

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

**** 5:30 p.m. Tuesday August 19, 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

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
 - a. Bus Company and contract

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 – 25/26 List Approval
 - b. Resignations – Samantha Dewit
 - c. Paras/CNAs contracted through ProCare Therapy - Laci Parret, Kamryn Fitch
 - d. Volunteer –
3. Attendance Agreements –
4. Transportation Contract Review
5. Approval of contracted services with ProCare for Paras/CNAs
6. Accreditation Corrective Action Plan Approval
7. Approval of 25/26 Budgets

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 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 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

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

July 15, 2025

Regular Meeting

Board members present in-person: Camilla Robson, Erika Morris, Lyndsey Graham,
Justin Willcut, Larry Rasch, Jane Erickson

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), Dan Sturdevant (facilities), John Ward, Gerald Crum, Diana Crum

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 - Regular	Ms. Graham	Ms. Morris	6	0	
Claims and Accounts	Mr. Willcut	Ms. Erickson	6	0	
Construction payments – SMA and WET	Ms. Graham	Mr. Willcut	6	0	

D. Staff Report. None.

E. Student Report. None.

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 additions
2. Principal/A.D. – No questions.
3. Superintendent – No questions. Insurance trust stated BCBS will not be submitting an RFP due to lack of information.
4. Facilities – Submitted by paper.

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. Sod installation will start tomorrow and be done next week. The goal post foundations will be installed this week. Will consider surface treatment on the high jump area.
2. Personnel
 - a. Substitutes – None
 - b. Resignations – None.
 - c. New Hire – part-time custodial/maintenance – Jerry Crum

ITEM	MOTION	SECOND	AYE	NAY	Notes
Jerry Crum	Ms. Morris	Mr. Willcut	6	0	Pending Background check

d. Volunteers –

ITEM	MOTION	SECOND	AYE	NAY	Notes
S. Tatarka -football		Ms.	6	0	

e. Business Manager contract

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve terms	Mr. Rasch	Ms. Erickson	6	0	

3. Attendance agreements.

Attendance	Motion	Second	AYE	NAY	Notes
Approval for JHS attendance 18	Ms. Graham	Ms. Morris	6	0	
Approval for AYA attendance 0					
Acknowledge out-of-district 91	Mr. Willcut	Ms. Erickson	6	0	

4. Inter-local Fund – Discussion

ITEM	MOTION	SECOND	AYE	NAY	Notes
	None				

5. Approve new policies – 4 Approved on 1st reading – state mandate

ITEM	MOTION	SECOND	AYE	NAY	Notes
5123,3655,5252,8560	Mr. Willcut	Ms. Graham	6	0	

6. Approve policy changes

ITEM 5120P	MOTION	SECOND	AYE	NAY	Notes
Fingerprints Option 1 LASO office - Superintendent Retention/storage-immediate destruction Opt. 1 Dissemination – Opt. 2 Proc. For challenge Opt. 1	Ms. Robson	Ms. Morris	6	0	
ITEM 2334	MOTION	SECOND	AYE	NAY	Notes
Award credit – NO Allow 1 hr.	Ms. Robson	Mr. Willcut	6	0	
ITEM 3141	MOTION	SECOND	AYE	NAY	Notes
Application April deadline, Opt. 2 late applications,	Ms. Robson	Mr. Willcut	6	0	
ITEM 2600	MOTION	SECOND	AYE	NAY	Notes
2 weeks before employment	Ms. Robson	Ms. Morris	6	0	
ITEMS Remaining policy changes approved as presented	MOTION	SECOND	AYE	NAY	Notes
8301, 5430-NF, 2165-NF,1015FE,1099FE,1007FE,2150,2100 2050, 2335,2165,2158,3310,3121,3110,2450,5255,5122, 3650	Ms. Robson	Ms. Morris	6	0	

7. Approve tuition rate – no change

ITEM	MOTION	SECOND	AYE	NAY	Notes

8. Approve bus routes

ITEM	MOTION	SECOND	AYE	NAY	Notes
As presented	Mr. Willcut	Ms. Graham	6	0	

9. MTSBA voting authority

ITEM	MOTION	SECOND	AYE	NAY	Notes
Ms. Robson, Board Chair	Ms. Morris	Ms. Graham	6	0	

10. Substitute pay – Mr. Wilkerson recommended keeping it the same.

ITEM	MOTION	SECOND	AYE	NAY	Notes
				0	

11. Individual transportation agreement

ITEM	MOTION	SECOND	AYE	NAY	Notes
Guidoni	Ms. Morris	Ms. Erickson	6	0	

J. Communication and Comments

BES 21st Century Program Director, Kassie Nordlinder

K. Commendations and Recognitions

Officer Buissereth for his service to JHS and to Jefferson County
FCCLA

L. Follow-up/Adjournment – upcoming months

a. Next regular meeting – Aug. 19, 2025, 5:30 p.m.

M. Adjournment - meeting adjourned at 7:10 p.m.

Signature of Chair

Signature of Clerk

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Report ID: AP100

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25954	-99401E	4786 MC Mastercard	337.80						
1		637-5963 06/09/25 Due From Trap	193.80		201	170			
2		22875 06/30/25 Flag Football Castle Rock	144.00*		215	720-3500	660	352	
25955	-99400E	4786 MC Mastercard	5,370.21						
1		06/08/25 Conoco gas AD Meeting	47.41*		201	720-3500	582		
2		06/09/25 Conoco gas AD Meeting	48.42*		201	720-3500	582		
3		06/09/25 StayBridge Suites hotel T&F	4,982.04*		201	720-3500	582		
4		06/10/25 Conoco Gas for AD Meeting	31.56*		201	720-3500	582		
5		06/10/25 Subway for AD Meeting	10.54*		201	720-3500	582		
6		06/10/25 CottonWood Inn AD Meeting	250.24*		201	720-3500	582		
25956	-99399E	4786 MC Mastercard	76.21						
1		06/13/25 Chipotle for Principal Mtg	9.70*		201	100-2400	84		
2		06/13/25 Conoco for Prinicipal Mtg	54.46*		201	100-2400	84		
3		06/14/25 Stefanos u Bake for Principal	12.05*		201	100-2400	84		
25957	-99398E	4786 MC Mastercard	9,115.38						
1		06/10/25 Amazon Stapler	16.79*		215	100-2500	610	777	
2		Classroom supplies	428.92	11158	201	999			
EHEIMANN									
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-610-							
3		Canon Toner 125	39.09	11157	201	999			
STROZEWSKI									
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-610-							
4		Whaley Gradebook	39.90	11164	201	999			
*NEED									
MCCAULEY									
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-600-							
5		Linktor Chemi. Model Kit	39.90	11164	201	999			
*WANT									
MCCAULEY									
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-600-							
6		US Acrylic Plastic Trays	53.97	11164	201	999			
*WANT									
MCCAULEY									
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj:		-100-1000-600-							

08/15/25
14:12:29

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 7/25

Page: 2 of 15
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	
7		Kicnic Jumbo Book Covers	31.98	11164	201	999			
		*NEED MCCAULEY AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
8		Alitte Construction Paper	34.98	11164	201	999			
		*WANT MCCAULEY AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
9		10K HDMI Cables	13.99	11167	201	999			
		SMARTNICK AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-600-							
10		2 pk Micro SD Card	47.98	11167	201	999			
		SMARTNICK AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-600-							
11		2 pk SanDisk Ultra 64 GB	50.49	11167	201	999			
		SMARTNICK AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-600-							
12		Crtiin 50 pk mouse pads	32.99	11167	201	999			
		SMARTNICK AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-600-							
13		Uni SD Card Readers	49.95	11167	201	999			
		SMARTNICK AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-600-							
14		Unitek ipad charging stat	50.99	11167	201	999			
		SMARTNICK AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -390-1170-600-							
15		Grapes of Wrath-Hardcover	222.75	11166	201	999			
		HESFORD AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							
16		Disposable pillowcases	64.00	11168	201	999			
		NURSE AMAZON.COM PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
17		Nurse supplies	172.38	11169	201	999			
		NURSE AMAZON.COM							

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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	
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
32		Sharpie fine-purple 12 co	27.98	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
33		Marks-a-lot large purple	20.04	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
34		Binder clips small	18.81	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
35		Binder clips medium	33.27	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
36		Glue Dots	11.50	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
37		Elmers Glue	21.44	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
38		Tape dispenser 3 count	34.18	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
39		Post it note 24 count	66.27	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
40		Index cards 1,000	41.10	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
41		Scissors 24 count	20.46	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							
48		Push Pins 300ct	11.98	11163	201	999			
KEOUGH L									
AMAZON.COM									
PO Accounting	(Org/Prog/Func/Obj/Proj:	-100-1000-600-							

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 7/25

- * ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
57		180 colored pencils	33.99	11171	201	999			
	OTTMAN								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
58		12 pack fine tip sharpie	39.96	11171	201	999			
	OTTMAN								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
59		36 pack sharpies	35.94	11171	201	999			
	OTTMAN								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
60		60 tri fold poster boards	319.99	11171	201	999			
	OTTMAN								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
61		12 Red G2 Pens	14.83	11171	201	999			
	OTTMAN								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
62		LEEKEY Resistance Bands S	19.99	11172	201	999			
	C.LAYNG								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
63		Pull Up Bands, Resistance	29.99	11172	201	999			
	C.LAYNG								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
64		TechStone Resistance B	26.97	11172	201	999			
	C.LAYNG								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
65		Fit Simplify Resistance L	45.99	11172	201	999			
	C.LAYNG								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
66		Exercise Bands Resistance	22.99	11172	201	999			
	C.LAYNG								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							
67		WHATAFIT Resistance Bands	14.72	11172	201	999			
	C.LAYNG								
	AMAZON.COM								
	PO Accounting	(Org/Prog/Func/Obj/Proj: -100-1000-600-							

08/15/25
14:12:29

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 7/25

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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	
78		see attached sanbao	117.00	11183	201	999			
		EHEIMANN							
		CHINACLAYART.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
79		Correction Tape mini (10)	18.49	11187	201	999			
		*NEED							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
80		Binder Dividers	25.95	11187	201	999			
		*WANT							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
81		G2 Gel Red Pens (12)	19.49	11187	201	999			
		*NEED							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
82		Swingline Comm. Stapler	14.99	11187	201	999			
		*WANT							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
83		Poster Markers	41.94	11187	201	999			
		*NEED							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
84		Plastic Rulers	15.90	11187	201	999			
		*NEED							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
85		Scissors 8"	10.95	11187	201	999			
		*WANT							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
86		TI-0XIIS Calculator	53.97	11187	201	999			
		*NEED							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							

Claim Details

For the Accounting Period: 7/25

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
87		Walmart poster board	65.00	11187	201	999			
		*WANT							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
88		Hair Ties (lab safety) walmart	4.38	11187	201	999			
		*NEED							
		MCCAULEY							
		Office depot							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
89		Electric desk	898.00	11200	201	999			
		L.CAREY							
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-							
90		06/14/25 Walmart Water Filter for Fridg	67.98*		201	100-1000	600		
91		Stapler 4 count	35.10	11163	201	999			
		KEOUGH L							
		AMAZON.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-							
92		06/10/25 Whaley Gradebook	7.35*		201	100-1000	610		
93		06/11/25 sd cards	26.39*		201	100-1000	610		
94		06/17/25 pillowcases	5.54*		201	100-1000	610		
95		06/18/25 36 pack sharpies	12.55*		201	100-1000	610		
96		06/18/25 Math Supplies	16.45*		201	100-1000	610		
97		06/23/25 Shipping on Oak Meadow	21.00*		201	100-1000	610		
98		06/23/25 shipping for Carolina	32.63*		201	100-1000	610		
99		06/23/25 Shipping for walmart	4.20*		201	100-1000	610		
25958	-99397E	4786 MC Mastercard	98.49						
1		06/13/25 Music Festival app fee	60.00*		201	710-3400	582		
2		06/19/25 Flag Football Rule Books	38.49*		215	720-3500	660	352	
25959	-99396E	4786 MC Mastercard	7,815.47						
1		06/09/25 Amazon McCauley supplies	275.92*		215	100-1000	610	287	
2		06/06/25 USPS Postage	115.42*		201	100-2400	532		
3		06/06/25 Staples keyboard	39.99*		201	100-2300	610		
4		06/04/25 Amazon McCauley supplies	354.77*		215	100-1000	610	287	
5		06/11/25 Flowers for EHHS	85.99*		201	100-2300	800		
6		06/10/25 USPS postage	12.95*		201	100-2400	532		
7		06/12/25 Cheap Sprinklers K-Rain 9 volt	30.09*		201	100-2600	615		
8		Algebra 1 Books	1,353.00	11165	201	999			
		STROZEWSKI							
		ABEBOOKS.COM							
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-							

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
9		06/11/25 Algebra books shipping	71.70*		201	100-1000	610	
10		CircExtreme Book Covers	35.99	11190	201	999		
S.LAYNG								
DEMCO								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
11		CircExteme Book Covers	77.59	11190	201	999		
S.LAYNG								
DEMCO								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
12		Securefold Book Jacket Co	22.95	11190	201	999		
S.LAYNG								
DEMCO								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
13		Securefold Book Jacket Co	38.95	11190	201	999		
S.LAYNG								
DEMCO								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
14		06/24/25 Demco shipping	31.02*		201	100-1000	610	
15		USB Sensor Interface	150.00	11191	201	999		
*Want - would speed up labs.								
MCCAULEY								
VERNIER SOFTWARE								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
16		pH Probe Storage Solution	25.00	11191	201	999		
*Need for maintaining current probes.								
MCCAULEY								
VERNIER SOFTWARE								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
17		06/24/25 Vernier Software shipping	32.81*		201	100-1000	610	
18		Plastic Coverslips	27.25	11185	201	999		
*NEED								
MCCAULEY								
FLINN SCIENTIFIC INC.								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
19		400 ml beakers	31.50	11185	201	999		
*NEED								
MCCAULEY								
FLINN SCIENTIFIC INC.								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								
20		Dialysis Tubing	36.92	11185	201	999		
*NEED								
MCCAULEY								
FLINN SCIENTIFIC INC.								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-								

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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		
21	Ethyl Alcohol 4 L	37.14	11185	201	999				
*NEED									
MCCAULEY									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
22	Thermometers	18.90	11185	201	999				
*NEED									
MCCAULEY									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
23	Goggle Sanitizer Bulb	83.53	11188	201	999				
**NEED									
MCCAULEY									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
24	06/23/25 Flinn Scientific	18.80*		201	100-1000	610			
25	see attached	701.71	11193	201	999				
PARSONS									
NASCO MODESTO									
PO Accounting (Org/Prog/Func/Obj/Proj: -390-1000-610-									
26	Lab Manual	50.80	11181	201	999				
want item									
FEISTNER									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
27	Mock Crime Sence Setup	43.90	11181	201	999				
want item									
FEISTNER									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
28	Forensic File 6 kit bundl	350.00	11181	201	999				
FEISTNER									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
29	Bloodstain Pattern Analys	44.26	11181	201	999				
FEISTNER									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
30	Gunshot Residue	49.72	11181	201	999				
FEISTNER									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
31	Document Analysis	106.61	11181	201	999				
FEISTNER									
FLINN SCIENTIFIC INC.									

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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	
32	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-	Bloody typing Kit	66.00	11181	201	999			
	FEISTNER								
	FLINN SCIENTIFIC INC.								
33	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-	Presumptive Blood Test	28.97	11181	201	999			
	FEISTNER								
	FLINN SCIENTIFIC INC.								
34	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-	Id unknown substances	109.00	11181	201	999			
	FEISTNER								
	FLINN SCIENTIFIC INC.								
35	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-	Fingerprint Kit	70.33	11181	201	999			
	FEISTNER								
	FLINN SCIENTIFIC INC.								
36	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-	Lab Supplies	1,297.50	11189	201	999			
	BROWER								
	FLINN SCIENTIFIC INC.								
37	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-	student pass	104.82	11163	201	999			
	KEOUGH L								
	AMAZON.COM								
38	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-	Basket ball hoop	349.00	11195	215	999			28
	DRYNAN								
	GOPHER SPORT								
39	PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610- 28	Shipping & handling	48.86	11195	215	999			28
	DRYNAN								
	GOPHER SPORT								
40	PO Accounting (Org/Prog/Func/Obj/Proj: -474-1000-610- 28	Heavy duty storage cabine	1,200.00	11198	201	999			
	L.CAREY								
	ULINE								
41	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-	Shipping handling	185.81	11198	201	999			
	L.CAREY								
	ULINE								
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-660-								

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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	
25960	49868S	3481 MT DOJ CRIMINAL RECORDS	60.00						
1		Background KG	30.00	11152	201	999			
L.CAREY									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800-									
2		Background ST	30.00	11155	201	999			
L.CAREY									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800-									
25961	49864S	5862 GearUp	1,007.41						
1		C1397759 06/17/25 Flag Jersey, Flag Short	1,007.41*		215	720-3500	660	352	
25962	49866S	5818 ITD Solutions	4,337.50						
1		1056 06/30/25 It service agreement July	4,337.50*		215	100-2580	355	620	
25963	49871S	5372 NET SUPPORT INCORPORATED	85.00						
1		Cic25NSIUS 07/14/25 Cloud Based Classroom Mana	85.00*		228	100-1000	680		
25964	49862S	5346 BSN SPORTS	735.28						
1		GBB uniforms	735.28	11201	201	999			
S.LAYNG									
PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-									
25965	49873S	2021 PEARSON EDUCATION	2,492.85						
1		Elementary Sta sMyLab	2,287.05	11184	201	999			
MCMAHON									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-640-									
2		Freight	205.80	11184	201	999			
MCMAHON									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
25966	49874S	5284 RODDA PAINT	86.97						
1		73043429 07/03/25 Epoxy Ls White	86.97*		260	100-4500	725		
25967	49863S	5191 FISHER'S TECHNOLOGY	385.00						
1		1522157 07/02/25 Copier B&W color	385.00*		201	100-2400	440		

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25969	49872S	1737 NORTHWESTERN ENERGY	5,301.14					
1		0133494-5 07/21/25 Electric Service	4,405.79*		201	100-2600	412	
2		0133494-5 06/02/25 Unmetered Service	13.51*		201	100-2600	412	
3		0133494-5 06/02/25 Natural Gas Service	240.48*		201	100-2600	411	
4		0133494-5 06/02/25 State and Local Taxes	641.36*		201	100-2600	411	
25970	49870S	1830 MT SCHOOL BOARDS ASSOCIATION	4,248.00					
1		0017306 07/01/25 Membership Renew	4,248.00*		201	100-2300	800	
25971	49875S	5270 SMA ARCHITECTS	14,556.70					
1		22-001-37 06/06/25 Architect fees	14,556.70*		260	100-4500	715	
25972	-99395E	4625 MT DEPARTMENT OF REVENUE	2,211.66					
1		PA1 06/16/25 Gross Receipts tax	2,211.66*		260	100-4500	715	
25973	-99394E	4625 MT DEPARTMENT OF REVENUE	5,652.87					
1		PA2 07/14/25 Gross Receipts tax	5,652.87*		260	100-4500	725	
25974	49867S	5863 Mockel Precast and Excavation	207,896.04					
1		PA#1 06/16/25 Work done on JHS Track	207,896.04*		260	100-4500	715	
25975	49867S	5863 Mockel Precast and Excavation	531,369.78					
1		PA#2 07/14/25 Work done on JHS Track	531,369.78*		260	100-4500	715	
25976	49866S	5818 ITD Solutions	10,080.00					
1		1062 07/08/25 120 Chromebooks & licenses	10,080.00*		215	100-1000	660	739
25977	49869S	1828 MT HIGH SCHOOL ASSOCIATION	5,894.00					
1		07/01/25 Boy & Girls Sport and Activiti	5,250.00*		201	720-3500	810	
2		07/01/25 Liability Catastrophe	503.00*		201	720-3500	810	
3		07/01/25 Concussion Insurance	141.00*		201	720-3500	810	
25978	49865S	5783 INTERMOUNTAIN HEALTH	15,000.00					
1		10007882 03/31/25 Sports Medicine Services	15,000.00*		215	459-2131	330	459
25979	49878S	5864 ODESSA COLLEGE	3,000.00					
1		QUINN SCHO Scholarship-LaFromboise	3,000.00*		285	800-3300	870	852

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25980	49881S	5865 WYOTEC	5,000.00					
1		Benner Sch For Cannon LaLiberty	5,000.00*		285	800-3300	870	864
25981	49880S	5140 U of M REGISTRATION	3,000.00					
1		Quinn Scho Quinn, Drama - Izzy Gasch	3,000.00*		285	800-3300	870	852
25982	49879S	5867 ROCKY MOUNTIAN COLLEGE	5,500.00					
1		Quinn Sch Art for Murolo	3,000.00*		285	800-3300	870	852
2		Trettin Sc For Murolo	2,500.00*		285	800-3300	870	863
25983	49876S	5866 BYU IDAHO	2,500.00					
1		Trettin Sc For Sidni French	2,500.00*		285	800-3300	870	863
25984	49877S	5362 MONTANA TECH - ADMISSIONS	500.00					
1		Sullivan S For Maryah Lindsay	500.00*		285	800-3300	870	862
# of Claims		30	Total:	853,713.76	# of Vendors	20		
		Total Electronic Claims	30,678.09					
		Total Non-Electronic Claims	823,035.67					

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Fund Summary for Claims
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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	39,324.48
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	33,030.26
228 TECHNOLOGY FUND	
101	85.00
260 HIGH SCHOOL BUILDING FUND	
101	761,774.02
285 PRIVATE PURPOSE TRUST FUND	
101	19,500.00
Total:	853,713.76

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Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25985	49892S	3374 J.W. PEPPER & SON, INC.	549.00					
2		367610612 07/09/25 Music	299.00*		215	100-1000	610	777
3		367606708 07/07/25 Music	150.00*		215	100-1000	610	777
4		367598019 06/26/25 Music	100.00*		215	100-1000	610	777
25986	49894S	4389 NITRO GREEN & CHRISTMAS DECOR	288.00					
1		721111 06/30/25 Nitro Green	288.00*		201	100-2600	440	
25987	49886S	5523 CANON FINANCIAL SERVICES, INC.	730.30					
1		41398252 07/12/25 B&W and color Copier	730.30*		201	100-5200	840	
25988	49887S	2152 CENTURY LINK	462.57					
1		333808998 07/13/25 internet	462.57*		201	100-2300	531	
25989	49890S	5738 HUDDLE UP CARE, INC.	2,830.50					
1		SI-15010 06/30/25 Mental Health Therapy may	2,830.50*		215	459-1000	330	459
25990	49882S	4878 ANNETTE SMITH ELECTRIC INC	220.00					
1		2240 07/28/25 Hooked up Sprinkler system	220.00*		201	100-2600	440	
25991	49885S	321 BRUCO, INC	5,416.20					
1		433335 07/21/25 Gym Recoating Service	5,416.20*		201	100-2600	440	
25992	49888S	4827 CITI BUSINESS VISA-Costco	3,059.31					
2		06/26/25 School Administrators	350.00*		201	100-2300	582	
3		06/30/25 Empire Equipment	750.00*		260	100-4500	715	
4		06/30/25 Staples	41.99*		201	100-2500	610	
5		06/30/25 Les Schwab Tires	95.96*		201	100-2600	440	
6		06/26/25 FCCLA Natl Travel	1,821.36	11196	215	999		51
PARSONS								
PO Accounting (Org/Prog/Func/Obj/Proj: -451-1710-582- 51								
25993	49891S	5818 ITD Solutions	8,437.50					
1		1064 07/28/25 It service agreement August 20	4,337.50*		201	100-2580	355	
2		1064 07/28/25 Apple 2024 macbook	1,800.00*		215	100-1000	660	778
3		1064 07/28/25 Apple 2024 MacBook	2,300.00*		215	100-1000	660	31

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
25994	49889S	5860 Encompass Supply LLC	2,553.08						
1		Paper Towels	1,741.20	11133	201	999			
K.LYON									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									
2		110143 07/30/25 Bathroom tissues, Dispenser	811.88*		201	100-2600	440		
25995	49884S	385 BOULDER MONITOR	57.50						
1		7014 07/09/25 Agenda, Budget meeting	57.50*		201	100-2300	540		
25996	49889S	5860 Encompass Supply LLC	1,799.40						
1		110179 07/31/25 Bathroom Tissue	1,799.40*		201	100-2600	610		
25997	49883S	5574 BOULDER ACE HARDWARE	470.91						
1		4645 07/29/25 Shelf Bracket 10x12 wht	11.98*		201	100-2600	610		
2		4623 07/25/25 Clnr oven Fumefree	11.99*		201	100-2600	610		
3		4618 07/25/25 Ace Better Brsh	11.99*		201	100-2600	610		
4		4633 07/28/25 Varnish, Ace Foam, spring snp	65.30*		201	100-2600	610		
5		4642 07/29/25 displ pnt try spry pnt	24.93*		201	100-2600	610		
6		4591 07/21/25 tape green drop cloth	36.97*		201	100-2600	610		
7		4605 07/23/25 bckr rod waterproof sleant	49.96*		201	100-2600	610		
8		4538 07/14/25 Ace better brsh multi mix cona	14.98*		201	100-2600	610		
9		4433 06/27/25 tape green pipe insulation	51.48*		201	100-2600	610		
10		4616 07/25/25 Multi mix container 5qt	11.97*		201	100-2600	610		
11		4655 07/31/25 elbow insert poly	4.59*		201	100-2600	610		
12		4649 07/30/25 power grab, scouring stick	73.90*		201	100-2600	610		
13		4634 07/28/25 Good roller	8.99*		201	100-2600	610		
14		4199 05/21/25 Adaptr insrt poly	16.34*		201	100-2600	610		
15		4196 05/21/25 Valve sprinkl	49.98*		201	100-2600	610		
16		4333 06/11/25 Conn Wire Aquabl	6.99*		201	100-2600	610		
17		3976 04/10/02 Fastners	10.40*		201	390-1640	610		
18		3961 04/07/25 fasnters Bolt eye lag	8.17*		201	390-1640	610		
25998	49893S	3983 KOCH TENNIS REPAIR	45,380.00						
1		08/01/25 Surfaced 3 tennis courts, line	45,380.00*		260	100-4500	715		
25999	49896S	290 BOULDER ELEMENTARY SCHOOL	6,436.35						
See JV 850									
1		07/30/25 Food payment to BES	6,436.35		201	620			

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
26000	49898S	4633 COMMERCIAL ENERGY OF MT INC.	27.12					
1		NWE088975 08/04/25 gas on the NWE system	27.12*		201	100-2600	411	
26001	49902S	5701 OETC	2,579.40					
1		338022 08/02/25 Microsoft 365 A3 Faculty	2,579.40*		228	100-1000	680	
26002	49901S	5472 MT DIGITAL ACADEMY	123.00					
1		INV-SUM-05 08/05/25 FLEX Cap Enrollement	123.00*		215	100-1000	640	55
26003	49900S	4733 LAYNG, SARAH	80.00					
1		07/30/25 Coaches Clinic Reg Free	80.00*		201	720-3500	582	
26004	49910S	4734 JOURNEYED.COM INC	2,475.00					
1		10564655 08/07/25 Adobe Creative Cloud	2,475.00*		228	100-1000	680	
26005	49903S	5341 QUADIENT LEASING USA INC	214.62					
1		Q1950826 07/23/25 Lease payment	214.62*		201	100-2400	532	
26006	49897S	2717 CITY OF BOULDER	1,364.42					
1		622-00 08/01/25 Water JHS outdoor	15.97*		201	100-2600	421	
2		617-00 08/01/25 Water, Sewer, Tennis	36.45*		201	100-2600	421	
3		311-00 08/01/25 Water, Sewer, JHS	1,312.00*		201	100-2600	421	
26007	49899S	1086 GIULIO DISPOSAL SERVICES, INC.	173.60					
1		4240 07/31/25 8 yd 2x Weekly	173.60*		201	100-2600	431	
26008	49895S	5574 BOULDER ACE HARDWARE	99.41					
1		4676 08/04/25 Fastners,	15.95*		201	100-2600	440	
2		4676 08/04/25 store Credit	-14.06*		201	100-2600	440	
3		4685 08/05/25 Glue Floor Tile	24.58*		201	100-2600	440	
4		4687 08/05/25 Flp Disc	27.98*		201	100-2600	440	
5		4681 08/04/25 Grease, Whip Hose	17.98*		201	100-2600	440	
6		4688 08/05/25 Scraper blade	26.98*		201	100-2600	440	
26009	-99393E	4786 MC Mastercard	1,149.63					
1		folders, staff items	244.89	11204	201	999		
AMAZON.COM								
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-								
2		07/10/25 Mary D Ink Cartridge drum unit	42.99*		215	474-1000	610	28
3		07/28/25 Rodda Paint	466.19*		201	100-2600	440	
4		07/31/25 Amazon oil Fliters	43.56*		201	100-2600	440	
5		07/21/25 Sun Rental in butte	352.00*		201	100-2600	600	

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Claim	Warrant	Vendor #/Name	Amount				Acct/Source/ Prog-Func	Obj	Proj
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org				
26010	-99392E	4786 MC Mastercard	555.69						
1		folders, staff items	354.34	11204	201	999			
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-610-									
2		Lab Supplies	201.35	11189	201	999			
BROWER									
FLINN SCIENTIFIC INC.									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-600-									
26011	49905S	5868 Big Sky Plumbing	330.50						
1		38088 05/22/25 pvc ball valves, Labor	330.50*		201	100-2600		440	
26012	49913S	3481 MT DOJ CRIMINAL RECORDS	115.00						
1		Background GC	30.00	11205	201	999			
L.CAREY									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800-									
2		Background JW	25.00*	11206	201	100-2300		800	
L.CAREY									
3		Finger prints	30.00*	11207	201	100-2300		800	
L.CAREY									
4		8130 07/22/25 Background AM	30.00*		201	100-2300		800	
26013	49918S	2014 STROM AND ASSOCIATES, P.C.	12,650.00						
1		statement 07/29/25 2325 audit fee	9,000.00		201	621			
2		statement 07/29/25 2325 audit fee	3,650.00		215	621			111
26014	49914S	1830 MT SCHOOL BOARDS ASSOCIATION	1,856.00						
1		07/01/25 Policy Service Maintenance	1,856.00*		201	100-2300		800	
26015	49911S	5869 Keener, Tim	39.56						
1		08/09/25 30 Seconds Window & Screen	39.56*		201	100-2600		440	
26016	49908S	1377 JOHNSON CONTROLS	1,374.50						
1		1-13612876 07/23/25 Add new Server to Customor	956.00*		260	100-4500		725	
2		1-13611263 07/21/25 Shut off to Ahus for Summe	418.50*		201	100-2600		440	

08/15/25
14:13:11

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 8/25

Page: 5 of 8
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	
26017	49904S	4878 ANNETTE SMITH ELECTRIC INC	645.00						
1		2264 07/28/25 Added 2 new exit lights	645.00*		201	100-2600	440		
26018	49917S	2144 SAFEGUARD BUSINESS SYSTEMS	503.87						
1		449407 07/09/25 Claim checks	503.87*		201	100-2500	610		
26019	49907S	1002 GENERAL DISTRIBUTING	19.78						
1		0001533753 07/31/25 Acetylene 60-397 Rental	19.78*		201	390-1640	610		
26020	49915S	1737 NORTHWESTERN ENERGY	3,827.57						
1		0133494-5 08/01/25 Electric Service	3,304.86*		201	100-2600	412		
2		0133494-5 08/01/25 Unmetered Service	12.91*		201	100-2600	412		
3		0133494-5 08/01/25 Natural Gas Service	126.60*		201	100-2600	411		
4		0133494-5 08/01/25 State and Local Taxes	383.20*		201	100-2600	411		
26021	49912S	5670 LUMEN	328.13						
1		748245533 08/01/25 Internet access	328.13*		228	100-1000	680		
26022	49909S	1346 JOSTENS -	18.45						
1		37377651 06/28/25 Diploma and Packaging Handli	18.45*		201	100-1000	610		
26023	49906S	5191 FISHER'S TECHNOLOGY	385.00						
1		1535462 08/01/25 Copier B&W color	385.00*		201	100-2400	440		
26024	49916S	5284 RODDA PAINT	17.39						
1		73043430 07/03/25 floors	17.39*		260	100-2600	610		
26025		5346 BSN SPORTS	5,873.00						
1		1327153 GBB uniforms	5,873.00	11201	201	999			
S.LAYNG									
PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-									
26026		5269 EMS LINQ INC	1,877.40						
1		C-136681 06/16/25 CMS hosting	1,877.40*		228	100-1000	680		
26027	49919S	1377 JOHNSON CONTROLS	6,710.00						
1		1-13522524 02/10/25 GYM MAU motor replacement	6,710.00*		260	100-4500	725		

08/15/25
14:13:11

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 8/25

Page: 6 of 8
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
26028	49919S	1377 JOHNSON CONTROLS	833.50					
1		1-13581662 02/10/25 GYM MAU motor replacement	833.50*		260	100-4500	725	
		# of Claims	44	Total:	124,937.16	# of Vendors	37	
		Total Electronic Claims	1,705.32					
		Total Non-Electronic Claims	123,231.84					

08/15/25

JEFFERSON HIGH SCHOOL

Page: 7 of 8

14:13:11

Claim from Another Period Cancelled in
For the Accounting Period: 8/25

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
		*** Cancelled in 8/25 ****						
		*** Claim from another period (5/25) ****						
25831		1377 JOHNSON CONTROLS	6,710.00					
1		1-13522524 02/10/25 GYM MAU motor replacement	6,710.00*		260	100-4500	725	
		*** Cancelled in 8/25 ****						
		*** Claim from another period (5/25) ****						
25832		1377 JOHNSON CONTROLS	833.50					
1		1-13581662 02/10/25 GYM MAU motor replacement	833.50*		260	100-4500	725	
# of Claims		2	Total:	7,543.50	# of Vendors	37		

08/15/25
14:13:12

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 8/25

Page: 8 of 8
Report ID: AP110

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	49,913.49
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	13,116.85
228 TECHNOLOGY FUND	
101	7,259.93
260 HIGH SCHOOL BUILDING FUND	
101	47,103.39
Total:	117,393.66



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 22-001-39
Date 08/07/2025

Project 22-001 JEFFERSON HIGH SCHOOL
EXPANSION & REMODEL

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
SMA - Basic Services					
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	81,903.62	81,903.62	0.00
Subtotal	457,696.70	100.00	457,696.70	457,696.70	0.00
Consultants					
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	4,800.00	4,800.00	0.00
Landscape Architect	22,600.00	100.00	22,600.00	22,600.00	0.00
Subtotal	497,364.00	100.00	497,364.00	497,364.00	0.00



architecture + design

Jefferson High School District No. 1

Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-39

Date 08/07/2025

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Additional Services					
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 & CA	162,554.00	97.90	158,141.76	159,141.76	1,000.00
Total	1,295,320.40	99.74	1,290,908.16	1,291,908.16	1,000.00

Invoice total **1,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-38	07/03/2025	28,372.95		28,372.95			
22-001-39	08/07/2025	1,000.00	1,000.00				
Total		29,372.95	1,000.00	28,372.95	0.00	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 22-001-39

Date 08/07/2025

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

From the desk of:

 *orie*

July 25

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

Our office has been rearranged to help with Kary's and my communication with each other (side-by-side rather than front-to-back). It also seems a bit more professional and prevents a straight shot from the entrance to the first back room (formerly Mr. Wilkinson's room).

The rest of the month has been devoted to yearend financial duties and payroll.



August 19, 2025

Principal's Report--Mr. Mike Moody

Enrollment:

	25-26
Freshman	102
Sophmores	80
Juniors	84
Seniors	62
TOTAL	328

Academics

Teachers will return on Thursday, August 21st (see schedule attached). Students will begin on August 25th and 26th. Our focus this year is building community.

Professional Development

Attached is the Professional Development Plan for the school year. We will continue to work on assuring all students are safe, included, and receive a personalized experience.

Activities

Mrs. Layng has included an activities report for the packet. Fall activities are in full swing beginning August 15th. Numbers will be available at the meeting.



August 21

8:00-8:10 Beginning of year intros and expectations (Mr. Wilkerson)

8:10-8:30 Mrs. L. Carey

8:30-9:30 Mrs. Erin Ritchie (Nurse)

9:45-10:00 Cole Mosby, IT

10:00-12:00 Mr. Moodry Policy Review

12:00-1:00 Lunch (On your own)

1:00-3:00 Maximizing Student Growth in the Classroom (Maps)

3:00-4:15 Work in Rooms

August 25 ½ Day for Staff

Agenda:

7:30-12:00 Freshman Orientation

12:00-4:30 Work in rooms

August 26 ½ Day for Staff

Agenda:

7:30-8:00ish Staff meeting

8:00--10:30 Work in Classrooms

11:00-4:00 First Day for All Students

25-26 Professional Developments

August 21

8:00-8:10 Beginning of year intros and expectations (Mr. Wilkerson)

8:10-8:30 Mrs. L. Carey

8:30-9:30 Mrs. Erin Ritchie (Nurse)

9:45-10:00 Cole Mosby, IT

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August 26 ½ Day for Staff

Agenda:

7:30-8:00ish Staff meeting

8:00--10:30 Work in Classrooms

11:00-4:00 First Day for All Students

September 9 JHS Open House 5-7pm

September 10 Late Arrival (9:00AM)

September 19 Homecoming Friday (Contracted PIR)

September 24 Late Arrival (9:00am)

October 8 Late Arrival (9:00AM)

October 16-17 Teacher Convention (12 hours for replacement approved through Dist. Office)

October 22 Early Out (2:00pm) State of Mind

November 4 Parent Teacher Conferences 2-6 (Clancy)

November 21 Teacher PIR (All Day)

January 23 PIR (All Day)

February 4 Late Arrival (9:00am) Interdisciplinary PLC Planning

February 18 Late Arrival (9:00am) Interdisciplinary PLC Planning

March 4 Late Arrival (10:30am)

March 9 JHS Night (MT City) 5-7pm

April 8 Late Arrival (9:00am)

April 22 Late Arrival (9:00am) Interdisciplinary PLC Planning

August AD Board Report:

It's been a very busy week once again at JHS with Fall Sports beginning. We have roughly 20 athletes out for cross country, 25 for flag football, 40 for football, and 15-20 cheerleaders. Lately, I've been busy making sure kids are registered correctly in Dragonfly and have physicals turned in. We have a lot of underclassmen in a variety of activities, which is fantastic.

The coaching clinic was well attended last month by quite a few of our coaches. I attended several AD workshops as well as track & field. Shannon Grossman was one of the keynote speakers discussing mental health in sports. She is the person we invited last fall to talk to our athletes here. I think it'd be a great idea to have her back if possible.

The fields and gyms look great. I have so much appreciation for our maintenance staff with all the hard work they've done making Jefferson High look great.

All schedules are set and uploaded on the athletic page of the school website. MHSA has changed their game scheduling platform to Arbiter this year. It's been a trial-and-error figuring this out, but it's coming along. All coaches have had to go through Arbiter for their eligibility clinics as well.

I'm really excited to start the school year and our sports seasons especially this year as I had to miss this part last year. It's so much fun to be back in full swing!

Superintendent's Report

Enrollment- Our enrollment projection is approximately 320 students. We will not know final numbers until we start and see the October count. I recommend we do not admit any new out-of-district students in the Freshman Class.

Other Construction Items- We are getting the roof patched in the front of the building. Hopefully this will cut down on or eliminate the leaks. We are having the dampers replaced for the air handling unit in the new gym. They are also replacing the heater in the library.

VanHool- The fuel pump went out on the Van Hool. Discovered when we took it in for service. Cost will be about \$5,000. Hoping this will last for a while.

**Board Meeting
August 19, 2025
Informational**

New Business

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

Personnel

Substitutes- The substitute list must be approved each year. Attached is the substitute list for 2025-2026 for your approval.

Recommended Motion: Move to approve the 2025-2026 substitute list as approved.

Resignations- Samantha Dewit submitted her resignation for the 2025-2026 school year.

Recommended Motion: Move to approve the resignation of Samatha Dewit.

Volunteer

New Hires-

We interviewed two candidates for the CNA/ Paraprofessional positions. Both would be contracted employees through ProCare Therapy. We are recommending the hire of Laci Parret and Kamryn Fitch through ProCare.

Recommended Motion: Move to approve the hire of Laci Parret and Kamryn Fitch for the 2025-2026 school year.

We interviewed Elizabeth Lett for the school nurse position. We are able to get some of this funding from our tuition fund due to the needs of students.

Recommended Motion: Move to approve the hire of Elizabeth Lett for the 2025-2026 school year.

Attendance Agreements- (We have no attendance agreement(s) at this time.) We acknowledge agreements for those students from JHS going to other district High Schools. We approve/disapprove students coming to JHS from outside districts.

Recommended Motion: Move to acknowledge ____ JHS student attending a high school in another district. Move to approve ____ out-of-district students attending JHS.

Transportation Contract Review- We have been in discussions with Harlow's over the transportation contract. With the shortage of drivers, they gave their drivers raises to help retain them. The increases were substantial. Harlow's then asked us for an increase of 10% on our transportation contract. The contract has language that allows increases of 3.5% or the annual CPI (Consumer Price Index) Urban. It also states: All items shall not exceed an 8% annual increase... Although the CPI was less than 3.5%, I agreed on an 8% increase. This is consistent with another school in the district. I feel this is a good faith effort to help Harlow's.

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

Approval of Contracted Services with ProCare Therapy- We will need to sign an agreement with ProCare Therapy. The two CNA/paraprofessionals work through this agency. ProCare will take care of insurance, worker's comp, taxes, etc. This is a one-year agreement.

Recommended Motion: Move to approve the contracted services through ProCare for the 2025-2026 school year.

Accreditation Corrective Action Plan Approval- Our accreditation status is "Advice". This means we have two or more areas for improvement. In this case we did not state how we make sure students are college and career ready. Although we have several indicators to help us make sure our students are prepared, we did not include that information in the accreditation process. As a note, the accreditation process is new, and we will need time to better understand how to fill it out. Mike and I will give a summary of the plan for your approval.

Recommended Motion: Move to approve the corrective action plan as presented.

Budget Meeting

Approval of the 2025-2026 Budget- I will give a summary of what each item is used for.

Recommended motion: Move to approve the 2025-2026 as presented.

SUBSTITUTE LIST FOR 2025 - 2026

At the end of last year, each substitute employee was asked to renew their status as a sub.

TEACHER

Christina Binkowski
Mary Williams
Nicole Blubaugh
Bre Stulc
Fay Conway

All teacher substitutes at a minimum will be paid for half a day.

Rates are:

Certified:

\$ 125/day \$62.50/half-day

Non-certified:

\$ 105/day \$52.50/half-day

SECRETARY, FOODS, PARA

Diana Crum

NO REPLY

Bonnie Williams
Emma Enyeart

If a sub works for 5 days in a semester, they will receive a \$50 bonus per semester. If they work 5 days in each semester, they will receive an additional \$50. A condition applies. The sub must have no refusals or late shows in the semesters.



August 13, 2025

Lori Cary, Business Manager
Jefferson High School
312 Main Street
Boulder, Mt 59632

Dear Lori:

This letter is to request a cost-of-living increase as per the school contract Page 6, Item Number 14, Cost of Living Escalator: Effective July 1, 2024 and for the subsequent years of this contract, general transportation, special education cost, field trip and activity cost, down-time and cost per line item shall increase by the greater of 3.5% or annual consumer Price Index (CPI) Urban, All Items shall not exceed an 8% annual increase determined in April of each year. <https://www.bls.gov/cpi/>.

Based on our agreement to increase driver wages all line items of the contract will increase by 8% for the 2025-2026 school year.

The 2025-2026 School Year Transportation Rates:

- **General School Transportation**
 - Route Cost Per Mile: \$4.89/ Mile
- **School Field Trips and Activity Transportation**
 - **Harlow's Owned Assets**
 - School Bus Activities Rate: \$2.28/ Mile
 - Minimum Charge of Seventy-Five (75) Miles
 - **School District Owned Asset(s)**
 - Driver Only Services: \$34.71/HR
 - One and One-Half (1.5) Hour Minimum
 - Cleaning of Asset(s): \$49.63/HR
 - Harlow's Service Rate Per Hour: \$110.21/HR
 - School District is responsible for fuel, maintenance as well insurance for their owned assets.
- **Driver Downtime Per School**
 - Jefferson High School
 - Day Trips Per Driver Per Trip: \$95.41/ Trip
 - Overnight Trip Per Driver, Per Day, Per Trip: \$124.80/ Trip
 - Boulder Elementary:
 - Driver Downtime Per Hour, Per Driver: \$16.16/ Hour
- **PPE / Sanitizing Expense** Pass Through
 - The items may include but not limited to: gloves, mask, disinfectant and hand sanitizer for the bus, etc. We would want a mutually agreed upon / approved plan.

Cancellation Fees Due To School Closure: For each day that scheduled transportation is cancelled,

Harlow's School Bus Service, Inc

1021 South 23rd Street Suite A, Bismarck North Dakota 58501



meaning that school buses do not provide scheduled transportation services due to an unplanned school closure, for any reason whatsoever, School District school shall pay Contractor minimum seventy-five percent (75%) of the cost for the transportation services scheduled for that day, provided that Contractor shall give an equal credit against the cost of transportation services provided by Contractor for make-up days added in the same school year where transportation is provided.

If you have any questions, please do not hesitate to contact me at any time 406-225-3344

Sincerely,

Customer Acknowledgement

Millisa Haas
Location Manager
millisa.haas@harlowsschoolbus.com

Signature: _____

Printed Name: _____

Cc: Michelle Taber Regional Vice President, Francis Hamm Regional Director

Harlow's School Bus Service, Inc

1021 South 23rd Street Suite A, Bismarck North Dakota 58501

ProCare Therapy, a d/b/a of New Direction Solutions, LLC (the "Company") and

Jefferson High School

whose principal location is PO BOX 838, BOULDER, MT 59632 ("Client")

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Company's employees (the "Consultant" or "Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Client Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

SECTION 1

Scope of Services

The Company, a staffing agency in the business of providing supplemental staffing to the public and private education sector, will use commercially reasonable efforts to provide Consultants to Client on a temporary basis or, if specifically requested by Client, for permanent placements. The parties agree that Company cannot guarantee the result or performance of the Consultants placed on a temporary or permanent basis. Client attests that it currently holds and agrees it will maintain all requirements necessary to operate its business and to utilize the Consultants in the positions assigned. If a Consultant is unable to complete the specified assignment, Company may use its commercially reasonable efforts to find a replacement in a timely manner.

SECTION 2

Independent Contractor

The parties agree that the relationship of each to the other is that of an independent contractor. All Consultants will remain employees of the Company, which is solely responsible for providing and maintaining payroll services for any Consultant placed with Client, maintaining payroll records, and withholding and remitting all payroll taxes and social security payments, unless the parties otherwise agreed to in writing. Company does not ordinarily use subcontractors in providing services. Should the need to use a subcontractor arise, the Company will notify Client in advance of the assignment to receive approval.

SECTION 3

Term of Agreement

This Agreement begins on the date of the latest signature below ("Effective Date") and remains in effect for a period of one (1) year unless terminated earlier in accordance with the provisions of this Agreement. Following the initial term, this Agreement will automatically renew for successive one-year periods. If either party elects not to renew, all obligations under this Agreement will cease at the end of the current term, except for any provisions that expressly or by their nature survive termination.

SECTION 4

Telepractice Services

Company, at Client's request, may provide telepractice services through its teletherapy provider VocoVision. Should utilization of VocoVision occur, Client will receive **Addendum A – Teleservices Assignment Confirmation** which outlines specific terms and conditions regarding VocoVision's telepractice services.

SECTION 5

Insurance

Company will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employer's Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate.

Sexual Abuse and Molestation - \$1,000,000 per claim and \$3,000,000 aggregate

SECTION 6

Competency and Licensing

Company will make reasonable efforts to present only Consultants qualified for their discipline based on the applicable Department of Education licensing and certification requirements, professional standards, and Client requirements for the disciplines placed with Client. The Company will conduct pre-employment screenings to provide Consultants who meet the applicable standards and Client requirements. To assist in these efforts, Client will provide Company with all necessary standards and Client requirements for each discipline a Consultant may work in. Client acknowledges that it possesses the unique and necessary knowledge to assess the qualifications of any Consultant referred to work with Client, and Client agrees that it has the ultimate responsibility of approving a

Consultant's licensure, certifications, and qualifications as acceptable for Client in the assigned discipline. To this end, Company will make available to Client all necessary Consultant records that Company may disclose and may, at Client's discretion, facilitate an interview between Client and Consultant to assist in the assignment decision. If Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results, that may negatively impact the start or continuation of an assignment, Client will notify Company in writing within three (3) business days of Client's knowledge of such information and will provide Company with all relevant and necessary details regarding the situation. Failure to notify Company may result in the termination of this Agreement and any current or future assignments.

SECTION 7

Credentialing and Onboarding

Consultants assigned to Client must pass all required background checks, fingerprinting, and security screenings in accordance with federal, state, and local requirements as applicable to Client and the assigned discipline. Client will confirm that Consultants meet these requirements prior to the start of an assignment.

Client acknowledges that Consultants must complete Company's onboarding and credentialing processes prior to the start of an assignment, and Client agrees that Consultants may not provide any services prior to their completion of onboarding and credentialing. Company will provide Client with written notice of Consultant's completion of onboarding and credentialing and Consultant's authorization to begin work. If Client authorizes a Consultant to begin work before completion of the onboarding and credentialing process, Client accepts full responsibility for such authorization. Client agrees to indemnify, defend, and hold harmless Company from all liabilities, losses, damages, costs, and expenses arising due to Consultant's performance of services during such period and agrees that in no instance is Company liable to Client for its decision to authorize work without Company's written approval and confirmation of completion of onboarding and credentialing.

SECTION 8

On-Site Responsibility

Client will provide Consultants with orientation to all Client specific policies, procedures, and processes necessary to provide services, including but not limited to safety policies and procedures, and Client will provide all necessary support, facilities, training, direction, and means for Consultants to satisfactorily complete the assignment. Client acknowledges that Company does not provide special education, therapy, nursing, or related services and only provides candidate identification and placement services. As such, the provision of Consultant's services is not supervised by Company. Client will provide Consultant and Company written notice and contact information of the Client supervisor assigned to each Consultant. At all times, Consultants are subject to Client's guidance, supervision, and control for the work performed and services provided. Client is responsible for Consultant's adherence to the applicable standards of practice and Client requirements, and only Client is responsible for determining the appropriate services to be provided by Consultant. Client will not allow Consultant, at any time, to perform work or provide services that are outside the scope of the duties and responsibilities of their assigned position, and Client will not allow Consultant to perform work at any location other than the location(s) agreed upon with Company. Client will not allow, request, or require that Consultants use any automobile, regardless of ownership, or Consultant's personal devices in performance of any work for Client without the written consent of Company. Client acknowledges that any deviation from Client's policies and procedures, as orientated to Consultants, should be immediately reported in writing and directly to Company so it may offer correction and/or counseling to the Consultant.

SECTION 9

Administrative Responsibilities

Client is responsible for orienting Consultants to Client's policies and procedures regarding the submission of any paperwork required for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. Should Consultant fail to submit paperwork as required by Client's policies and procedures, Client will notify Company in writing within three (3) business days of Client's knowledge of the alleged failure. Failure to timely notify Company or notify Company before an assignment ends negates any Client claim to withhold payment due to untimely work and/or paperwork non-compliance.

Where required by federal, state, or local law, Client acknowledges it is responsible for providing and administering meal and rest periods to Consultants in accordance with such laws because Company does not maintain control over Client's workplace. If Client operates in such a jurisdiction, Client will provide a written policy outlining Client's requirements and procedures to Company and Consultants, and Client will provide appropriate training to Consultants so they may comply with such policy. Client agrees to indemnify Company for any payments or other expenses incurred by Company relating to Client's failure to properly administer any legally required meal or rest breaks. Client will immediately notify Company in writing if it is unable or unwilling to provide or administer legally required meal and rest breaks. In such an event, Company may immediately terminate any or all current and future assignments with Client. In the event of any inquiries regarding meal and rest break compliance, Client and Company will cooperate in good faith to resolve the matter in accordance with applicable laws and best practices. If corrective action is necessary, the parties will work together to determine an appropriate resolution.

SECTION 10

Workplace Conditions and Reporting of Work-Related Injuries

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed necessary for the positions to which Consultants are assigned. Client warrants that its facilities and operations comply with all applicable federal, state, and local safety and health laws, regulations, and standards, including but not limited to all applicable workplace safety standards. Client agrees it is responsible for providing all necessary safety training and equipment to Consultants, and for each Consultant's compliance with applicable health and safety requirements, including those instituted by Client. Client ensures compliance with all applicable workplace safety obligations, including general training on the reporting of work-place injuries or incidents, and occupational exposure to bloodborne pathogens. Records of such occurrences will be maintained by Client and will be accessible to Company. In the event of a workplace injury, incident, or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the appropriate treating department as per Client protocol. Consultant will concurrently report any workplace injury, incident, or exposure to Company for the purpose of reporting such event to Company's workers' compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for providing written notification of such change to both Company and Consultants.

SECTION 11

Employment of Consultants

Should Client wish to engage in a contingency search agreement for specific disciplines to help fulfil required staffing levels, the parties will work together to develop a separate agreement outlining the scope of such requested search.

SECTION 12

Equal Opportunity and Workplace Harassment

Both parties agree to provide equal opportunity to all Consultants and agree that they will not discriminate against, harass, or retaliate against any Consultant based on race, religion, color, sex, national origin, age, disability, veteran status, or any other status or condition protected by applicable federal, state, or local laws. Client will promptly investigate all allegations of discrimination, harassment, and retaliation, and will immediately report to Company any such incident or suspected incident involving a Consultant and Client employees or agents or occurring at Client's worksites. Client will indemnify Company for all losses, liabilities, or damages associated with defending any charge, complaint, claim, cause of action or suit by any governmental or administrative agency and/or any Consultant or anyone acting on Consultant's behalf, arising in whole or in part due of Client or Client's employees or agents.

SECTION 13

Timekeeping and Invoicing

Client will ensure that Consultants accurately record the start and stop times for all hours worked in accordance with Client's policies and that Consultants utilize Client's designated method for submission of Company's timesheet. Timesheets and/or timesheet approvals are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Company will generate an invoice based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) of services provided, Consultant name, job title, hourly bill rate, total hours billed, and total amount due. Company pays overtime in compliance with federal, state, and local laws. Client agrees to be billed at one and one-half (1.5) times the regular bill rate for all hours when Company is required to pay overtime. Client must notify Company in writing if pre-approval is required for overtime hours prior to any such hours being worked. Client attests that only Client employees with appropriate knowledge and authority will review and approve invoices and will notify Company of any errors within fifteen (15) days of the date of invoice, and Company agrees that all non-disputed amounts are due and payable according to the standard payment terms contained herein. Company and Client will work in good faith to resolve any errors, and Company will provide a corrected invoice mutually acceptable to both parties within ten (10) business days of a resolution. In the event Client fails to report errors within fifteen (15) days, disputes will not be accepted, and the invoice will be due and payable in full.

SECTION 14

Payment Terms, Default Charges, and Minimum Wage Increases

Company will submit invoices to Client on a weekly basis for all services provided during the previous week. **Client's payment is due within fifteen (15) days of receipt of invoice.**

Invoices are considered past due if not paid by the agreed upon due date. Client agrees to pay all necessary collection costs, including reasonable attorney's fees and costs. Company reserves the right to approve or discontinue any extension of credit and the terms governing such credit.

If Company is required to increase Consultant's compensation due to minimum wage increases or experiences an increase in compensation costs as a direct result of any law, order, or other government action, Client agrees that Company may increase the bill rates at a proportional level. Company agrees it may only increase bill rates up to a level that places Company in the same position it was prior to such law, order, or action. Company will provide fifteen (15) days written notice to Client prior to any such change taking effect.

SECTION 15
Limitation of Liability

NEITHER PARTY WILL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND WILL NOT BE LIMITED BY THESE PROVISIONS.

SECTION 16
Incident and Error Tracking

Client will report to Company any performance issues, incidents, errors, or other similar events related to the work or services provided by Consultants. Company will document reported incidents and may track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of Client's knowledge of the occurrence.

SECTION 17
Termination of Assignment With Cause

Immediately upon Client's knowledge, Client will report to Company any behavior issue, deviation from the accepted standards of practice, policies, and procedures as orientated to Consultant, or incident that would be considered adverse to Client's operations. In such an event, Client may request, in writing, that Company facilitate the immediate removal of Consultant. Client agrees it will not immediately remove a Consultant or terminate an assignment unless Company has been notified in writing or, based on Client's good faith assessment, that immediate dismissal is necessary to protect Client's operations. Upon termination of assignment or removal of a Consultant, Client will provide documentation specifying the reasons and facts of the termination to Company within forty-eight (48) hours. If Client does not report such deviation(s) and terminates an assignment or does not provide the required documentation following a termination, Client will be assessed an amount equal to five (5) days of billings at the bill rates and minimum hours agreed upon in the applicable Client Assignment Confirmation. The parties agree that Consultants are an integral part of Company's operations and a resource that may have been developed over years, and Client acknowledges that Company may not be able to find another position for Consultant, ultimately leading to termination of Consultant's employment with Company. Accordingly, any delay or absence of written notice may result in lost revenue or other consequences not foreseen at this time. Therefore, the parties agree the liquidated damages in this Section are reasonable for the probable loss suffered by Company in the event of Client's breach of this provision.

Client is responsible for all costs and fees up to the point of termination. Client will provide Company a five (5) business days exclusivity period to refill the position in the event of termination with cause. Should Company identify a suitable Consultant, Client will agree to the original or extended terms of the terminated Consultant's assignment. In the event a replacement Consultant requires higher compensation, Client agrees that Company may proportionately increase the bill rate to put Company in the same position as it was before the termination.

SECTION 18
Termination of Agreement and Termination of Assignment Without Cause

Client may terminate an assignment or this Agreement upon thirty (30) days written notice. Client is responsible for all charges and fees prior to notice date and through the 30-day period of notice. If Client is unable to or does not provide thirty (30) days written notice, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours for all terminated assignments. In the event of termination without cause, Client is responsible for any housing and travel costs actually incurred by Company because of such termination.

SECTION 19
Minimum Hours

Client will provide Consultants with the number of work hours per week specified in the applicable Client Assignment Confirmation. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the minimum work hours. Minimum work hours will be reduced to reflect scheduled closings for holidays and planning days.

SECTION 20
Force Majeure and Unscheduled Facility Closure Policy

Neither party is liable for failure or delay in performing its obligations, if such failure or delay is due to natural disasters, pandemics, acts of war, government regulations, or other events or causes beyond the parties' control. Further, the parties agree that Company is not liable for failure or delay in performing its obligations, if such failure or delay is due to termination of Consultant or Consultant's resignation. If services are interrupted, both parties will make reasonable efforts to resume operations.

Notwithstanding the foregoing, the parties agree that in the event of an unforeseen or unexpected interruption resulting from a complete or partial unscheduled closure of Client's facilities due to natural or manmade events, including but not limited to fires, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services all Consultants whose services can be performed in such a setting. Client agrees to be billed for virtual services at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours will be entered and processed according to the normal time submittal and approval process, unless otherwise requested in writing by Client and agreed upon by Company. Company and Client will work in good faith to determine which contracted disciplines qualify for virtual services, however Client may not decline virtual services of a Consultant if the same services are provided virtually by Client employee(s). For Consultants not eligible for virtual services, Client will be invoiced and will pay for each affected Consultant a rate of \$200 per day for each workday that the affected Consultant is unable to work due to an Unscheduled Closure.

SECTION 21 **Multiple Locations**

If Client requires Consultant to travel to and perform services at more than one location, Client will compensate Company for travel time between facilities at the regular hourly bill rate and for mileage not to exceed the then current IRS reimbursement rate.

SECTION 22 **Issue Resolution**

In the event Client encounters an issue that is not satisfactorily resolved by its Company representative, Client should escalate the issue to the appropriate Company manager by calling 800-849-5502. Please ask for your account representative's manager.

SECTION 23 **Indemnification**

To the fullest extent permitted by law, each party (the "Indemnifying Party") will indemnify, defend, and hold harmless the other party, and each of their respective officers, directors, agents, and employees (the "Indemnified Party") against all liabilities, losses, damages, costs and expenses ("Losses") to the extent caused by the actions or inactions of the Indemnifying Party. In no event will the Indemnifying Party's obligations extend to Losses resulting solely from the negligent act or omission, willful misconduct, breach of this Agreement, or unlawful act of an Indemnified Party.

The Indemnified Party will notify the Indemnifying Party promptly after receiving notice of a claim, lawsuit, demand, action, or threatened action ("Claim") covered by the indemnity obligations in this Agreement and will provide the Indemnifying Party with all necessary documentation for the Indemnifying Party to assess its obligations under the Agreement. The parties will keep each other reasonably informed regarding the status of any Claim, will work in good faith in the defense and settlement of Claims, will provide notice to and consult with each other prior to settling any Claim. Neither party will, without the other's written consent, settle or compromise any claim or consent to the entry of any judgment regarding any Claim which indemnification is being sought unless such settlement, compromise, or consent (i) includes an unconditional release of the other party from all liability arising out of such claim; (ii) does not include any admission or statement suggesting any wrongdoing or liability on behalf of the other party; (iii) does not contain any equitable order, judgment, or term that affects, restricts or interferes with the business of the other party; and (iv) does not place any monetary obligations or liabilities on the other party. Any omission or delay in complying with this paragraph by the Indemnified Party will relieve the Indemnifying Party of its obligations to the extent it is prejudiced by such omission or delay. This Section will survive any termination or expiration of this Agreement.

SECTION 24 **Confidentiality**

Each party acknowledges that, they (the "Receiving Party") will learn confidential information of the other party (the "Disclosing Party"). Confidential information (as defined here and below) is any information which is private to the Disclosing Party but is shared by to the Receiving Party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements, and terms and conditions of this Agreement.** It is agreed that neither party will disclose any Confidential Information of the other party to any person or entity nor permit any person or entity to use Confidential Information, except as required to fulfill the party's obligations under this Agreement.

Confidential Information of Company also includes, but is not limited to, any and all information owned or controlled by Company and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Company and which is not generally disclosed to the public, including but not limited to employee and Consultant information and Company's technical data, policies, financial data, contract terms and provisions, billing rates, and permanent placement fees whether disclosed orally, in writing, or by inspection, and that should be reasonably understood to be confidential given the nature of the information.

If the Receiving Party attempts to use or dispose of any Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of this Agreement, the Disclosing Party has the right, in addition to other remedies which may be available to it, to obtain injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant. The parties acknowledge and agree that monetary damages may not be a sufficient remedy for any breach or threatened breach of this Section and, therefore, such injunctive relief is appropriate as a remedy and the breaching party waives any requirement for the securing or posting of any bond showing actual monetary damages in connection with such breach.

The parties understand and agree that nothing in this Section is meant to prevent any disclosure of Confidential Information required under federal, state, or local law, regulation, or a valid order issued by a court or governmental agency (each a "Legal Order"). Before making such disclosure, the Receiving Party will provide the Disclosing Party with (i) prompt written notice of such Legal Order so the Disclosing Party may seek, at its own costs and expense, a protective order or other remedy; and (ii) reasonable assistance, at the Disclosing Party's costs and expense, in opposing such disclosure. If, after providing notice, the Receiving Party remains subject to a Legal Order to disclose any Confidential Information, the Receiving Party will disclose only the portion of Confidential Information that such Legal Order specifically requires to be disclosed.

SECTION 25

Family Education Rights and Privacy Act, Data Protection, and Cybersecurity

Where applicable, Company will comply with all laws, rules, and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about Client's students may be contained in records maintained by Company and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect relevant records in accordance with FERPA and Client policy. If necessary, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines. Notwithstanding the foregoing, Client will not, unless necessary in furtherance of this Agreement, disclose such information to Company or Consultant, and Client will not, under any circumstances, allow Consultant to remove such information from Client facilities. If such removal occurs, Client will immediately notify Company, and the parties will work in good faith to remedy the situation. Except where required by law, Company will not disclose to any third party, without prior consent of a parent/guardian and written consent of Client, any information regarding students that Company may learn or obtain during this Agreement.

The parties will implement and maintain reasonable security measures to protect data from unauthorized access, disclosure, or use and will comply with all applicable federal, state, and local laws regarding privacy and data protection. In the event of a data breach affecting the other party, the affected party must notify the other party within five (5) business days of its awareness of the breach. Upon termination of this Agreement or upon the other party's request, each party will return or securely destroy records and data in accordance with applicable laws. Client agrees Company is free from any liability arising from or relating to Client's failure to provide onsite supervision or to orient and train Consultant on Client's policies, procedures, or oversight related to data protection.

SECTION 26

State Retirement System Notice

This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employees' retirement system, and/or any similar or successor system applicable to the professionals provided by Company. Client agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant and fulfilling all associated administrative duties. The parties agree that the applicable employee share paid to the system by Client shall be deducted from the amount due to Consultant by Company. Client and Company expressly acknowledge and agree that if any Consultant is required to or elects to participate in a retirement system/pension, Client is solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension. Client will immediately notify Company if any Consultant is required to or voluntarily elects to participate in any such system. In such event, Client will advise Company of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client will withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by Client will be deducted from the amount owed to Company by Client.

SECTION 27

Conflicts of Interest

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with the ability to perform under this Agreement. To that end, the parties hereby certify and represent that their officials, employees, and agents do not have any significant financial or other pecuniary interest in the other party's business or operations, and no inducements of monetary or other value were offered or given to any officer, employee, or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

SECTION 28

Client Funding

The parties acknowledge that Client's obligations under this Agreement may be subject to budgetary constraints and appropriations by government authorities. If funding for services under this Agreement is reduced or eliminated by governmental action, Client will immediately notify Company in writing. In such cases, the parties will negotiate in good faith to modify the Agreement to allow for continuation of services. However, if Company, in its sole discretion, determines that it is not feasible to continue providing services at reduced costs, Company may immediately terminate this Agreement and all current and future assignments, without liability to Client.

SECTION 29
Survival

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation, or expiration of this Agreement, will survive termination, cancellation or expiration of this Agreement.

SECTION 30
Notices

All notices required to be given in writing will be sent to the names/addresses listed below.

To Company

New Direction Solutions LLC dba ProCare Therapy
Attn: Contract Department
5550 Peachtree Parkway, #500
Peachtree Corners GA 30092
Email: ContractNotices@procaretherapy.com

To Client

Jefferson High School
PO BOX 838, BOULDER, MT 59632

SECTION 31
Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State where the services are provided, without regard to its conflict of laws principles. Any legal action or proceeding arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located in the State in which services were performed.

SECTION 32
Electronic Signatures, Counterparts, and Authority

This Agreement and any related documents may be executed and delivered electronically, including by email or electronic signature software. Signatures transmitted electronically will be considered valid and binding as if they were original signatures.

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. A signed copy of this Agreement transmitted by electronic means (such as email or other software) will have the same legal effect as an original signed copy.

The persons signing this Agreement represent that they have the proper authority to bind their respective party. If Client is entering into this Agreement on behalf any additional affiliated facilities, Client represents that it has the proper authority to bind those facilities to the terms of this Agreement. As such, Client will be jointly and severally liable under this Agreement for the obligations of such additional affiliated facilities.

SECTION 33
Severability and Waiver

If any provision of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect. When possible, the parties agree to negotiate in good faith to replace any invalid or unenforceable provision with a legally valid alternative.

Failure or delay by either party to enforce any provision of this Agreement will not be considered a waiver of that provision or any other provision, and a waiver of any right(s) under this Agreement must be in writing and signed by the waiving party. No waiver of any default will be deemed a waiver of any subsequent default.

SECTION 34
Entire Agreement

This Agreement and each duly executed Amendment or Exhibit represents the entire agreement between the parties and supersedes any prior understandings or agreements, whether written or oral, between the parties with respect to the subject matter herein. The parties acknowledge that they were given the opportunity to discuss this Agreement with legal counsel. Should any provision of this Agreement require judicial interpretation, the interpretation shall not apply any rule of construction to construe the provision(s) more strictly against one party. This Agreement will inure to the benefit of and will be binding upon the parties hereto and their respective heirs, personal representatives, successors, and assigns, subject to the limitations contained herein. This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Services Agreement)***

CLIENT ID – CLIENT NAME

84022 - Jefferson High School

New Direction Solutions, LLC dba ProCare Therapy

Signature Date

Signature Date

Print Name

Print Name

Title

Title

ADDENDUM A
Client Assignment Confirmation



This Client Assignment Confirmation is entered into and executed as of the signature date below and supplements the Client Services Agreement between the Client and New Direction Solutions, LLC dba ProCare Therapy ("ProCare" or "the Company"). Client will pay ProCare for hours worked by Consultant on the following terms:

Assignment Details

ProCare Consultant: Laci Parrett PID: *

School District Name (Client): Jefferson High School

Start Date: 08/21/2025 End Date: 05/29/2026

Start and End dates are subject to change based on the credentialing and licensure process as well as adjustment in the school district's calendar.

Position: Paraprofessional

Bill Rate: \$37.00 Minimum Hours: 32

Overtime Rate: 1.5 times Bill Rate

Billing Workweek: Monday – Friday

Miscellaneous: *

Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax-exempt entity.

If ProCare Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Option of virtual services will be offered by ProCare in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

Should Client desire the convert the Consultant named above from contracted personnel to a direct employee, Client shall reach out to their Company representative for more information.

Account Representative Information: Coen Liner
Coen.Liner@procaretherapy.com
7707412672

By: 84022 - Jefferson High School

Print Name: _____

Title: _____

Date: _____

By: New Direction Solutions, LLC dba ProCare Therapy

Print Name: _____

Title: _____

Date: _____

***Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.**

ADDENDUM A
Client Assignment Confirmation



This Client Assignment Confirmation is entered into and executed as of the signature date below and supplements the Client Services Agreement between the Client and New Direction Solutions, LLC dba ProCare Therapy ("ProCare" or "the Company"). Client will pay ProCare for hours worked by Consultant on the following terms:

Assignment Details

ProCare Consultant: Kamryn Fitch PID: *

School District Name (Client): Jefferson High School

Start Date: 08/21/2025 End Date: 05/29/2026

Start and End dates are subject to change based on the credentialing and licensure process as well as adjustment in the school district's calendar.

Position: Paraprofessional

Bill Rate: \$37.00 Minimum Hours: 32

Overtime Rate: 1.5 times Bill Rate

Billing Workweek: Monday – Friday

Miscellaneous: *

Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax-exempt entity.

If ProCare Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Option of virtual services will be offered by ProCare in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

Should Client desire the convert the Consultant named above from contracted personnel to a direct employee, Client shall reach out to their Company representative for more information.

Account Representative Information: Coen Liner
Coen.Liner@procaretherapy.com
7707412672

By: 84022 - Jefferson High School

Print Name: _____

Title: _____

Date: _____

By: New Direction Solutions, LLC dba ProCare Therapy

Print Name: _____

Title: _____

Date: _____

***Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.**

COLLEGE AND CAREER PERFORMANCE STANDARDS

The areas for the college and career performance standards were inadvertently missed during the completion of the accreditation. The standards and procedures have been in place for a number of years and will continue to be reevaluated annually for instructional and planning changes.

We will annually revisit our data for college and career readiness and plan appropriate changes to curriculum, instructional practices, and professional development. All stakeholders (staff, students, and parents) will be consulted to make such changes.

The principal and counselor will be responsible for implementing the college and career readiness plan.

Student progress will be monitored upon completion of the student's plan of study and reviewed annually by the counselor.

Jefferson High School College and career readiness is a process though out the student career.

Freshman Year

- Student and guidance counselor use the Montana Career Information System (MCIS) to create a profile which measures a student's aptitude and interests to outline careers.
- The MCIS data is use to create a Career Pathway using the Montana Career Pathways-Secondary Programs of Study.

Sophomore Year

- Student take the Pre-ACT then meet with the Guidance Counselor to reassess their program of study and make necessary adjustments to course schedule Junior Year.
- In the spring, students are introduced to Dual Credit and School to Work opportunities for their Junior and Senior years. These opportunities are evaluated on their plan of study,

Junior Year

- Students take the ASVAB in the fall using the results to evaluate their program of study and make necessary adjustments. They will also be introduced to military recruiters to plan possible military careers.
- All students take the ACT. Results are used for student plans of study, drive curricular changes, and professional development.
- Emphasis on Dual Credit and School to Work opportunities.

Senior Year

- Students use ACT data to a plan their schedules to enhance their college and career readiness.
- Emphasis on Dual Credit and School to Work opportunities.

Samantha DeWit
519 Garden Drive
Boulder, MT 59632
samanthadewit2015@gmail.com
(406) 548-8485

Jefferson High School
312 South Main St
Boulder, MT 59632

Dear Mary and the Jefferson High School Administration,

It is with deep gratitude and a heavy heart that I submit my resignation from my position as paraprofessional at Jefferson High School. I will not be returning for the 2025/2026 school year.

This decision was far from easy — Jefferson High has been more than a workplace to me. Being part of such a caring and supportive community, under Mary's exceptional leadership, has been an honor. Mary, your compassion, dedication to students, and unwavering support for staff have made this school a truly special environment.

I've accepted another position offering higher pay, a step I must take to better support my family during this time. Please know that this decision reflects our family's financial needs, not any dissatisfaction with this school or my role.

Thank you for the opportunity to contribute to Jefferson High, and for all the kindness and mentorship you've shown me. I will always look back on my time here with immense gratitude.

Sincerely,

Samantha DeWit