

**AGENDA for the REGULAR MEETING
OF THE TRUSTEES OF JEFFERSON HIGH SCHOOL DISTRICT # 1
* 5:30 p.m. Tuesday April 15, 2025 * Jefferson High School Library (former)**

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Consent Agenda

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

D. Student Report

- a. Student Council
- b. BPA (Business Professionals of America)

E. Staff Report

F. Committee Reports

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

1. Clerk/Business Manager
2. Principal/A.D.
3. Superintendent

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

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

1. Construction project update
2. Personnel
 - a. Substitutes –
 - b. Resignations – D. Deskins
 - c. Volunteer – Tennis – B. Fox
 - d. Staff employment recommendations – E. Hoy-English
3. Attendance Agreements -
4. Student Club Out-of-state trips – BPA & FCCLA
5. 2nd Reading – Clerk Job Description
6. Contract Renewals – List attached
 - a. Certified
 - b. Classified
 - c. Administration
7. Contract Non-renewals

J. Communication and Comments

- a. Letters to the Board – Board of Public Education, D. Deskins,

K. Commendations and Recognition

L. Follow-up/Adjournment – upcoming agenda items

NEXT **REGULARLY** SCHEDULED HIGH SCHOOL BOARD MEETING May 20, 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)

Clint Rieder (At-Large 1 position)

Erika Morris, Vice-Chair (Boulder area position)

Larry Rasch (At-Large 3 position)

Corey Eveland (At-Large 2 position)

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

March 18, 2025

Regular Meeting

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

Board members absent: Corey Eveland

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

Staff and Visitors Present: Dawn Smartnick, Nicole Strozewski, Clint Layng, Kayla Feistner, Troy Humphrey

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

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

C. Consent Agenda

ITEM	MOTION	SECOND	AYE	NAY	Notes
Minutes	Ms. Morris	Mr. Willcut	6	0	
Claims and Accounts	Mr. Rasch	Ms. Graham	6	0	
Construction payments	Mr. Rieder	Mr. Rasch	6	0	

D. Staff Report. Coach reports. Mr. Clint Layng was thrilled with the girls' basketball team as a group, as individual players, as students, and as members of the community. This is one of his most memorable seasons in his 20 years of coaching. Participating in the state tournament was a welcome accomplishment. He plans to have the team members help with camps this coming summer. Mr. Troy Humphrey gave a brief report about the wrestling program. He thanked the board for supporting the wrestlers. Lots of injuries and sickness. The season did end on a positive note. He promotes academic excellence and provides a study table in the weight room. The GPA is about 3.2 and 3.3, and while lower than those in some of the other school sports, it's pretty high for wrestling throughout the state. Ties between football and wrestling contribute to success. The girls' part of the program has made great strides. Ms. Kayla Feistner gave a brief report about Speech & Debate. Seven went to the divisional meet, five qualified for state. She saw tremendous growth in the kids. JHS will be hosting the divisional meet next year.

E. Student Report. – Rory Rasmussen submitted an email report

F. Committee Reports – Addressed below.

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

1. Clerk/Business Manager. No questions.
2. Building report. Mr. Sturdevant gave a brief report on gym upkeep that will occur in the summer.
3. Principal/A.D. No questions.
4. Superintendent. No questions.

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. The design plan is 90% complete. SMA will advertise April 2, 9, and 17. A special board meeting April 17, 2025, at 5:00 p.m. will be held to address bids that are due at 4:00 p.m. A high-jump pad and "trail" walkway will be alternates in the plan.
2. Personnel

a. Substitutes –None

ITEM	Motion	Second	AYE	NAY	Notes

b. Volunteers – Stacy Briese for Skills competition

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approval of volunteer	Ms. Morris	Ms. Graham	6	0	

c. Resignations – Cheer – L. LeTexier, Head Basketball – A. Connole.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Accept resignations	Mr. Willcut	Mr. Rieder	6	0	

d. Staff employment recommendations – Ms. Wendy Schultz may be interested in helping with tennis practices.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Recommend upon acceptance and prorated	Ms. Morris	Ms. Graham	6	0	

3. Attendance agreements.

Attendance	Motion	Second	AYE	NAY	Notes
Approval for 1 JHS attendance	Ms. Robson	Mr. Willcut	6	0	
Approval for 0 AYA attendance					
Acknowledge 3 out-of-district	Ms. Robson	Mr. Willcut	6)	

4. Notice of Intent to Increase Non-voted (Permissive) levies

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve 4 permissive levy estimates	Ms. Morris	Ms. Graham	6	0	

5. Clerk Job Description – Minor changes added to comply with requirements of the STARS act.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Clerk Job Description as presented	Ms. Graham	Mr. Willcut	6	0	

6. MOU with BAT to qualify for the increased Quality Educator Payment

ITEM	MOTION	SECOND	AYE	NAY	Notes
MOU with BAT	Mr. Willcut	Ms. Morris	6	0	

7. Bus Purchase. Motion to approve bus purchase for \$19,000 and \$4,000 for graphics.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Bus purchase from Metal Mines	Ms. Graham	Mr. Rieder	6	0	

J. Communication and Comments

- a. Letters of resignation – Connole and LeTexier

K. Commendations

- a. BPA qualified 6 students for national competition

L. Follow-up/Adjournment – upcoming months

- a. Next meeting – April 15, 2025 @ 5:30 p.m.
b. BPA trip to Orlando

M. Adjournment - meeting adjourned at 6:56 p.m.

Signature of Chair

Signature of Clerk

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25704	49720S	4761 PEAK 1 ADMINISTRATION	40.00					
1		158204 03/15/25 Cobra Fee	40.00		201	100-1000	260	
25705	49715S	1451 L & P GROCERY	371.44					
1		01-6126 03/13/25 Oregano leaves, parsley, dres	15.96*		201	910-3100	610	
2		01-310936 02/24/25 Bttmilk, Green, mixed salad	19.27*		201	910-3100	610	
3		02-205477 02/26/25 Bttmilk, Iceberg, Broccoli	16.55*		201	910-3100	610	
4		01-304343 02/18/25 Bttmilk, Dressing,	16.34*		201	910-3100	610	
5		01-319995 03/04/25 Bttmilk, olives	40.21*		201	910-3100	610	
6		01-2553 03/10/25 Bttmilk, Seasoning	19.34*		201	910-3100	610	
7		01-311493 02/24/25 Candy, Choc chips, water, b	104.18*		215	474-1000	610	28
8		01-303730 02/17/25 Clifbar, cookies, candy,	62.78*		215	474-1000	610	28
9		01-3113 03/10/25 Clifbar, candy,	26.54*		215	474-1000	610	28
10		01-303688 02/17/25 Toothpicks	21.95*		201	100-1511	610	
11		01-280123 01/27/25 Salt, Sugar, onions	11.27*		201	100-1511	610	
12		01-288168 02/03/25 Water, Carrots, lemons	17.05*		201	100-1511	610	
25706	49707S	157 Boulder Hardware	7.99					
1		YNF7DCW3PG 03/11/25 Silicone Window door	7.99*		201	100-2600	610	
25707	49706S	5574 BOULDER ACE HARDWARE	439.41					
1		3829 03/06/25 Roller, displ pnt try	27.94*		201	100-2600	610	
2		3850 03/11/25 Powr strips	39.99*		201	100-2600	610	
3		3842 03/10/25 epoxy, tube straps	24.63*		201	100-2600	610	
4		3860 03/13/25 torch kit	20.93*		201	100-2600	610	
5		3709 02/06/25 Fastners	2.10*		201	100-2600	610	
6		3659 01/28/25 Fastners	11.88*		201	100-2600	610	
7		3662 01/28/25 Fastners	1.28*		201	100-2600	610	
8		3662 01/28/25 Fastners	-10.89*		201	100-2600	610	
9		3624 01/22/25 PVC, Filter, elbow	68.48*		201	100-2600	610	
10		3632 01/22/25 Tube copper, elbow, Adaptr	17.79*		201	100-2600	610	
11		3737 02/12/25 Battery, kilz, fastners	114.06*		201	100-2600	610	
12		3779 02/24/25 Staples	17.98*		201	100-2600	610	
13		3778 02/24/25 Plug ground pvc	24.55*		201	100-2600	610	
14		3780 02/24/25 Staplegun	22.99*		201	100-2600	610	
15		3789 02/26/25 Motor oil, funnel	22.97*		201	100-2600	610	
16		3797 02/27/25 Fastners	4.75*		201	100-2600	610	
17		3631 01/22/25 Batterys	27.98*		201	100-2600	610	

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

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25708	49713S	5783 INTERMOUNTAIN HEALTH	3,750.00						
1		10007858 03/10/25 Sports Medicine services apr	3,750.00*		215	459-2131	330	459	
25710	49703S	5846 BEACH TRANSPORTATION COMPANY	19,000.00						
1		bt-2025032 03/21/25 1992 Motor Coach	19,000.00*		224	720-3500	732		
25714	49717S	1608 MASBO	100.00						
1		14214 02/18/25 Region 4 workshop march 11	100.00*		215	100-2500	582	777	
25716	49714S	1346 JOSTENS -	332.45						
1		1059435 03/11/25 Diploma and Packaging Handlin	332.45		201	100-1000	610		
25717	49708S	5523 CANON FINANCIAL SERVICES, INC.	730.30						
1		39109244 03/12/25 B&W and Color	730.30		201	100-5200	840		
25718	49722S	4776 SCHOOL SERVICES OF MONTANA	450.00						
1		CDRC Vidoes	450.00*	11134	201	100-2400	321		
		MOODRY							
25719	49714S	1346 JOSTENS -	516.70						
1		36361692 03/13/25 65 Purple Covers	516.70		201	100-1000	610		
25720	-99458E	4786 MC Mastercard	696.00						
1		BB Distrists Cheer meals at Manhattan							
		02/26/25 Cheer 4 evening meals Distrist	696.00*		201	720-3500	582		
25721	-99457E	4786 MC Mastercard	1,872.29						
1		02/06/25 Due From Drama	1,872.29		201	170			
25722	-99456E	4786 MC Mastercard	805.37						
1		02/26/25 Band Distrists meals Manhattan	630.50*		201	720-3500	582		
2		02/28/25 Band Distrists meals Subway	174.87*		201	720-3500	582		
25723	-99455E	4786 MC Mastercard	4,150.36						
1		02/04/25 WR meal Great Harvest Bread	700.00*		201	720-3500	582		
2		02/06/25 WR meal Jimmy Johns	310.00*		201	720-3500	582		
3		02/07/25 WR meal pizza hut	190.32*		201	720-3500	582		
4		02/08/25 WR meal Burger king	177.93*		201	720-3500	582		
5		02/11/25 WR meals Jimmy Johns	189.00*		201	720-3500	582		
6		02/12/25 Wr food Albertsons	41.96*		201	720-3500	582		
7		02/12/25 WR hotel Hilltop	2,137.60*		201	720-3500	582		
8		02/14/25 WR meal GodFathers pizza	125.80*		201	720-3500	582		

* ... 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		02/15/25 WR meal Chick-fil-a	162.75*		201	720-3500	582		
10		03/04/25 Due From GA	115.00		201	170			
25724	-99454E	4786 MC Mastercard	50.00						
1		02/28/25 Due from Skills	50.00		201	170			
25725	-99453E	4786 MC Mastercard	686.89						
1		02/19/25 Due From 2026	301.89		201	170			
2		02/24/25 Due from NHS	385.00		201	170			
25726	-99452E	4786 MC Mastercard	218.97						
1		02/19/25 Save serve course and exam	179.00*		215	910-3100	582	310	
2		02/21/25 Due from Skills	39.97		201	170			
25727	-99451E	4786 MC Mastercard	230.21						
1		02/08/25 Due From Art	230.21		201	170			
25728	-99450E	4786 MC Mastercard	1,538.03						
1		02/02/25 Speech and Debate Kelly inn Bi	1,105.11*		201	720-3500	582		
2		02/08/25 Conoco gas for AD	63.40*		201	720-3500	582		
3		02/25/25 Due from GA	84.98		201	170			
4		02/25/25 Due from GA	146.15		201	170			
5		02/26/25 Conoco gas Manhattan for AD	46.16*		201	720-3500	582		
6		02/28/25 Conoco gas Manhattan for AD	55.83*		201	720-3500	582		
7		03/04/25 Conoco gas boulder for AD	36.40*		201	720-3500	582		
25729	-99449E	4786 MC Mastercard	329.65						
1		02/06/25 Kenyon lumber Storage shed mat	88.69*		201	390-1641	610		
2		02/26/25 Kenyon lumber Drift boat	22.98*		201	390-1641	610		
3		02/11/25 Kenyon lumber Shed Stapler	209.99*		201	390-1641	610		
4		02/14/25 Harbor Freight laser saftey gl	7.99*		201	390-1641	610		
25730	-99448E	4786 MC Mastercard	957.40						
1		02/27/25 BBB meal Exxon	169.42*		201	720-3500	582		
2		02/28/25 BBB meal Conoco manhattan	59.93*		201	720-3500	582		
3		02/28/25 BBB food L&P	69.29*		201	720-3500	582		
4		03/01/25 BBB meals Wendys	152.78*		201	720-3500	582		
5		03/01/25 BBB meals Subway	117.26*		201	720-3500	582		
6		03/01/25 BBB meals Exxon	148.72*		201	720-3500	582		
7		03/04/25 BBB Iron Star Pizza	240.00*		201	720-3500	582		

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25731	-99447E	4786 MC Mastercard	937.93						
1		02/26/25 GBB meals Conoco	110.70*		201	720-3500	582		
2		02/28/25 GBB meals Exxon	128.54*		201	720-3500	582		
3		03/01/25 GBB meals Wheat Montana deli	248.84*		201	720-3500	582		
4		03/02/25 GBB Mackenzie River Pizza	216.00*		201	720-3500	582		
5		03/02/25 GBB Wheat Montana Deli	233.85*		201	720-3500	582		
25732	-99446E	4786 MC Mastercard	1,146.80						
1		48 x 27 " Standard Pallet	395.00	11129	201	100-2600	660		
		K.LYON							
		ULINE							
2		Shipping and Handle	166.91	11129	201	100-2600	660		
		K.LYON							
		ULINE							
3		02/12/25 USPS mailed keys	6.90*		201	100-2600	532		
4		02/26/25 NAPA Battery	199.99		201	100-2600	615		
5		03/03/25 Due from Skills	378.00		201	170			
25733	-99445E	4786 MC Mastercard	772.71						
1		02/06/25 WR Divisional Exxon Butte	64.68*		201	720-3500	582		
2		02/08/25 WR Divisional Great Harvest	11.96*		201	720-3500	582		
3		02/13/25 WR Divisional Exxon gas	61.23*		201	720-3500	582		
4		02/14/25 WR state Daves Hot chick	12.00*		201	720-3500	582		
5		02/14/25 WR state Cracker barrel	14.28*		201	720-3500	582		
6		02/15/25 WR statel Hotel	428.40*		201	720-3500	582		
7		02/17/25 WR state gas Holiday	8.89*		201	720-3500	582		
8		02/15/25 BB Divisional gas Holiday	31.37*		201	720-3500	582		
9		02/26/25 Due From Golf	129.95*		201	720-3500	582		
10		02/28/25 Jeresey Mikes	9.95*		201	720-3500	582		
25734	49721S	3602 POWER TOWNSEND	229.99						
1		961976 03/27/25 Heater Compak Twin	229.99		201	100-1000	610		
25735	49709S	2152 CENTURY LINK	463.31						
1		333808998 03/13/25 Phone and internet	463.31		201	100-2300	531		

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25737	49712S	1002 GENERAL DISTRIBUTING	1,074.04						
1		0001482331 03/12/25 Hobart 418 1/8 50 can	1,074.04*		201	390-1640	610		
25738	49711S	5486 FORMAL FASHION	2,242.08						
1		Formal Attire for Music D	2,242.08	10993	201	999			
BOWMAN									
PO Accounting (Org/Prog/Func/Obj/Proj: -710-3400-660-									
25739	49723S	5726 Stage Accents	257.00						
1		467417 03/28/25 Halle Gown	257.00		201	6100			
		# of Claims	30	Total:	44,397.32	# of Vendors	15		
		Total Electronic Claims	14,392.61						
		Total Non-Electronic Claims	30,004.71						

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

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	21,174.82
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	4,222.50
224 HARD ROCK MINING	
101	19,000.00
Total:	44,397.32

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 4/25

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
4	merv 8 12 pack 16X20X2	185.36*	11137	201	100-2600	610			
K.LYON									
5	03/02/25 Costco Renewal	130.00*		201	100-2500	810			
6	02/26/25 Super 1 Salsa , sour cream	135.57*		201	100-2400	610			
7	03/18/25 Jefferson mt fee for White Van	46.31*		201	100-1000	810			
8	03/19/25 Shutterfly	37.98*		201	100-2500	800			
9	02/26/25 Walmart SGpatty	25.08*		201	910-3100	610			
10	03/04/25 Walmart mints	24.32*		201	100-2300	800			
11	03/21/25 Fees	39.00*		201	100-2500	810			
12	03/21/25 Interest	171.72*		201	100-2500	810			
13	03/21/25 late interest payment 02/28/25	135.93*		201	100-2500	810			
25749	5818 ITD Solutions	4,337.50							
1	1049 04/04/25 It service agreement April 25	4,337.50*		201	100-2580	355			
25750	157 Boulder Hardware	14.99							
1	GD0HZ2JXHJ 03/12/25 Crimp Cup Brush	14.99*		201	100-2600	610			
25751	E 4639 WEX BANK	8,935.56							
1	103875436 03/31/25 Route Fuel	4,534.47*		210	100-2700	624			
2	103875436 03/31/25 Due from BES	1,593.40		201	180				
3	103875436 03/31/25 Activity bus	93.34*		201	720-3500	582			
4	103875436 03/31/25 Band/BBall	682.03*		201	720-3500	582			
5	103875436 03/31/25 BBB	390.03*		201	720-3500	582			
6	103875436 03/31/25 GBB	529.25*		201	720-3500	582			
7	103875436 03/31/25 Track/field	197.62*		201	720-3500	582			
8	103875436 03/31/25 Band to Butte	85.51		201	710-3400	582			
9	103875436 03/31/25 BPA	327.98		201	710-3400	582			
10	103875436 03/31/25 FCCLA	98.03		201	710-3400	582			
11	103875436 03/31/25 JHS Days	39.11*		201	100-2100	582			
12	103875436 03/31/25 Music	41.98		201	100-1000	582			
13	103875436 03/31/25 Art	105.72		201	100-1000	582			
14	103875436 03/31/25 Drivers Ed	66.23*		218	100-1000	624			
15	103875436 03/31/25 Softball	150.86*		201	720-3500	582			
25752	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	44,355.84							
1	10839 03/31/25 Route contract	32,257.33*		210	100-2700	513			
2	10839 03/31/25 Activity bus	377.69*		201	720-3500	582			
3	10839 03/31/25 Band/BB	2,759.88*		201	720-3500	582			
4	10839 03/31/25 Band/BB downtime	700.04*		201	720-3500	582			
5	10839 03/31/25 Band to Butte dr. hrs	144.63		201	710-3400	582			
6	10839 03/31/25 Band to Butte down time	176.68		201	710-3400	582			
7	10839 03/31/25 BBB	1,578.28*		201	720-3500	582			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
8		10839 03/31/25 BBB Dntime	407.80*		201	720-3500	582	
9		10839 03/31/25 BPA	1,327.19		201	710-3400	582	
10		10839 03/31/25 BPA downtime	435.02		201	710-3400	582	
11		10839 03/31/25 FCCLA	396.68		201	710-3400	582	
12		10839 03/31/25 FCCLA downtime	203.90		201	710-3400	582	
13		10839 03/31/25 GBB drive time	2,073.03*		201	720-3500	582	
14		10839 03/31/25 GBB downtime	727.26*		201	720-3500	582	
15		10839 03/31/25 JHS Days	316.50*		201	100-2100	582	
16		10839 03/31/25 JHS Days downtime	176.68*		201	100-2100	582	
17		10839 03/31/25 Track/field drive time	208.91*		201	720-3500	582	
18		10839 03/31/25 Track/field down time	88.34*		201	720-3500	582	
25753		5852 Commercial Lighting	580.49					
1		1251260 03/16/25 Frosted INF/DW coated LED lig	580.49*		201	100-2600	610	
25756		1737 NORTHWESTERN ENERGY	7,460.66					
1		0133494-5 04/17/25 Electric Service	4,703.97		201	100-2600	412	
2		0133494-5 04/17/25 Unmetered Service	10.44		201	100-2600	412	
3		0133494-5 04/17/25 Natural Gas Service	1,616.35		201	100-2600	411	
4		0133494-5 04/17/25 State and Local Taxes	1,129.90		201	100-2600	411	
25757		2717 CITY OF BOULDER	1,364.42					
1		622-00 04/01/25 Water JHS outdoor	15.97		201	100-2600	421	
2		617-00 04/01/25 Water, Sewer, Tennis	36.45		201	100-2600	421	
3		311-00 04/01/25 Water, Sewer, JHS	1,312.00		201	100-2600	421	
25758		1086 GIULIO DISPOSAL SERVICES, INC.	173.60					
1		4076 03/31/25 8yd 2x Weekly 03/01-03/31	173.60		201	100-2600	431	
25759		1002 GENERAL DISTRIBUTING	19.78					
1		0001489206 03/31/25 Cylinder Rental Acetylene	19.78*		201	390-1640	610	
		# of Claims	18	Total:	78,515.22	# of Vendors	16	
		Total Electronic Claims	8,935.56					
		Total Non-Electronic Claims	69,579.66					

04/11/25
14:10:11

JEFFERSON HIGH SCHOOL
Fund Summary for Claims
For the Accounting Period: 4/25

Page: 4 of 4
Report ID: AP110

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	35,160.25
210 HIGH SCHOOL TRANSPORTATION FUN	
101	36,791.80
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	1,116.24
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	238.23
260 HIGH SCHOOL BUILDING FUND	
101	3,460.00
261 HIGH SCHOOL BUILDING RESERVE F	
101	1,748.70
Total :	78,515.22

From the desk of:  Lorie

April 25

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

Eighteen applications have been received for the Heard Scholarship.

Only 1 application was received for the election - Ms. Graham for the Basin position. She was elected by acclamation and the election itself was cancelled. The board will now have to advertise for the position and then choose from the applicants. Ms. Graham will be sworn in at the May meeting, along with the clerk and possibly the person chosen by the board.

Mr. Wilkerson and I have been working on the budget.

This is our second year using Black Mtn Activities and I'm getting a little quicker balancing each month. While four people working in the system addresses the division of duties issue most small schools have, it also lengthens the time it takes to close out each month.



April 15, 2025

Principal's Report--Mr. Mike Moodry

Student Count w/AYA= 293

Academics

Our spring test will be April 22 with ACT testing for juniors and PreACT for sophomores. We have MAP testing for Frosh through Juniors on April 29-May 3. On testing day, the senior will have their senior skip day in Helena and the freshman will be at the Outdoor Wilderness Living School in Cardwell doing an Ancient Skills Day (see attached).

The class schedule committee is meeting about the 25-26 schedule. A copy may be available at the meeting.

3rd Quarter showed a 1.7% failure rate.

Discipline and Attendance

Our attendance percentage was 93.74% as compared to 94% 2023-24 school year during the same time.

We have had 89 discipline events thus far this year compared to 41 events at this time in the 2023-24 school year.

Graduation

Graduation will be on Sunday, May 25th at 2:00 PM in the gym. The valedictorian/salutatorian will be notified this week of May 5th.

Mental Health

Seniors have complete Signs of Suicide(SOS) and Rural Behavioral Health Initiative (RBHI) this week. The Mental Health Team decided to have parents complete the release at the beginning of the year and we will have students take the RBHI in the fall, winter, and spring.

Lunch Off Campus Update

We have not seen an increase in tardies following lunch or erratic driving during lunch. We have seen a decrease in the number of students eating school lunch.



Outdoor Wilderness Living School (OWLS)
Stone Age Living Skills & Indian Education in the Schools
PO Box 697 - Pony, MT 59747

Jefferson High School
9th Grade Ancient Skills Day
Tuesday April 22, 2025

For this memorable event, students will bus to River Camp, near Whitehall, for a day of outdoor skills and fun with Thomas J. Elpel and the staff of Outdoor Wilderness Living School, LLC (OWLS). Adult chaperones are encouraged to join the fun.

What to Expect: Together we engage in wilderness survival and pioneer skills such as shelter construction, flint & steel fire starting, plant identification and uses, hide tanning, campfire cooking, native crafts, and stalking games.

Lunch: Please bring a sack lunch and something to drink. We will brew a wild tea for all.

Weather: Students must be dressed appropriately for the weather. Spring weather can be turbulent, but generally warmer and drier along the Jefferson River than elsewhere. We have shelters on site to get out of the rain and snow as necessary. Expect students to get dirty and probably muddy. No cowboy boots or sandals, please.

Interested in learning more? Check out our website:

www.owlschool.org

JHS Spring ACT/Pre-ACT Test Day
Tuesday, April 22, 2025

Plan:

1. Senior will be on Senior Skip Day in Helena. Please contact Mr. Ottman for more information.
2. Freshmen will be going on a field trip to the OWL Wilderness Camp in Cardwell.
3. Sophomores (Pre-ACT) and Juniors (ACT) will be testing for the day. IF YOU HAVE A PERSONAL CALCULATOR PLEASE BRING IT.

Schedule:

9:00AM Late in Bus routes. All buses will run 1 hour later

9:00 Freshman-Juniors will arrive at school.

9:05 Buses leave for Bozeman (Museum of the Rockies)-See Schedule Attached
Chaperones: Mr. Ottman, Mr Beiler, Mrs. Schultz, Mr. Layng

9:00-9:30 Breakfast for Sophomores and Juniors

9:30 Seniors meet at Flying Giant Jump Park (See Attached Schedule)

Chaperones: Mrs. Feistner, Mr. Jacobsen, Ms. Voeller, Mrs. Parsons

9:30-10:00 Sophomores and Juniors to the Gym (Relaxation Exercises)

10:00-10:15 Students go to rooms for testing (See Chart below)

ALL TEST TIMES ARE APPROXIMATE

10:15-11:00 English

11:00-12:00 Math

12:00-12:15 Break

12:15-12:50 Reading

12:50-1:25 Science

1:25-2:00 Lunch

2:00-2:40 Writing

2:45 Dismissal Buses run at 3:00, Practice begins at 3:30

AD Update

We are in the midst of spring sports with all going well thus far. Kyle painted lines on the tennis courts so we were able to host a meet on April 4th. We've only had a couple of meets canceled for spring sports to date and were able to host our golf tournament at Green Meadow for the first time in a few years.

The travel van and charter bus have been a great addition for traveling, especially the travel van with smaller groups. We thank you for purchasing these much-needed vehicles.

In May golf will travel to the Divisional tournament once again in Eureka then will be off to Shelby for the State tournament on the 12th – 14th. JHS is hosting the Divisional tennis tournament in Butte May 14-15th for the girls and the boys' tournament will be May 16th – 17th. State tennis is in Missoula May 22nd – 24th. For track & field post-season, JHS is in charge of the District 5B/12C meet on Thursday, May 8th. We welcome any volunteers that would be able to and like to help in some capacity. May 14th the track & field teams will travel to Laurel for the Divisional meet on the 15th and then State will be held in Missoula May 23rd & 24th.

The Booster Club has partnered with St. Pete's once again to offer physicals at a reduced cost to JHS students and younger students on May 19th & 20th from 4pm – 6pm. All funds received are donated back to JHS athletics.

Mr. Bowman has a busy weekend coming up in April taking 64 students over the course of three days to Dillon for the District Music Festival. This will be April 24th – 26th. His band and choir will then host a spring concert on Tuesday, May 20th.

**Board Meeting
April 15, 2025
Informational**

New Business

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

Personnel

Substitutes

Resignations- Dave Deskins has resigned as our boiler help.
Recommended Motion: Move to approve the resignation of Dave Deskins.

Volunteer- We have an application for a tennis volunteer from B. Fox.
Recommended Motion: Move to approve B. Fox as a volunteer for tennis pending a background check.

Staff Employment Recommendations

We interviewed Emily Hoy for the English Teacher position advertised.
Recommended Motion: Move to approve the hire of Emily Hoy for the 2025-2026 school year pending a background check.

Attendance Agreements- We may need to acknowledge agreements for those students from JHS going to Helena or East Helena High Schools. We may also need to approve students coming to JHS from outside districts.
Recommended Motion: Move to acknowledge _____ JHS student attending a Helena school. Move to approve ... Helena student attending JHS.

BPA Out-of-State Trip- BPA students and Mrs. Smartnick will present on their trip to nationals.

Recommended Motion: Move to approve the BPA out-of-state travel.

FCCLA Out-of-State Trip – Ms. Parsons requested approval for the FCCLA trip to nationals

Recommended Motion: Move to approve the FCCLA out-of-state travel.

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

Recommended Motion: Move to approve the clerk job description as presented for second reading.

Contract Renewals- The list of renewals will be in the packet.

Certified Staff

Recommended Motion: Move to approve the tenured staff as presented.

Recommended Motion: Move to approve non-tenured staff as presented.

Recommended Motion: Move to approve staff for tenure as presented.

Classified Staff

Recommended Motion: Move to approve classified staff as presented.

Administration

Recommended Motion: Move to approve the administrative staff as presented pending negotiations.

Contract Non-Renewals- This item is listed if needed.

Recommended Motion: Motion if necessary

MTSBA Sample Model – Intended to be customized by Districts to accurately reflect the essential functions and desired minimum qualifications

CLERK OF THE DISTRICT

REPORTS TO: Jefferson High School Board

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

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

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

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

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

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

DESIRED MINIMUM QUALIFICATIONS:

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

2025/26 PERSONNEL RENEWAL

CERTIFIED TENURE

Fritz	Bieler
Matthew	Bowman
Logan	Brower
Mary	Drynan
Emma	Heimann
Dave	Heimann
Michael	Hesford
Clint	Layng
Sarah	Layng
Steve	McCauley
Mary Anne	McMahon
Cody	Ottman
Cassidy	Parsons
Wendy	Schultz
Dawn	Smartnick
Nicole	Strozewski
Kelsey	Voeller
Lynnsey	Williams

CLASSIFIED SUPPORT

Kary	Bowman
Leah	Keough

CLASSIFIED PERSONNEL

Katy	Watts
Donna	Dehennis
Samantha	Dewit
Kyle	Lyon
Tim	Keener
Cammy	Glidewell
Angie	Keough
Dan	Sturdevant

ADMINISTRATION

Mike	Moodry
Sarah	Layng

CERTIFIED TENURE YEAR

Jered	Padmos
-------	--------

CERTIFIED NON-TENURE

Kayla	Feistner
Devyn	Ottman



Board of Public Education

BOARD MEMBERS

March 17, 2025

APPOINTED MEMBERS:

Tim Tharp, Chair
Savage

Ron Slinger, Vice Chair
Miles City

Julia Maxwell
Marion

Renee Rasmussen
Clancy

Lisa Schmidt
Conrad

Hannah Nieskens
Cardwell

Madalyn Quinlan
Helena

Gavin Mow, Student Rep.
Helena

EX OFFICIO MEMBERS:

Clayton Christian,
Commissioner of
Higher Education

Susie Hedalen,
Superintendent of
Public Instruction

Greg Gianforte,
Governor

EXECUTIVE DIRECTOR:

McCall Flynn

Ms. Camilla Robson, Chair
Jefferson High School District #1 Board of Trustees
PO Box 838
Boulder, MT 59632

Dear Chair Robson:

The Board of Public Education (Board) received the formal request from the Jefferson High School District Board of Trustees for dissolution of the Jefferson Academy on February 19, 2025, as approved by the Jefferson High School District Board of Trustees on February 18, 2025. On March 11, 2025, the Board voted unanimously to approve the request for dissolution of the Jefferson Academy, due to low enrollment issues at the Youth Dynamics facility.

The Board thanks you for your interest in the Public Charter School Program and looks forward to the possibility of working with the Jefferson High School District in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "McCall Flynn".

McCall Flynn
Executive Director
Board of Public Education

Cc: Superintendent Susie Hedalen, OPI
Superintendent Erik Wilkerson, Jefferson High School District

Lorie Carey

From: Erik Wilkerson
Sent: Monday, March 31, 2025 10:56 AM
To: Lorie Carey
Subject: Fw:

FYI

From: Dave Deskins <dave.deskins@bgs.k12.mt.us>
Sent: Monday, March 31, 2025 10:26 AM
To: Erik Wilkerson <erik.wilkerson@jhs.k12.mt.us>
Subject:

You don't often get email from dave.deskins@bgs.k12.mt.us. [Learn why this is important](#)
i David Deskins resign from boiler operator at jefferson high school as of 4-25-2025 thank you letting help out