancelled on 3/10/25 to change acct line the repost							
1		1423223-1 07/01/24 Poster board, Stencil	75.03		201	100-1000	610		
2		1446726-1 02/12/25 Sma Arch Fabric, Nylon Glid	2,943.82*		260	100-4000	660		
3		1446726-0 08/30/24 Chairs, Stools	9,443.72*		215	100-1000	660	785	
4		1446726-1 02/12/25 Storage cabnits, stools	4,351.84*		215	100-1000	660	785	
25672	49699S	2270 S.J. PERRY CO., INC.	94.05						
1		01180 01/29/25 Urinal Spud, Urinal Gasket	94.05		201	100-2600	615		
25673	49701S	5575 WILKERSON, ERIK	357.00						
1		03/03/25 Mileage for WR and BB games	357.00*		201	720-3500	582		
25674	49700S	3106 STAPLES	2,163.42						
1		1455363-1 Trash bags, vacuums, glov	1,056.90	10740	215	999		341	
		K.LYON							
		PO Accounting (Org/Prog/Func/Obj/Proj: -737-1000-610-341							
3		1455363-0 Nitrile PF 5mil Black	162.60	10920	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
4		1454161-2 Garbage	247.92*	11068	260	100-4500	610		
5		1437633-0 Hand towels	57.00*	11040	201	100-2600	610		
6		1387967-1 Toilet Tissue 2 ply	319.50	10920	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
7		1387967-0 Toilet Tissue 2 ply	309.50	10920	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
8		1387967-1 Toliert Tissue 2 ply	10.00	10920	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
25675	49700S	3106 STAPLES	1,773.45						
1		294214 Towel Roll, Clr Bowl Cleaner	1,773.45	10740	215	999		341	
		K.LYON							
		PO Accounting (Org/Prog/Func/Obj/Proj: -737-1000-610-341							
25676	49700S	3106 STAPLES	1,386.06						
1		1454099-2 various garbage cans	814.60*	11061	260	100-4500	660		
		K.LYON							
2		323917 Snowplow bag	213.70	10920	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
3		323917 snowplow Bag	330.00	10920	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							
4		323917 snowplow bag	27.76	10920	201	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-							

03/14/25  
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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/25

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\* per spent expenditure

Clai	arrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25677	49688S	4633 COMMERCIAL ENERGY OF MT INC.	3,115.70						
1		NWE086845 03/04/25 Gas on the NWE System	3,115.70		201	100-2600	411		
25678	49695S	5777 MENTAL HEALTH CONNECTIONS LLC	1,350.00						
1		02282025 02/28/25 2/6 2/12 2/13 2/27 service d	1,350.00*		215	459-1000	330	459	
25680	49687S	2717 CITY OF BOULDER	1,364.42						
1		622-0 03/25/25 Water JHS outdoor	15.97		201	100-2600	421		
2		617-00 03/25/25 Water, Sewer, Tennis	36.45		201	100-2600	421		
3		311-00 03/25/25 Water, Sewer, JHS	1,312.00		201	100-2600	421		
25681	49690S	1086 GIULIO DISPOSAL SERVICES, INC.	173.60						
1		4043 02/28/25 8yd 2x Weekly 02/01-02/28	173.60		201	100-2600	431		
25682	49686S	3012 BLACK MOUNTAIN SOFTWARE	614.17						
1		INV-03223 02/11/25 Prorated 11 months 2/25-12/	614.17*		201	100-2500	680		
25	49689S	1002 GENERAL DISTRIBUTING	619.52						
1		0001474241 02/21/25 .035 n71 t-1 08m 11lb spoo	619.52*		201	390-1640	610		
25684	49692S	5818 ITD Solutions	4,457.50						
Cancelled on 3/10/25 to change the acct line then reposted									
1		1045 03/04/25 It Service, USB-C adapter for	4,457.50*		215	100-2580	355	620	
25685	49696S	5292 MONTANA SCHOOL EQUIPMENT CO.	10,677.15						
1		24514 09/09/24 Misc Furniture	10,785.00*		215	100-1000	660	785	
2		24514 09/09/24 less 1% tax	-107.85*		215	100-1000	660	785	
25686	49694S	1377 JOHNSON CONTROLS	5,390.25						
1		1-13526725 02/18/25 Heat on Gym unit not worki	3,633.00*		201	100-2600	440		
2		1-13527404 02/19/25 Library Units not Function	1,757.25*		201	100-2600	440		
25687	49698S	1987 PACIFIC STEEL	784.42						
1		8933372 01/30/25 HR Flat, 20 GA Cr sheet , She	784.42*		201	201-1640	610		
25688	49693S	1304 JEFFERSON COUNTY SOLID WASTE	20.00						
1		50350 01/27/25 Freon	20.00		201	100-2600	431		

03/14/25  
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JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/25

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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
25689	-99460E	4639 WEX BANK	6,794.34					
1		102601735 01/31/25 Route fuel	4,382.68*		210	100-2700	624	
2		102601735 01/31/25 drama fuel	187.33		201	710-3400	582	
3		102601735 01/31/25 Speech/debate	36.14		201	710-3400	582	
4		102601735 01/31/25 GBB fuel	167.07*		201	720-3500	582	
5		102601735 01/31/25 Practice trips	185.36*		201	720-3500	582	
6		102601735 01/31/25 Wrestling fuel	402.84*		201	720-3500	582	
7		102601735 01/31/25 BBB fuel	226.88*		201	720-3500	582	
8		102601735 01/31/25 Foods fuel	42.85		201	910-3100	624	
9		102601735 01/31/25 drivers ed	23.94		201	100-2600	624	
10		102601735 01/31/25 Due from BES	1,139.25		201	180		
25690	49691S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	36,863.04					
1		10689 01/31/25 Route Installment	32,257.33*		210	100-2700	513	
2		10689 01/31/25 Drama	799.69		201	710-3400	582	
3		10689 01/31/25 Drama downtime	203.90		201	710-3400	582	
4		10689 01/31/25 GBB	1,084.39*		201	720-3500	582	
5		10689 01/31/25 GBB downtime	353.36*		201	720-3500	582	
6		10689 01/31/25 Practice	791.25*		201	720-3500	582	
7		10689 01/31/25 Wrestling	1,053.89*		201	720-3500	582	
8		10689 01/31/25 Wrestling downtime	584.48*		201	720-3500	582	
9		10689 01/31/25 BBB	1,297.65*		201	720-3500	582	
10		10689 01/31/25 BBB downtime	353.36*		201	720-3500	582	
11		10689 01/31/25 Overcharge prac.trips	-1,916.26*		201	720-3500	582	
25691	49691S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	39,325.80					
1		10771 02/28/25 Route Installment	32,257.33*		210	100-2700	513	
2		10771 02/28/25 Band	962.16*		201	720-3500	582	
3		10771 02/28/25 Band downtime	265.02*		201	720-3500	582	
4		10771 02/28/25 GBB	1,278.04*		201	720-3500	582	
5		10771 02/28/25 GBB downtime	530.04*		201	720-3500	582	
6		10771 02/28/25 Practice	158.25*		201	720-3500	582	
7		10771 02/28/25 Wrestling	1,673.23*		201	720-3500	582	
8		10771 02/28/25 Wrestling downtime	584.48*		201	720-3500	582	
9		10771 02/28/25 BBB	1,263.89*		201	720-3500	582	
10		10771 02/28/25 BBB downtime	353.36*		201	720-3500	582	

03/14/25  
15:28:34

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/25

Page: 4 of 6  
Report ID: AP100

\* Over spent expenditure

Class	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25692	-99459E	4639 WEX BANK	6,627.36						
1		103223831 02/28/25 Route fuel	3,850.78*		210	100-2700	624		
2		103223831 02/28/25 Band fuel	168.29		201	710-3400	582		
3		103223831 02/28/25 Speech/debate	88.91		201	710-3400	582		
4		103223831 02/28/25 GBB fuel	408.77*		201	720-3500	582		
5		103223831 02/28/25 Practice trips	40.71*		201	720-3500	582		
6		103223831 02/28/25 Wrestling fuel	430.49*		201	720-3500	582		
7		103223831 02/28/25 BBB fuel	396.18*		201	720-3500	582		
8		103223831 02/28/25 Elementary music	47.10		201	100-1000	582		
9		103223831 02/28/25 drivers ed	50.20		201	100-2600	624		
10		103223831 02/28/25 Due from BES	1,145.93		201	180			
25693	49697S	5200 MOODRY, MIKE	132.45						
1		W3DMNUV8N 03/04/25 Cpr & AED Training	10.00*		201	720-3500	582		
2		EKIQE9WLY 02/24/25 Fundamentals of Coaching	35.00*		201	720-3500	582		
3		03/10/25 Membership dues	40.00*		201	720-3500	582		
4		03/07/25 Mileage District b-Ball 73 mil	47.45*		201	720-3500	582		
25694	49702S	5529 BEST WESTERN PLUS CLOCKTOWER INN	9,276.40						
		0001747 03/11/25 G/B BB Divisionals hotel stay	9,276.40*		201	720-3500	582		
25695		5191 FISHER'S TECHNOLOGY	810.67						
1		1463893 03/03/25 B/W and Color copies	810.67*		201	100-2400	440		
25697		4389 NITRO GREEN & CHRISTMAS DECOR	144.00						
1		704861 03/01/25 Mices/Ants/ Spiders	144.00*		201	100-2600	440		
25699		1737 NORTHWESTERN ENERGY	9,918.23						
1		0133494-5 03/03/25 Electric Service	5,452.26		201	100-2600	412		
2		0133494-5 03/03/25 Unmetered Service	10.44		201	100-2600	412		
3		0133494-5 03/03/25 Natural Gas Service	2,871.02		201	100-2600	411		
4		0133494-5 03/03/25 State and Local Taxes	1,584.51		201	100-2600	411		
25700		5670 LUMEN	797.22						
1		728235410 03/01/25 Internet fees and surcharge	797.22*		215	412-1000	535	620	

03/14/25  
15:28:34

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 3/25

Page: 5 of 6  
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	
25701		3602 POWER TOWNSEND	99.46						
1		959884 03/05/25 Valve Ball/ Coupling/ straight	99.46*		201	100-2600	610		
25702		5272 BIG SKY GLASS WORKS	50.00						
1		2900 03/05/25 glass work Class 2024& 1935	50.00*		201	100-2600	610		
25703		259 BILLINGS HOTEL AND CONVENTION	5,284.80						
1		03/13/25 Band/Cheer Basketball Division	5,284.80*		201	720-3500	582		
		# of Claims	30	Total:	167,278.89	# of Vendors	24		
		Total Electronic Claims	13,421.70						
		Total Non-Electronic Claims	153,857.19						

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 3/25

Fund/Account		Amount
201 HIGH SCHOOL GENERAL FUND		
101		56,616.65
210 HIGH SCHOOL TRANSPORTATION FUN		
101		72,748.12
215 HIGH SCHOOL MISC PROGRAMS FUND		
101		33,907.78
260 HIGH SCHOOL BUILDING FUND		
101		4,006.34
Total:		167,278.89



920 Front Street  
Suite 101  
Helena, MT 59601  
406-442-4933

Jefferson High School District No. 1  
P.O Box 838  
Attn: Superintendent Erik Wilkerson  
Boulder, MT 59632

Invoice number 22-001-34  
Date 03/04/2025

Project 22-001 JEFFERSON HIGH SCHOOL  
EXPANSION & REMODEL

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>SMA - Basic Services</b>					
Schematic Design	77,085.76	100.00	77,085.76	77,085.76	0.00
Design Development	77,085.76	100.00	77,085.76	77,085.76	0.00
Construction Documents	207,167.98	100.00	207,167.98	207,167.98	0.00
Bidding	14,453.58	100.00	14,453.58	14,453.58	0.00
Construction Administration	81,903.62	100.00	81,516.59	81,903.62	387.03
Subtotal	457,696.70	100.00	457,309.67	457,696.70	387.03
<b>Consultants</b>					
Mechanical/Electrical/Plumbing Schematic Design	30,656.00	100.00	30,656.00	30,656.00	0.00
Mechanical/Electrical/Plumbing Design Development	63,313.00	100.00	63,313.00	63,313.00	0.00
Mechanical/Electrical/Plumbing Construction Documents	163,282.00	100.00	163,282.00	163,282.00	0.00
Mechanical/Electrical/Plumbing Bidding	5,731.00	100.00	5,731.00	5,731.00	0.00
Mechanical/Electrical/Plumbing Construction Administration	63,582.00	100.00	63,582.00	63,582.00	0.00
Structural Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Structural Design Development	14,400.00	100.00	14,400.00	14,400.00	0.00
Structural Construction Documents	44,000.00	100.00	44,000.00	44,000.00	0.00
Structural Bidding	1,600.00	100.00	1,600.00	1,600.00	0.00
Structural Construction Administration	16,000.00	100.00	16,000.00	16,000.00	0.00
Civil Schematic Design	5,800.00	100.00	5,800.00	5,800.00	0.00
Civil Design Development	5,600.00	100.00	5,600.00	5,600.00	0.00
Civil Construction Documents	34,270.00	100.00	34,270.00	34,270.00	0.00
Civil Bid Phase Services	3,480.00	100.00	3,480.00	3,480.00	0.00
Civil Construction Phase Services	14,250.00	100.00	14,250.00	14,250.00	0.00
Civil Project Closeout Services	4,800.00	100.00	2,400.00	4,800.00	2,400.00
Landscape Architect	22,600.00	100.00	22,600.00	22,600.00	0.00
Subtotal	497,364.00	100.00	494,964.00	497,364.00	2,400.00





Jefferson High School District No. 1  
 Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-34  
 Date 03/04/2025

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Additional Services</b>					
Programming/Ed Specs	24,089.70	100.00	24,089.70	24,089.70	0.00
Phase 1 - Scope	27,265.00	100.00	27,265.00	27,265.00	0.00
Phase 2 - Specifications	23,370.00	100.00	23,370.00	23,370.00	0.00
Phase 3 - Bidding	15,580.00	100.00	15,580.00	15,580.00	0.00
Phase 4 - Contract Administration	11,685.00	100.00	11,685.00	11,685.00	0.00
Fire Protection Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Fire Protection Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Fire Protection Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Fire Protection Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Fire Protection Construction Administration	3,000.00	100.00	3,000.00	3,000.00	0.00
Special Systems Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Special Systems Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Special Systems Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Special Systems Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Special Systems Construction Administration	3,000.00	100.00	3,000.00	3,000.00	0.00
Subtotal	161,989.70	100.00	161,989.70	161,989.70	0.00
Amendment 01 - Track & Field Improvement Study	15,716.00	100.00	15,716.00	15,716.00	0.00
Amendment 02 -Track & Field Improvements CDs & SCA	162,554.00	30.26	0.00	49,191.74	49,191.74
Total	1,295,320.40	91.25	1,129,979.37	1,181,958.14	51,978.77

Invoice total **51,978.77**

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-32	01/03/2025	4,163.95			4,163.95		
22-001-33	02/04/2025	12,800.00	12,800.00				
22-001-34	03/04/2025	51,978.77	51,978.77				
	Total	68,942.72	64,778.77	0.00	4,163.95	0.00	0.00

Approved by:

Jason M. Davis  
 Principal



architecture + design

Jefferson High School District No. 1

Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-34

Date 03/04/2025

*If you have already made payment on outstanding invoices, please disregard this aging summary. Thank you!*

From the desk of: 

---

**March 25**

**PAYROLL REPORT**

Payroll warrants approved by the superintendent and paid.

**CURRENT OFFICE ITEMS**

One (1) application has been received for the Heard Scholarship so far.

The MASBO Region 4 meeting was held in Belgrade, March 11. The topics covered were MT Schools Insurance Alliance, AI for school finance, health insurance 101(key terms & concepts), common pitfalls for school finance officials, legislative update, and the STARS Act. The last item took so long that we were unable to cover 4 other minor items. All items addressed were valuable topics of information.

The change in student attendance finance enforces the importance of the Notice of Intent to Increase Non-voted Levies. Each school is required to inform the voters of the possibility of increases in the funds with permissive levies – Adult Education, Transportation, Building Reserve (non-voted portion), Tuition, and Bus Depreciation. In the notice, the data we will present will be the District's best estimate of the needs in the funds as of March 18, 2025. The actual budget amount requested for each fund in August may be lower or higher than the March estimate. It was my goal to have the data ready by the time the board packet was posted but it doesn't appear that will happen.

A review of upcoming election deadlines is included with this report.

## Agenda – Election Webinar

March 14, 2025

### Commissioner of Political Practices/Election Updates

- **Review of Timelines**

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 12 through Thursday, March 27	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). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b>  <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>	<u>13-10-201</u>  <u>20-3-305</u>
Not more than 35 days before	Tuesday, April 1	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 notifying the Secretary of State in writing of any changes. Changes will be approved within 5 days.	<u>13-19-205</u>
Not later than 5pm the day before ballot certification	Thursday, April 3 (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.	<u>20-3-305(3)(a)</u>
Not later than 5pm the day before ballot certification	Thursday, April 3 (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>
No later than the 30th day before	Friday, April 4	Deadline to notify election judges of appointment.	<u>13-4-101</u>



March 18, 2025

Principal's Report--Mr. Mike Moodry

Student Count w/AYA= 295

#### **Academics**

We continue to work on the updates to our curriculum and course catalog. The goal is to present it to the policy committee by May.

ACT/Pre ACT will be on April 22, 2025.

#### **Discipline and Attendance**

Our attendance percentage was 94.07% as compared to 92.06% in the 2023-24 school year during the same period.

We have had 39 discipline events thus far this year compared to 92 events at this time last year during the same period last year.

#### **Mental Health**

Our students have been going through SOS (Signs of Suicide) Training last week. We continue to work on student mental health. We are consistently serving 10-15 students with our available counseling services. Our mental health team needs to be commended for their continued work with our students. The team consists of Devyn Ottman, Stacy Abar (school nurse), Erin Ritchie (school nurse), Rhonda Barnes (Huddle Up Online Therapy), and Kristal Kishbaug (local therapist).

#### **Activities**

BPA State is March 8-11th in Billings. National qualifiers (Orlando) were: Brookie May/Kellen Meredith (2nd Broadcast news), Joslyn Buckley and Jaida Jurenka (2nd video production), Brookie May, Kellen Meredith, Koldbe Michaud, and Luke Oxarart (3rd presentation team). Other Award winners were Allison Zawaki, Sloan Otsby, Natalie Russ (4th Global Marketing), Shae Jones (7th Individual Presentation) and London Ostby (7th Graphic Design Promotion) JHS Thespian will present the musical "Little Shop of Horrors" April 3rd-5th.

## **Superintendent Report**

Legislative update:

School Funding-

HB 15- inflationary increases to base funding, quality educator funding, and ANB funding. Should be on the Governor's desk soon.

HB252 (STARS ACT)- Has passed the house 88-9 and has been referred to the Senate Education Committee.

HB260- increase stipends for national board certification.

HB 266- Addressing inflation reconciliation. Helping with inflationary increases for general funds.

HB 405- Increasing transportation rates.

HB 567- Providing incentives for countywide multidistrict agreements.

HB 515- increases state major maintenance funding by 50% over current levels, with \$40,000 per district plus \$115 per ANB.

Other items

We have six students in Mrs. Smartnick's BPA that qualified for nationals!

**Board Meeting  
March 18, 2025  
Informational**

**New Business**

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

**Personnel**

**Substitutes**

**Resignations-** We have letters of resignation from Elizabeth LeTexier as head cheer coach. We have a letter of resignation from Anthony Connoles as head boys' basketball coach.

*Recommended Motion:* Move to approve the resignation of Liz LeTexier as head cheer coach. Move to approve the resignation of Anthony Connoles as head boys' basketball coach.

**Volunteer-** We have a volunteer, S. Briese, to recommend as a chaperone for the Skills USA student activities.

*Recommended Motion:* Move to approve S. Briese as a volunteer for the 2024-2025 school year.

**Staff Employment Recommendations**

May have recommendation

*Recommended Motion:* Motion if necessary.

**Attendance Agreements-** We may need to acknowledge agreements for those students from JHS going to Helena or East Helena High Schools. We may also need to approve students coming to JHS from outside districts.

*Recommended Motion:* Move to acknowledge \_\_ JHS student attending a Helena school. Move to approve 1 Helena student attending JHS.

**Notice of Intent to Increase Non-Voted Levies-** Each year we need to approve the Intent to Increase Non-Voted Levies and they need to be published in the paper.

**Recommended Motion:** Move to approve the Notice of Intent to Increase Non-Voted Levies as presented.

**Update on Job Description of Clerk-** Per HB 252, also known as the STARS Act, the district needs to update the clerk's job description. Attached is the MTSBA model job description with updates for STARS.

*Recommended Motion:* Move to approve the clerk's job description as presented.

**MOU with Boulder Association of Teachers-** Attached is the proposed MOU with the Boulder Association of Teachers stating the intent to meet the requirements of the STARS ACT. This only says that those teachers under the minimum pay level will be paid at the necessary level to meet the STARS ACT language. The BAT has agreed to this language and the negotiations committee has agreed on an individual basis.

*Recommended Motion:* Move to approve the MOU as presented.

**Discussion on Bus Purchase-** We are interested in purchasing another cruiser type bus from Beach Transportation. The original quote was \$20,000. They are willing to sell us the bus for \$19,000 so we have funds to apply our school's name and logo. I would like to request the board approve up to \$23,000 for bus purchase and logo/name application to be taken from the Metal Mines fund (if necessary).

*Recommended Motion:* Move to approve up to \$23,000 from the Metal Mines fund for purchase of a cruiser bus from Beach Transportation and application of school logo/name.



### Memorandum of Understanding

This agreement is between the Boulder Association of Teachers (BAT) and the Jefferson High School Board.

1. The existing salary matrix shall remain in effect for all cells except as modified below
2. Any cell in the salary matrix that falls below either: a) Eleven (11) times the Quality Educator Payment (QEP), or b) at least 62 percent (62%) of the current average teacher salary as established in House Bill 252 shall automatically be adjusted upward to the greater of these two amounts.
3. All other provisions of the contract and existing salary matrix, including step increases, educational attainment differentials, and any other negotiated components shall remain unchanged.
4. The percentages listed in extracurricular appendix shall automatically be adjusted based on the new minimum salary amount. The adjustments shall ensure the amount paid for each activity remains unchanged.
5. This amendment shall take effect immediately and unless modified during bargaining the language in this MOU will be automatically inserted into the next successor bargaining agreement between the parties.

Signed and agreed to this 18th day of March, 2025

---

School Board Chair

Date

---

Union Representative

Date

## **CLERK OF THE DISTRICT**

**REPORTS TO:** Jefferson High School Board

**FLSA Designation:** Exempt/Non-Exempt (Select the one that applies)

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### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

**ESSENTIAL FUNCTIONS:** The following are essential functions of the Clerk of the District position of employment:

- Advise the Board of Trustees on financial and operational constraints as outlined by law;
- Serve as a member of the administrative team, working closely with the District Superintendent and other administrative staff to align the educational goals and financial stability of the district;
- Assist the Trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record;
- Keep and maintain accurate minutes of meetings of the Board of Trustees;
- Act as the custodian of all documents, records, and reports of the Trustees, including the Trustees' report required under § 20-9-213, MCA;
- Act as custodian of all other records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and meeting minutes;
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Assist in budget preparation and with audits;
- Keep accurate and detailed accounts of all receipts and disbursements;
- Draw and countersign all warrants for expenditures;
- Process payroll data for all School District employees and prepares payroll checks for distribution and maintain up-to-date files of all payroll information;
- Process all authorized invoices and maintain records of paid/unpaid invoices and purchase orders;
- Process and maintain employment forms related to state and federal taxes and retirement systems;
- Prepare and submit financial reports to the Board and Superintendent as requested;
- Prepare and provide Board packets to the Trustees prior to every Board meeting, and make the Board packets available to the public;
- Prepare all notice for Board meetings and elections;
- Communicate with and respond to requests from governmental agencies, labor organizations, TRS, and PERS to provide information.
- Serve as the election administrator for the district unless the county administers an election at the request of the district.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

- One year experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Basic arithmetic, filing, and record-keeping procedures.
- Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
- Communicate effectively with students, public, and staff.

To Whom It May Concern,

I would like to thank you for allowing me to coach twelve years at Jefferson High between being a JV coach on the girls team when my Dad coached and then being an assistant for Clint Layng on the boys side and then eventually spending the last six years as the varsity coach for the boy's program. This was a big chapter in my life and I appreciate the opportunity to work with all the athletes and community members during time coaching at Jefferson High School. The Panther blood runs deep in my family as my grandpa taught there years ago, my dad went there and my sister and I attended there as well. I am blessed for the opportunity but I am unfortunately going to have to resign as the head basketball coach. I became a teacher to spend time with my kids and right now I have missed so many firsts of my son's I do not want to miss anymore. This is one of the hardest decisions I've ever had to make and it makes me sad to resign. I wish you all the best in the future! Go Panthers!

*Anthony Connole*

To whom it may concern,

I am writing to formally resign from my position as the Head Cheerleading Coach at Jefferson High School, effective at the end of the Winter 2025 season. This has not been an easy decision, but after careful consideration, I believe it is the right time for me to step down and allow someone else to take on this role.

It has been an incredible experience to lead such a talented and dedicated group of athletes. I have enjoyed working with the team and witnessing their growth both individually and as a unit. I am proud of what we have achieved together and am grateful for the opportunity to contribute to their development, both on and off the field.

I want to express my sincere appreciation to you and the administration for the trust and support you have provided throughout my tenure. I also want to thank the athletes, their families, and my fellow coaches for their hard work and commitment. I am confident that the cheer program will continue to thrive and excel in the future.

Please let me know how I can assist in ensuring a smooth transition. I am committed to working closely with the team and any new coaching staff to ensure they have the support they need moving forward.

Thank you again for the opportunity to serve as Cheerleading Coach. I wish the team and the entire program continued success.

Sincerely,

Elizabeth LeTexier