

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

***Tuesday September 17, 2024 5:30 p.m.***      Jefferson High School Library or Cafeteria

(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](http://www.jhs.k12.mt.us) for the most current agenda and the packet of associated materials for the meeting.

***A. Call to order-Chairperson***

1. Pledge of Allegiance

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

***C. Consent Agenda***

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

***D. Student Report***

***E. Staff Report***

***F. Committee Reports***

***G. Administration Reports*** – The board briefly reviews the written reports provided in 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
2. Facility Manager
3. Principal/A.D.
4. 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/Renovation update
2. Personnel
  - a. Resignations – D. Knight
  - b. New Hires –
  - c. Substitutes – TJ McDermott, E. Enyeart
  - d. Volunteer –
3. Attendance Agreements – 3 YDI, 4 JHS students to Helena, 0 to East Helena, 3 Helena to JHS for 24/25.
4. Trap team
5. Board Member Interview(s)

***J. Communication and Comments***

1. Letters to the Board – Resignation

***K. Commendations and Recognition***

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

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING October 15, 2024, at 5:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.**

**All board meetings are held in the Jefferson High School Library, on the third Tuesday of each month at 5:30 p.m. (Exceptions often occur in May and August to follow legal requirements.) For updates, call the district office at 225-3740.**

**Jefferson High School Board Members**

Erika Morris, Vice-Chair (Boulder area position)

Clint Rieder, At-Large 1 position)

Justin Willcut (MT City area position)

VACANT, (At-Large 2 position)

Cami Robson, Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Lindsey Graham (Basin area position)

***Announcements and Public Comment.*** The board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's office. Individuals wishing to address the board at the board meeting must sign in on the sheet provided. The clerk will collect the sheet when the meeting begins. Comments on topics that are on the agenda may be made when the meeting reaches that item's point on the agenda. Comments on non-agenda items may be made during the "Public Comment" agenda item. 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 persons 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.

**Mission Statement**

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

**COMMITTEE ASSIGNMENTS:**

*Negotiations/Personnel – E. Morris, J. Willcut, Vacant*

*Policy/Handbook – L. Graham, C. Rieder, Vacant*

*Budget/Insurance/Investments – J. Willcut, E. Morris, L. Graham*

*Building/Grounds/Transportation – C. Robson, L. Rasch, C. Rieder*

*Technology – L. Rasch, J. Willcut, C. Robson*

# MINUTES Jefferson High School Dist. 1 Board of Trustees

August 20, 2024

Regular and Budget Meeting

**Board members present in-person:** Erika Morris, Clint Rieder, Lindsey Graham, Jenny Genger, Justin Willcut

**Board members present by phone:** Larry Rasch,

**Board member(s) absent:** Cami Robson,

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

**Staff and Visitors Present:** Najifa Farhat, Leah Lewis, Tim Tholt, Shane Staly, Brett Charles, Jason Davis

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

*B. Announcements and Public Comment.* Please see information printed on the back of the agenda and in the brochure at the entrance to the meeting about speaking to the board during this time. None.

## C. Consent Agenda

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

*D. Staff Report.* No.

*E. Student Report.* – None.

*I 3. Tennis court update* – Leah Lewis presented 2 options from Helena Sand and Gravel, Inc. The company was the only one that responded. Option 2 was the preferred choice because it allowed for removal of existing asphalt and base soils, new crushed base section 4", and asphalt pavement at 3". Both options included mobilization, testing, survey, fence removal and reinstall, and reinstall of net posts. Of concern is that the tree roots around the tennis court on a neighboring property will continue to encroach under the courts. The second option would address that better.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve Option 2	Ms. Graham	Mr. Willcut	6	0	

*F. Committee Reports* – Budget – met, Building Budget - met talked about track, football field, etc.

*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 – submitted in writing.
2. Facilities Manager – Dan Sturdevant gave a brief statement about the facility project.
3. AD – submitted in writing.
4. Principal/A.D. – submitted in writing.
5. Superintendent – submitted in writing. The Van Hool coach has new tires, injection work done, and is waiting for a new passenger side windshield.

*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. Tim Tholt commented that a JHS student was hired as an apprentice and will continue to work for DA on Fridays. Also, several former students worked for DA or some of the subcontractors on this project.

2. Approval of Construction Project Expansion – track and field Jason from SMA suggested an initial planning step to determine feasibility of adding the track and football field. The goal would be to do the documents and put it out to bid over the winter to have construction commence in the spring.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve Option 2	Mr. Rieder	Ms. Graham	6	0	

3. Tennis court update. Above

4. Personnel – *a – c subject to possible executive session*

a. Resignations – Chris Wilkinson’s last day will be August 30

ITEM	MOTION	SECOND	AYE	NAY	Notes
Accept resignation	Mr. Willcut	Ms. Graham	6	0	

b. New hires. Mr. Wilkerson recommended Skyler Ivers for the assistant cheer position and Samantha Dewitt for the paraprofessional position.

ITEM	Motion	Second	AYE	NAY	Notes
Approve K. Skyler Ivers	Mr. Willcut	Ms. Graham	6		Asst. cheer
Samantha Dewitt	Ms. Graham	MR. Willcut	6		Paraprofessional

c. Substitute applications – no new. List presented

ITEM	Motion	Second	AYE	NAY	Notes
Approval of 24/25 list	Ms. Graham	Mr. Rieder	6	0	

Attendance agreements

Attendance	Motion	Second	AYE	NAY	Notes
Approval for JHS attendance	Mr. Willcut	Ms. Graham	6	0	4 FROM Helena
Approval for AYA attendance					None to approve
Acknowledge out-of-district	Mr. Willcut	Ms. Graham	6	0	4 TO Helena

5. Van Hool repair – Mr. Wilkerson recommended the use of Metal Mines money for the repairs and tires.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve to use Metal Mines Money	Mr. Willcut	Ms. Graham	6	0	

6. Board member resignation – Jenny Genger tendered her resignation from the At-large 2 trustee position.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Accept resignation	Ms. Graham	Mr. Rieder	6	0	

7. 24-25 Handbooks Mr. Moodry presented (included in packet) several changes to the handbooks.

Handbooks	Motion	Second	AYE	NAY	Notes
approval	Ms. Graham	Mr. Willcut	6	0	

8. Approval of 24/25 budgets. List details included in packet.

<b>Fund</b>	<b>Motion</b>	<b>Second</b>	<b>AYE</b>	<b>NAY</b>	<b>Notes</b>
General	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Transportation	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Tuition	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Retirement	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Adult Ed	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Technology	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Flex	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Building Reserve	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers
Debt Service	Mr. Willcut	Ms. Graham	5		Larry Abstained didn't see numbers

***J. Communication and Comments***

a. Letters – resignation from Chris Wilkinson

***K. Commendations*** – Ms. Graham commended custodial staff.

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

***M. Adjournment*** - meeting adjourned at 6:32 p.m.

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Signature of Chair

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Signature of Clerk

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25183	49417S	5417 SCHOOLHOUSE IT INC.	4,316.69						
1		3291 06/01/24 Eaasy Technical Management ser	4,316.69*		228	100-2580	330		
25184	49403S	4881 CONNOLE, ANTHONY	80.00						
1		08/02/24 Coaches Clinic	80.00		201	720-3500	582		
25185	49415S	2129 PICCOLO'S MUSIC	80.00						
1		252111 08/06/24 Bass outfit 3/4	80.00		201	100-1000	440		
25186	49400S	5346 BSN SPORTS	2,696.08						
1		926396742 08/13/24 Flag football Warmups	2,696.08*	11034	215	720-3500	660	352	
25187	49400S	5346 BSN SPORTS	160.80						
1		926396743 08/13/24 Flag Football	160.80*	11031	215	720-3500	610	352	
25188	49418S	5270 SMA ARCHITECTS	7,924.83						
1		22-001-27 08/07/24 Construction Admin, Plumbin	7,924.83*		260	100-4500	725		
25190	49410S	1830 MT SCHOOL BOARDS ASSOCIATION	1,000.00						
1		0014863 06/01/24 Strategy Maintenance	1,000.00*		201	100-2300	800		
25191	49410S	1830 MT SCHOOL BOARDS ASSOCIATION	1,785.00						
1		0015006 06/01/24 Policy Service Maintenance	1,785.00*		201	100-2300	800		
25192	49419S	5687 TAYLOR MATH CONSULTING	33.00						
1		Calculus Extended With Ea	27.00	11037	201	100-1000	640		
2		1036 07/22/24 shipping	6.00		201	100-1000	640		
25193	-99552E	4827 CITI BUSINESS VISA-Costco	1,533.24						
1		1129404476 08/05/24 5-tier wire rack	119.99*	11045	260	100-4500	660		
2		1129404476 08/05/24 Ecostorage 5-tier rack	149.97*	11045	201	100-4500	660		
3		1129404476 08/05/24 lifetime 6' fold in half	799.95*	11045	260	100-4500	660		
4		1431878 07/24/24 Commode	148.13		201	100-2600	615		
5		fees 08/17/24 fees	315.20		201	100-1000	610		
25194	-99558E	4786 MC Mastercard	169.24						
1		07/14/24 Martins Bbq joint Nashville T	16.00*		215	100-2400	582	713	
2		07/14/24 TST Copper Horse Rest	15.75*		215	100-2400	582	713	
3		07/15/24 Music City Center	14.92*		215	100-2400	582	713	
4		07/16/24 TST the pancake Nashville TN	16.00*		215	100-2400	582	713	
5		07/17/24 Raising Canes Nashville TN	20.75*		215	100-2400	582	713	
6		07/17/24 TST NashHouse Nashville TN	6.82*		215	100-2400	582	713	

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 8/24

\* ... 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	07/18/24 TST party fowl Nashville TN	19.00*		215	100-2400	582	713		
8	07/20/24 B2N Parcs Belgrade Mt	60.00*		215	100-2400	582	713		
25195	-99557E 4786 MC Mastercard	477.19							
1	07/30/24 Wal-mart 1872	458.18		201	170				
2	07/31/24 Walmart credit	-90.96		201	170				
3	07/31/24 TJ Maxx	109.97		201	170				
25196	-99556E 4786 MC Mastercard	90.00							
1	07/29/24 SQ Play on Soccer	90.00		201	190				
25197	-99555E 4786 MC Mastercard	1,702.65							
1	Lilac purple Flakes for f	65.00*	11038	260	100-4500	610			
AMAZON.COM									
2	Gray/Black/white flakes f	77.42*	11038	260	100-4500	610			
AMAZON.COM									
3	Gold Whistle	39.99	11044	201	999				
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2300-800-									
4	07/09/24 Amazon	269.98*		201	100-2100	660			
5	Smartnick Perkins Various	374.97*	11036	215	451-1170	660	51		
AMAZON.COM									
7	Office supplies	338.00	11001	201	999				
AMAZON.COM									
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2500-610-									
8	Smartnick Perkins Various	908.14*	11036	215	451-1170	660	51		
AMAZON.COM									
9	07/30/24 Amazon Credit	-134.00*		201	100-2100	660			
10	07/30/24 Allegiant air travel	-378.85		201	100-2400	582			
11	07/05/24 Kennedy Indust	55.03*		201	390-1640	610			
13	08/02/24 shipping and Handling	5.99*		201	100-2300	800			
14	07/19/24 Media TV Visual	80.98		201	100-1000	610			
25198	49396S 4878 ANNETTE SMITH ELECTRIC INC	1,845.00							
1	2104 08/29/24 Fixed direct burial wires to S	1,845.00		201	100-2600	440			
25199	49402S 2152 CENTURY LINK	1,007.63							
1	08/13/24 Phone bill	1,007.63		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	
25200	49411S	5387 MUST	1,604.00					
1	Aug24 08/01/24 August premiums	1,604.00*		289	100-1000	260		
25201	49408S	5200 MOODRY, MIKE	428.54					
1	07/22/24 Rebook Flight Southwest	308.98*		215	423-2400	582	713	
2	07/22/24 Travel Uber	119.56*		215	423-2400	582	713	
25202	49399S	157 Boulder Hardware	147.92					
1	133895 06/10/24 Insect repellent sport off	10.99		201	100-2600	610		
2	133581 05/17/24 Items for Outdoor classroom	136.93		201	100-1000	610		
25204	49395S	5823 A440 Piano Service	340.00					
1	6436 08/15/24 Key Contact Strips Misc Labor	340.00*		201	100-1470	440		
25206	49420S	4743 TRUGREEN	1,189.00					
1	49384 08/12/24 Early summer lawn Application	1,189.00		201	100-2600	440		
25207	49394S	5782 3 BROTHERS PLUMBING & HEATING	1,221.10					
1	494828 08/26/24 Watts backflow preventer	1,221.10		201	100-2600	440		
25208	49401S	5523 CANON FINANCIAL SERVICES, INC.	730.30					
1	34515028 08/12/24 Ink for Color and B&W copier	730.30		201	100-5200	840		
	# of Claims	23	Total:	30,562.21	# of Vendors	16		
	Total Electronic Claims			3,972.32				
	Total Non-Electronic Claims			26,589.89				



JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 8/24

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	10,916.56
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	4,737.77
228 TECHNOLOGY FUND	
101	4,316.69
260 HIGH SCHOOL BUILDING FUND	
101	8,987.19
289 RETIREE/COBRA INSURANCE FUND	
101	1,604.00
<b>Total:</b>	<b>30,562.21</b>

JEFFERSON HIGH SCHOOL  
Claim Details  
For the Accounting Period: 9/24

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25209	49422S	5387 MUST	1,604.00						
1		Sept24 09/01/24 Ret Prem	1,604.00*		215	100-1000	260	666	
25210		5818 ITD Solutions	6,457.50						
1		1028 09/01/24 Services, Hardware, shipping	4,337.50*		201	100-2580	355		
2		1028 09/01/24 Hardware, Shipping	2,120.00*		260	100-4500	660		
25211		5458 SAVVAS	14,113.86						
1		Earth Science Curriculum	14,113.86	10958	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-640-									
25212		5367 PIONEER ATHLETICS	2,374.72						
1		215281 08/20/24 Game day Aerosol Red and Yello	2,374.72*		215	720-3500	610	352	
25213		5346 BSN SPORTS	1,334.54						
1		926030362 07/02/24 Flag Football	1,173.74*	11031	215	720-3500	610	352	
2		926030362 07/02/24 Flag Football	160.80*		215	720-3500	610	352	
25215		385 BOULDER MONITOR & JEFFERSON CO.	99.10						
1		6269 08/31/24 Budget meeting, Cook/server	99.10		201	100-2300	540		
25216		385 BOULDER MONITOR & JEFFERSON CO.	165.00						
1		6070 06/30/24 Surplus property, Admin vacanc	165.00		201	100-2300	540		
25217		2717 CITY OF BOULDER	36.45						
1		08/30/24 Water and Sewer	36.45		201	100-2600	421		
25218		2717 CITY OF BOULDER	15.97						
1		08/30/24 Water	15.97		201	100-2600	421		
25219		2717 CITY OF BOULDER	1,312.00						
1		08/30/24 Water Sewer	1,312.00		201	100-2600	421		
25222	E	1002 GENERAL DISTRIBUTING	184.81						
1		0001372488 05/01/24 Oxygen Size K Steel Cyl, G	184.81*		201	390-1640	610		

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25223	E	1002 GENERAL DISTRIBUTING	325.58						
1		0001354590 03/20/24 Silver Pencil Nasco, Holde	325.58*		201	390-1640	610		
25224	E	1002 GENERAL DISTRIBUTING	8,449.00						
1		0001409130 08/19/24 Thicktop 3' Squ Tube Frame	3,500.00*		260	100-4500	660		
2		0001409130 08/19/24 5x10 table on casters	4,299.00*		260	100-4500	660		
3		0001409130 08/19/24 Shipping and Handling	650.00*		260	100-4500	660		
25225	E	1002 GENERAL DISTRIBUTING	36,500.00						
1		0001409129 08/19/24 Shipping and Handling	1,500.00*		260	100-4500	660		
2		0001409129 08/19/24 Custom Welding booth	35,000.00*		260	100-4500	660		
25226	E	1002 GENERAL DISTRIBUTING	420.00						
1		0001410188 08/22/24 8x300 Blue	420.00*		260	100-4500	610		
25227	E	1002 GENERAL DISTRIBUTING	1,639.86						
1		0001388177 06/20/24 Large and XL Educational S	1,639.86*		260	100-4500	660		
25228	E	1002 GENERAL DISTRIBUTING	229.78						
1		0001393763 06/30/24 Service charges past due	229.78*		260	100-4500	660		
25229		1002 GENERAL DISTRIBUTING	254.38						
1		0001404758 07/31/24 Service charges past due	254.38*		260	100-4500	660		
25230	E	1002 GENERAL DISTRIBUTING	5.47						
1		0001360740 03/31/24 Service charges past due	5.47*		260	100-4500	660		
25231		5346 BSN SPORTS	15.40						
1		926551929 08/23/24 Triple belt w/ red and Gree	15.40*		215	720-3500	610	352	
25232		4253 T.E.S.T.	949.00						
1		Smart Electric height flo	949.00*	11050	260	100-4500	660		
25233		4253 T.E.S.T.	807.00						
1		11098 08/28/24 Licenses Hikvision Cameras	807.00*		260	100-4500	660		

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25234		899 360* BUSINESS SOLUTIONS	38.86						
1		1448337-1 08/28/24 Pad floor Buffing	38.86		201	100-2600	610		
25235		899 360* BUSINESS SOLUTIONS	128.26						
1		1448334-0 08/27/24 Pad Floor HVDTY 20 bk	89.40		201	100-2600	610		
2		1448334-0 08/27/24 Pad floor buffing 20' RD	38.86		201	100-2600	610		
25236		899 360* BUSINESS SOLUTIONS	1,477.98						
1		1449006-0 08/27/24 Clario Ultrablu Antibac Foa	1,477.98		201	100-2600	610		
25237		5378 VOELLER, KELSEY	41.94						
1		08/29/24 Water& Cookies for	41.94		201	100-2400	610		
25238		899 360* BUSINESS SOLUTIONS	1,338.00						
1		1437163-0 07/30/24 Tissue 2ply	1,338.00		201	100-2600	610		
25239		899 360* BUSINESS SOLUTIONS	12,540.00						
1		1419313-1 08/22/24 Timberline 20" Scrubber	12,540.00	10938	260	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-4500-730-									
25240		5367 PIONEER ATHLETICS	3,135.36						
1		214400 08/16/24 Game day aerosol white	2,865.00*		215	720-3500	610	352	
2		214400 08/16/24 freight	270.36*		215	720-3500	610	352	
25241		5778 GUSTAFSON, ERIC	552.95						
1		00510 09/05/24 Drift Boat plans	100.80*		201	390-1641	610		
2		282576 09/05/24 Materials for the wood shop re	287.24*		201	390-1641	610		
3		282580 09/05/24 lumber for storage racker	45.06*		201	390-1641	610		
4		3104 09/05/24 Safety glasses for wood shop	119.85*		201	390-1641	610		
25242		1451 L & P GROCERY	363.89						
1		02-64488 08/26/24 Buns, Meat lays box	333.49*		215	324-1000	610	713	
2		01-95994 08/26/24 Lettuce mayo mustard olive	30.40*		215	324-1000	610	713	
25243		1451 L & P GROCERY	41.60						
1		01-107212 09/04/24 Lettuce, hashbrowns, sour c	15.78		201	910-3100	610		
2		01-106419 09/04/24 chkn Bouillon	4.59		201	910-3100	610		
3		01-97300 08/27/24 Buttermilk	4.98		201	910-3100	610		
4		01-99678 08/29/24 Mrs. Dash, Mashe potatoes	11.27		201	910-3100	610		
5		01-99991 09/29/24 Buttermilk	4.98		201	910-3100	610		

\* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
25244		1451 L & P GROCERY	22.49					
1		01-99079 08/28/24 Cascade Dishwasher	22.49		201	100-1000	610	
25245		157 Boulder Hardware	54.96					
1		134930 08/21/24 Roller Cover Matte Tint	33.98		201	100-2600	610	
2		134981 08/26/24 Screw Sheet Metal Combo	1.99		201	100-2600	610	
3		135066 09/03/24 Element 4500 watt	18.99		201	100-2600	610	
25246		5713 ICEV	2,385.00					
1		45616 06/11/24 Renew Subscription	800.00*		215	451-1170	660	51
2		45616 06/11/24 Turnkey, Business, Health	1,585.00*		201	390-1170	680	
25248	E	1002 GENERAL DISTRIBUTING	25.24					
1		0001415878 08/31/24 Service charges based on p	25.24*		260	100-4500	660	
25249		1086 GIULIO DISPOSAL SERVICES, INC.	173.60					
1		3756 08/30/24 8yd 2x weekly	173.60		201	100-2600	431	
25250		5191 FISHER'S TECHNOLOGY	385.00					
1		1378550 09/03/24 Copier Cannon	385.00*		201	100-2400	440	
25251		1737 NORTHWESTERN ENERGY	3,414.88					
1		0133494 09/04/24 Electric	2,890.05*		201	100-1000	412	
2		09/04/24 Unmetered service	11.05*		201	100-1000	412	
3		09/04/24 Natural Gas Servic	185.82*		201	100-1000	411	
4		09/04/24 State and local tax	327.96*		201	100-1000	411	
25253		4734 JOURNEYED.COM INC	2,475.00					
1		10545418 09/03/24 Adobe k-12 school site Licen	2,475.00*		228	100-1000	680	
25254		5783 INTERMOUNTAIN HEALTH	3,750.00					
1		10006958 09/03/24 Sports Medicine Services	3,750.00*		215	459-2131	330	459
25255		899 360* BUSINESS SOLUTIONS	1,095.00					
1		Makita BackPac Vaccum	1,095.00	10938	260	999		

PO Accounting (Org/Prog/Func/Obj/Proj): -100-4500-660-

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
25256	5346 BSN SPORTS	5,362.80							
1	BBB uniforms	5,202.24	10991	201	999				
PO Accounting (Org/Prog/Func/Obj/Proj: -720-3500-660-									
2	08/20/24 BBB uniforms	160.56		201	720-3500	660			
25257	4370 STURDEVANT, DANIEL	83.00							
1	2024-140 09/10/24 3x5 Poly TT FlagTough	83.00		201	100-2600	615			
25258	5789 Henry Schein, Inc	1,815.47							
1	79042600 03/28/24 Recumbent bike	1,815.47*		215	459-1000	610	459		
25259	5789 Henry Schein, Inc	249.12							
1	79877760 03/27/24 Emergency bag Yellow	52.80*		215	459-1000	610	459		
2	80272925 03/29/24 Gaitors Arch Supports	17.95*		215	459-1000	610	459		
3	80247877 03/29/24 Arch Cradles xsmall	15.41*		215	459-1000	610	459		
4	80139566 03/29/24 Carry Bag for Control unit	162.96*		215	459-1000	610	459		
# of Claims		46	Total:	118,243.82	# of Vendors		22		
		Total Electronic Claims	47,779.74						
		Total Non-Electronic Claims	70,464.08						

JEFFERSON HIGH SCHOOL  
Fund Summary for Claims  
For the Accounting Period: 9/24

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Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	35,291.59
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	15,442.50
228 TECHNOLOGY FUND	
101	2,475.00
260 HIGH SCHOOL BUILDING FUND	
101	65,034.73
<b>Total:</b>	<b>118,243.82</b>

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**Application and Certificate For Payment**

<p>To Owner: JEFFERSON HIGH SCHOOL DISTRICT #1 P.O. BOX 838 BOULDER, MT 59632</p>	<p>Project: JEFFERSON HIGH SCHOOL 312 SOUTH MAIN ST. BOULDER, MT 59632</p>	<p>Application No.: 3112-18 Date: 9/3/2024</p>
<p>From: Dick Anderson Construction (Contractor): 3424 HIGHWAY 12 E HELENA, MT 59601</p>	<p>Contractor Job Number: 3112-JEFHIG</p>	<p>Period To: 8/31/2024 Architect's Project No: Contract date: 5/6/2022</p>
<p>Contract For:</p>		

**Contractor's Application for Payment**

Change Order Summary	Additions	Deductions
Change orders approved in previous months by owner		
Change orders approved this month		
<b>Totals</b>		
<b>Net change by change orders</b>		

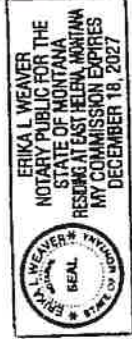
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: [Signature] Date: 9/3/2024  
 By: [Signature] State of: Montana County of: Lewis & Clark  
 Subscribed and sworn to before me this 3rd day of September  
2024 (year). Notary public: Erika L Weaver  
 My commission expires December 18, 2027

**Architect's Certificate for Payment**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

Amount Certified: \$ \$568,294.88



Architect: [Signature]  
 By: [Signature], AIA Date: \_\_\_\_\_  
 This Certification is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**\*OBLIGATIONS UPON DELAY OF PAYMENT** \*Pursuant to the requirements of Section 28-2-104 of the Montana Code Annotated, if a periodic or final payment is delayed more than 30 days from the date the payment is required, the Owner shall pay the contractor interest beginning on the day following the date when the payment is due at the rate specified in the contract or if the contract is silent, interest will be calculated at a rate of 1 1/2% a month, or a pro rata fraction thereof, on the unpaid balance.

Original contract sum	\$12,031,692.65
Net change by change orders	\$0.00
Contract sum to date	\$12,031,692.65
Total completed and stored to date	\$11,777,175.89
Retainage	
5.00% of completed work	\$588,858.79
Total earned less retainage	\$11,188,317.10
Less previous certificates for payment	\$10,620,022.22
Current sales Tax	\$0.00
7.700% of taxable	
Current payment due	\$568,294.88
Less Gross Receipts Tax	5,682.95
<b>CURRENT PAYMENT DUE</b>	<b>562,611.93</b>
Balance to finish, including retainage	\$843,375.55

**Application and Certificate of Payment -- page 2**

To Owner: JEFFERSON HIGH SCHOOL DIS' Application No: 3112-JEFHIG  
 From (Contractor): JEFFERSON HIGH SCHOOL DIS' Contractor's Job Number: 3112-JEFHIG  
 Project: 3112-JEFHIG / JEFFERSON HIGH SCHO Architect's Job Number:

Period To: 8/31/2024  
 Detail Page 2 of 2 Pages

Item Number	Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed And Stored To Date	% Comp	Balance To Finish	Retention
			Previous Application	This Period					
001	BP#01-1 FINAL CLEANING	34,000.00	16,000.00	18,000.00		34,000.00	100.00		1,700.00
002	BP#02-1 DEMOLITION	187,064.80	187,064.80			187,064.80	100.00		9,353.24
003	BP#02-2 SITEWORK	456,600.29	378,039.00	42,000.00		420,039.00	91.99	36,561.29	21,001.95
004	BP#03-1 BUILDING FOUNDA'	367,211.00	367,211.00			367,211.00	100.00		18,360.55
005	BP#03-2 CONCRETE POLISH	100,650.00	100,650.00			100,650.00	100.00		5,032.50
006	BP#04-1 MASONRY	58,650.00	58,650.00			58,650.00	100.00		2,932.50
007	BP#05-1 STRUCTURAL STEE	1,152,673.00	1,142,425.00	10,248.00		1,152,673.00	100.00		57,633.65
008	BP#06-1 CARPENTRY	198,148.35	183,059.35	15,089.00		198,148.35	100.00		9,907.42
009	BP#06-2 ARCHITECTURAL C	286,322.00	268,822.00	17,500.00		286,322.00	100.00		14,316.10
010	BP#07-1 BUILDING INSULATI	64,100.00	64,100.00			64,100.00	100.00		3,205.00
011	BP#07-2 METAL SIDING & SC	192,000.00	192,000.00			192,000.00	100.00		9,600.00
012	BP#07-3 ROOFING	325,683.00	325,683.00			325,683.00	100.00		16,284.15
013	BP#08-1 DOORS & HARDWA	210,402.00	204,900.00	5,502.00		210,402.00	100.00		10,520.10
014	BP#08-2 WINDOWS	192,510.00	192,510.00			192,510.00	100.00		9,625.50
015	BP#09-1 METAL WALL FRAMI	1,026,621.88	1,026,621.88			1,026,621.88	100.00		51,331.09
016	BP#09-3 PAINT	150,465.00	126,460.00	18,500.00		144,960.00	96.34	5,505.00	7,248.00
017	BP#09-4 FLOORING & TILE	165,030.00	135,000.00	28,000.00		163,000.00	98.77	2,030.00	8,150.00
018	BP#09-5 ACOUSTIC CEILING	168,164.00	151,084.00	17,080.00		168,164.00	100.00		8,408.20
019	BP#10-1 SPECIALTIES	228,668.45	217,700.00	10,968.45		228,668.45	100.00		11,433.42
020	BP#12-1 WINDOW COVERIN	17,768.00	17,768.00			17,768.00	100.00		888.40
021	BP#14-1 ELEVATOR & LIFT	143,103.00	137,850.00	5,253.00		143,103.00	100.00		7,155.15
022	BP#21-1 FIRE SPRINKLER	155,910.00	151,114.00	4,796.00		155,910.00	100.00		7,795.50
023	BP#22-1 PLUMBING COMPLETE	1,104,821.00	1,011,693.00	93,128.00		1,104,821.00	100.00		55,241.05
024	BP#23-1 H.V.A.C. COMPLETE	1,675,278.20	1,597,237.00	78,041.20		1,675,278.20	100.00		83,763.91
025	BP#26-1 ELECTRICAL COMP	1,410,023.48	1,355,119.00	54,904.48		1,410,023.48	100.00		70,501.17
026	BP#32-1 LANDSCAPE & IRRIG	64,105.00	64,105.00			64,105.00	100.00		3,205.25
027	ALLOWANCE - WHEEL CHAIR								
028	GC & FIXED GC/CM COSTS	819,754.00	760,414.00	59,340.00		819,754.00	100.00		40,987.70
029									
030	GC/CM CONTINGENCY @ 5%	196,052.75						196,052.75	
031	CMAR OH & P @ 5%	544,408.31	500,687.03	32,000.00		532,687.03	97.85	11,721.28	26,634.35
032	BOND & INSURANCE @ 1.85	216,379.47	216,379.47			216,379.47	100.00		10,818.97
033	GROSS RECEIPTS TAX 1%	119,125.67	110,497.23	5,982.00		116,479.23	97.78	2,646.44	5,823.97
<b>Application Total</b>		<b>12,031,692.65</b>	<b>11,178,970.76</b>	<b>598,205.13</b>		<b>11,777,175.89</b>	<b>97.88</b>	<b>254,516.76</b>	<b>588,858.79</b>

**CONTRACTOR CONDITIONAL WAIVER FOR  
PROGRESS PAYMENT REQUEST AND RELEASE**

PROJECT NO: 01-23-112

CONTRACT NO:

From: Dick Anderson Construction Inc  
3424 Hwy 12 E  
Helena, MT 59601

**Conditional Waiver and Release Upon Progress Payment**

Upon receipt of payment in the amount of \$562,611.93, to Dick Anderson Construction, Inc., for labor, services, equipment, or materials furnished to 8/31/2024, on the job of Jefferson High School located at 312 S. Main St., Boulder, MT 59632, and when the check has been properly endorsed and paid by the bank upon which it is drawn, the undersigned effectively waives, releases, and relinquishes all claims, lien rights (statutory, equitable or otherwise), causes of action, and equitable rights to compensation, payment, or damages of any kind relating to the furnishing of labor, materials, equipment, supplies, or services of any kind, up through 8/31/24 (date), except for retainage or items furnished after said date. This release shall not include any claim for damages for inefficiencies, impacts, disruptions, or delays after said date.

The undersigned further warrants and represents that all laborers, subcontractors, consultants, and suppliers of the undersigned have been paid from any prior Progress Payments and further agrees to pay from these funds all laborers, subcontractors, consultants, and suppliers who have furnished such items up through 8/31/24 (date). The undersigned further agrees to indemnify, defend, and hold the owner, Jefferson High School District #1, its surety, and the project harmless from any claims for nonpayment by any laborers, subcontractors, consultants or suppliers of the undersigned through said date.

By: [Signature]

Title: PM

Date: 9/3/2024

Witnessed by: [Signature]

Date: 9/3/2024

Please return to: Dick Anderson Construction, Inc



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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 22-001-28  
Date 09/03/2024

Project 22-001 JEFFERSON HIGH SCHOOL  
EXPANSION & REMODEL

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>SMA - Basic Services</b>					
Schematic Design	77,085.76	100.00	77,085.76	77,085.76	0.00
Design Development	77,085.76	100.00	77,085.76	77,085.76	0.00
Construction Documents	207,167.98	100.00	207,167.98	207,167.98	0.00
Bidding	14,453.58	100.00	14,453.58	14,453.58	0.00
Construction Administration	81,903.62	98.00	77,808.44	80,265.55	2,457.11
Subtotal	457,696.70	99.64	453,601.52	456,058.63	2,457.11
<b>Consultants</b>					
Mechanical/Electrical/Plumbing Schematic Design	30,656.00	100.00	30,656.00	30,656.00	0.00
Mechanical/Electrical/Plumbing Design Development	63,313.00	100.00	63,313.00	63,313.00	0.00
Mechanical/Electrical/Plumbing Construction Documents	163,282.00	100.00	163,282.00	163,282.00	0.00
Mechanical/Electrical/Plumbing Bidding	5,731.00	100.00	5,731.00	5,731.00	0.00
Mechanical/Electrical/Plumbing Construction Administration	63,582.00	85.00	54,044.70	54,044.70	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	81.96	11,680.00	11,680.00	0.00
Civil Project Closeout Services	4,800.00	0.00	0.00	0.00	0.00
Landscape Architect	22,600.00	95.00	21,470.00	21,470.00	0.00
Subtotal	497,364.00	96.37	479,326.70	479,326.70	0.00





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

Invoice number 22-001-28  
 Date 09/03/2024

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Additional Services</b>					
Programming/Ed Specs	24,089.70	100.00	24,089.70	24,089.70	0.00
Phase 1 - Scope	27,265.00	100.00	27,265.00	27,265.00	0.00
Phase 2 - Specifications	23,370.00	100.00	23,370.00	23,370.00	0.00
Phase 3 - Bidding	15,580.00	100.00	15,580.00	15,580.00	0.00
Phase 4 - Contract Administration	11,685.00	95.00	5,258.25	11,100.75	5,842.50
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	85.00	2,550.00	2,550.00	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	85.00	2,550.00	2,550.00	0.00
Subtotal	161,989.70	99.08	154,662.95	160,505.45	5,842.50
Total	1,117,050.40	98.11	1,087,591.17	1,095,890.78	8,299.61

**Reimbursables**

Reimbursables

	Units	Rate	Billed Amount
Mileage	122.00	0.67	81.74

Invoice total **8,381.35**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-27	08/07/2024	7,924.83	7,924.83				
22-001-28	09/03/2024	8,381.35	8,381.35				
	Total	16,306.18	16,306.18	0.00	0.00	0.00	0.00

Approved by:

Jason M. Davis  
 Principal



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Jefferson High School District No. 1

Project 22-001 JEFFERSON HIGH SCHOOL EXPANSION & REMODEL

Invoice number 22-001-28

Date 09/03/2024

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

From the desk of: £orie

---

**August 2024**

**PAYROLL REPORT**

Payroll warrants approved by the superintendent and paid.

**CURRENT OFFICE ITEMS**

The district office keeps humming. We will be closing out several grants this month and another in December. If you see me doing cartwheels down the street at Christmas, this will be why.

Kary continues to process requisitions and PO's necessary for items that are part of the building project. It's amazing how many little things we miss that we'll have to purchase. Garbage cans?! First aid kits?!







September 18, 2024

Principal's Report--Mr. Mike Moodry

Student Count w/AYA= 309 w/AYA

### **Academics**

Our students are certainly being challenged. We have students taking 125 dual-credit classes plus 26 students in AP courses. The staff continues to focus on rigor for all courses.

### **New Building and Renovations**

The impact of the new building and renovations is positive. We have faced some struggles with tuning in our HVAC/ventilation systems, furniture delivery, and various other annoyances. Yet, you can really feel a positive impact on the staff and student body. I feel a better comfort and safety presence.

### **Discipline and Attendance**

Our attendance percentage was 97.1% as of 9/12/2023, compared to 94.7% the previous year. We have had only 2 discipline referrals thus far. All for minor offenses.

### **Homecoming**

Homecoming week is the week of September 30-October 5. Please see the attached schedule for all the activities. We plan to have two tours of the new building on Friday afternoon.

### **Open House**

Our open house was fantastic. We had between 150-200 people through the building. The public was astounded at the facility. Many positive comments were made.

## 2024 JHS Homecoming Schedule

### Friday--September 27

Decorate Hallways and Paint the "J" ([Click Here for the Bus Schedule](#))

- Staff that are able to attend would be appreciated and rewarded with lunch provided by Mr. Moodry and Mr. Wilkerson.
- Paint the J will start at 12:00.
- Painting Paws (Student Council w/help)

### Monday, September 30--TBD

JVFB @ Three Forks

### Tuesday, October 1st--TBD

Volleyball vs. Three Forks 4:00

### Wednesday, October 2nd--TBD

Run 4-75 6:30 PM

### Thursday, October 3rd--Panther Pride

Panther Pride (Wear your purple and gold)

Regular Schedule

Pep Rally during Enrichment (South Gym) 8:00-8:35

Volleyball vs Ennis 4:00

### Friday, October 4th

We will run a bus schedule (Montana City Store 7:22 return at 2:00 from JHS).

8:00AM Float Decorating

11:45AM Line up for Parade

12:00PM Parade

3:00PM Senior Citizen Open House (Tours)

4:00PM JHS Alumni Open House (Tours)

5:00PM Booster BBQ

6:45PM Announce Royalty

6:55PM National Anthem/Lineups

7:00PM Kick Off vs. Columbus

- Halftime (10 minutes)
  - Cheer Performance 5 minutes

### Saturday, September

Volleyball vs. JHS Tournament

Homecoming Dance: 7pm-10pm

## **Superintendent Report**

### **September 17, 2024**

- Homecoming is the first week of October. During the Friday football game, the Booster Club sponsors a hamburger and hotdog meal for everyone. The Board and I do the cooking on the large grill. Any volunteers?
- MCEL- The Montana Conference of Educational Leadership will take place October 16-18. The 16<sup>th</sup> is the preconference. Registration is \$325/person. You can attend virtually, but right now they only have a \$1,500/District option. Please let me know if you are interested and I can register you and find a motel, if necessary.

**Board Meeting**  
**September 17, 2024**  
**Informational**

**New Business**

**Construction/ Renovation Update-** Update will be given by Dick Anderson, CTA and Construction committee.

**Personnel**

**Resignations-** We have a resignation from Dana Knight.

*Recommended Motion:* Move to approve the resignation of Dana Knight effective Friday, September 6, 2024.

**New Hires-** No new Hires

*Recommended Motion:* Motion if necessary

**Substitutes-** We have substitute applications from TJ McDermott, and E. Enyeart.

*Recommended Motion:* Move to approve TJ McDermott and E. Enyeart as substitutes pending background checks.

Volunteers- No Volunteers

*Recommended Motion:* Motion if necessary

**Attendance Agreements-** We will present 3 YDI students for approval, 3 Helena area students attending JHS for approval, and 4 JHS students attending Helena area students for acknowledgement.

*Recommended Motion:* Move to approve 3 YDI students, acknowledge 4 JHS Students attending Helena schools, and approve 3 Helena to JHS students for 2024-2025 school year.

**Board Member Interview(s)-** We have one application for the vacant at-large board position. We may have other applications before the meeting. Following past practice, the board will conduct an interview, or interviews of the applicant(s). After interviews the board can discuss the candidates in the open meeting and make a motion.

*Recommended Motion:* Move to appoint \_\_\_\_\_ to the Jefferson High School Board.

Candidate Questions:

Candidate: Corey Eveland

- What compelled you to submit a letter of interest for the open Jefferson High School Board position?
- Describe your understanding of the role of a school board trustee...
- What is your vision for the Jefferson High School District in the next 5-10 years.

Candidate:

- What compelled you to submit a letter of interest for the open Jefferson High School Board position?
- Describe your understanding of the role of a school board trustee...
- What is your vision for the Jefferson High School District in the next 5-10 years.

Dana Knight  
P.O. Box 1182  
Boulder, MT 59632

September 4, 2024

Dear Board of Boulder High School,

I am writing to inform you of my resignation from my job as a paraprofessional at Boulder High School, effective Thursday, September 12, 2024.

My health has dictated the necessity of my departure and I apologize for any problems this will cause in my department. Please know that it is with a heavy heart that I am submitting this resignation. I had sincerely hoped to accomplish a great deal in my position and to be a core member of my department.

I appreciate the opportunities you have given me during my short time with Boulder High School. The school and its staff are wonderful and I will miss them both. Please let me know if there is anything I may do to ease my departure from your school. I wish you and Boulder High School all the best going forward.

Sincerely,

A handwritten signature in cursive script that reads "Dana Knight".

Dana Knight