

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

Tuesday, February 20, 2024 **5:30 p.m.** Jefferson High School Library or Cafeteria

(Board packet available upon request at the District 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.

To allow the public additional access to the meetings, they will be available to be viewed live at:

https://www.youtube.com/live/y8jlYrvG8Ng?si=Kfi4QJWiQ_wm6OR6

(This is not interactive, but for viewing only.)

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
 - a. Heard Scholarship
 - b. Health Summit update
2. Facility Manager
3. Principal/A.D.
 - a. Charter School update
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 – R. Wilkinson (custodial .5)
 - b. New hires - Custodian
 - c. Substitutes –
3. Attendance Agreements –YDI, JHS students to Helena, Helena to JHS for 23-24
4. Policies 2nd Reading

Policies with Required Updates

Policy 1400 – Board Meetings.

Policy 1420 – Board Meeting Procedure.

Policy 1511 – Code of Ethics.

Policy 1610 – Goals and Objectives.

Policy 2151F – Assumption of Risk Form.

Policy 2320 – Field Trips and Excursions.

Policy 3141 – Non-Resident Enrollment.

Policy 3305 – Seclusion and Restraint.

Policy 3310P- Risk Assessments.

Policy 3410 – Student Health and Examinations.

policy 3410F – Medical Consent Form.

Policy 3413F2 – Immunization Religious Exemption Form.

Policy 3431 – Emergency Treatment.

Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms.

Policy 5121 – Applicability of Personnel Policies and Professional Development.

Policy 5223 – Personal Conduct.

Policy 5330 – Maternity and Paternity Leave.

Policy 7320 – Purchasing.

Policy 8110 – Bus Routes and Schedules.

- Policy 8125 – School Bus Emergencies.
- Policy 8132 – Activity Trips.
- Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds.
- Policies with Recommended Updates
- Policy 1240 – Duties of Individual Trustees.
- Policy 1520 – Board Staff Communications.
- Policy 3310P2-Academic Honesty and Responsible Use of Resources.
- Policy 5231 – Personnel Records.
- Policies with Legal Reference Updates Not Requiring Board Action
- Policy 1650 – Public Charter Schools
- Policy 2158 – Family Engagement Policy
- Policy 2500 – English Language Learner Program
- Policy 3210 – Equal Educational Opportunity
- Policy 6140 – Duties and Qualifications of Administrators
- Policies to Terminate
- Policies 1900-1912 – Emergency Policies.

5. Resolution calling for an election for trustees and possible levy
6. Facility use
7. Heard Scholarship breakdown of yearly estate proceeds
8. 2024-2025 JHS Calendar
9. Approval of volunteers for FCCLA and Band trips
10. Possible retirement incentive
11. Intro to Computers class – possible change of requirement
12. RBHI – board approval

J. Communication and Comments

1. Letters to the Board – Resignation – R. Wilkinson

K. Commendations and Recognition

L. Follow-up/Adjournment – upcoming agenda items

NEXT SCHEDULED HIGH SCHOOL BOARD MEETING March 19, 2024, 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

Erika Morris, (Boulder area position)	Jenny Genger, (At-Large 2 position)	Lindsey Graham (Basin area position)
Dani Morris, Vice-Chair (At-Large 1 position)	Cami Robson, Chair (Clancy area position)	
Justin Willcut (MT City area position)	Larry Rasch (At-Large 3 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 – J. Willcut, J. Genger, E. Morris	Technology – L. Rasch, J. Willcut, C. Robson
Policy/Handbook – D. Morris, J. Genger, L. Graham	
Budget/Insurance/Investments – J. Willcut, D. Morris, L. Graham	
Building/Grounds/Transportation – C. Robson, L. Rasch, E. Morris	

MINUTES Jefferson High School Dist. 1 Board of Trustees

January 16, 2024

Regular Meeting

Board members present in-person: Lindsey Graham (phone) Cami Robson Larry Rasch (by phone)
Dani Morris Erika Morris Jenny Genger Justin Willcut

Board member(s) absent:

Administrators present: Erik Wilkerson-Superintendent, Mike Moodry-Principal, Lorie J Carey-Business Manager,
Staff and Visitors Present: Sarah Layng, AD; Dan Sturdevant, Facilities Manager; Chris Heard & Nicole Blubaugh, St. James Butte; Keith Shultz

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 Approval of High School Claims and Accounts and minutes of the previous meeting(s) – action. Ms. E. Morris moved to approve the minutes. Mr. Willcut seconded the motion, which passed unanimously. Mr. Willcut moved to approve the claims. Ms. Genger seconded the motion, which passed unanimously. Ms. D. Morris moved to approve the Dick Anderson and SMA bills. Ms. E. Morris seconded the motion, which passed unanimously.

D. Staff Report. – none.

E. Student Report. – none.

F. Committee Reports – Policy met. Addressed in new business.

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 or questions.

2. Facility Manager – submitted in writing.

3. Principal/A.D. – Mr. Moodry introduced Nicole Blubaugh and Chris Heard, Trainer and Administrator from St. James. Ms. Blubaugh will be the contracted trainer and will serve the school during practices after school and at home contests. Ms. Layng submitted a written report and stated that JHS was 1 of 2 schools honored by MHSA. JHS has participated in Aim Higher many years and is #6 out of 180 schools in numbers of participants.

4. Superintendent - no additions or 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 – not much has changed since the last meeting.

2. Personnel

a. Resignations – R. Wilkinson, .5 custodian. Ms. Robson moved to accept the resignation. Mr. Willcut seconded the motion, which passed unanimously.

b. Superintendent Evaluation/Negotiation – moved to end of meeting.

c. Substitutes – none

3. Attendance Agreements –YDI, JHS students to Helena, Helena to JHS for 23-24

4. Policies

Policies with Required Updates

Policy 1400 – Board Meetings.

Policy 1420 – Board Meeting Procedure.

Policy 1511 – Code of Ethics.

Policy 1610 – Goals and Objectives.

Policy 2151F – Assumption of Risk Form.

Policy 2320 – Field Trips and Excursions.

Policy 3141 – Non-Resident Enrollment. **Added language to identify dates & add “or by board approval.”**
Policy 3305 – Seclusion and Restraint.
Policy 3310P- Risk Assessments.
Policy 3410 – Student Health and Examinations.
policy 3410F – Medical Consent Form.
Policy 3413F2 – Immunization Religious Exemption Form.
Policy 3431 – Emergency Treatment.
Policy 3600F1, 3600F2, 3600P – Student Records Procedures and Forms.
Policy 5121 – Applicability of Personnel Policies and Professional Development.
Policy 5223 – Personal Conduct.
Policy 5330 – Maternity and Paternity Leave.
Policy 7320 – Purchasing. *(The district limit for the superintendent ordering is \$80,000.)*
Policy 8110 – Bus Routes and Schedules.
Policy 8125 – School Bus Emergencies.
Policy 8132 – Activity Trips.
Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds.

Policies with Recommended Updates

Policy 1240 – Duties of Individual Trustees.
Policy 1520 – Board Staff Communications.
Policy 3310P2-Academic Honesty and Responsible Use of Resources.
Policy 5231 – Personnel Records.

Policies with Legal Reference Updates Not Requiring Board Action

Policy 1650 – Public Charter Schools
Policy 2158 – Family Engagement Policy
Policy 2500 – English Language Learner Program
Policy 3210 – Equal Educational Opportunity
Policy 6140 – Duties and Qualifications of Administrators

Policies to Terminate

Policies 1900-1912 – Emergency Policies.

Ms. E. Morris moved to approve on first reading the required and recommended policies (with additions), to acknowledge the policies requiring no board action, and to acknowledge that the 1900 policies have already been terminated. Mr. Willcut seconded the motion, which passed unanimously.

5. Receipt of Boulder Association of Teachers intent to negotiate.
6. Receipt of Boulder Association of Classified Employees intent to negotiate.

I/2/b. At 6:14 pm, deeming that the superintendent’s right to privacy supersedes the public’s right to know, Ms. Robson moved the meeting to closed session.

The regular meeting resumed at 6:30. Ms. Robson moved to extend Mr. Wilkerson’s contract through the 26/27 school year. In addition, for the upcoming year (24/25) his contract will increase by one half of the percentage amount of the increase given for the teachers on their base plus 5 additional personal leave days that, if not used, will be paid out at yearend.

J. Communication and Comments

- a. Letters –none

K. Commendations

L. Follow-up/Adjournment – upcoming months

Next meeting – 2nd reading of policies, facilities fees and training for supervisors of facility use, March meeting will include a building walk-through, March 18 is the deadline for the Heard Scholarship.

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

Signature of Chair

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		
24534	-99637E	4625 MT DEPARTMENT OF REVENUE	56.91						
1	22-001 09/26/23 CGR for Tri-county	56.91*		215	785-2600	440	785		
24535	49004S	4761 PEAK 1 ADMINISTRATION	25.00						
	COBRA Fees								
1	140693 01/15/24 COBRA Fees	25.00*		201	100-1000	260			
24537	49001S	1823 MT BROOM & BRUSH COMPANY	732.95						
	Black Bags								
1	334101 01/04/24 33 x 40 Black Bags	732.95*	10873	201	100-2600	615			
24538	48997S	5344 All Temp Heating & Cooling	240.00						
1	11554 01/11/24 Service of Equip.	240.00*		201	100-2600	440			
24539	-99636E	4827 CITI BUSINESS VISA-Costco	765.16						
<p>Prepaid an amount on VISA that covered a month or two of payments. I thought I had paid for just the amount due and the ones that applied to the next bill.</p> <p>Unfortunately, it was for a larger amount. The amount has carried over and this is the first bill with an amount due. It covers once receipt entirely and part of another.</p>									
1	70259922 11/30/23 Due from FCCLA	648.00		201	170				
2	81774g 12/10/23 Due from FCS	117.16		201	170				
24540	48999S	792 ECKROTH MUSIC	201.80						
	French Horn and Trombone Repair								
1	5131519 01/10/24 French Horn Repair	68.00*		201	100-1000	440			
2	5131666 01/10/24 Trombone Repair	133.80*		201	100-1000	440			
24542	49003S	4710 OTTMAN, MICHAEL	100.00						
	Coaches Clinics								
1	465880B 05/30/23 Coaches Clinic	65.00*		201	720-3500	582			
2	633654 01/09/24 NFHS Learning Center	35.00*		201	720-3500	582			
24543	49005S	4776 SCHOOL SERVICES OF MONTANA	587.40						
	Membership Fees District								
	Memberships per Student								
1	6875 05/31/24 Membership District Base	275.00*		215	423-1000	321	713		
2	6875 05/31/23 Membership Per Student	312.40*		215	423-1000	321	713		

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/24

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24545	48997S	5344 All Temp Heating & Cooling	240.00						
		Turned fan to on position							
1		11577 01/17/24 Service of Equip.	240.00*		201	100-2600	440		
24547	49002S	5472 MT DIGITAL ACADEMY	184.50						
1		INV1.16.24 12/12/23 FlexCap	184.50*		215	100-1000	640	148	
24548	-99635E	4625 MT DEPARTMENT OF REVENUE	5,018.22						
1		3112-10 12/28/23 DA CGReceipts	5,018.22*		260	100-4500	725		
24549	48998S	5677 DICK ANDERSON CONSTRUCTION	496,804.08						
1		3112-10 12/28/23 Construction payment 10	496,804.08*		260	100-4500	725		
24550	49006S	5270 SMA ARCHITECTS	6,550.04						
1		22-001-20 01/09/24 Architect fees	6,550.04*		260	100-4500	725		
24551	49000S	5743 GUTHRIE, JEFF	151.55						
1		Eur-Flor 01/18/24 WR ref fee	95.75*		215	720-3500	340	720	
2		Eur-Flor 01/18/24 WR ref mileage	55.80*		215	720-3500	582	720	
24552	49007S	5387 MUST	1,680.60						
1		Jan 2024 12/31/23 Ret Prem LA	167.00*		215	100-1000	260	666	
2		Jan 2024 12/31/23 BES prem CM	756.80*		215	100-1000	260	666	
3		Jan 2024 12/31/23 BES prem DO	756.80*		215	100-1000	260	666	
24553	49007S	5387 MUST	1,680.60						
1		Feb 2024 12/31/23 Ret Prem LA	167.00*		215	100-1000	260	666	
2		Feb 2024 12/31/23 BES prem CM	756.80*		215	100-1000	260	666	
3		Feb 2024 12/31/23 BES prem DO	756.80*		215	100-1000	260	666	
24555	49021S	1645 VERIZON WIRELESS	60.04						
		I pad Service							
1		9953453437 01/05/24 I pad Service	60.04*		201	100-2100	530		
24556	49009S	385 BOULDER MONITOR & JEFFERSON CO.	40.00						
		1 yr subscription							
1		012324 01/23/24 Yearly subscription	40.00	10747	201	999			

PO Accounting (Org/Prog/Func/Obj/Proj): -100-2220-650-

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24557	49018S	1451 L & P GROCERY	748.29					
1	1934232 10/26/23 Foods	52.71*		201	910-3100	630		
2	1926642 10/16/23 Foods	24.05*		201	910-3100	630		
3	1927482 10/17/23 Foods	14.58*		201	910-3100	630		
4	1149722 08/21/23 Foods	242.51*		201	910-3100	630		
5	1937080 10/30/23 Foods	3.99*		201	910-3100	630		
6	1937055 10/30/23 Foods	13.36*		201	910-3100	630		
7	1993341 01/17/24 Foods	12.91*		201	910-3100	630		
8	1937833 10/31/23 Foods	17.44*		201	910-3100	630		
9	1959282 11/30/23 Foods	8.35*		201	910-3100	630		
10	1953163 11/21/23 Foods	11.39*		201	910-3100	630		
11	1952364 11/20/23 Foods	23.54*		201	910-3100	630		
12	1944402 11/09/23 Foods	6.00*		201	910-3100	630		
13	1181946 11/02/23 Foods	4.19*		201	910-3100	630		
14	1942276 11/06/23 Foods	9.94*		201	910-3100	630		
15	1957038 11/27/23 Foods	23.80*		201	910-3100	630		
16	1953177 11/21/23 Foods	19.26*		201	910-3100	630		
17	1916980 10/02/23 Foods	19.76*		201	910-3100	630		
18	1921722 10/09/23 Foods	7.49*		201	910-3100	630		
19	1922444 10/10/23 Foods	8.36*		201	910-3100	630		
20	1172938 10/12/23 Foods	8.07*		201	910-3100	630		
21	1994795 01/19/24 Teachers Lunch	22.80*		201	100-2300	610		
22	1210951 01/08/24 FASFA	168.55*		201	100-2300	610		
23	1988880 01/10/24 Bio Science	25.24*		201	100-1511	610		
24558	49017S	5645 KRANTZ, KEN	156.50					
	Official and Mileage Fees							
	Basketball Lone Peak /tteC							
1	LonePeak 01/25/24 Ref Fees	110.00*		215	720-3500	330	720	
2	LonePeak 01/25/24 Mileage Fees	46.50*		215	720-3500	582	720	
24559	49019S	5643 OIE, RICK	117.20					
	Official and Mileage Fees							
	Basketball Lone Peak /tteC							
1	LonePeak 01/25/24 Ref Fees	110.00*		215	720-3500	330	720	
2	LonePeak 01/25/24 Mileage Fees	7.20*		215	720-3500	582	720	

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
24560	49022S	5765 WILLIAMS, JEREMY	101.50					
		Official and Mileage Fees						
		Basketball Lone Peak /tteC						
1	LonePeak 01/25/24 Ref Fees	55.00*			215	720-3500	330	720
2	LonePeak 01/25/24 Mileage Fees	46.50*			215	720-3500	582	720
24561	49008S	5298 ACKERMAN, BRIAN	62.20					
		Official and Mileage Fees						
		Basketball Lone Peak /tteC						
1	LonePeak 01/25/24 Ref Fees	55.00*			215	720-3500	330	720
2	LonePeak 01/25/24 Mileage Fees	7.20*			215	720-3500	582	720
24562	49020S	4885 REHER, DAVID	196.50					
		Official and Mileage Fees						
		Basketball Lone Peak /tteC						
1	LonePeak 01/25/24 Ref Fees	150.00*			215	720-3500	330	720
2	LonePeak 01/25/24 Mileage Fees	46.50*			215	720-3500	582	720
24563	49016S	5515 KLEMP, DAVID	153.60					
		Official and Mileage Fees						
		Basketball Lone Peak /tteC						
1	LonePeak 01/25/24 Ref Fees	150.00*			215	720-3500	330	720
2	LonePeak 01/25/24 Mileage Fees	3.60*			215	720-3500	582	720
24564	49013S	4887 CUNNINGHAM, DUANE	157.20					
		Official and Mileage Fees						
		Basketball Lone Peak /tteC						
1	LonePeak 01/25/24 Ref Fees	150.00*			215	720-3500	330	720
2	LonePeak 01/25/24 Mileage Fees	7.20*			215	720-3500	582	720
24566	49011S	3639 CASCADE PUBLIC SCHOOL	25.00					
		Cascade All Girls Wrestling Mixer						
2	Cascade 01/25/24 Cascade All Girls Mixer	25.00*			201	720-3500	582	
24567	49010S	4080 BROADWATER HIGH SCHOOL	200.00					
		Broadwater Wrestling						
2	Broadwater 01/25/24 Broadwater Wrestling	200.00*			201	720-3500	582	

02/15/24
14:56:08

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/24

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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	
24568	49015S	1086 GIULIO DISPOSAL SERVICES, INC.	159.00						
		Disposal Service							
1		123123 12/31/23 Disposal Service	159.00*		201	100-2600	431		
24570	49014S	4927 GARDINER PUBLIC SCHOOLS	36.00						
		Speech and Debate							
		Twas the Meet Before Christmas							
1		121623 12/16/23 Twas the Meet Before Christmas	36.00*		201	710-3400	582		
24571	49012S	5504 COMFORT INN - MISSOULA	914.56						
		Model UN 11/19/23							
1		70222054 11/19/23 Model UN Room #319	228.64		201	621			
2		70222055 11/19/23 Model UN Room #319	228.64		201	621			
3		70222092 11/19/23 Model UN Room #322	228.64		201	621			
4		70222093 11/19/23 Model UN Room #323	228.64		201	621			
24572	49025S	5419 STRIVE	2,500.00						
		On-site MCLSDP Support							
1		1365 01/25/34 On-Site MCLSDP Support	2,500.00*		215	423-1000	330	713	
24573	49023S	5523 CANON FINANCIAL SERVICES, INC.	730.30						
1		31919429 01/12/24 Copier Service	730.30*		201	100-5200	840		
24574	49024S	2152 CENTURY LINK	496.13						
1		011324 01/13/24 Jan Phone Services	496.13*		201	100-2300	531		
24576	-99634E	4786 MC Mastercard	182.52						
1		6716 01/05/24 District Maintenance	182.52*		201	100-2600	610		
24577	-99633E	4786 MC Mastercard	167.30						
		Drama							
		6690							
1		6690 01/05/24 Drama	167.30		201	170			
24578	-99632E	4786 MC Mastercard	793.60						
1		cc# 6666 01/05/24 The Great Falls Inn/Wrestlin	793.60*		215	720-3500	582	139	

* Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
24579 -99631E	4786 MC Mastercard	591.08					
	CC# 4843						
	District Activity 2						
1	CC# 4843 01/05/24 District Activity 2	591.08		201	170		
24580 -99630E	4786 MC Mastercard	2,144.72					
	CC# 5370						
	District Activity						
1	CC# 5370 01/05/24 District Activity	2,144.72		201	170		
24583 -99629E	4786 MC Mastercard	2,170.02					
	CC# 0282						
	District Admin 2						
1	30519249 12/13/23 Black UltraFine Sharpie	31.92*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
2	30519249 12/13/23 Gray Sign Pen	78.00*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
3	30519249 12/13/23 Black Sign Pen	78.00*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
4	30519249 12/13/23 Mars Eraser	30.48*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
5	30519249 12/13/23 LE Pen	1.13*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
6	30519249 12/13/23 Mixed Media Sketchbook	298.08*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
7	30519249 12/13/23 Vellum	51.68*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
8	30519249 12/13/23 Le Pen	47.28*	10867	201	390-1640	610	
	BLICK ART MATERIALS						
9	1027454 12/15/23 In the After	39.12*	10869	215	423-1000	640	713
	AMAZON.COM						
10	1027454 12/15/23 The Fifth Wave Collection	19.99*	10869	215	423-1000	640	713
	AMAZON.COM						
11	1027454 12/15/23 The Skinjacker Trilogy	49.20*	10869	215	423-1000	640	713
	AMAZON.COM						
12	1027454 12/15/23 Dry	15.40*	10869	215	423-1000	640	713
	AMAZON.COM						
13	1027454 12/15/23 The Arc of A Scythe Trilo	71.10*	10869	215	423-1000	640	713
	AMAZON.COM						
14	1027454 12/15/23 Ultimate Unwind	159.98*	10869	215	423-1000	640	713
	AMAZON.COM						
15	1027454 12/15/23 Shipping and Handling	23.77*	10869	215	423-1000	532	713
	AMAZON.COM						

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
16		6501005 12/14/23 Bank Deposits	39.96*	10868	201	100-1000	610	
	AMAZON.COM							
17		6501005 12/14/23 Signature	16.49*	10868	201	100-1000	610	
	AMAZON.COM							
18		5163313 12/23/23 Home Depot	858.33*		201	100-1000	610	
19		1023170 12/27/23 Home Depot	13.12*		201	100-1000	610	
20		1336471 12/23/23 Kenyon Noble	95.30*		201	100-1000	610	
21		2312149736 12/26/23 Intermountain Wood	19.04*		201	100-1000	610	
22		2312150907 12/27/23 Intermountain Wood	120.93*		201	100-1000	610	
23		1339124 12/27/23 Kenyon Noble	11.72*		201	100-1000	610	
24585	-99628E	4786 MC Mastercard	802.72					
	CC# 0833							
	FCS							
1		15292 01/05/24 Jantz Supply	753.75		201	170		
2		059907 12/14/23 Boulder Ace Hardware	48.97*		201	100-1641	610	
24587	-99627E	4786 MC Mastercard	1,377.00					
	CC # 4935							
	District Admin 1							
1		3334612 12/05/23 Hp 12A Black Toner	63.82	10860	228	100-1000	615	
	AMAZON.COM							
2		5735433 12/05/23 Bib Overall	92.99*	10862	215	474-1000	660	28
	AMAZON.COM							
4		40569 12/07/23 Brother Ink Toner Cart.	90.98*	10876	215	100-1000	615	275
	STAPLES							
5		1653851 12/06/23 Amazon	599.98		201	170		
6		5029818 12/05/23 CoverStock	13.01*	10861	201	100-1000	610	
	AMAZON.COM							
7		5029818 12/05/23 FingerPrint Pad	10.25*	10861	201	100-1000	610	
	AMAZON.COM							
8		5029818 12/05/23 Avery Labels	18.68*	10861	201	100-1000	610	
	AMAZON.COM							
9		5029818 12/05/23 Basic Rubber Bands	6.75*	10861	201	100-1000	610	
	AMAZON.COM							
10		5029818 12/05/23 Swingline Stapler	63.12*	10861	201	100-1000	610	
	AMAZON.COM							
11		5029818 12/05/23 3 pk Tape Dispenser	12.96*	10861	201	100-1000	610	
	AMAZON.COM							
12		5029818 12/05/23 Marks a lot Markers	19.23*	10861	201	100-1000	610	
	AMAZON.COM							
13		5029818 12/05/23 Fine Tip Marker Set	38.68*	10861	201	100-1000	610	
	AMAZON.COM							

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/24

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
14	5029818 12/05/23 1000 Glue Dots	6.79*	10861	201	100-1000	610			
AMAZON.COM									
15	5029818 12/05/23 Pencils 150 Ct	21.02*	10861	201	100-1000	610			
AMAZON.COM									
16	5029818 12/05/23 Sharpies	18.44*	10861	201	100-1000	610			
AMAZON.COM									
17	150039393 12/12/23 Ingersol Rand Pressure Sw	170.04*	10870	201	100-2640	440			
GRAINGER									
18	150039393 12/12/23 Shipping and Handling	11.68*	10870	201	100-1000	532			
GRAINGER									
19	1353852 12/11/23 Food Handling Gloves 500c	8.98*	10865	215	474-1000	610	28		
AMAZON.COM									
20	1353852 12/11/23 Trolli Worms 5 lbs	50.46*	10865	215	474-1000	610	28		
AMAZON.COM									
21	1353852 12/11/23 SkKStationary Mech Pencil	19.18*	10865	215	474-1000	610	28		
AMAZON.COM									
22	121523 12/15/23 Amazon	39.96*		215	474-1000	610	28		
24588	-99626E 4786 MC Mastercard	3,359.03							
CC#9049									
District Activity 1									
1	DUE From 01/05/24 Due Froms	3,359.03		201	170				
24590	49027S 4901 KINZLE, JON	165.80							
Ref and Mileage									
BB Capital 2/2/24									
1	Capital 02/02/24 Ref Fees	110.00*		215	720-3500	330	720		
2	Capital 02/02/24 Mileage	55.80*		215	720-3500	582	720		
24591	49028S 5158 SUKUT, KOLBY	118.64							
Ref and Mileage									
BB Capital 2/2/24									
1	Capital 02/02/24 Ref Fees	110.00*		215	720-3500	330	720		
2	Capital 02/02/24 Mileage	8.64*		215	720-3500	582	720		
24592	49027S 4901 KINZLE, JON	260.80							
Ref and Mileage									
BB White Sulphur Springs 02/05/24									
1	White S.S 02/02/24 Ref Fees	205.00*		215	720-3500	330	720		
2	White S S 02/02/24 Mileage	55.80*		215	720-3500	582	720		

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 1/24

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24593	49029S	5752 TORGESON, KODY	213.64					
	Ref and Mileage							
	BB White Sulphur Springs 02/05/24							
1	White S.S 02/02/24 Ref Fees	205.00*		215	720-3500	330	720	
2	White S S 02/02/24 Mileage	8.64*		215	720-3500	582	720	
24596	49026S	4943 HOCKING, JACK	158.64					
	Ref and Mileage							
	BB White Sulphur Springs 02/05/24							
1	White S.S 02/02/24 Ref Fees	150.00*		215	720-3500	330	720	
2	White S S 02/02/24 Mileage	8.64*		215	720-3500	582	720	
	# of Claims	48	Total:	534,378.34	# of Vendors	33		
	Total Electronic Claims	17,428.28						
	Total Non-Electronic Claims	516,950.06						

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Claim Details
For the Accounting Period: 2/24

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* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
24598	49036S	5518 SWANSON, IAN	118.64						
1	Whitehall 02/03/24 Ref Fee	110.00*		215	720-3500	330	720		
2	Whitehall 02/03/24 Ref Mileage	8.64*		215	720-3500	582	720		
24599	49030S	5425 AMES, CHRIS	156.50						
1	Whitehall 02/03/24 Ref Fee	110.00*		215	720-3500	330	720		
2	Whitehall 02/03/24 Ref Mileage	46.50*		215	720-3500	582	720		
24600	49035S	4922 RYAN, SEAN MICHAEL	205.80						
1	Whitehall 02/03/24 Ref Fee	150.00*		215	720-3500	330	720		
2	Whitehall 02/03/24 Ref Mileage	55.80*		215	720-3500	582	720		
24601	49034S	5320 REILLY, MARK	158.64						
1	Whitehall 02/03/24 Ref Fee	150.00*		215	720-3500	330	720		
2	Whitehall 02/03/24 Ref Mileage	8.64*		215	720-3500	582	720		
24602	49031S	5146 CUTLER, COREY	158.64						
1	Whitehall 02/03/24 Ref Fee	150.00*		215	720-3500	330	720		
2	Whitehall 02/03/24 Ref Mileage	8.64*		215	720-3500	582	720		
24604	49037S	5512 GAMMON, FERGUSON	110.80						
1	Whitehall 02/03/24 Ref Fee	55.00*		215	720-3500	330	720		
2	Whitehall 02/03/24 Ref Mileage	55.80*		215	720-3500	582	720		
24605	49038S	5639 HASQUET, RON	63.64						
1	Whitehall 02/03/24 Ref Fee	55.00*		215	720-3500	330	720		
2	Whitehall 02/03/24 Ref Mileage	8.64*		215	720-3500	582	720		
24609	49041S	5298 ACKERMAN, BRIAN	117.20						
BB Anaconda									
Ref and Mileage Fees									
1	Anaconda 02/05/24 Ref Fees	110.00*		215	720-3500	330	720		
2	Anaconda 02/05/24 Mileage Fees	7.20*		215	720-3500	582	720		
24610	49042S	5599 HARLAN, GARY	156.50						
BB Anaconda									
Ref and Mileage Fees									
1	Anaconda 02/05/24 Ref Fee	110.00*		215	720-3500	330	720		
2	Anaconda 02/05/24 Ref Mileage	46.50*		215	720-3500	582	720		

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 2/24

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
24611	49047S	2717 CITY OF BOULDER	1,372.42					
1		622-00 02/01/24 Water	19.97*		201	100-2600	421	
2		311-00 02/01/24 Water/Sewer	1,316.00*		201	100-2600	421	
3		617-00 02/01/24 Water/Sewer	36.45*		201	100-2600	421	
24612	49056S	5341 QUADIENT LEASING USA INC	214.62					
1		Q1168638 01/23/24 Coverage Period 2/24/24-5/23	214.62*		201	100-2400	532	
24613	49051S	1086 GIULIO DISPOSAL SERVICES, INC.	159.00					
1		3487 01/31/24 Disposal Service	159.00*		201	100-2600	431	
24614	49050S	5772 EZ SCHOOL APS	250.00					
1		3725 02/06/24 Sub App	250.00*		201	100-2400	680	
24615	49049S	4633 COMMERCIAL ENERGY OF MT INC.	224.40					
1		NWE080599 02/02/24 Gas on NWE System	224.40*		201	100-2600	411	
24616	49058S	5417 SCHOOLHOUSE IT INC.	4,316.69					
1		3093 02/01/24 EaaSY Tech Management Service	4,316.69		201	100-2580	330	
24617	49049S	4633 COMMERCIAL ENERGY OF MT INC.	2,833.86					
1		NWE080598 02/02/24 Gas on the NWE System	2,833.86*		201	100-2600	411	
24618	49054S	2129 PICCOLO'S MUSIC	50.90					
1		2285 02/01/24 Repairs	50.90*		201	100-1000	440	
24619	49044S	5773 Buds Fire Extinguisher Services	355.00					
1		1459 01/11/24 Annual Inspection	250.00*		201	100-2600	440	
2		1459 01/11/24 6 yr Maintenance	105.00*		201	100-2600	440	
24620	49046S	4810 CHOTEAU PUBLIC SCHOOLS	75.00					
		Speech and Debate Fees						
1		666955 01/29/24 BC Speech and Debate Fees	75.00*		201	710-3400	582	
24622	49043S	385 BOULDER MONITOR & JEFFERSON CO.	132.80					
1		5642 01/31/24 agenda	5.00*		201	100-2300	540	
2		5642 01/31/24 two week run	90.00*		201	100-2300	540	
3		5642 01/31/24 two week run Custodian	37.80*		201	100-2300	540	

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Claim Details
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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
24624	49045S	5523 CANON FINANCIAL SERVICES, INC.	730.30						
1		30177413 03/12/24 Copier Service	730.30*		201	100-5200	840		
24625	49043S	385 BOULDER MONITOR & JEFFERSON CO.	5.00						
1		5579 12/31/24 Agenda	5.00*		201	100-2300	540		
24626	49057S	4458 RYKAL, HEATHER	1,365.00						
		Bootcamp and Pickleball							
1		020724 02/07/24 Pickleball	1,200.00*		217	610-1000	330		
2		020724 02/07/24 BootCamp	165.00*		217	610-1000	330		
24627	49052S	5336 HOOVER, JENN	1,395.00						
		BootCamp							
1		020724 02/07/24 BootCamp	1,395.00*		217	610-1000	330		
24628	49048S	626 COLUMBUS HIGH SCHOOL	30.00						
		Southern BC Divisionals							
1		662946 01/20/23 Southern BC Divisionals Speech	30.00*		201	710-3400	582		
24629	49053S	1377 JOHNSON CONTROLS	1,134.40						
1		1-13187355 01/19/24 Boiler Service/Repair	1,134.40*		201	100-2600	440		
24631	49055S	2138 PRICKLY PEAR COOPERATIVE	4,851.13						
1		012924 01/29/24 District Match	4,851.13*		201	280-1000	350		
24633	49072S	5423 LEARNING ALLY, INC.	989.10						
1		101938 12/31/23 Learning Ally	989.10*		215	423-1000	680	713	
24634	49054S	2129 PICCOLO'S MUSIC	17.95						
1		234816 01/20/24 Single C String Cello	17.95*		201	100-1000	440		
24637	49064S	5643 OIE, RICK	101.50						
		Ref and mileage fees							
		Manhattan Christian Basketball							
1		Man Christ 02/09/24 Ref Fees	55.00*		215	720-3500	330	720	
2		Man Christ 02/09/24 Mileage Fees	46.50*		215	720-3500	582	720	

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JEFFERSON HIGH SCHOOL
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* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
24638	49061S	5774 Ferriter, Steven	62.20						
	Ref and mileage fees								
	Manhattan Christian Basketball								
1	Man Christ 02/09/24 Ref Fees	55.00*		215	720-3500	330	720		
2	Man Christ 02/09/24 Mileage Fees	7.20*		215	720-3500	582	720		
24639	49059S	5298 ACKERMAN, BRIAN	156.50						
	Ref and mileage fees								
	Manhattan Christian Basketball								
1	Man Christ 02/09/24 Ref Fees	110.00*		215	720-3500	330	720		
2	Man Christ 02/09/24 Mileage Fees	46.50*		215	720-3500	582	720		
24640	49063S	5645 KRANTZ, KEN	156.50						
	Ref and mileage fees								
	Manhattan Christian Basketball								
1	Man Christ 02/09/24 Ref Fees	110.00*		215	720-3500	330	720		
2	Man Christ 02/09/24 Mileage Fees	46.50*		215	720-3500	582	720		
24641	49062S	4890 Hinrichs, Craig J.	157.20						
	Ref and mileage fees								
	Manhattan Christian Basketball								
1	Man Christ 02/09/24 Ref Fees	150.00*		215	720-3500	330	720		
2	Man Christ 02/09/24 Mileage Fees	7.20*		215	720-3500	582	720		
24642	49060S	4887 CUNNINGHAM, DUANE	157.20						
	Ref and mileage fees								
	Manhattan Christian Basketball								
1	Man Christ 02/09/24 Ref Fees	150.00*		215	720-3500	330	720		
2	Man Christ 02/09/24 Mileage Fees	7.20*		215	720-3500	582	720		
24643	49065S	4930 SACKMAN, ADAM	157.20						
	Ref and mileage fees								
	Manhattan Christian Basketball								
1	Man Christ 02/09/24 Ref Fees	150.00*		215	720-3500	330	720		
2	Man Christ 02/09/24 Mileage Fees	7.20*		215	720-3500	582	720		

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JEFFERSON HIGH SCHOOL
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* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj		
24644	49070S	4890 Hinrichs, Craig J.	39.30						
		mileage fees correction							
		Manhattan Christian Basketball							
2	Man Christ 02/13/24 Mileage Fees	46.50*		215	720-3500	582	720		
3	Man Christ 02/13/24 Correction on Claim 24641	-7.20*		215	720-3500	582	720		
24645	49076S	5417 SCHOOLHOUSE IT INC.	4,316.69						
1	2907 10/01/23 EaaS Tech Management Service	4,316.69		201	100-2580	330			
24646	49076S	5417 SCHOOLHOUSE IT INC.	322.50						
	Endpoint Detections Remediations Security for 129 devices								
1	3013 12/13/23 Endpoint Detections	322.50		228	100-1000	615			
24647	49068S	5738 DOTCOM THERAPY	4,980.00						
	Mental Health Therapy								
1	SI-12755 01/31/24 Mental Health Therapy	2,490.00*		215	459-1000	330	459		
2	SI-12587 12/31/23 Mental Health Therapy	2,490.00*		215	459-1000	330	459		
24649	49074S	3481 MT DOJ CRIMINAL RECORDS	60.00						
1	166554 01/31/24 Background M.Steketee	30.00*		201	100-2300	800			
2	166554 01/31/24 Background J. Dolan	30.00*	10800	201	100-2300	800			
24650	49066S	5771 95 PERCENT GROUP	4,708.00						
1	143701 02/12/24 Phonics program	4,708.00*	10896	215	423-1000	640	713		
24651	49073S	4061 MSU-SCIENCE/MATH RESOURCE CENTER	275.00						
	Science Olympiad Team Fees								
1	2024-5377M 01/26/24 Science Olympiad Team Fees	275.00*		201	710-3400	582			
24652	49075S	1737 NORTHWESTERN ENERGY	9,051.50						
	Electric and Gas Service Dec 2023								
1	905150 02/01/24 Electric Service	5,510.58*		201	100-2600	412			
2	905150 02/01/24 Gas Service	163.89*		201	100-2600	412			
3	905150 02/01/24 Electric Tax	1,034.36*		201	100-2600	412			
4	905150 02/01/24 Gas Tax	2,342.67*		201	100-2600	412			

JEFFERSON HIGH SCHOOL
Claim Details
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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
24656	49071S	5775 LaFromboise, Heath	35.00					
1		024146 01/15/24 Background Check	35.00*		201	100-2300	800	
24659	49067S	5776 Butula, Drake	36.99					
1		381166 01/16/24 Anti-gel for diesel coach bus	36.99*		210	720-3500	582	
24660	49069S	5723 EDGERLEY, TIMMIESUE	169.45					
1		021224 02/12/24 Mileage Reimbursment	169.45*		201	720-3500	582	
24661		5587 PIONEER TECHNICAL SERVICES, INC.	276.83					
1		21908 02/13/24 Field Inspection	276.83*		260	100-2600	440	
24662		1823 MT BROOM & BRUSH COMPANY	37.28					
1		332829 12/28/23 Valve Tap	16.36*		201	100-2600	615	
2		332829 12/28/23 Connector for Valve	18.92*		201	100-2600	615	
3		332829 12/28/23 Sur charge	2.00*		201	100-2600	615	
24663		1002 GENERAL DISTRIBUTING	468.11					
1		1946852685 01/17/24 Welding supplies	468.11*		201	390-1640	610	
24664		1002 GENERAL DISTRIBUTING	105.00					
1		1940768135 12/01/23 Supplies	105.00*		201	390-1640	610	
24665		5670 LUMEN	5,509.62					
1		676154698 02/01/24 ACCT # 5-KCLCCHDQ	185.54*		228	100-1000	680	
2		676162977 02/01/24 ACCT #5-PBRQGGSC	5,239.40*		228	100-1000	680	
3		676275801 02/04/24 ACCT # 8113581	84.68*		228	100-1000	680	
24668		1346 JOSTENS -	395.45					
1		33016202 02/06/24 Diplomas	395.45*		201	100-1000	610	
		# of Claims	53	Total:	53,483.95	# of Vendors	45	

Application and Certificate For Payment

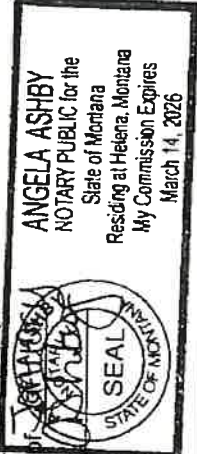
<p>To Owner: JEFFERSON HIGH SCHOOL DISTRICT #1 P.O. BOX 838 BOULDER, MT 59632</p>	<p>Project: JEFFERSON HIGH SCHOOL 312 SOUTH MAIN ST. BOULDER, MT 59632</p>	<p>Application No.: 3112-11 Date: 1/30/2024</p>
<p>From: Dick Anderson Construction (Contractor): 3424 HIGHWAY 12 E HELENA, MT 59601</p>	<p>Contractor Job Number: 3112-JEFHIG</p>	<p>Period To: 1/31/2024</p> <p>Architect's Project No:</p> <p>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		
Totals		
Net change by change orders		

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, and 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]
 By: [Signature] Date: 1/30/2024
 State of: Montana County of: Liberty
 Subscribed and sworn to before me this 30 day of January, 2024 (year).
 Notary public: Angela Ashby
 My commission expires 3/14/2026



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	\$7,294,032.73
Retainage	
5.00% of completed work	\$364,701.64
Total earned less retainage	\$6,929,331.09
Less previous certificates for payment	\$6,399,199.71
Current sales Tax	\$0.00
7.700% of taxable	
Current payment due	\$530,131.38
Less Gross Receipts Tax	5,301.31
CURRENT PAYMENT DUE	524,830.07
Balance to finish, including retainage	\$5,102,361.56

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: \$ 530,131.38

Architect: [Signature]
 By: [Signature] Date: 02/01/2024
 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 28-2-2104 of the Montana Code Annotated, if a periodic or final payment is delayed more than 30 day 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.

Application and Certificate of Payment -- page 2

To Owner: JEFFERSON HIGH SCHOOL DIS
 From (Contractor):
 Project: 3112-JEFHIG / JEFFERSON HIGH SCHO

Application No: 3112-JEFHIG
 Contractor's Job Number:
 Architect's Job Number:

Period To: 1/31/2024
 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						34,000.00	
002	BP#02-1 DEMOLITION	187,064.80	83,000.00			83,000.00	44.37	104,064.80	4,150.00
003	BP#02-2 SITEWORK	456,600.29	189,470.00	6,500.00		195,970.00	42.92	260,630.29	9,798.50
004	BP#03-1 BUILDING FOUNDA'	367,211.00	358,925.00	5,200.00		364,125.00	99.16	3,086.00	18,206.25
005	BP#03-2 CONCRETE POLISH	100,650.00						100,650.00	
006	BP#04-1 MASONRY	58,072.00	58,072.00			58,072.00	99.01	578.00	2,903.60
007	BP#05-1 STRUCTURAL STEE	1,152,673.00	1,138,493.00			1,138,493.00	98.77	14,180.00	56,924.65
008	BP#06-1 CARPENTRY	183,059.35	119,763.00	26,200.00		145,963.00	79.74	37,096.35	7,298.15
009	BP#06-2 ARCHITECTURAL C.	262,652.00						262,652.00	
010	BP#07-1 BUILDING INSULATI	64,100.00	14,000.00	28,650.00		42,650.00	66.54	21,450.00	2,132.50
011	BP#07-2 METAL SIDING & SC	192,000.00	46,830.00	12,200.00		59,030.00	30.74	132,970.00	2,951.50
012	BP#07-3 ROOFING	325,683.00	301,660.00			301,660.00	92.62	24,023.00	15,083.00
013	BP#08-1 DOORS & HARDWA	210,402.00	99,400.00	56,000.00		155,400.00	73.86	55,002.00	7,770.00
014	BP#08-2 WINDOWS	192,510.00	101,842.00	84,000.00		185,842.00	96.54	6,668.00	9,292.10
015	BP#09-1 METAL WALL FRAMl	1,026,621.88	653,737.00	79,400.00		733,137.00	71.41	293,484.88	36,656.85
016	BP#09-3 PAINT	138,075.00	11,360.00			11,360.00	8.23	126,715.00	568.00
017	BP#09-4 FLOORING & TILE	165,030.00	25,000.00			25,000.00	15.15	140,030.00	1,250.00
018	BP#09-5 ACOUSTIC CEILING	161,084.00						161,084.00	
019	BP#10-1 SPECIALTIES	228,110.00	7,600.00	12,800.00		20,400.00	8.94	207,710.00	1,020.00
020	BP#12-1 WINDOW COVERIN	17,768.00						17,768.00	
021	BP#14-1 ELEVATOR & LIFT	143,103.00						143,103.00	
022	BP#21-1 FIRE SPRINKLER	155,910.00	54,664.00			54,664.00	35.06	101,246.00	2,733.20
023	BP#22-1 PLUMBING COMPLETE	1,103,093.00	400,413.00	64,058.00		464,471.00	42.11	638,622.00	23,223.55
024	BP#23-1 H.V.A.C. COMPLETE	1,656,560.81	1,162,055.00	63,300.00		1,225,355.00	73.97	431,205.81	61,267.75
025	BP#26-1 ELECTRICAL COMP	1,369,123.30	906,190.00	42,000.00		948,190.00	69.26	420,933.30	47,409.50
026	BP#32-1 LANDSCAPE & IRRII	66,905.00						66,905.00	
027	ALLOWANCE - WHEEL CHAI								
028	GC & FIXED GC/CM COSTS	821,804.00	412,542.00	45,838.00		458,380.00	55.78	363,424.00	22,919.00
029									
030	GC/CM CONTINGENCY @ 5%	311,335.77						311,335.77	
031	CMAR OH & P @ 5%	544,408.31	307,247.00	26,307.00		333,554.00	61.27	210,854.31	16,677.70
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	67,357.23	5,580.03		72,937.26	61.23	46,188.41	3,646.87

Application Total	12,031,692.65	6,735,999.70	558,033.03	7,294,032.73	60.62	4,737,659.92	364,701.64
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**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 \$524,830.07, to Dick Anderson Construction, Inc, for labor, services, equipment, or materials furnished to 1/31/2024, 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 1/31/2024 (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 1/31/2024 (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: 1/30/2024

Witnessed by: [Signature]

Date: 1/30/2024

Please return to: Dick Anderson Construction, Inc



3421 Colonial Drive
 Helena, MT 59601
 Phone: (406) 457-8252 | Fax: (406) 443-8584

Soil Nuclear Gauge

Report Date: 01/08/2024
 Test Method: ASTM D 6938

Client:

Jefferson High School
 312 S Main
 Boulder, MT 59632

Test Results									
Test #	Retest Of	Test Date	Proctor ID	Method	Soil Classification	Optimum Moisture (%)	Maximum Dry Density (pcf)	In Place Moisture (%)	In Place Dry Density (pcf)
61		01/05/24	3/4" Road Mix - Lab No. 28741	D698 C	Produced	6.8	137.3	4.9	135.7

Test Information

Test #	Test Location	Elevation	Reference
61	Base Course: ADA parking spot in front of the shop building		Finish grade
DP: Density Pass		Remarks	
		<p>Comments</p> <p>Tests are "Direct Transmission" (Method A) unless probe depth is noted as "Backscatter". Gauge calibration data on file with the testing agency.</p>	



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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 22-001-21
Date 02/09/2024

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	62.00	49,142.17	50,780.24	1,638.07
Subtotal	457,696.70	93.20	424,935.25	426,573.32	1,638.07
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	65.00	38,149.20	41,328.30	3,179.10
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	56.00	7,980.00	7,980.00	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	93.07	459,731.20	462,910.30	3,179.10



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

Invoice number 22-001-21
Date 02/09/2024

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	14,022.00	15,580.00	1,558.00
Phase 4 - Contract Administration	11,685.00	0.00	0.00	0.00	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	65.00	1,800.00	1,950.00	150.00
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	65.00	1,800.00	1,950.00	150.00
Subtotal	161,989.70	91.49	146,346.70	148,204.70	1,858.00
Total	1,117,050.40	92.90	1,031,013.15	1,037,688.32	6,675.17

Invoice total **6,675.17**

Approved by:

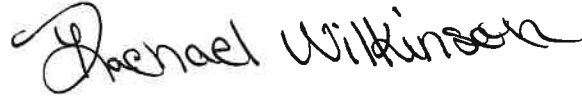
Jason M. Davis
Principal

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

To whom it may concern,

I, Rachael Wilkinson, am putting in my notice of resignation from my position as full part-time custodian at Jefferson High School. Though I have loved working as a custodian for you over the past year, my responsibilities outside of work are requiring my full attendance in so preventing me from continuing my position at this time. Thank you for the open arms and such a wonderful opportunity.

Great Thanks,

A handwritten signature in black ink that reads "Rachael Wilkinson". The signature is written in a cursive, flowing style.

1-29-2024

From the desk of:  Lorie

February 2024

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

The Heard Scholarship amount to be awarded this year is \$28,000. You might want to consider setting a tentative division of the money (perhaps some different scenarios) to give you a framework from which to choose. It might also alleviate any suggestion of favoritism. The idea behind these scholarships is to make a difference in each student's life. Given the costs of education, much less than \$2500 might not make much of a difference. Last year the amount was \$25,000 split 2 - \$5000 and 6 - \$2500. The first 2 \$5000 scholarships are for 1 girl and 1 boy as stipulated by the trust.

Here are some options to mull. (Not the slang meaning something to smoke!)

- 2 \$5000 and 6 \$3000
- 4 \$5000 and 2 \$4000 (or 4 \$2000)
- 2 \$5000, 2 \$4000, and 4 \$2500

HEALTH INSURANCE SUMMIT

A 2-page document is included in the packet. The item to which I am referring is the bottom half of page 2.



2024 Pre-renewal Updates

2024 COST TREND INCREASES:

- Medical trend 7.5% to 10%
- Pharmacy trend 5% increase
- Specialty Drug trend 8%
- Dental trend 1%
- Vision trend 1%

BENEFIT PLATFORM UPDATES:

- No Basic Plan
 - Not Medicare Part D credible- No RX coverage
 - Not ACA compliant- Lifetime maximums
- “True-up” on plan relativities
 - Applies to plans with multiple options
 - Renewal % change may vary between plans

RENEWAL PRESENTATION INCLUDES:

- YTD claims utilization
- Rolling 12-month average on MLR
- Region Comparison
- Renewal factors/ updated rating methodology
 - Rating shift based on experience, past renewal history, projected MLR
 - Memo from Milliman
- Sent out late March as usual
 - Delivered via DocuSign
 - 2024-25 Benefit Summary
 - Returning renewal paperwork timely for preferred OE dates.
- Group Specific “2024-25 Renewal Overview”
 - For use in Agent, Board and Insurance committee meetings
 - Current benefits, applicable updates & timelines

OPEN ENROLLMENT:

- Benelogic online enrollment only
 - “Passive” Open Enrollment for current members
 - Newly eligible must make plan elections or waive coverage
 - System training available to Agents, Clerks & Business Managers
 - Retirees
 - District premiums for retirees- 2x active
 - Open enrollment communication timeline
 - Alternate options- healthcare.gov, Medicare, Medicaid
 - Medicare
 - Same rate as active employees

HB332 UPDATES:

- Health Summit- Helena 01/30-01/31
 - 77 Leaders from over 36 districts:
 - Bainville, Baker, Belgrade, Big Fork, Billings, Bonner, Bozeman, Bridger, Browning, Butte, Columbia Falls, Cut Bank, East Helena, Ennis, Eureka, Florence, Carlton, Frenchtown, Glasgow, Great Falls, Hamilton, Havre, Helena, Kalispell, Lewistown, Lima, Lockwood, Lolo, Missoula, Park City, Ronan, Shelby, St. Ignatius, Whitehall, Wolf Point.
 - Guided by neutral facilitator to address:
 - Participant concerns & hopes
 - Governance structures with admin & board roles
 - Solutions to barriers to success
 - Ways to ensure short and long term success
 - Identify collective goals, structure, and composition
 - Advise on next steps
 - Informing people not present of status
 - Designing framework draft for governing board
 - Seek feedback from school districts across MT
 - 2 representatives from AAs
 - 2 representatives from each educational support organization. MASBO, MFPE, MQEC, MREA, MTSBA, MUST, SAM/MASS.
 - Please watch for additional information in the coming weeks.



February 21, 2024

Principals Report--Mr. Mike Moodry

Enrollment--298

Academics

We have begun our curriculum review with the Montana Education Curriculum Consortium. The organization was here with staff on January 19. We were able to look at how comfortable staff was with moving toward proficiency base education. The survey's show that most staff can make the move in 1-2 years with proper professional development. We are sending numerous staff in the next couple months to participate with their cohorts in a variety of curricular areas to develop curriculum and assessments.

Preliminary scheduling has begun for the 2023-24 school year. Initial figures are we will have an increase in enrollment (70 seniors to 85-90 incoming freshmen). We can handle the increase with existing staff

Attendance and Discipline

Our attendance percentage was 95.5% compared to 88.7% last year. We have had 79 discipline referral this year compared to 66 last year. Our vape sensors have been working as advertised, not fool proof but effective.

Calendar

The two calendars presented slight differences. Calendar 3.5, starts a week earlier with semester tests before break and releases May 22. Calendar 4, starts a week later with semester tests after break and gets out May 30. The union prefers calendar 4 (7-4). All activities start one week later due to the way the calendar falls compared to last year.

AD Update

The regular season ended for basketball and by the time of this report, we will have had the District basketball tournament. The girls' team ended conference play in 1st place and received a bye for the 1st round of Districts. The boys' team ended up 3rd in the conference. 3 will advance from the District tournament to the Divisional tournament in Billings Feb 28 – Mar 2.

Congratulations to our wrestlers as they wrapped up their season! We had 8th graders wrestle for the first time, which was well-received and successful. We also had three girls on our girls' wrestling team. 9 total wrestlers advanced from Divisionals to State with four wrestling on Saturday. Brady Armstrong is our state wrestling champion and was also the recipient of the Quick-Pin Award for Class B. A big thanks go out to our dedicated coaches, Troy Humphrey, Joe Michaud and Heath LaFromboise for the time and commitment they've dedicated to their student-athletes. The wrestling post-season banquet is scheduled for Monday, February 26th.

I've been extremely impressed with our student and band sections led by our cheer staff this year. The energy is contagious and very exciting to witness. I'm so proud to be a part of a school where I can witness such camaraderie and support our students and athletes have for each other. The cheerleaders and their coaches did a great job. They also held a little kid cheer camp prior to basketball senior night and had the little cheerleaders perform at halftime of the varsity game on the 9th.

I now serve on the master basketball scheduling committee and have had several zoom meetings putting the puzzle piece together. Not much has changed with our schedule. I also ran the Boys' District All-Conference meeting in Manhattan last week.

February 27th will be the Divisional Athletic Director meeting for Southern B in Billings and will attend the District 5B & 11/12C scheduling meeting in Manhattan on March 5th. This is where the spring sports schedules and scheduling for next year will take place. Hopefully we'll have next year's fall and winter sports scheduled and out by mid-March.

Mr. Hesford's beginning drama crew will be performing "The 11 Worst Breakups of All Time" Thursday, February 22nd & Friday, February 23rd.

Mr. Bowman is taking his band/choir students on a Music Performance Tour to the surrounding middle school Tuesday, February 20th. They will be performing for each of the middle schools individually then hosting a question-and-answer session immediately after before traveling to the next school.

Spring sports are drawing near. JHS's spring sports meeting for parents and athletes is scheduled for Monday, March 4th at Montana City.



Superintendent Board Report

February 20, 2024

CRDC- Civil Rights Data Collection is due on February 26th. This is a comprehensive report that will take a large amount of time. Mike and I are working on it and hopefully our Infinite Campus system will assist us.

Bus- Working with our insurance company we will be moving the bus to the Kenworth shop in Missoula this week. Hoping we can get it fixed in a timely manner. We no longer have the leased bus.

Vape Sensors- Our vape sensors are working nicely. Seems even adults like to use their vapes in the restrooms. During the first seventh grade BB tournament we received several vape notices. However, we did not have the signs put up notifying people of the sensors in the bathrooms. Now they are posted.

**Board Meeting
February 20, 2024
Informational**

New Business

Construction/ Renovation Update-

Personnel

Resignations-

New Hires- Custodian interviews took place Thursday, February 15th. We hope to have a recommendation by the board meeting.

Recommended Motion: Move to approve the hire of _____ for the part-time custodial position for the remainder of the 2023-2024 school year.

Substitutes- No substitute applications to report.

Recommended Motion: Motion if necessary.

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

Recommended Motion: Move to approve __ YDI students, acknowledge __ JHS Students attending Helena schools, and approve __ Helena to JHS students for 2023-2024 school year.

Policy- We will be recommending policies that have required changes and policies that have recommended changes. Most changes are due to legislative changes.

Recommended Motion: Move to approve required and recommended polies as presented by the Policy Committee for second reading.

Resolution Calling for an Election of Trustees and Possible Levy- Each year we need to do a “call for election” for both the election of trustees and a possible levy.

Recommended Motion: Move to adopt a resolution to call for an election.

Facility Use Agreement- Dan discussed the facility use agreement during the last board meeting. I’ve attached his proposal for your review. I would appreciate any feedback the board may have on this issue.

Recommended Motion: Move to approve facilities use rate of pay as discussed.

Heard Scholarship Breakdown of Yearly Estate Proceeds- Lorie will discuss the breakdown with the board.

Recommended Motion: Motion if necessary.

2024-2025 School Calendar Approval- We have two options created by the Union. Mr. Moodry will discuss the two options.

Recommended Motion: Move to approve calendar _____ for the 2024-2025 school year.

Approval of Volunteers for FCCLA, Skills USA and the Band Trip- Volunteers include: FCCLA- Ryan Parsons. Skills USA- Stacy Briese. Band Trip- Megan Dawson, Carrie Lindsay, Michelle Maus, Cristina Ronayne, Britta Stolle, Nicole Strozewski, Kary Bowman, Bobbi Bridgewater, Kevin Bridgewater, Hadley Plummer, Molly Plummer and Kelly Jeske. All the volunteers have signed the Volunteer Form and will be approved pending background checks.

Recommended Motion: Move to approve the volunteers for FCCLA, Skills USA and the Band Trip as presented pending background checks.

Possible Retirement Incentive(s)- I will have a recommendation at the board meeting concerning any retirement incentives we may be able to offer.

Recommended Motion: Move to...based on Superintendent recommendation.

Intro to Computers Class- Administration is proposing we drop the Intro to Computers Class requirement for JHS. Students are receiving this class in middle school.

Recommended Motion: Move to approve the removal of Intro to Computers as a required class.

RBHI: Rural Behavioral Health Institute- We would like to enter into a MOU with the Rural Behavioral Health Institute so we can provide risk/ mental health screening in the high school. The screening would be an opt-in screening, which means parents must give consent to the screening tool. The screening can help identify students at risk of suicide.

Recommended Motion: Move to approve the MOU with the Rural Behavioral Health Institute and approve to administer the risk survey to students.

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

BE IT RESOLVED, the Board of Trustees for School District No. 1, Jefferson County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 7th day of May, 2024, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

Mail Ballot Poll Election

The purpose of the election is to elect two (2) trustees, each for a three-year term and chosen from the following areas:

Clancy

At-Large 1 (encompasses entire high school district)

and to elect one (1) trustee for the remaining two (2) years on the term for the following area:

Boulder

Approval of additional levies to operate and maintain the general fund for FY 2024-2025 will also be requested.

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

The following voting locations will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election as follows:

Voting Location and Address: MAIL BALLOT

Election Judge	Address
----------------	---------

1. Gary Craft, Boulder
2. Marilyn Craft, Boulder
3. Christina Binkowski, Boulder

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

No further proceedings were conducted relating to the election.

Camilla Robson

Print Name of Board Chair

Signature of Board Chair

Lorie J Carey

Print Name of Clerk

Signature of Clerk

DATED this 20th day of February, 2024.

January 15, 2023

To: Jefferson High School Board

From: Dan Sturdevant

RE: School use

Jefferson High School facility use policy needs some updating.

The cleaning deposit needs to be \$200.00, \$50.00 per hour per person if we are required to clean.

Rental fees should be \$200.00 per area per day for the gyms or \$50.00 per hour if used less than a day, classrooms no charge. Adult ED is part of our regular programs

A District approved supervisor must be in attendance at all times. We need to get supervisors on a list and have them trained on emergencies and cleaning requirements, they need to know where the switches, heat etc. are. Currently I am the only one trained that knows where everything is, emergency numbers etc. There should be some type of compensation for the supervisor.

Non Profits should pay an amount of rent as well, We pay rent to the schools that we have tournaments at. This is for use of the gyms and kitchen, classrooms would still be no charge as long as it is our own people.

Thoughts?

JEFFERSON HIGH 2024-2025 SCHOOL CALENDAR

36



Jefferson High School Staff

Mr. Tim Norbeck	Superintendent
Mr. Mike Moody	Principal
Mr. Dan Sturdevant	AD
Ms. Lorie Carey	Business Manager/Clerk
SchoolHouse IT	Technology
	Literacy Coordinator
Mr. Joe Michaud	School Secretary
	School Counselor
Mr. Eric Gustafson	Nurse
Mr. Jered Padmos	Instructional Coach
Ms. Mary Anne McMahon	Math
Mrs. Nicole Strozewski	Math
Mr. Matthew Bowman	Music/Band
Mr. Dave Helmann	Vocational Education
Mr. Glen Jacobsen	Vocational Education
Mrs. Sarah Layng	Library
Mr. Scott Ferguson	English
Ms. Kelsey Voeller	English
Mrs. Wendy Schultz	Spanish
Mr. Mike Hesford	English
Mr. Cody Ottman	Social Studies
Mr. Fritz Beiler	PE/Health, Dr.Ed
Mr. Clint Layng	PE/Health
Mrs. Lynsey Williams	Bus,Comp, Accounting, A & P
Mrs. Dawn Smartnick	Family Consumer Sciences
Mrs. Cassidy Parsons	Art
Mrs. Emma Ehret	Science
Mr. Steve McCauley	Science
Mr. Logan Brower	Science
Mrs. Kayla Feistner	Special Education
Ms. Mary Drynan	Paraprofessional
	Paraprofessional
Mrs. Katie Watts	Paraprofessional
	Paraprofessional
Mrs. Chris Day	Paraprofessional
Mrs. Ester Kirsch	Paraprofessional
Mr. Kyle Lyon	Maintenance
Mr. Will Colletti	Maintenance

Semester Breakdown	
Semester 1:	Days: 73 Hours: 527.05
Semester 2:	Days: 75 Hours: 559.0167
Year Total:	Days: 148 Hours: 1086.0667

August

S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 fall Sports Begin
22 Teacher PIR Day
26 Freshman Orient/PIR(12-4)
27 First Day of School(11-4)
27 PIR (7:30-11)
29 Open house 5-7
4 days of Instructions

September

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School Labor Day
Homecoming week
Teacher PIR Day
11&25 Late Arrival(9:00am)
26 midterm Grade Check
16 Days of Instruction

October

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sept23 thru Oct3 MAPS
17 No School MEA
24 End of First Quarter
29 Parent Teacher 2-6
18 Days of Instruction

November

S	M	T	W	TH	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21 Winter Sports Begin
22 Teacher PIR
26 Midterm Grade Check
28 No School Thanksgiving
27 2:00 Dismissal
15 Days of Instruction

December

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20-2 No School Winter Break
12 Days of Instruction

January

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13-16 Semester Finals
16 Semester Ends
16 PIR (1:30-4:00)
24 Teacher PIR Day
16 Days of Instruction

February

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	28	29		

20 Midterm Grade Check
5&19 Late Arrival(9:00am)
16 Days of Instruction

March

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 JHS Day/Night 5-7pm
11 First day of spring sports
19 Late Arrival(10:30am)
20 End of Third Quarter
17 Days of Instruction

April

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2&30 Late Arrival(9:00am)
17 2:00 Dismissal
21 Spring Break
17 Days of Instruction

May/June

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

April 28 thru May 15 MAPS
1 Midterm Grade Check
25 Graduation
30 last day (noon dismissal)
17 Days of Instruction

#4

JEFFERSON HIGH 2024-2025 SCHOOL CALENDAR

Jefferson High School Staff

Mr. Tim Norbeck	Superintendent	
Mr. Mike Moody	Principal	
Mr. Dan Sturdevant	AD	
Mr. Lorie Carey	Business Manager/Clerk	
SchoolHouse IT	Technology	
	Literacy Coordinator	
Mr. Joe Michaud	School Secretary	
	School Counselor	
Mr. Eric Gustafson	Nurse	
Mr. Jered Padmos	Instructional Coach	
Mrs. Mary Anne McMahon	Math	
Mrs. Nicole Strozewski	Math	
Mr. Matthew Bowman	Math	
	Music/Band	
Mr. Dave Heilmann	Vocational Education	
Mr. Glen Jacobsen	Vocational Education	
Mr. Sarah Layng	Library	
Mr. Scott Ferguson	English	
Ms. Kelsey Voeller	English	
Mrs. Wendy Schultz	Spanish	
Mr. Mike Hesford	English	
Mr. Cody Ottman	Social Studies	
Mr. Fritz Beiler	Social Studies	
Mr. Clint Layng	PE/Health, Dr.Ed	
Mrs. Lynsey Williams	PE/Health	
Mrs. Dawn Smartnick	Bus, Comp, Accounting, A & P	
Mrs. Cassidy Parsons	Family Consumer Sciences	
Mr. Emma Ehret	Art	
Mr. Steve McCauley	Science	
Mr. Logan Brower	Science	
Mrs. Kayla Feistner	Science	
Ms. Mary Drynan	Special Education	
	Paraprofessional	
Mrs. Katie Watts	Paraprofessional	
	Paraprofessional	
Mrs. Chris Day	Paraprofessional	
Mrs. Ester Kirsch	Paraprofessional	
Mr. Kyle Lyon	Maintenance	
Mr. Will Colletti	Maintenance	
Semester 1: 2024-2025		
Semester 1:	Days: 70	Hours: 516.85
Semester 2:	Days: 79	Hours:
Year Total:	Days: 148	Hours: 1086.55

August

S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Fall Sports Begin
15 Teacher PIR Day
19 Freshman Orientation(9:00am)
20 First Day of School(9am all week)
23 PIR
29 Open house 5-7
8 days of Instructions

September

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School Labor Day
27 Homecoming week
28 Teacher PIR Day
Late Arrival(9:00am)
midterm Grade Check
16 Days of Instruction

October

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sept 23 thru Oct 3 MAPS
17 No School MEA
24 End of First Quarter
29 Parent Teacher 2-6
18 Days of Instruction

November

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 PIR ?
21 Winter Sports Begin
22 Teacher PIR x
26 Midterm Grade Check
27 2:00 Dismissal
28 No School Thanksgiving
15 Days of Instruction

December

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Finals
20 Finals (1:30 dismissal)
20 PIR(1:30-4:00)
23-2 No School Winter Break
12 Days of Instruction

January

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13-16 Semester Finals
16 Semester Ends
24 Teacher PIR Day
16 Days of Instruction

February

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	28	29		

5&19 Late Arrival(9:00am)
20 Midterm Grade Check
16 Days of Instruction

March

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 JHS Day/Night 5-7pm
11 First day of spring sports
20 End of Third Quarter
17 Days of Instruction

April

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2&30 Late Arrival(9:00am)
17 early release (2:00)
21 Spring Break
17 Days of Instruction

May/June

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 28 thru May 15 MAPS
1 Midterm Grade Check
18 Graduation
21-22 Finals
22 Student checkout(1:30-4:00)
14 Days of Instruction



MEMORANDUM OF UNDERSTANDING

between

Rural Behavioral Health Institute (RBHI)

AND

Jefferson High School

The entities listed above may collectively be referred to as the parties to this MOU.

I. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to document a framework of cooperation to implement digital suicide risk/mental health screening among students in the **Jefferson High** School District in accordance with this MOU.

Background

The Montana youth suicide rate has been steadily increasing for over a decade indicating that current programming is not adequately addressing this devastating public health problem. RBHI's Screening Linked to Care (SLTC) is an innovative process for the digital assessment of self-reported suicide risk screening and referral to same-day mental health care in rural schools. The process is shared with and adapted by schools to fit their individual needs. The screener is administered on school computers, tablets, or students' smartphones to students with parental consent for screening and follow-up care. Students reporting recent suicidality (past-month suicidal ideation with an intention to die/plan to die, past 3-month behaviors [attempt or preparatory activities]) are considered at high risk of suicide. Those students are then connected with same-day mental health care at the school, either in-person care by a school-contracted provider or telepsychiatry, provided by outside providers contracted by RBHI (licensed mental health clinician) and approved by the school to deliver care. Same-day, free care ensures those students needing mental health care receive it without barriers of cost, scheduling, or travel common in rural regions.

Purpose

This MOU will support:

- Planning for the use of digital suicide risk/mental health screening in schools,
- Training of school staff to implement the screener,
- Provision of mental health providers to support students identified with elevated suicide risk as needed,
- Implementation of screening in specified grades/classes, and
- Rapid follow-up for all students identified with suicide risk.

The above goals will be accomplished by undertaking the following activities:

Rural Behavioral Health Institute agrees to provide the following pro-bono:

- Access to the digital screener via MERET Solutions, LLC for all students the school wishes to screen
- One screening Identification Number (SIN) per student to use instead of names on screener to protect privacy/confidentiality (Note: Only designated people at the schools should be able to link a student's name with their results. RBHI and MERET Solutions will never see identifiable data.)
- The following assistance to schools:
 - Information for students and parents about screening (e.g., parental consent forms and information packets)
 - Training in screening delivery and interpretation of results
 - Screening logistical support
 - Identification of mental health providers to provide same-day care (Comprehensive School and Community Treatment [CSCT] staff or contracted licensed therapists)
 - Assistance creating a protocol to connect at-risk students to care
 - Analyses of all results, if desired and
 - Help setting up a database.

Jefferson High School District agrees to provide the following:

- Assistance getting school board approval to implement screening, if desired
- Administrative support for sending information packets and consent forms to parents
- Location for informational meetings for parents (on-site or virtual)
- At least one staff member to administer the screening
- A contact person at the school who will receive screening results, contact parents of students identified with high risk of suicide, and connect at-risk students with predetermined mental health personnel
- Internet-connected devices for the screening (computer, tablet, or smartphone) and
- Administrative support for informing parents of their child's results.

Modifications

Modifications within the scope of this MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

Reporting

Both parties should review the adherence to the agreement quarterly. If either party identifies a breach of this MOU, they should contact the other party and mutually determine a timeline for the completion of the agreed tasks.

Data Ownership

Schools will own all data collected via the MERET screening tool. MERET and RBHI will not sell or otherwise make available schools' data to third parties. In the event MERET wishes to carry out and make public any analyses of schools' data, it will secure written consent to do so from each school and will not reveal the source of the data to be from a school unless permission from the school is obtained. With the school's written permission, RBHI will use grouped data from participating schools in oral and written presentations about the program and in confidential grant progress reports as required by the funding agency. At no time will data from individual students be shared. The schools will have the right to review all data prior to its sharing.

Confidential Information – All information, data, screening results, student's identifying information, student treatment records, therapists notes, school file notations and all other information, whether written or oral, arising from the STLC program and the services to be provided by an RBHI-contracted therapist shall be confidential and shall be subject to the confidentiality provisions of this MOU during the term of this MOU and following expiration or termination of this MOU, in accordance with State and Federal law.

Funding

This MOU is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this MOU will be handled in accordance with applicable laws, regulations, and procedures.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the **Rural Behavioral Health Institute** and the **Jefferson High School District**. This MOU shall become effective upon signature by the authorized officials from the **Rural Behavioral Health Institute** and the **Jefferson High School District** and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from **Rural Behavioral Health Institute** and the **Jefferson High School District** this MOU shall end on 2/28/2026

Contact Information

Rural Behavioral Health Institute
Janet Lindow, PhD
Executive Director
PO Box 203
Livingston, MT 59047
406-317-5525
jlindow@rbhi.org

Jefferson High School

Erik Wilkerson
Superintendent
312 N. Main
406-225-3316
Erik.wikerson@jhs.k12.mt.us

In witness whereof, the parties hereto have executed this MOU as of the last date written below:

_____ Date: _____
Janet Lindow, PhD
Rural Behavioral Health Institute
Executive Director

_____ Date: 2/8/2024
Erik Wilkerson
Jefferson High School District
Superintendent

Montana Data Privacy Agreement

For use with vendors providing student record management services and online applications utilized to deliver services to students.

This agreement assists Montana public school districts in complying with the Montana Pupil Online Personal Information Protection Act. The agreement, if executed, will constitute a legally binding contract between the district and the vendor. As with any legal contract, school districts should consult with legal counsel prior to execution to ensure the provisions comply with Montana student privacy laws, reflect the terms the district has agreed upon, and protects the school district's interests. If the vendor or the school district have requested changes to this agreement, those amendments should be reviewed by legal counsel. Legal assistance is available from the Montana School Boards Association at (406)442-2180.

I. PARTIES:

The parties to this Agreement are the Jefferson High School District (hereinafter "District") and Rural Behavioral Health Institute (RBHI) (hereinafter "Contractor" or "Contractor").

II. PURPOSE:

District retains Contractor to provide the following services on behalf of the District: Provide technology services, including cloud-based services, for the digital storage, management, and retrieval of pupil records; provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use pupil records in accordance with the provisions of this contract. Contractor shall be free from control and direction over the performance of the services, both under this Agreement and in fact. Except as limited herein, Contractor shall have and exercise full professional discretion as to the details of performance.

III. TERM OF AGREEMENT, NO GUARANTEE OF WORK, NON-

EXCLUSIVITY: This Agreement shall begin on the date of signature and shall run for 2 years and shall expire on February 8th, 2026, unless terminated earlier by mutual agreement of the parties. This Agreement shall not be construed as any guarantee of work or assignments to Contractor. Contractor shall be contacted on an "as-needed" basis by District, with no obligation by District to use Contractor for any specified number of projects. Contractor shall have no expectation of renewal of this Agreement and shall not be entitled to continue to contract with or perform services for the District beyond the expiration of this Agreement. This Agreement is non-exclusive, meaning that both Contractor and District may contract with any other party for the procurement or provision of services without interference.

IV. DEFINITIONS:

“Data” include all Personally Identifiable Information (“PII”) and other non-public information including protected information as defined by Montana law. Data include, but are not limited to, student data, metadata, and user content.

Protected information may be created or provided by a pupil, or the pupil's parent or legal guardian, to an operator in the course of the pupil's, parent's, or legal guardian's use of the operator's K-12 online application or created or provided by an employee or agent of a school district to an operator in the course of the employee's or agent's use of the operator's K-12 online application; or gathered by an operator through the operator's K-12 online application. The term “protected information” includes but is not limited to:

- (i) information in the pupil's educational record or e-mail messages;
- (ii) first and last name, home address, telephone number, e-mail address, or other information that allows physical or online contact;
- (iii) discipline records, test results, special education data, juvenile dependency records, grades, or evaluations;
- (iv) criminal, medical, or health records;
- (v) social security number;
- (vi) biometric information;
- (vii) disability;
- (viii) socioeconomic information;
- (ix) food purchases;
- (x) political affiliation;
- (xi) religious information; or
- (xii) text messages, documents, pupil identifiers, search activity, photos,

voice recordings, or geolocation information.

“Confidential Information” means information, not generally known, and proprietary to the Contractor or the School District or to a third party for whom the Contractor or the School District is performing work, including, without limitation, information concerning any patents or trade secrets, confidential or secret designs, processes, formulae, source codes, plans, devices or material, research and development, proprietary software, analysis, techniques, materials or designs (whether or not patented or patentable), directly or indirectly useful in any aspect of the business of the Contractor or the School District. Confidential Information includes all information which Contractor or the School District acquires or becomes acquainted with during the period of this Agreement, whether developed by Contractor, the School District or others, which Contractor or the School District has a reasonable basis to believe to be Confidential, such as data that is personally identifiable to an individual student and information within the definition of “Education Record.” The parties agree that the following will be treated as “Confidential Information”: (i) all database information (“Data”) provided by or on behalf of the School District to Contractor; (ii) all information provided by Contractor to the School District pertaining to the Services; (iii) all information which is labeled as such in writing and prominently marked as “Confidential,” “Proprietary” or words of similar meaning by either party; or (iv) business information of a party which a reasonable person would understand under the circumstances to be confidential.

V. WORK PRODUCT – OWNERSHIP:

Unless otherwise noted in this agreement, all work product completed in whole or in part under this Agreement, including but not limited to records, reports, documents, pleadings, exhibits and other materials related to this Agreement and/or obtained or prepared by, or supplied to Contractor in connection with the performance of the services contracted for herein shall be confidential, shall not be discussed or otherwise disseminated by Contractor without the authorization of District, and shall remain the exclusive property of District. Contractor shall return all such work product to District upon termination or expiration of this Agreement. Contractor further agrees to supply a copy of all documents prepared or maintained in an electronic format to District in such electronic format.

Nothing contained in this Agreement or inferable from this Agreement shall be deemed or construed to: 1) make Contractor the agent, servant or employee of the School District; or 2) create any partnership, joint venture, or other association between the School District and Contractor. Any direction or instruction by the School District or any of its authorized representatives in respect of the work shall relate to the results the School District desires to obtain from the work, and shall in no way affect Contractor's or OPERATOR's independent status.

Contractor shall not use the image or likeness of the School District's buildings or the School District's official logo or emblem and any other trademark, service mark, or copyrighted or otherwise protected information of the School District, without the School District's prior written consent. Contractor shall not have any authority to advertise or claim that the School District endorses Contractor's or OPERATOR's services, without the School District's prior written consent.

VI. MONTANA PUPIL ONLINE PERSONAL INFORMATION PROTECTION ACT

In accordance with the Montana Pupil Online Personal Information Protection Act, pupil records continue to be the property of and under the control of the school district. Contractor is prohibited from using any information in pupil records for any purpose other than those required or specifically permitted by this Agreement. Contractor is specifically prohibited from using personally identifiable information in pupil records to engage in targeted advertising.

By executing this Agreement, Contractor certifies that pupil records will not be retained or available upon completion of the terms of the Agreement. Upon completion of this Agreement, Contractor will provide written certification to the School District pupil records are no longer held, possessed or otherwise available to Contractor or its employees, agents, or subcontractors. This requirement does not apply to pupil-generated content if a pupil chooses to establish or maintain an account with the third party for the purpose of storing that content.

Parents, guardians and eligible pupils have the right to inspect the personal information held by the Contractor. Parents, guardians, or pupils should

submit to the school principal written request identifying the information they wish to inspect. The principal will make arrangements for access and notify the requesting party of the time and place the information may be inspected. Contractor will cooperate with the School District to accommodate any inspection request. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

Parents/guardians or eligible pupils may ask the School District to amend a personal information held by the Contractor they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal clearly identifying the part of the record they want changed and specify the reason. Contractor will cooperate with the School District to accommodate any amendment request.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible pupil of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

Parents/guardians or eligible pupils may ask the School District to transfer possession of personal information held by the Contractor to the pupil. Parents, guardians, or pupils should submit to the school principal written request identifying the information they wish to transfer. Contractor will cooperate with the School District to accommodate any transfer request including providing options by which a pupil may transfer pupil-generated content to a pupil's personal account.

Contractor designates _____, as the primary employees responsible to ensure the security and confidentiality of pupil records. By signing this agreement, Contractor certifies that designated employees have completed training in pupil information security and confidentiality. Documentation of this training including its scope, duration, and date of completion will be provided to the School District upon request. Compliance with this requirement does not, in itself, absolve the third party of liability in the event of an unauthorized disclosure of pupil records.

Contractor will immediately provide written notification to the School District of any unauthorized disclosure of pupil information. Contract will coordinate with the School District to notify the parent, legal guardian, or pupil affected by an unauthorized disclosure of the pupil's records.

VII. CONFIDENTIALITY SAFEGUARDS:

Contractor will collect and use the School District's Data only for the purpose of fulfilling its duties and providing services under this Agreement, and for improving services under this Agreement.

If Contractor will have access to "education records" as defined under the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99), the Contractor acknowledges that for the purpose of this Agreement it will be designated as a 'school official' with 'legitimate educational interests' and will use the data only for the purpose of fulfilling its duties under this Agreement. Contractor agrees to indemnify and hold harmless the Board of Trustees of the School District for any damages or costs, including reasonable attorney's fees, which arise out of any gross negligence or willful misconduct by Contractor, its agents and employees concerning its FERPA obligations under this section.

In performing services under this Agreement, Contractor and the School District may be exposed to and will be required to use certain "Confidential Information", as defined below. Contractor and the School District along with their employees, agents or representatives will not, use, directly or indirectly, such Confidential Information for purposes other than the purposes outlined in this Agreement.

Any Confidential Information acquired or received by either party (the "Recipient") in the course of this Agreement will not be disclosed or transferred to any person or entity other than to employees of a party and, as to Contractor, for the purpose of performing its obligations under this Agreement. Confidential Information received under this Agreement will be treated with the same degree of care and security as each party uses with respect to its own Confidential Information, but not less than a reasonable degree of care. The parties agree to use Confidential Information only for the purpose of performance of this Agreement and to make no copies except as

necessary for performance of this Agreement. Any such confidential information and copies thereof made by a party, or any representative of a party, shall be completely and promptly destroyed at the conclusion of contract performance subject to this Agreement

Upon termination or completion of the Services hereunder, upon request of the School District, Contractor will delete the School District's Confidential Information as housed in the Contractor production database(s), provided that Contractor may maintain archival copies for audit purposes and dispute resolution purposes and Contractor may retain copies of Confidential Information on back-up media in which such Data is co-resident with other employment and income data. Contractor shall remain under its contractual obligation of confidentiality and security to the School District and such obligations shall survive termination of the Agreement. This Section shall survive the termination of this Agreement.

Contractor may use de-identified Data for product development, research, or other internal purposes. De-identified Data will have all direct and indirect personal identifiers removed. This includes, but is not limited to, name, ID numbers, date of birth, demographic information, location information, and school ID. Furthermore, Contractor agrees not to attempt to re-identify de-identified Data.

Contractor is prohibited from mining the School District's Data for any purposes other than those agreed to by the parties. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited. Any and all forms of advertisement, directed towards children, parents, guardians, or District Employees will be strictly prohibited unless allowed with express written consent of the District. Contractor shall not use information to amass a profile about a pupil, except in furtherance of K-12 school purposes. Operators shall not sell a pupil's information to unauthorized third parties.

Contractor will not change how School District Data are collected, used, or shared under the terms of this Agreement in any way without advance notice to the School District. This Agreement is the entire agreement between the School District (including all District end users) and the Contractor. All other agreements or understandings, whether electronic, click-through, verbal or in writing, with District Employees or other End Users shall be null and void.

Contractor will not share School District data, with or disclose it to any third party, except to affiliated subcontractors, agents, or third-party service providers of the Contractor, without prior specific and informed written consent of the School District, except as required by law. Contractor will not post School District or specific student data to any searchable or publicly viewable website. Contractor shall not disclose protected information unless the disclosure is made in accordance with School District policy, state or federal law, or with parent consent. Contractor shall implement and maintain reasonable security procedures and practices appropriate to the nature of the protected information and safeguard that information from unauthorized access, destruction, use, modification, or disclosure in accordance with School District policy and this Agreement.

School District Data will not be stored outside of the United States without prior, specific and informed written consent from the School District.

All goods, products, materials, documents, reports, writings, video images, photographs, papers and intellectual property of any nature including software or computer images prepared by the Contractor (or subcontractors) for the School District or from School District-provided material will not be disclosed to any other person or entity and remains the property of the school system. All student-produced work remains the property of the school system or that eligible student. The Contractor has a limited, nonexclusive license to the data described herein solely for the purpose of performing its obligations as outlined in the Agreement. This Agreement does not give Contractor any rights, implied or otherwise, to Data, content, or intellectual property, except as expressly stated in the Agreement, including any right to sell or trade Data.

Except as otherwise expressly prohibited by law, the Contractor will immediately notify the School District of any subpoenas, warrants, or other legal orders, demands or requests, including Audits, and governmental requests and demands, received by the Contractor seeking School District Data. If the School District receives a similar request, the Contractor will promptly supply the School District with copies of records or information required by the School District to respond.

Contractor will store and process School District Data in accordance with industry best practices. This includes appropriate administrative, physical,

and technical safeguards to: 1) ensure the security and confidentiality of PII and Confidential Information; 2) protect against any anticipated threats or hazards to the security or integrity of Confidential Information; 3) protect against unauthorized access to or use of Confidential Information that could result in substantial harm or inconvenience to any customer or to any School District employee and/or student; and 4) dispose of PII and Confidential Information in a secure manner.

VIII. DATA BREACHES:

Contractor shall notify the School District in writing as soon as commercially practicable, however no later than forty-eight (48) hours, after Contractor has either actual or constructive knowledge of a breach which affects the School District's Data (an "Incident") unless it is determined by law enforcement that such notification would impede or delay their investigation. Contractor shall have actual or constructive knowledge of an Incident if Contractor actually knows there has been an Incident or if Contractor has reasonable basis in facts or circumstances, whether acts or omissions, for its belief that an Incident has occurred. The notification required by this section shall be made as soon as commercially practicable after the law enforcement agency determines that notification will not impede or compromise the investigation. Contractor shall cooperate with law enforcement in accordance with applicable law provided however, that such cooperation shall not result in or cause an undue delay to remediation of the Incident. Contractor shall promptly take appropriate action to mitigate such risk or potential problem at Contractor's or OPERATOR's expense. In the event of an Incident, Contractor shall, at its sole cost and expense, restore the Confidential Information, to as close its original state as practical, including, without limitation any and all Data, and institute appropriate measures to prevent any recurrence of the problem as soon as is commercially practicable.

Contractor will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Contractor will also have a written incident response plan, to include prompt notification of the District in the event of a security or privacy incident, as well as best practices for responding to a breach of PII.

IX. LEGAL COMPLIANCE AND NON-DISCRIMINATION:

All services provided by Contractor under this Agreement will be completed in accordance with state and federal law and School District Policy. Copies of School District Policies are available upon request. The parties specifically agree to collaborate in the enforcement and compliance with the Family Educational Rights and Privacy Act.

All employees hired by Contractor to perform services under this Agreement shall be hired by Contractor on the basis of merit and qualifications to perform the duties necessitated by the requirements of this Agreement. Such qualifications are those abilities of an applicant for employment genuinely related to competent and satisfactory performance of Contractor's obligations under this Agreement. Contractor agrees and warrants that Contractor's hiring practices related to employees performing services under this Agreement, as well as Contractor's practices related to promotion, retention, compensation, and other terms, conditions or privileges of employment, shall be nondiscriminatory, and such hiring, promotion, retention, and general employment practices shall not be based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

X. EMPLOYEE REQUIREMENTS:

All employees of Contractor performing labor under this Agreement that have unsupervised access to students, including Contractor in the event that Contractor personally performs labor under this Agreement, shall be subjected to a name-based and fingerprint criminal background investigation conducted by an appropriate law enforcement agency. Contractor shall provide to the District the results of such investigation for each employee (including Contractor) prior to any such employee performing any services under this Agreement. The District shall have the authority, in the discretion of the District Superintendent, to prohibit Contractor from permitting any such employee to perform services under this Agreement on the basis of information set forth in the results of a criminal background investigation.

XI. EMPLOYEE MISCONDUCT:

All employees of Contractor (including Contractor) shall perform services under this Agreement in a professional manner, and shall, at all times while

present on District property, behave in a manner appropriate to a school setting. Contractor shall discipline or terminate the employment of any of Contractor's employees performing services under this Agreement for engaging in any conduct inappropriate to a school setting, including, but not limited to, being under the influence or in possession of alcohol or any controlled substance while on District property; use of foul language; bullying or harassment of District students or staff; or such other conduct deemed inappropriate by the District. The District shall have the authority, in the discretion of the District Superintendent, to prohibit Contractor from permitting any employee to perform services under this Agreement based upon one or more instances of employee misconduct as described herein.

XII. TERMINATION PRIOR TO EXPIRATION OF CONTRACT TERM:

This Agreement may be terminated at any time prior to expiration of the contract term by mutual agreement of the parties in writing. This Agreement may be terminated unilaterally by either party for cause or noncompliance with the terms, conditions, and requirements set forth herein, provided, however, that the noncompliant party shall first be entitled to a written demand for compliance and a reasonable opportunity to cure any noncompliance therein identified. Failure to cure any identified noncompliance within 20 days of receipt of written demand shall constitute a material breach of this Agreement, and shall entitle the non-breaching party to immediately terminate this Agreement. All parties subject to a contract voided under this subdivision shall return all pupil records in their possession to the school district

XIII. ENTIRE AGREEMENT, MODIFICATION, AND WAIVER:

This Agreement embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Agreement shall be valid unless evidenced by a writing signed by the parties to this Agreement. A waiver of any term or condition of this Agreement or breach of this agreement shall not be deemed a waiver of any other term or condition of this Agreement or any part hereof or of any later breach of this Agreement. Any waiver must be in writing each time a waiver occurs.

XIV. SAVINGS CLAUSE:

In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

XV. NOTICES:

All notices, consents, request, instructions approvals or other communications provided for herein shall be in writing and delivered by both email and personal delivery or regular U.S. mail, return receipt requested, to the last known address of the party being provided such notice.

XVI. ENFORCEMENT AND INTERPRETATION:

This Agreement shall be enforced and interpreted pursuant to the laws of the State of Montana. Jurisdiction over any claim or action for interpretation or enforcement of, or otherwise arising from the terms and conditions of this Agreement, shall be with the appropriate Montana District Court.

This agreement is subject to the laws of Montana and School District policy. Contractor is expressly notified that the agreement is subject to the Montana Pupil Online Personal Information Protection Act and violation of the act may be considered a crime a conviction of such may result in a fine not less than \$200 or more than \$500.

Any civil claim arising out of or related to the Agreement, or services provided under the Agreement, may be subject to mediation at the request of either party. School District and Contractor expressly agree that mediation shall not be a condition precedent to the initiation of any litigation arising out of such Claims. Claims for injunctive relief shall not be subject to this Section. Any claim not resolved in mediation shall be subject to litigation in accordance with the laws of the State of Montana. Any litigation shall be conducted in Montana district court. Mandatory and exclusive venue for any disputes shall be in the county in which the School District is located.

Notwithstanding anything to the contrary in the Agreement or in any document forming a part hereof, there shall be no mandatory arbitration for any dispute arising hereunder. The parties may mutually agree in writing to

submit a dispute to arbitration but the default dispute resolution shall be litigation. Contractor stipulates that the School District is a political subdivision of the State of Montana, and, as such, enjoys immunities from suit and liability provided by the Constitution and laws of the State of Montana. By entering into this Agreement, the School District does not waive any of its immunities from suit and/or liability, except as otherwise specifically provided herein and as specifically authorized by law. In any adjudication under this Agreement, reasonable and necessary attorneys' fees may be awarded to the prevailing party. The parties acknowledge that, as a public entity in the State of Montana, the School District and entities contracting with the School District must comply with the open records laws of the State.

I have read this Agreement, understand its terms, and agree to be bound thereby. DATED this 8th day of February, 2024 .

Year

Signed By Contractor:

_____ Date: _____

_____, Contractor

Title/Position: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Website: _____

Signed by School District/Local Education Agency:

_____ Date: 2/8/24

Jefferson High School District

EXHIBIT A
SCREENING LINKED TO CARE DATA MANAGEMENT POLICY

Data Ownership: Participating schools own all data collected using the MERET Solution's mental health screening tool. RBHI and MERET Solutions will create and manage databases for schools for up to 7 years unless schools instruct RBHI to delete the data or to maintain the database for longer than 7 years. A parent may request the removal of their child's data at any time. If requested, the school will inform RBHI of the student ID to remove from the database. Schools may also request a student's data be removed at any time for any reason. RBHI will remove the data from the database within a week. If a student sees an RBHI clinician for bridge care, the clinician follows all HIPAA laws.

Data Confidentiality: All survey data is collected using a unique subject identifier (often a student's school ID). Only designated school staff have access to the key linking the ID to survey results. Data coding protects the privacy of students. The final database contains only de-identified data. No one at RBHI or MERET Solutions has access to the names associated with the survey ID number. A designated person at each school has the key linking the survey ID number with student names. The list linking survey ID numbers and names is kept at each school. If a student sees an RBHI clinician for bridge care, the clinician and any required RBHI staff follow all HIPAA laws.

Data for RBHI clinicians: Students identified with high risk of suicide will be seen by an RBHI contracted clinician that the same day as screening for a brief session and treatment recommendations. RBHI contracted clinicians and any required RBHI staff will have access to a student's data to provide this service. After seeing a student and completing follow-up paperwork, all contracted clinicians will delete all student data within 24 hours.

Data for RBHI Bridge Care: RBHI clinicians will have access to students' screening data if bridge care is provided. This data will be used by bridge care clinicians and RBHI staff for appointments and treatment. All data will be stored on a HIPAA compliant cloud storage platform on password-protected computers located in secure office space with controlled access. All HIPAA laws will be followed when handling data.

Parents and students may request their data at any time without a reason. RBHI will share data via encrypted email or HIPAA-compliant website within 7 working days of a request.

Data Storage: Unless a school requests data to be deleted, de-identified survey data is stored on a secure, HIPAA-compliant server accessible only to designated RBHI and MERET Solutions personnel. Access to the data requires a password and is used only on password-protected computers. To aid in ensuring the protection of confidentiality, the data is stored on password-protected computers in secure office space with controlled access.

Data Use: RBHI and MERET Solutions do not use any data without the written permission of a school's superintendent or principal. Only aggregated, de-identified data can be used by RBHI or MERET Solutions to protect the privacy and confidentiality of students. Subject to the terms of the Data Sharing Consent (end of this document), a school can permit or deny RBHI and MERET Solutions the use of the data as follows:

- Survey results, in aggregate format, may be presented at public meetings or conferences. Schools may indicate whether or not they wish to be identified.

- Survey results, in aggregate format, will be included in confidential progress reports or grant applications to funding agencies or shareholders. Schools may indicate whether or not they wish to be identified.
- Survey results, in aggregate format grouped by grade level, may be presented at public meetings or conferences or in grant applications or reports. Schools may indicate whether or not they wish to be identified.
- Survey results, in aggregate format and not identifying any school or district, may be posted on RBHI's website.
- Survey results, in aggregate format and not identifying any school or district, may be included in public newsletters or press releases.

Contact: Kayleigh Brown, Implementation Director, RBHI
406-317-5521
kbrown@rbhi.org

DATA SHARING CONSENT

School District: _____ (“School District”) herein.

The undersigned is authorized to bind the School District to the terms of this Consent, and hereby states the following:

I have read RBHI’s Screening Linked to Care Data Management Policy attached to this Consent. This document constitutes written consent to the use of the School District’s mental health screening data, collected from students in the School District, as directed below. This document becomes effective upon execution and continues until it is revoked at the School District.

Please check the boxes for the permitted uses of the School District’s data by RBHI and MERET Solutions.

- RBHI and MERET Solutions may manage the School District’s data on a secure, HIPAA-compliant server that cannot be accessed except by trained RBHI or MERET Solutions staff members.
- RBHI and MERET Solutions may present the School District’s survey results, in aggregate format, at public meetings or conferences
 - but cannot indicate the data is from the School District.
 - and may indicate the data is from the School District.
- RBHI and MERET Solutions may include the School District’s survey results, in aggregate format, in confidential progress reports or grant applications to funding agencies or shareholders
 - but cannot indicate the data is from the School District.
 - and may indicate the data is from the School District.
- RBHI and MERET Solutions may present the School District’s survey results, in aggregate format grouped by grade level, at public meetings or conferences or written in grant applications or reports
 - but cannot indicate the data is from the School District.
 - and may indicate the data is from the School District.
- RBHI may include the data from my district, in aggregate format on its website. RBHI will NOT mention the School District by name. For example, RBHI may post the total number of students who have participated in screening, the percentage identified with suicidality, depression, or anxiety symptoms.
- RBHI may include the data from the School District in aggregate format in public newsletters or press releases. RBHI will NOT mention the School District by name. For example, RBHI may describe the total number of students who have participated in screening, the percentage identified with suicidality, depression, or anxiety symptoms in its quarterly newsletter to supporters.

The School District will contact RBHI in writing if the School District wishes to modify or revoke this Consent.

The School District will contact RBHI in writing if a parent requests the removal of their child's data from the database.

Name

Signature

Title

Date



SCREENING LINKED TO CARE

Preventing Suicide & Improving Adolescents' Mental Well-being

History of Institute: Imagine a world where every young person, regardless of their location, has access to life-changing mental health care. [Janet Lindow, PhD](#), an MIT and Yale-trained scientist turned nonprofit CEO, embarked on a mission to bridge the gap between research breakthroughs in mental health treatments and the uptake of these advances in rural communities. Driven by her personal experiences and a desire to make a difference, she co-founded the Rural Behavioral Health Institute (RBHI), a 501(c)(3) public charity, in 2020. Today, she leads a multidisciplinary team that is redesigning access to mental healthcare for youth in rural America.

Mission: RBHI's mission is to reduce suicide among youth by building a school-based mental health system in rural America that includes universal mental health screening and robust mental health services.

Vision: We believe all youth deserve access to affordable, effective mental health care so they can live full, functional, and healthy lives.

Core values: Our team strives to act with COMPASSION and INTEGRITY. We fervently believe in COLLABORATION to achieve our mission.

Need: There is an adolescent mental health crisis in the US. Suicide causes 23% of all deaths among those aged 11-18 years, most of whom were experiencing a mental health issue when they died. Significant health inequities in rural America, including limited or no access to mental healthcare, result in over 1.6-fold higher suicide rates and poorer mental health outcomes. Nationwide, fewer than half of US youth with mental disorders receive mental health care. If untreated, mental disorders can impair adolescents' social and academic development and increase the risk of suicide and other health conditions.

Solution: Our team has developed and piloted a revolutionary technology-guided healthcare approach to address the national adolescent mental health and suicide crisis. We are ready to scale our evidence-based program, which eliminates barriers to mental health care access for millions of youth. Our program, **Screening Linked to Care (SLTC)**, creates an innovative gateway to universal, digital mental health screening coupled with effective mental health specialist care in schools. It addresses the two most important barriers to improving adolescents' mental wellness at scale: inexpensive, efficient identification of adolescents suffering silently and rapid connection to effective services not widely available in rural and other low resource communities. Critical to scaling, our program solves the mental health workforce specialist shortage emergency by extending the reach of limited mental health specialists (psychiatrists) using supervised psychiatric nurse practitioners as the primary workforce. We deliver care virtually to reach all youth regardless of locally available resources. Providing bridge mental healthcare to students until longer-term care is established drastically reduces the time adolescents wait to feel better.

Approach: We collaborate with schools to access nearly all adolescents in a population. **Using custom-built software in which students self-report symptoms and risk behaviors using validated mental health assessments**, we accurately identify youth with unmet mental health needs. The ability

to perform unlimited screenings simultaneously anytime and on any digital device increases screening efficiency. Data captured directly from students reduces variability in the way questions are asked and elicits greater candor about stigmatized topics. To students who report recent suicidality (high risk of dying), we provide same-day, free, virtual care at school. This removes barriers of cost, scheduling, and travel. Students reporting any significant mental health issues are offered post-screening, brief case management services (short-term care coordination) and, if other mental health care is not readily available, bridge mental health care (virtual psychiatric and therapy services).

Impact: Our program, which has been successfully evaluated among 19,000+ Montana students, is supported by \$2.1 million from the State of Montana, received 1 of 5 national innovation awards from Morgan Stanley, and was highlighted in The New York Times in 2022. In April 2023, our team pitched SLTC to two Special Assistants to President Biden.

After piloting SLTC among 1,090 students in 10 schools during the 2021-2022 school year, RBHI successfully scaled SLTC 10-fold in 2022-2023. Among the 8,500+ students who have participated in SLTC in Fall 2023, 7% reported recent suicidality (**100% received same-day care**) and 20% had clinically significant symptoms and/or suicidality. 93% receiving RBHI's case management services were connected to a community-based or RBHI mental health clinician. Among students participating in SLTC twice, rates of incident (new) suicidality dropped 7-fold, depression symptoms were reduced by 21%, and anxiety symptoms by 16%. Reductions were largest for those with moderate to severe depression (39%) or anxiety symptoms (37%). These data demonstrate SLTC identifies and connects students with suicidality to rapid care AND is associated with statistically significant improvements in depression and anxiety symptoms, which are major risk factors for suicidality.

Scaling: In the current school year, we are on-track to scale SLTC delivery to 30,000+ Montana students and 1+ school district in Wisconsin as a first step toward national dissemination.

Join us in our mission to create a brighter future for young people across America. Together, we can empower the next generation with the skills they need to THRIVE!

