

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

Tuesday November 19, 2024 5:30 p.m. Jefferson High School Library or Cafeteria

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

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

A. Call to order-Chairperson

1. Pledge of Allegiance

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

C. Consent Agenda

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

D. Student Report

E. Staff Report

F. Committee Reports

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

1. Clerk/Business Manager
 - a. Holiday Party
2. Facility Manager
3. Principal/A.D.
 - a. Fall Coach Report(s)
4. Superintendent
 - a. Annual Objectives
 - b. At-risk Plan
 - c. Board Self Evaluation

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 – E. Gustafson (effective at yearend)
 - b. New Hires – L. Anderson – wrestling assistant
 - c. Substitutes – C. Lyon
 - d. Volunteer –
3. Attendance Agreements – 1 JHS student to Helena,
4. Open Campus
5. MTSUIP - contract

J. Communication and Comments

1. Letters to the Board –

K. Commendations and Recognition

L. Follow-up/Adjournment – upcoming agenda items

NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING December 17, 2024, at 5:30 P.M. Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

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

Jefferson High School Board Members

Erika Morris, Vice-Chair (Boulder area position)

Clint Rieder, At-Large 1 position)

Justin Willcut (MT City area position)

Corey Eveland, (At-Large 2 position)

Cami Robson, Chair (Clancy area position)

Larry Rasch (At-Large 3 position)

Lindsey Graham (Basin area position)

Announcements and Public Comment. The board welcomes and encourages public comment and wishes the public comment process to be fair and orderly. Written comments may be submitted to the board through the District Clerk's office. Individuals wishing to address the board at the board meeting must sign in on the sheet provided. The clerk will collect the sheet when the meeting begins. Comments on topics that are on the agenda may be made when the meeting reaches that item's point on the agenda. Comments on non-agenda items may be made during the "Public Comment" agenda item. To avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments that would infringe upon the privacy rights of any student, staff member, or member of the public during his/her designated time to speak. Abusive or obscene comments will not be allowed. Time allowed for comments may be limited. Individuals will only be called upon twice for the same topic after all persons have been called upon and as time permits. The Board may not respond to and will not act on non-agenda topics at this meeting but may schedule the topic on the agenda of a subsequent meeting.

Mission Statement

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

COMMITTEE ASSIGNMENTS:

Negotiations/Personnel – E. Morris, J. Willcut, C. Eveland

Policy/Handbook – L. Graham, C. Rieder, C. Eveland

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

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

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

MINUTES Jefferson High School Dist. 1 Board of Trustees

October 15, 2024

Regular Meeting

Board members present in-person: Camilla Robson, Erika Morris, Clint Rieder, Justin Willcut, Corey Eveland
Board members present by phone: Larry Rasch,
Board member(s) absent: Lindsey Graham
Administrators/clerk present: Erik Wilkerson-Superintendent, Mike Moodry-Principal, Lorie Carey-Business Manager
Staff and Visitors Present: Dawn Smartnick, Sarah Layng, Rory Rasmussen, Holly Keough, Joseph Dunn, Lisa Schake, Conor Reilley

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. Ms. Schake, parent, questioned the drivers' permission form for the privilege of driving during lunch. She didn't know that the form existed and had concern about the wording on said form.

C. Consent Agenda

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

D. Staff Report .

E. Student Report. – Rory Rasmussen and Holly Keough said that Homecoming went well. Student council will be managing approval of fundraisers throughout the year.

F. Committee Reports – The negotiations committee met.

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

1. Clerk/Business Manager – submitted in writing.
2. Facilities Manager
3. AD – submitted in writing.
4. Principal/A.D. – submitted in writing.
5. Superintendent – submitted in writing.

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 – c subject to possible executive session
 - a. Resignations – None.

ITEM	MOTION		SECOND	AYE	NAY	Notes
Accept						

b. New hires. Jeyce Sullivan (after-school student custodial help)

ITEM	Motion	Second	AYE	NAY	Notes
Approve Jeyce Sullivan	Mr. Willcut	Ms. Morris	6	0	

c. Substitute applications – N. Blubaugh, B. Stulc

ITEM	Motion	Second	AYE	NAY	Notes
Approval of N. Blubaugh	Mr. Eveland	Mr. Willcut	6	0	
Approval of B. Stulc	Mr. Eveland	Mr. Willcut	6	0	

3. Attendance agreements

Attendance	Motion	Second	AYE	NAY	Notes
Approval for 1 JHS attendance	Mr. Willcut	Mr. Rieder	6	0	
Approval for 0 AYA attendance					
Acknowledge 62 out-of-district					Acknowledged

4. Cell phone policy(ies). Mr. Moodry feels our policy addresses cell phone use. He said that possibly the enforcement of the policy could use some improvement. Ms. Smartnick and Ms. Layng gave their opinion. Parents are often difficult to convince to not call their kids during class. Mr. Dunn said he felt the policy isn't being enforced, based on the battery left on his son's phone at the end of day.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve	None.				

5. MOU with Jefferson County for nursing services.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approve nursing service MOU	Mr. Rieder	Mr. Willcut	6	0	

J. Communication and Comments

a. Letters

K. Commendations

L. Follow-up/Adjournment – upcoming months

Driving during lunch form and policy.

M. Adjournment - meeting adjourned at 6:02 p.m.

Signature of Chair

Signature of Clerk

11/15/24
12:44:26

JEFFERSON HIGH SCHOOL
Claim Details
For the Accounting Period: 10/24

Page: 1 of 7
Report ID: AP100

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25346	49502S	5367 PIONEER ATHLETICS	2,374.72					
1		215281 08/20/24 Game day Aerosol Red/ Yellow	2,151.15*		215	720-3500	610	352
2		215281 08/20/24 Freight	223.57*		215	720-3500	610	352
25347	49499S	1987 PACIFIC STEEL	732.70					
1		8815018 09/26/24 20" Angle, SQ tube, Hr Flats	729.81*		260	100-4500	660	
2		8815025 09/26/24 Building & Const Buyout	189.25*		260	100-4500	660	
3		84625 09/26/24 Credit	-186.36*		260	100-4500	660	
25348	49491S	5346 BSN SPORTS	20.00					
1		926475286 08/19/24 Yellow low Profile cones	16.00*		215	720-3500	610	352
2		926475286 08/19/24 Freight	4.00*		215	720-3500	610	352
25349	49489S	899 360* BUSINESS SOLUTIONS	2,650.20					
1		1459924-0 09/23/24 Liners 55 gal Drums	698.20*		201	100-2600	610	
2		1459924-0 09/23/24 Blk 22 liners	1,952.00*		201	100-2600	610	
25350	49503S	4776 SCHOOL SERVICES OF MONTANA	1,091.35					
1		7655 07/01/24 Campus Support Fees	1,091.35*		201	100-2400	680	
25352	49496S	5831 Lockwood Athletics	635.00					
1		10/03/24 GFFB Covering cost of State	635.00*		215	720-3500	610	352
25353	49492S	4633 COMMERCIAL ENERGY OF MT INC.	170.45					
1		NWE084181 09/19/24 Gas	170.45		201	100-2600	411	
25354	49495S	5191 FISHER'S TECHNOLOGY	385.00					
1		1393223 10/02/24 Canon	385.00*		201	100-2400	440	
25355	49505S	4253 T.E.S.T.	1,268.70					
1		11144 10/07/24 Fisheye camera in wood an weig	1,268.70*		260	100-4500	660	
25358	49494S	5790 EDMENTUM INC.	85.23					
1		201499 10/04/24 Courseware, ACT prep	85.23*	11086	215	427-1000	680	250
25360	49497S	3481 MT DOJ CRIMINAL RECORDS	120.00					
1		169237 Background SD	30.00*	11049	201	100-2300	800	
2		169251 Background BS	30.00*	11066	201	100-2300	800	
3		Background EE	30.00*	11072	201	100-2300	800	
4		Background SI	30.00*	11072	201	100-2300	800	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25361	49490S	157 Boulder Hardware	75.72						
1		134817 08/14/24 Fertilizer weed feed max	17.99*		201	100-1511	610		
2		134780 08/13/24 Fertilizer weed feed Max	17.99*		201	100-1511	610		
3		133621 05/21/24 Sign no parking	3.58		201	100-2600	615		
4		133383 05/03/24 Oil filter and motor oil	36.16*		201	100-2600	610		
25362	49501S	2129 PICCOLO'S MUSIC	2,502.30						
1		259539 10/14/24 Speakers, cables, powder mixer	2,407.93*		260	100-4500	660		
2		259539 10/14/24 1/4 adapter, Speaker cables	94.37*		260	100-4500	660		
25363	49504S	5270 SMA ARCHITECTS	12,101.69						
1		22-001-29 10/03/24 Architecture fees	12,101.69*		260	100-4500	725		
25364	-99527E	4625 MT DEPARTMENT OF REVENUE	3,641.19						
1		3112-19 09/30/24 less gross receipts tax	3,641.19*		260	100-4500	725		
25365	49493S	5677 DICK ANDERSON CONSTRUCTION	360,477.46						
1		3112-19 09/30/24 Construction payment	360,477.46*		260	100-4500	725		
25366	49500S	4761 PEAK 1 ADMINISTRATION	40.00						
1		151961 10/15/24 Cobra Minimum fee	40.00		201	100-1000	260		
25367	49498S	5387 MUST	802.00						
1		Nov 24 10/17/24 Ret Prem	802.00*		215	100-1000	260	666	
25372	49514S	1002 GENERAL DISTRIBUTING	48,034.12						
1		0001415878 08/31/24 Service charges past due a	25.24*		260	100-4500	660		
2		0001360740 03/31/24 charges for past due amoun	5.47*		260	100-4500	660		
3		0001404758 07/31/24 Charges for past due amoun	254.38*		260	100-4500	660		
4		0001393763 06/30/24 Charges for past due amoun	229.78*		260	100-4500	660		
5		0001409129 08/19/24 Custome Welding booth S&H	36,500.00*		260	100-4500	660		
6		0001410188 08/22/24 8 "x300" Blue	420.00*		260	100-4500	610		
7		0001388177 06/20/24 Large & XL safety packs	1,639.86*		260	100-4500	660		
8		0001409130 08/19/24 Squ tube frame, Table with	8,449.00*		260	100-4500	660		
9		0001372488 05/01/24 Oxygen steel cyl green	184.81*		201	390-1640	610		
10		0001354590 03/20/24 Silver pencil, Cowhide, GL	325.58*		201	390-1640	610		

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25374	49521S	4253 T.E.S.T.	91,494.00						
1		15 smrt brd pkgs	67,095.60	10934	260	999			
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-660-							
2		15 smrt brd pkgs	24,398.40	10934	215	999		785	
		PO Accounting (Org/Prog/Func/Obj/Proj: -785-1000-660-785							
25376	49517S	4498 LERUM AUTO	215.00						
1		0030853 10/16/24 Labor clean Battery posts and	215.00		201	100-2600	440		
25377	49507S	173 ARCHIE BRAY FOUNDATION	250.00						
1		kiln kit and vent	250.00*	11042	260	100-4500	731		
25378	49518S	5472 MT DIGITAL ACADEMY	369.00						
1		10.21.011 10/21/24 FlexCap	369.00*		215	100-1000	640	332	
25380	49520S	2129 PICCOLO'S MUSIC	517.98						
1		260105 10/23/24 Speaker 1/4 Adapter	17.99*		260	100-4500	660		
2		10629 10/23/24 8500 Powered Mixer	499.99*		260	100-4500	660		
25381	-99526E	4786 MC Mastercard	189.96						
1		09/09/24 Lowes	32.96*		201	390-1640	610		
2		09/16/24 Lowes	40.96*		201	390-1640	610		
3		09/23/24 Kenyon noble Lumber	79.04*		201	390-1640	610		
4		10/01/24 Gumroad.com	37.00*		201	390-1640	610		
25382	-99525E	4786 MC Mastercard	2,303.73						
1		09/06/24 Intermountain woods drift boat	192.65*		201	390-1641	610		
2		09/16/24 Intermountain woods projects	27.52*		201	390-1641	610		
3		09/16/24 Kenyon noble Lumber	174.55*		201	390-1641	610		
4		09/17/24 Home depot Butcher block wax s	272.62*		201	390-1641	610		
5		09/17/24 Kenyon Noble Lumber wood	172.94*		201	390-1641	610		
6		09/17/24 Kenyon Noble Lumber wood	18.88*		201	390-1641	610		
7		09/23/24 Kenyon Noble Lumber wood	1,375.00*		201	390-1641	610		
8		09/30/24 Amazon 120v/230v Dual v	20.62*		201	390-1641	610		
9		09/24/23 Amazon Freezer paper roll	48.95*		201	390-1641	610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25383	-99524E	4786 MC Mastercard	109.10						
1		09/09/24 All state fees for music	109.10		201	710-3400	582		
25384	-99523E	4786 MC Mastercard	210.32						
1		09/27/24 Exxon gas	43.54		201	720-3500	582		
2		2904885 09/11/24 Cross country fees for bozema	166.78		201	720-3500	582		
25385	-99522E	4786 MC Mastercard	17,425.89						
1		Resource Rm supp	15.54*	11062	215	474-1000	610	28	
		AMAZON.COM							
2		Cuaderno Practica Por	524.34	11065	201	100-1000	640		
		AMAZON.COM							
3		Shipping	107.73	11065	201	100-1000	640		
		AMAZON.COM							
4		Wall mountt, flags, light	385.00*	11067	260	100-4500	610		
		AMAZON.COM							
5		Geometry 2018 Student ed	360.02	11070	201	100-1000	640		
		AMAZON.COM							
6		The color of water Kindle	12.99*	11073	215	423-1000	640	713	
		AMAZON.COM							
7		Desk Extender	49.99*	11075	260	100-4500	610		
		AMAZON.COM							
8		Thermastant cold control	46.99	11079	201	100-2600	615		
		totalrestrooms.com							
9		Q- Ball Renewal Glides	442.00*	11082	260	100-4500	615		
		SCHOOL FIX							
10		Shipping	122.20*	11082	260	100-4500	615		
		SCHOOL FIX							
11		Industry first aid cabine	145.90*	11083	260	100-4500	615		
		FirstAidproduct.com							
12		burn spray 2oz bottle	4.47*	11083	260	100-4500	615		
		FirstAidproduct.com							
13		Splinter case	2.87*	11083	260	100-4500	615		
		FirstAidproduct.com							
14		shipping	12.60*	11083	260	100-4500	615		
		FirstAidproduct.com							
15		skytrak Golf Simulator pr	11,990.00*	11081	217	610-1000	730		
		skytrackgolf.com							
16		Essential Membership	259.90*	11081	217	610-1000	730		
		skytrackgolf.com							
17		Course play Simulator	440.00*	11081	217	610-1000	730		
		skytrackgolf.com							

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
18	100165433 09/04/24 A trip to the moon		426.26		201	170			
19	09/19/24 Amazon Tripod		33.99*		201	100-2300	800		
20	09/20/24 Kenyon Noble Replacement tools		2,029.92*		260	100-4500	660		
21	09/19/24 student council sport eye stic		13.18		201	170			
25386	-99521E 4786 MC Mastercard		349.45						
1	10/03/24 Ace Hardware Led purple bw		23.57		201	170			
2	10/04/24 Blick Art Material		325.88		201	170			
25387	-99520E 4786 MC Mastercard		1,608.02						
1	10/05/24 Due From		1,608.02		201	170			
25388	-99519E 4786 MC Mastercard		39.92						
1	09/11/24 Due From		39.92		201	170			
25389	-99518E 4786 MC Mastercard		2,531.59						
1	09/13/24 4imprint.com		110.07*		260	100-4500	660		
2	09/13/24 4imprint.com		573.74*		260	100-4500	660		
3	09/18/24 Exxon Butte AD meeting		47.43		201	720-3500	582		
4	09/18/24 KFC AD meal		7.49		201	720-3500	582		
5	09/18/24 Conoco AD meeting		50.84		201	720-3500	582		
6	09/25/24 Dollar tree		21.25		201	170			
7	09/27/24 Concoco AD flag football bozem		35.01		201	720-3500	582		
8	09/20/24 BSN sports		1,546.81*		215	423-1000	610	713	
9	09/27/24 Three Bears		138.95*		215	423-1000	610	713	
25390	49515S 5738 HUDDLE UP CARE, INC.		2,550.00						
1	SI-13902 08/31/24 Mental Health Therapy		2,550.00*		215	459-1000	330	459	
25391	49520S 2129 PICCOLO'S MUSIC		7.87						
1	260298 10/26/24 Viola Single A string		7.87		201	100-1000	440		
25392	49512S 5813 ENVIRONMENTAL MARKETING SERVICES		3,035.00						
1	Chemical disposal		3,035.00	11000	201	100-2600	440		
25395	49511S 4827 CITI BUSINESS VISA-Costco		371.28						
1	09/26/24 Jersey Mikes Sandwichs FFB		210.47*		215	720-3500	582	352	
2	4372 09/21/24 Jimmy Johns		80.50*		215	720-3500	582	352	
3	09/27/24 Grubhub Chick-fil-a		30.47*		215	720-3500	582	352	
4	09/26/24 Walmart		49.84*		215	720-3500	582	352	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25396	49511S	4827 CITI BUSINESS VISA-Costco	29.95					
1		09/26/24 L&P Flag FB	29.95*		215	720-3500	582	352
25397	49513S	4081 GAGGLE	4,655.00					
1		INVO6620 10/09/24 Management student & staff	4,655.00*		228	100-1000	680	
25398	49509S	5523 CANON FINANCIAL SERVICES, INC.	730.30					
1		35886745 10/12/24 Color and B&W Copiers	730.30		201	100-5200	840	
25399	49519S	4389 NITRO GREEN & CHRISTMAS DECOR	137.00					
1		696825 09/30/24 pest control	137.00		201	100-2600	440	
25401	49508S	5832 Bowman, Kary	5.68					
1		10/14/24 Oxicl n refill for Football	5.68*		201	720-3500	610	
25402	49510S	3402 CAREY, LORIE	479.96					
1		Used own personal card by mistake 10/01/24 4 office chairs Costco	479.96*		260	100-4500	660	
25403	49522S	4743 TRUGREEN	793.00					
1		1448247 10/18/24 Fall lawn Application	793.00		201	100-2600	440	
25404	49506S	899 360* BUSINESS SOLUTIONS	43,042.67					
1		1356964-0 08/19/24 Furniture for new part	43,042.67*		260	100-4500	660	
25406	49516S	1451 L & P GROCERY	891.21					
1		02-114557 10/28/24 Pineapple, sour cream	18.70*		201	910-3100	610	
2		01-174982 10/29/24 Stirfry veg, strawberries,	23.82*		201	910-3100	610	
3		02-88982 09/26/24 Pineapple, strawberries	15.24*		201	910-3100	610	
4		01-141466 10/02/24 Pineapple, strawberries	19.20*		201	910-3100	610	
5		01-159121 10/16/24 Cucumber, greens, eggs, but	23.01*		201	910-3100	610	
6		02-94474 10/03/24 Grapes, Strawberries	19.35*		201	910-3100	610	
7		01-158172 10/15/24 Gogurt	13.38*		201	910-3100	610	
8		01-165242 10/21/24 Romaine, Lettuce	8.27*		201	910-3100	610	
9		01-156493 10/14/24 Celery, Cantaloupe, Butterm	8.98*		201	910-3100	610	
10		01-166521 10/22/24 Romaine, Lettuce	7.34*		201	910-3100	610	
11		01-151389 10/10/24 Carrots, peas, celery	9.76*		201	910-3100	610	
12		02-95466 10/04/24 Burgers, Sausage, meat	665.07*		201	100-2300	800	
13		01-150733 10/09/24 Cider, juice, milk, sugar	32.24*		215	474-1000	610	28
14		02-88456 09/25/24 Eggs, brownie, choc chips	26.85*		215	474-1000	610	28

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25407	49516S	1451 L & P GROCERY	76.52					
1		01-147437 10/07/24 Taco, cheese, veg, juice ad	76.52		201	100-2400	610	
25409	49516S	1451 L & P GROCERY	41.39					
1		01-148976 10/08/24 Buttermilk	4.18*		201	910-3100	610	
2		02-93983 10/02/24 cinnamon bears, brownie,	37.21*		215	474-1000	610	28
		# of Claims	48	Total:	611,668.62	# of Vendors	31	
		Total Electronic Claims	28,409.17					
		Total Non-Electronic Claims	583,259.45					

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount				Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
25368		3366 JHS ACTIVITIES	6,007.87						
		2002.62 for each drama and art and 2002.63 for Rodeo							
1		letter 09/05/24 Quinn estate contributions	6,007.87		285	606		852	
25373		1002 GENERAL DISTRIBUTING	1,685.11						
1		0001418577 09/11/24 Gas lens, Weldmark,	91.85*		201	390-1640		610	
2		0001418550 09/11/24 Fitting, bulk hose, ada	286.70*		201	390-1640		610	
3		0001418571 09/11/24 Welding Jacket	39.16*		201	390-1640		610	
4		0001418929 09/12/24 Adaptor ARC	52.50*		201	390-1640		610	
5		0001420342 09/18/24 Fitting, Clamp, bluck hose	40.84*		260	100-4500		615	
6		0001420384 09/18/24 Cowhide stick glove	111.50*		260	100-4500		615	
7		0001420649 09/19/24 Chipping Hammer/wire brush	67.96*		260	100-4500		615	
8		0001419587 09/16/24 Guide wire Inlet	32.76*		201	390-1640		610	
9		0001418592 09/11/24 Steel cyl brown, S&H	435.60*		201	390-1640		610	
10		0001418560 09/11/24 Gendco brand wire	526.24*		201	390-1640		610	
25410		1002 GENERAL DISTRIBUTING	1,719.49						
1		0001423082 09/30/24 Torch, Short back cap flap	350.72*		201	390-1640		610	
2		0001423521 09/30/24 Annual cyl rent	337.46*		201	390-1640		610	
3		0001428935 10/09/24 Argon size t steel cyl	666.74*		201	390-1640		610	
4		0001428892 10/09/24 Spool Brand wire	296.01*		260	100-4500		610	
5		0001427567 10/03/24 Bench Whl	68.56*		260	100-4500		610	
25411 -99517E		4639 WEX BANK	773.72						
1		98847444 07/31/24 Due from BES	679.77		201	180			
2		98847444 07/31/24 Custodial fuel	93.95		201	100-2600		624	
25412		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	493.18						
1		10223 08/31/24 Practice days	316.50		201	720-3500		582	
2		10223 08/31/24 Practice downtime	176.68		201	720-3500		582	
25413 -99516E		4639 WEX BANK	1,629.96						
1		99389526 08/31/24 Practice fuel	71.06		201	720-3500		582	
2		99389526 08/31/24 Route fuel	1,235.08*		210	100-2700		624	
3		99389526 08/31/24 Due from BES	323.82		201	180			

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount			Acct/Source/		
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
25414		1183 HARLOW'S SCHOOL BUS SERVICE, INC.	41,283.21					
1		10321 09/30/24 Route 1/10	32,257.33*		210	100-2700	513	
2		10321 09/30/24 Cancellation credit	-733.32		201	720-3500	582	
3		10321 09/30/24 XC trips	2,120.55		201	720-3500	582	
4		10321 09/30/24 xc trip downtime	265.02		201	720-3500	582	
5		10321 09/30/24 FTbl reg bus	2,135.32		201	720-3500	582	
6		10321 09/30/24 FTbl reg bus Dntm	441.70		201	720-3500	582	
7		10321 09/30/24 Ftbl VH	1,293.64		201	720-3500	582	
8		10321 09/30/24 Ftbl VH Dntm	380.58		201	720-3500	582	
9		10321 09/30/24 Vball	1,789.28		201	720-3500	582	
10		10321 09/30/24 Vball Dntm	530.04		201	720-3500	582	
11		10321 09/30/24 practice travel	158.25		201	720-3500	582	
12		10321 09/30/24 practice travel Dntm	88.34		201	720-3500	582	
13		10321 09/30/24 College day	379.80*		201	100-2100	582	
14		10321 09/30/24 College day Dntm	176.68*		201	100-2100	582	
25415	-99515E	4639 WEX BANK	5,888.59					
1		100139585 09/30/24 Route fuel	2,768.48*		210	100-2700	624	
2		100139585 09/30/24 Due from BES	920.90		201	180		
3		100139585 09/30/24 Drivers ed	55.39*		218	100-1000	624	
4		100139585 09/30/24 XC fuel	479.53		201	720-3500	582	
5		100139585 09/30/24 Fbl fuel HarBus	482.87		201	720-3500	582	
6		100139585 09/30/24 Ftbl fuel VanHool	655.12		201	720-3500	582	
7		100139585 09/30/24 Vball fuel	404.62		201	720-3500	582	
8		100139585 09/30/24 Practice fuel	35.79		201	720-3500	582	
9		100139585 09/30/24 College day fuel	85.89*		201	100-2100	582	
25416		385 BOULDER MONITOR & JEFFERSON CO.	36.60					
1		6413 10/31/24 Classified ad Custodian, Agend	36.60		201	100-2300	540	
25417		1365 JEFFERSON COUNTY TREASURER	1,774.50					
1		000002447 12/02/24 Tax 1st and 2nd half	1,774.50		201	100-2600	431	
25418		2717 CITY OF BOULDER	1,364.42					
1		622-00 11/25/24 Water Outdoor High school	15.97		201	100-2600	421	
2		617-00 11/25/24 Water and Sewer for Tennis com	36.45		201	100-2600	421	
3		311-00 10/31/24 Water and Sewer for High schoo	1,312.00		201	100-2600	421	

* Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25419		5341 QUADIENT LEASING USA INC	214.62						
1		Q1568982 11/24/24 Lease Payment	214.62*		201	100-2400	532		
25420		4743 TRUGREEN	396.00						
1		1451517 10/25/24 Tree & shrub fall Fertilizati	396.00		201	100-2600	440		
25421		2129 PICCOLO'S MUSIC	295.11						
1		259603 10/15/24 Yamaha Alto sax bent EB key	30.00		201	100-1000	440		
2		260571 10/31/24 Cello, Violin, viola, bass str	265.11		201	100-1000	440		
25422		4633 COMMERCIAL ENERGY OF MT INC.	706.33						
1		NWE085028 11/04/24 Gas on the NWE system	706.33		201	100-2600	411		
25423		5777 MENTAL HEALTH CONNECTIONS LLC	1,200.00						
1		10312024 10/31/24 Mental Health services	1,200.00*		215	459-1000	330	459	
25425		5780 NORTHWEST TECHINAL SERVICES, LLC	23,200.00						
1		2024-18 10/01/24 Site visit, inspections, trav	5,750.00*		260	100-4500	725		
2		2024-15 09/03/24 Site visit, Inspections, trav	3,350.00*		260	100-4500	725		
3		2024-20 10/31/24 Functional testing, travel, e	14,100.00*		260	100-4500	725		
25426		5269 EMS LINQ INC	3,576.00						
1		c-131358 07/01/23 CMS hosting, AD/LDAP Annual	1,788.00*		228	100-1000	680		
2		c-131359 07/01/24 CMS hosting, AD/ LDAP Annual	1,788.00*		228	100-1000	680		
25427		2736 MT MODEL UNITED NATIONS	380.00						
1		11/24/24 Students fees	280.00*		201	710-3500	582		
2		School fees	100.00*		201	710-3500	582		
25429		1002 GENERAL DISTRIBUTING	726.30						
1		0001422039 09/25/24 Gas lens, back cap short	132.70*		260	100-4500	610		
2		0001422365 09/26/24 Blue side split stick	584.50*		260	100-4500	660		
3		0001434258 10/31/24 Gas lens Insulator	9.10*		260	100-4500	610		
25430		1737 NORTHWESTERN ENERGY	8,163.08						
1		0133494-5 11/18/24 Electric service	6,539.59*		201	100-1000	412		
2		0133494-5 11/18/24 Unmetered service	10.78*		201	100-1000	412		
3		0133494-5 11/18/24 Natural gas service	743.72*		201	100-1000	411		
4		0133494-5 11/18/24 State and Local taxes	868.99*		201	100-1000	411		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25431		1086 GIULIO DISPOSAL SERVICES, INC.	1,203.60						
1		3881 10/31/24 Roll off rental, Comm fuel sur	1,203.60		201	100-2600	431		
25432		5191 FISHER'S TECHNOLOGY	385.00						
1		1407784 11/01/24 Canon	385.00*		201	100-2400	440		
25433		2021 PEARSON EDUCATION	2,257.40						
1		27107556 10/31/24 Fundamentals of Gen Org C	2,257.40	10959	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj): -100-1000-640-									
25434		5575 WILKERSON, ERIK	569.50						
Mileage Manhatan & return 120 miles Colstrip & return 730 850 miles									
1		11/11/24 Mileage	569.50		201	720-3500	582		
25436		4389 NITRO GREEN & CHRISTMAS DECOR	274.00						
1		701181 10/30/24 mice pest control	274.00		201	100-2600	440		
25437		5833 Next Level	500.00						
1		11/15/24 Mental skills Coaching	500.00*		215	423-1000	330	713	
25438		1451 L & P GROCERY	59.04						
1		02-121843 11/06/24 Grocery	5.99*		201	910-3100	610		
2		01-182303 11/04/24 Onions	0.90*		201	910-3100	610		
3		01-190687 11/11/24 Celery, Unsalted butter	6.59*		201	910-3100	610		
4		01-194603 11/14/24 Vanilla frosting, veggies,	21.68*		201	910-3100	610		
5		01-183569 11/05/24 Buttermilk	4.98*		201	910-3100	610		
6		01-167727 10/23/24 Buttermilk, Carrots	6.96*		201	910-3100	610		
7		02-92049 09/30/24 Celery, Baby carrots	11.94*		201	910-3100	610		
25439		1451 L & P GROCERY	305.88						
1		02-116450 10/30/24 Butter, sugar, sour cream,	73.94*		215	474-1000	610	28	
2		02-127403 11/13/24 Cream cheese, JC, choc chip	107.31*		215	474-1000	610	28	
3		02-122069 11/06/24 Candy corn, sugar, juice, p	124.63*		215	474-1000	610	28	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
25440		1451 L & P GROCERY	20.56					
1		01-26727 09/20/24 bags, napkins, gogurt	20.56*		201	910-3100	610	
25441		1451 L & P GROCERY	19.34					
1		01-192067 11/12/24 Buttermilk	4.98*		201	910-3100	610	
2		01-186059 11/07/24 Heavy whipping butter, btmk	14.36*		201	910-3100	610	
25442		157 Boulder Hardware	54.01					
1		5TE13P2GZX 10/25/24 Rope Hollow Poly Yellow	16.63*		201	100-2600	610	
2		TF82BWKYAP 10/25/24 Antifreeze 1 gal	37.38*		201	100-2600	610	
25443		5574 BOULDER ACE HARDWARE	471.35					
1		3297 11/01/24 Wrench, Faucet, plug wrench	38.57*		201	100-2600	610	
2		2980 09/06/24 Lighting Audio jack	24.99*		201	100-2600	610	
3		3029 09/16/24 return Lighting audio jack,	-24.99*		201	100-2600	610	
4		3029 09/16/24 Fastners, anchor	12.39*		201	100-2600	610	
5		3292 10/31/24 Torxbitsckt, sckt, 3/8	18.18*		218	100-2600	610	
6		3293 10/31/24 Torxbitsckt, sckt Return	-8.59*		218	100-2600	610	
7		3282 10/30/24 Bulb hlgn 55w	18.99*		201	100-2600	610	
8		2845 08/20/24 Red Grnt hmr bit	16.98*		201	100-2600	610	
9		2977 09/06/24 Cabletie 11"75	15.99*		201	100-2600	610	
10		3329 11/08/24 pump	59.99*		201	100-2600	610	
11		3019 09/12/24 Anchr, brace, socket	48.50*		260	100-4500	610	
12		3135 10/03/24 Cover sq box	4.99*		260	100-4500	610	
13		3079 09/23/24 tube strap, fastners	26.40*		260	100-4500	610	
14		2999 09/10/24 Thread seal, bushing, plug	13.36*		201	100-1640	610	
15		3001 09/10/24 Bushing return,	-3.99*		201	100-1640	610	
16		3001 09/10/24 Hex bushing	3.59*		201	100-1640	610	
17		2919 08/29/24 hole saw w/arbor	18.99*		201	100-1640	610	
18		2788 08/13/24 Stop nts z	9.29*		201	100-1640	610	
19		3004 09/11/24 Air coupler, clamp	27.34*		201	100-1640	610	
20		3093 09/26/24 Fastners	14.25*		201	100-1640	610	
21		2952 09/04/24 Coupler, torch,	52.97*		201	100-1640	610	
22		3223 10/20/24 Charger, bungee, tarp poly	83.16*		201	100-1511	610	

of Claims 33 Total: 107,633.77 # of Vendors 24

Total Electronic Claims 8,292.27

Total Non-Electronic Claims 99,341.50

Application and Certificate For Payment

To Owner : JEFFERSON HIGH SCHOOL DISTRICT #1 P.O. BOX 838 BOULDER, MT 59632	Project: JEFFERSON HIGH SCHOOL 312 SOUTH MAIN ST. BOULDER, MT 59632	Application No.: 3112-20 Date: 11/4/2024 Period To: 10/31/2024 Architect's Project No: Contract date: 5/6/2022
From: Dick Anderson Construction (Contractor): 3424 HIGHWAY 12 E HELENA, MT 59601	Contractor Job Number: 3112-JEFHIG Contract For:	

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, 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: _____ Date: 11/4/2024
 By: [Signature] County of: LEWIS & CLARK
 State of: MONTANA of LEWIS & CLARK County
 Subscribed and sworn to before me this 4 day of NOVEMBER, 2024 (year). Notary public: [Signature]
 My commission expires 3/14/2025



Original contract sum \$12,031,692.65
 Net change by change orders \$0.00
 Contract sum to date \$12,031,692.65
 Total completed and stored to date \$11,865,767.08
 Retainage
 1.35% of completed work \$159,868.03
 Total earned less retainage \$11,705,899.05
 Less previous certificates for payment \$11,552,435.75
 Current sales Tax \$0.00
 7.700% of taxable
 Current payment due \$153,463.30
 Less Gross Receipts Tax 1,534.63
CURRENT PAYMENT DUE 151,928.67
 Balance to finish, including retainage \$325,793.60

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.

Architect
 By: [Signature], AIA Date: 11/6/2024
 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.

Amount Certified: \$ 153,463.30

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 days from the date the payment is required, the Owner shall pay the contractor interest beginning on the day following the date when the payment is due at the rate specified in the contract or if the contract is silent, interest will be calculated at a rate of 1 1/2% a month, or a pro rata fraction thereof, on the unpaid balance.

Application and Certificate of Payment -- page 2

To Owner: JEFFERSON HIGH SCHOOL DIS' Application No: 3112-JEFHIG Period To: 10/31/2024
 From (Contractor): Contractor's Job Number: 3112-JEFHIG Detail Page 2 of 2 Pages
 Project: 3112-JEFHIG / JEFFERSON HIGH SCHO Architect's Job Number:

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			34,000.00	100.00		425.00
002	BP#02-1 DEMOLITION	187,064.80	187,064.80			187,064.80	100.00		2,338.31
003	BP#02-2 SITEMWORK	441,448.29	441,448.29			441,448.29	100.00		5,785.71
004	BP#03-1 BUILDING FOUNDA'	367,211.00	367,211.00			367,211.00	100.00		4,590.13
005	BP#03-2 CONCRETE POLISH	100,650.00	100,650.00			100,650.00	100.00		1,258.12
006	BP#04-1 MASONRY	58,650.00	58,650.00			58,650.00	100.00		733.12
007	BP#05-1 STRUCTURAL STEE	1,152,673.00	1,152,673.00			1,152,673.00	100.00		14,408.41
008	BP#06-1 CARPENTRY	243,006.35	241,522.35	1,484.00		243,006.35	100.00		3,561.20
009	BP#06-2 ARCHITECTURAL C	288,902.00	288,902.00			288,902.00	100.00		3,643.52
010	BP#07-1 BUILDING INSULATI	64,100.00	64,100.00			64,100.00	100.00		801.25
011	BP#07-2 METAL SIDING & SC	192,000.00	192,000.00			192,000.00	100.00		2,400.00
012	BP#07-3 ROOFING	325,683.00	325,683.00			325,683.00	100.00		4,071.03
013	BP#08-1 DOORS & HARDWA	210,402.00	210,402.00			210,402.00	100.00		2,630.02
014	BP#08-2 WINDOWS	192,510.00	192,510.00			192,510.00	100.00		2,406.37
015	BP#09-1 METAL WALL FRAMI	1,026,621.88	1,026,621.88			1,026,621.88	100.00		12,832.77
016	BP#09-3 PAINT	150,465.00	150,465.00			150,465.00	100.00		1,949.62
017	BP#09-4 FLOORING & TILE	165,030.00	165,030.00			165,030.00	100.00		2,088.25
018	BP#09-5 ACOUSTIC CEILING	168,164.00	168,164.00			168,164.00	100.00		2,102.05
019	BP#10-1 SPECIALTIES	228,668.45	228,668.45			228,668.45	100.00		2,858.35
020	BP#12-1 WINDOW COVERIN	17,768.00	17,768.00			17,768.00	100.00		222.10
021	BP#14-1 ELEVATOR & LIFT	143,778.00	143,103.00	675.00		143,778.00	100.00		1,788.78
022	BP#21-1 FIRE SPRINKLER	155,910.00	155,910.00			155,910.00	100.00		1,948.87
023	BP#22-1 PLUMBING COMPLETE	1,242,741.00	1,104,821.00			1,104,821.00	88.90	137,920.00	13,810.26
024	BP#23-1 H.V.A.C. COMPLETE	1,675,278.20	1,675,278.20			1,675,278.20	100.00		20,940.97
025	BP#26-1 ELECTRICAL COMP	1,420,448.63	1,410,023.48	10,425.15		1,420,448.63	100.00		17,625.29
026	BP#32-1 LANDSCAPE & IRRIG	64,105.00	64,105.00			64,105.00	100.00		801.31
027	ALLOWANCE - WHEEL CHAIR								
028	GC & FIXED GC/CM COSTS	817,505.00	817,505.00			817,505.00	100.00		10,190.70
029									
030	GC/CM CONTINGENCY @ 5%	16,995.60						16,995.60	
031	CMAR OH & P @ 5%	544,408.31						9,071.28	13,399.67
032	BOND & INSURANCE @ 1.85	216,379.47	532,687.03	2,650.00		216,379.47	98.33		5,359.48
033	GROSS RECEIPTS TAX 1%	119,125.67	216,379.47			117,186.98	100.00	1,938.69	2,897.37
	Application Total	12,031,692.65	11,850,532.93	15,234.15		11,865,767.08	98.62	165,925.57	159,868.03

**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 \$151,928.67, to Dick Anderson Construction, Inc., for labor, services, equipment, or materials furnished to 10/31/2024, 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 10/31/24 (date), except for retainage or items furnished after said date. This release shall not include any claim for damages for inefficiencies, impacts, disruptions, or delays after said date.

The undersigned further warrants and represents that all laborers, subcontractors, consultants, and suppliers of the undersigned have been paid from any prior Progress Payments and further agrees to pay from these funds all laborers, subcontractors, consultants, and suppliers who have furnished such items up through 10/31/24 (date). The undersigned further agrees to indemnify, defend, and hold the owner, Jefferson High School District #1, its surety, and the project harmless from any claims for nonpayment by any laborers, subcontractors, consultants or suppliers of the undersigned through said date.

By: [Signature]

Title: PM

Date: 10/4/2024

Witnessed by: [Signature]

Date: 10/4/2024

Please return to: Dick Anderson Construction, Inc



architecture + design

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 22-001-30
 Date 11/07/2024

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	99.13	81,084.59	81,192.59	108.00
Subtotal	457,696.70	99.84	456,877.67	456,985.67	108.00
Consultants					
Mechanical/Electrical/Plumbing Schematic Design	30,656.00	100.00	30,656.00	30,656.00	0.00
Mechanical/Electrical/Plumbing Design Development	63,313.00	100.00	63,313.00	63,313.00	0.00
Mechanical/Electrical/Plumbing Construction Documents	163,282.00	100.00	163,282.00	163,282.00	0.00
Mechanical/Electrical/Plumbing Bidding	5,731.00	100.00	5,731.00	5,731.00	0.00
Mechanical/Electrical/Plumbing Construction Administration	63,582.00	100.00	60,402.90	63,582.00	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	100.00	14,250.00	14,250.00	0.00
Civil Project Closeout Services	4,800.00	0.00	0.00	0.00	0.00
Landscape Architect	22,600.00	100.00	22,600.00	22,600.00	0.00
Subtotal	497,364.00	99.03	489,384.90	492,564.00	3,179.10



architecture + design

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

Invoice number 22-001-30
 Date 11/07/2024

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	15,580.00	15,580.00	0.00
Phase 4 - Contract Administration	11,685.00	100.00	11,685.00	11,685.00	0.00
Amendment 01 - SMA	3,416.00	0.00	0.00	0.00	0.00
Amendment 01 - RPA	8,500.00	0.00	0.00	0.00	0.00
Amendment 01 - TD&H	3,800.00	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	95.00	2,850.00	2,850.00	0.00
Special Systems Schematic Design	4,000.00	100.00	4,000.00	4,000.00	0.00
Special Systems Design Development	7,000.00	100.00	7,000.00	7,000.00	0.00
Special Systems Construction Documents	15,000.00	100.00	15,000.00	15,000.00	0.00
Special Systems Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Special Systems Construction Administration	3,000.00	100.00	2,850.00	3,000.00	150.00
Subtotal	177,705.70	91.07	161,689.70	161,839.70	150.00
Total	1,132,766.40	98.11	1,107,952.27	1,111,389.37	3,437.10

Invoice total **3,437.10**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22-001-30	11/07/2024	3,437.10	3,437.10				
	Total	3,437.10	3,437.10	0.00	0.00	0.00	0.00

Approved by:

Jason M. Davis
 Principal

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

From the desk of:  Lorie

November 2024

PAYROLL REPORT

Payroll warrants approved by the superintendent and paid.

CURRENT OFFICE ITEMS

Two board members requested login's to MTSBA. If anyone else needs one as well, let me know. I have to request it from MTSBA, and they send an email to you. I think it expires in 24 hours, so we'll have to coordinate times. 😊

Kary has been doing so well in the office. Last week we both had to fill in for the cook. Nothing seems to faze Kary.

Tidbit:

23/24

General fund budget for activities and athletics was (10.92%) \$293,276.00

Expenses for the same year for those two was (13%) \$346,819.03

The shortfall was \$53,543.03

We even used several thousand dollars from the miscellaneous fund for some of the post season trips.

24/25

General fund budget for activities and athletics is (10.75%) \$301,031.00

It's too early to project how the expenses will go.

We still have some money in the Misc Fund that can be used on post-season trips.



November 19, 2024
 Principal's Report--Mr. Mike Moody
 Enrollment-301

Academics

We had a .90% failure rate compared to 1.94% last year. Teachers will train with Aaron Yost on writing assessments and work on curriculum alignment. We will also have short training on COPE, a program designed to help with student resilience.

Discipline and Attendance

Discipline Comparison for the same time period last year.

	18-19	19-20	20-21	21-22	22-23	23-24	24-25
Staff	13	10	14	10	12	11	7
Event Types	7	12	15	9	9	16	10
Events	40	26	51	24	50*	38	20
Students	39	29	54	30	33	43	33

Our attendance rate is 98.25% for the year.

JHS Fall Community Engagement Night

The JHS Fall Community Engagement/Parent Teacher Conferences Night was Monday, October 29 from 2:00-4:00 at JHS and 5:00-7:00 at Clancy. The event was well attended.

Activities

Please see Mrs. Layng's attached Activities Report

Off-Campus Driving

I have enclosed the off-campus driving policy and form. One recommendation is to remove the language on the form from paragraph 7.

Vehicles on Campus

Vehicles on Campus Students are not permitted to ride in, provide rides, or drive any motor-driven vehicle during the school day except:

1. Seniors and juniors who meet minimum qualifications: no office referrals, unexcused absences, and a minimum of a 2.5 GPA, during lunch with signed parent permission form.
2. Permission will be granted quarterly.
3. Students are not to transport any student that does not meet the parameters of this provision or their privilege will be revoked.
4. Special permission from the building principal. Such permission will be given for students arriving late or leaving school early or when a parent, guardian or school official drives their vehicle. Other than in an emergency, permission will require a written note signed by a parent containing the destination, the nature of business and the driver.

Consequences for violation of this policy will be an Office Referral and the suspension of any further driving privileges for the remainder of the semester.



Student Driver Permission Form

I, the undersigned parent(s)/guardian(s), permit my child ("the Student"), _____, to drive to and from Jefferson High School ("the School"/"Jefferson") for regular lunch periods. In granting my permission, I agree to the following:

- As stated in the School's enrollment contracts, all JHS students are classified as "minors" for JHS School purposes even if they are over 18 years of age. I am responsible for the Student as parent/guardian.
- The Student has a current/valid MT state driver's license; the vehicle's registration, insurance and inspection are up to date, and the Student is insured on the vehicle.
- The parent(s)/guardian(s) and/or the Student and/or the driver assume the risk of harm, injury of death to the Student or others, and that by voluntarily allowing the Student to operate his/her own vehicle, the parent(s)/guardian(s) and the Student will hold JHS School and its officers and employees free from all liability.
- I understand that the Student agrees to drive safely and in accordance with all laws and regulations, on and off the JHS campus.
- I agree that the Student is prohibited from driving other students during the school day from JHS School to school events.
- I agree that the Student is prohibited from driving other students to and from JHS School without the express, written consent and release of liability from all parents/guardians involved, including myself.
- I understand that the Student's car is effectively "off limits" (no loitering in/around car) during the JHS School day except lunch.
- I agree that the Student has read and agrees to these provisions as well as the rules in the student agreement.
- I agree that JHS School at its sole discretion may revoke the Student's privilege to drive to and from JHS School for any reason.
- Seniors and juniors who meet minimum qualifications: no office referrals, unexcused absences, and minimum of a 2.5 GPA, during lunch with signed parent permission form. Permission will be granted quarterly. Students are not to transport any student that does not meet the parameters of this provision or their privilege will be revoked
- Special permission from the building principal. Such permission will be given for students arriving late or leaving school early or when a parent, guardian or school official drives their vehicle. Other than in an emergency, permission will require a written note signed by a parent containing the destination, the nature of business and the driver.

Parent/Guardian Name (print) _____

Parent/Guardian Signature: _____

Student's Signature _____

Date _____

Date: _____

Superintendent's Report

- We had some issues with our Google bus during the trip to Colstrip. It went into limp mode and a check engine light came on. There were also issues with the air system. The bus would not lift from the kneel position and they were high-centered driving away from the motel and into the school. We currently don't have the funds to replace this bus, but I think it needs to be on our radar.

- I want to publicly thank the people of Colstrip for all the help they gave us during our bus woes.
 - Robin Nansel, the principal, helped us get a mechanic to look at the bus on Saturday morning.
 - Terry and Tereasa Taylor of ACE hardware for helping me with gas cans to help the band/cheer bus.
 - Tom Dusold, the athletic director, offered their wash bay to work on our bus and hooking us up with the bus maintenance supervisor.
 - The bus maintenance person, sorry I can't recall his name, but he looked at the bus for us.
 - Bryatt Childers, the mechanic, for coming to the school on a Saturday and looking at our bus. He refused payment, but I insisted.
 - I know there are more, so I'm sorry if I missed anyone.

- Divisional VB tournament went well. The girls played so well. The parents and band were one of the best cheer sections in attendance.
- The driver's seat in the Driver's Education car is broken. Cody Ottman is working on finding a new part with little luck. (Update: he found one in the southeast US. Let's hope it will get it here quickly and efficiently.)



Jefferson High School

2024-2025 Annual Goals and Objectives Review

The implementation of annual objectives will utilize development of Jefferson High School growth plans for the upcoming academic year. The objectives will be used to assess student performance, district decision making, and appropriate resource usage.

Goal 1- Use current assessment models to guide increased student learning.

Objectives

- Update district curriculum to continue to meet state and national standards.
- Evaluate student performance with guidance from current assessment models.
- Use assessment models to monitor student growth and performance.
- Develop teaching models to include collaboration, self-assessment, and goal setting to provide feedback for increasing learning and teaching objectives.
- Develop assessment rubrics to increase problem solving skills and higher order thinking.
- Develop advanced courses to allow increased opportunities for student participation.
- Evaluate student progress annually using measures and standards from current assessment models and curriculum benchmarks.
- JHS students will meet graduation standards and use developed skills for success.

Review: JHS has done an excellent job of assessing students and working collaboratively through the literacy grant. This has allowed the district to identify high risk students so we can put specific efforts toward those students. The PLC groups have worked together to identify those students and give them targeted assistance.

Goal 2- Increase communication and relations to improve student achievement.

Objectives

- Develop and implement a communication plan to increase community relations.
- Provide professional development opportunities for implementing current communication trends.
- Revamp website to provide efficient and applicable data with ease of access.
- Analyze benefits and challenges of digital media and social networking usage.
- Increase reporting of student performance and parental involvement by providing training opportunities on curriculum and assessment.

Review: Community relations will continue to be a goal for the 2024-2025 school year. We have been providing monthly updates to the Boulder Monitor that include school successes and updates to the building project. We have updated our website to make it more accessible and easier to locate information. However, this will be an ongoing project. We will continue to educate parents on the use of Infinite Campus, so they have access to their child's current academic performance.

Goal 3- Promote enhanced teaching and learning opportunities by implementing appropriate professional teaching practices.

Objectives

- Increase efficiency of EPAS teacher evaluation model developed for Montana.
- Increase professional development opportunities for all staff.
- Collaboration between administration and faculty on the impact of EPAS and its effectiveness in providing feedback for teacher growth plans.
- Increase awareness and publicize educational practices demonstrated by administration, faculty, and students.
- Use collected data to provide feedback for continuous planning and setting of annual goals.

Review: Increased professional development has been a focus of this past year by bringing in great guests during early-ins and early outs. They gave us a plethora of tools to help with teacher growth plans. Also, having Eric Gustafson as an educational coach was a great help for growth. Data on students was instrumental in continuous planning.

Goal 4- Foster an academic environment to encourage respect, citizenship, responsibility, and success.

Objectives

- Develop a school plan to create an atmosphere of respect and responsibility within all school settings.
- Survey parents, patrons, students, and staff to provide feedback for establishing a school climate action plan.
- Provide community wide learning sessions to communicate expected school climate and educational goals for each academic level.
- Survey alumni to determine what areas need further development and what skills are needed for post-secondary success.
- Continue to use igraduate program to promote academic completion and provide tools to reach this goal.
- Pilot a Community Schools program to encourage parent and community involvement in the district.

Review: We continue to work with the community on different projects. We also have an active student council that promotes a positive environment in our school.

Goal 5- Provide continued guidance for appropriate management of district resources to create a positive learning environment that maximizes student learning opportunities.

Objectives

- Review policies and procedures for budget preparation and use feedback from audits and reviews to update financial operations.
- Develop short and long term plans addressing capital improvement projects throughout the entire district facilities.
- Address current technology plans (contracted implementation) for immediate and long-term goals to meet the needs for instruction and assessment.
- Increase cost savings with efficient and cooperative shared purchasing services.
- Update the safety plan in accordance with state law, district policies, and recommendations from safety and security reviews.

Review: We have recently had our Federal Financial Audit and a Civil Rights Audit through the OPI. Once the reports are received, we will address any financial and safety concerns respectively. Our capital improvement plan is ongoing, especially with the current building project. We have a few updates that will need to be addressed soon. We do belong to a few cooperative purchasing services but do not use them as much as we should. Technology plans are fluid currently.

Goal 6- Provide mental health support for all students and staff to maximize the well-being of the school population.

Objectives

- Provide a variety of mental health services including a school nurse, a county health nurse, teletherapy, and a psychiatric nurse practitioner.
- Develop long and short-term plans for individuals in need.
- Use various tools and committees to identify individuals in need of mental health assistance.

Review: We have done an excellent job utilizing the Stronger Connections grant in hiring a school nurse, contracting with a psychiatric nurse practitioner, and contracting for an athletic trainer. We will need to look for resources to continue these services as the Stronger Connections grant sunsets in June of 2025 and we don't know if it will be funded again.

AT-RISK PROGRAM STRATEGY

The intent of this program is to aid all students at JHS who are considered “At-Risk” The first key component involves identifying students. Academic and attendance concerns will be identified through the collaboration of administration, faculty, staff, and parents.

All students will be provided appropriate services that include identifying, monitoring, and guidance to assist students with academic performance, career opportunities, and social development. The end goal is improved academic progress, study skills, behavior, and interpersonal relationships. It is important for families to recognize the services that are provided and access them to support the needs of their students.

The program will be coordinated by the Administration team composed of faculty, staff, school counselor, administration, and co-op specialists when needed. The team will meet on a regular basis to identify students in need of support and development of an action plan.

IDENTIFY STUDENTS WITH NEEDS

Currently, JHS has between 10-20% of students that fall behind because of a variety of factors that include social, emotional, and psychological. Those factors lead to poor academic performance. JHS is committed to providing an appropriate educational plan for all students and provide support for the development of a positive self-image and success academically. Programing in place, as well as additional means will be used to provide an effective program for students. These include, but are not limited to:

- Additional assistance programs available during the school day (Intervention Specialist, Time to Learn, EdReady, iXL, Friday Opportunity).
- Increased individualized instruction.
- Coordination with elementary schools regarding past practices used (MAPS, Star)
- Continued summer school program for credit recovery (Montana Digital Academy, MDTA)
- Coordination with outside agencies
- Learning Center development for enrichment activities
- After school 21st Century program

IDENTIFICATION FACTORS

Student placement and program development will be determined based on greatest need and will be assisted by the Administration team. Referrals and placement will be determined based on needs associated with the following criteria:

- Lack of academic success
- Attendance issues
- Discipline referrals
- Poor daily work
- Apathy towards school
- Low academic achievement
- Change in family status and/or stressors
- Homeless
- Mental health issues
- Involvement with the courts
- Pregnancy

PLAN OBJECTIVES

The intent of the plan is to provide a program of study to meet the individualized needs of all students to promote academic success. Academic structure and integrity will be maintained and JHS will provide flexibility to create programs beneficial for individualized needs. These objectives include:

- Regular attendance
- Positive self-esteem
- Positive social skills
- Respect for staff
- Appropriate behavior skills
- Improved coping skills
- Effective communication skills
- Increased participation in school related activities
- Improved healthy lifestyle
- Increased awareness of career opportunities

SUPPORT PROGRAM

The use of testing policies currently available will be used to determine academic growth as well as guidelines for career opportunities. Identified students will be tracked through present course obligations and requirements and plans will be articulated to provide the most adequate educational plan.

Proper levels of communication will be formulated between the school, students, and families providing relevant information, support, and resources. JHS will maintain accurate data files of individualized programs and construct a comprehensive listing of services.

PROGRAM EVALUATION

The following components will be used by the administration for program review.

- Annual dropout rates (GEMS)
- Annual graduation rates (GEMS)
- Discipline referrals for identified students (IC)
- Annual attendance rates (IC)
- Annual survey information
- Academic achievement scores (MAPPS, ACT, SAT, ASVAB)
- Annual school activities participation rates
- Administration team observations
- Exit survey for graduates/dropouts.

ROLES AND RESPONSIBILITIES

- Evaluate students and programs.
- Monitor progress
- Coordinate student identification
- Provide in-service training.
- Meet needs of each student
- Serve as a resource for teachers.
- Encourage parental involvement (JHS Open Houses, igraduate, CSIP, individual contact)

- Provide assessment strategies.
- Collaborate with staff (professional development, late arrivals)
- Coordinate with other agencies (MBI, Jefferson County Health, YBGR, Interdisciplinary team)
- Mentor students (JHS mentorship program, Peer Mediation)
- Communication with staff
- Monitor students with attendance and behavior issues (Attendance coach, MBI platform)
- Provide study skills to students (Time to Learn)
- Maintain records.
- Select adequate referrals for guidance.

SIGNS OF SUICIDE (SOS)/ Peer to Peer Mental Health First Aide

The Signs of Suicide program has been implemented and instruction occurs during the 1st semester of each school year. Peer to Peer Mental Health First Aid training will occur for all new students. These student and staff driven initiatives have become a component of the curriculum and is used by all students. The program uses sequential components to provide adolescents skills in coping as well as identifying key signs associated with students harming themselves. The program also provides training regarding interacting skills that help and encourage adolescents to seek out and communicate with adults if a crisis occurs.

IGRADUATE

The 2024-2025 school year will include the 6th year of the new igraduate program, a community wide effort to encourage and provide support for all students to graduate. The JHS community will work together to help develop strategies for keeping students in school.

Reach Higher Montana will continue to help and guidance with FAFSA completions. They are also going to provide student assistance during the enrichment period. These two components are vital in helping both students and families overcome the hurdles of completing these requirements. Assistance will help alleviate stress and improve the efficiency of completion.

MENTAL HEALTH TEAM

We now have a mental health team made up of administrators, the school counselor, the school nurses, the athletic director, and the psychiatric nurse practitioner. The team works to find the best resources for identifying students “at-risk” and how to best meet their needs.

**Board Meeting
November 19, 2024
Informational**

New Business

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

Personnel

Resignations- Mr. Gustafson has submitted his resignation effective at the end of this school year.

Recommended Motion: Move to approve the resignation of Mr. Eric Gustafson, effective at the end of the 2024-2025 school year.

New Hires- We have a recommendation to hire Leo Anderson as Assistant Wrestling Coach.

Recommended Motion: Move to approve the hire of Leo Anderson as Assistant Wrestling Coach pending acceptable background check.

Substitutes- We have a substitute application from Chantel Lyon.

Recommended Motion: Move to Chantel Lyon as a substitute pending background check.

Volunteers- No Volunteers

Recommended Motion: Motion if necessary

Attendance Agreements- We have one JHS student attending school in Helena.

Recommended Motion: Move to acknowledge the JHS student attending a Helena school.

Discussion of Open Campus- Mr. Moodry will provide our current Open Campus policy. The discussion can include keeping the policy as is, making changes to the current policy, or re-writing the policy.

Recommended Motion: Motion if necessary.

MTSUIP Contract- I've attached the MTSUIP (Montana Schools Unemployment Insurance Program) contract. Only the clerk needs to sign the contract. We do prefer to have board approval.

Recommended Motion: Move to approve the MTSUIP Contract as presented.

MULTI-DISTRICT PARTICIPATION AGREEMENT
In The
MONTANA SCHOOLS UNEMPLOYMENT INSURANCE PROGRAM

This Agreement is entered into between the Montana Schools Unemployment Insurance Program (MTSUIP) (hereinafter “The Program”), a joint exercise of powers agency duly organized and existing under the laws of the State of Montana, and each Participating Montana Public School or Cooperative, which are political subdivisions duly organized and existing under the Constitution and laws of said State, (hereinafter the “Participating Member”);

WHEREAS, Article XI, Section 7 of the Montana Constitution provides that a political subdivision may a) cooperate in the exercise of any function, power, or responsibility with, b) share the services of any officer or facilities with, and c) transfer or delegate any function, power responsibility, or duty of any officer to one or more other local government units, school districts, the state or the United States;

WHEREAS, Title 7, Chapter 11, Part 1, Montana Code Annotated, (the Interlocal Cooperation Act) authorizes political subdivisions to create interlocal agreements to jointly perform any undertaking that each such political subdivision unit is authorized by law to perform;

WHEREAS, Section 2-9-211, MCA authorizes political subdivisions of the state to procure insurance separately or jointly with other subdivisions, and to use a deductible or self-insurance plan, wholly or in part;

WHEREAS, Section 20-3-363, MCA, authorizes the boards of trustees of any two or more school districts to enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts;

WHEREAS, an Agreement made pursuant to Section 20-3-363, MCA, must be approved by the board of trustees of each Participating Member;

WHEREAS, all expenditures in support of this Agreement must be made directly from the District’s retirement fund or any legally available fund designated by the Board of Trustees of each Participating Member;

WHEREAS, in accordance with Section 20-9-703, MCA, The Program, as a public entity, shall be designated as the prime agency. All other Participating Members shall be designated as cooperating agencies;

WHEREAS, Participating Member has determined it to be in its best interest to join with other school districts in participating in The Program for the purpose of reducing the Participating Member’s unemployment insurance costs and for effectively assisting Participating Members in the State’s processing of unemployment claims;

WHEREAS, The Program is a joint exercise of powers established pursuant to an Interlocal Cooperation Act for the purpose of providing group self-insurance and loss control programs for Participating Members executing this Agreement;

WHEREAS, The Program is authorized to exercise necessary powers to implement the purposes of The Program as established by the Bylaws, the Interlocal Cooperative Act and this Agreement;

WHEREAS, The Program and the Participating Member have entered into this Agreement to meet the unemployment insurance needs of the Participating Member, and to provide for joint and several liability of the Participating Member along with all other Participating Members for the full amount of any and all known or unknown claims of each Participating Member arising during the Participating Member's participation in The Program, and will provide the following advantages, among others, to each Participating Member:

(a) mutual agreement by the Participating Member to make quarterly contributions on a schedule adopted by the Board of Directors and calculated to spread and moderate the cost of claims loss to each Participating Member,

(b) relief from the burden of paying taxes to the State of Montana at levels reflecting the higher costs of other entities because The Program's costs will be limited to reasonable administrative and actual claims costs, and

(c) contribution payments calculated to provide amounts in each year necessary to maintain The Program at a fiscally sound level and therefore sufficient to reserve against the incurred losses of Participating Members;

WHEREAS, Participating Members of the Program voted to approve revisions to The Program's Bylaws effective July 1, 2024. As such, each current Participating Member and new Participating Members will be required to execute this Agreement as a condition of continued participation in The Program;

WHEREAS, it is a matter for the governing board of the Participating Member to determine the appropriate manner in which to provide unemployment insurance coverage; and

WHEREAS, the governing body of the Participating Member has authorized the execution of this Agreement for the purpose of providing coverage for the Participating Member for the benefit of the Participating Member's taxpayers and for the benefit of its present and former employees; and

NOW THEREFORE, in consideration of the above recitals and of the mutual covenants hereinafter contained and for other good and valuable consideration, the parties hereto agree as follows:

Section 1 -- General Provisions:

1. The purpose of this Agreement is to create a multidistrict cooperative for the purpose of providing group unemployment self-insurance and loss control programs for Participating Members of The Program.

2. The Program is designated as the prime agency for the purpose of the financial administration of this Agreement.

3. All other Participating Members are designated as the cooperating agencies and in accordance with Section 20-9-704, MCA, shall transfer all financial obligations under this Agreement to The Program.

4. Any and all amounts transferred to The Program from each Participating Member shall come from the District's retirement fund or any legally available fund designated by the Board of Trustees of each Participating Member.

5. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

6. The term of this Agreement shall be from July 1, 2024 to June 30, 2027. This Agreement will be extended for additional periods of three (3) years unless the Participating Member provides The Program with notice of withdrawal by May 2nd of the last year of the three (3) year term pursuant to the notice requirements set forth in Section 7, Paragraph 1.

7. Any Participating Member may withdraw from participation in The Program upon sixty (60) days written notice to The Program as set forth hereinbelow at Section 5, Paragraph 1. In the event a Participating Member withdraws from participation in The Program, the provisions of Section 5 shall apply.

Section 2 -- Participating Member Conditions and Requirements of Participation In The Program:

1. Each Participating Member must be a Montana Public School or Cooperative. If the Participating Member is a Montana Public School, the Participating Member must be both a member of the Montana School Boards Association (MTSBA) and the Montana Association of School Business Officials (MASBO). If the Participating Member is a Cooperative, the Participating Member must be member of MTSBA and MASBO unless the Cooperative does not employ a Clerk, in which case the Cooperate is not required to be a member of MASBO, but is required to be a member of MTSBA in order to participate in The Program.
2. Each Participating Member agrees to fully cooperate with The Program. This includes but is not limited to the following:
 - a. Timely submission of quarterly unemployment payroll reports to The Program;
 - b. Timely payment of unemployment contributions; and
 - c. Timely responses to unemployment claims information requests.

3. Each Participating Member agrees to reimburse The Program for claim expenses incurred if the Participating Member fails to timely respond to claims information requests from The Program (or the Montana Unemployment Insurance Division).
4. Each Participating Member agrees that membership in the Program may be terminated with sixty (60) calendar days' notice to the Participating Member (via electronic and other means as set forth in Section 5, Paragraph 3) for any of the following reasons as recommended by The Program Director and determined by the Board of Directors:
 - a. Failure to be a member in good standing with both MTSBA and MASBO (where applicable) as noted hereinabove;
 - b. Failure to timely file quarterly unemployment payroll reports;
 - c. Failure to timely pay unemployment contributions due;
 - d. Failure to timely respond to unemployment claims information requests;
 - e. Ongoing higher than normal unemployment claims for an extended period as determined in the discretion of The Program;
 - f. Any event, caused by a Participating Member's actions, that expose The Program to paying claims in excess of the liability cap outlined in the Paragraph 5 below.
5. Each Participating Member agrees that The Program's liability for claims is capped at five (5) times each Participating Member's annual contribution, subject to board approved minimums & maximums. Each Participating Member will be responsible for the Participating Member's claims that exceed its liability cap. This is necessary to protect The Program and prevent the failure of The Program in case of a catastrophic event(s) where claims of a single Participating Member disproportionately exceed the cumulative contributions of that Participating Member thereby jeopardizing the investment of all other Participating Members.
6. Each Participating Member agrees to take such action as may be necessary to include unemployment contribution payments payable hereunder in its annual budget. This agreement on the part of the Participating Member shall be deemed to be and shall be construed to be duties imposed by law and it shall be the duty of each and every public official of the Participating Member to take such action and do such things as are required by law in the performance of the official duties required hereunder to enable each Participating Member to carry out and perform the duties and obligations set forth in this Agreement.
7. Each Participating Member agrees that The Program and any of its agents, employees or attorneys shall be permitted at all reasonable times to examine the Participating Members' payroll records, and Participating Members' books, contracts, documents and records of any and every kind which show or tend to show or verify the contribution which is payable under the terms hereof. This right to inspect or examine shall continue after termination of membership with respect to all claims or matters arising during or relating to membership status in The Program.
8. Each Participating Member agrees to exercise and implement risk management practices to minimize unemployment claims.

9. Each Participating Member agrees to give immediate notification to The Program of any unemployment claim. Any cost or penalty associated with any paid claim relating to unemployment benefits resulting from a Participating Member's failure to give timely notice or response to The Program will be assessed against the Participating Member.

Section 3 – Obligations and Authority of The Program:

1. All claims for unemployment are processed and investigated by the Unemployment Insurance Division of the Montana Department of Labor and Industry ("the Department of Labor"). As noted hereinabove in Section 2, each Participating Member agrees to cooperate with the Department of Labor and with The Program in providing any and all relevant information necessary to process claims and make determinations regarding the validity of a claim for unemployment. The Program shall reimburse any claim made by a former or current employee of any Participating Member, arising out of such claimant's employment, if approved by the Montana Department of Labor and Industry, the Board of Labor Appeals or a court of competent jurisdiction.
2. Any approved claim entered against a Participating Member shall be a liability of The Program and a joint and several liability of each Participating Member as provided in this Agreement.
3. As noted hereinabove at Section 2, Paragraph 5, each Participating Member agrees that The Program's liability for claims is capped at five (5) times each Participating Member's annual contribution, subject to board approved minimums and maximums. Each Participating Member will be responsible for the Participating Member's claims that exceed that Participating Member's cap.
4. If The Program assets are insufficient to reimburse for the claim, The Program may assess each Participating Member to the extent necessary to pay for such claim(s), and the assessment charged each Participating Member shall be determined on a proportionate basis in accordance with each Participating Member's net contribution to The Program. An assessment shall be a contractual obligation of the Participating Member provided, however, that nothing contained herein shall be construed as a limitation upon the joint and several liability of each Participating Member.
5. The liability of The Program is specifically limited to: (1) such obligations as are imposed by the Unemployment Insurance Law of the State of Montana; and (2) the limitations set forth in Section 2, Paragraph 5 as set forth hereinabove.
6. The Program may purchase excess insurance if the Board of Directors determines it to be in the best interests of the Program and the Participating Members.
7. The Program may raise funds by the issuance of bonded indebtedness in an amount necessary to assure the continued solvency of The Program if approved by the Board of Directors. The proceeds of which bonded indebtedness may be used in lieu of or in addition to excess insurance and surety bonds to the fullest extent permitted by applicable Montana Law.

8. The Board of Directors may, in its discretion, approve agreements with various third-party service providers to provide services necessary for the efficient operation of The Program.
9. The Program will realize investment income in accordance with applicable investment laws which shall be treated as revenue to the Program.
10. The Program has the authority to establish financial reserves to ensure the ongoing viability of The Program and to account for future unexpected conditions that may impact the viability of The Program.
11. Contributions, investment income, special assessments, profits or other income paid to or derived from The Program shall not be commingled with the funds of any other program.

Section 4 – Contribution Rates and Payments:

1. Contribution rates shall be adopted by The Program’s Board of Directors on a fiscal year basis to be effective July 1 of each year, provided, however, that the Board of Directors may make such mid-term adjustments to rates or special assessments as may be appropriate and in the best interests of The Program and the Participating Members to accomplish the goals of the Program. Contribution rates shall be applied to each Participating Member’s payroll.
2. The contributions charged Participating Members will be sufficient to secure and pay for services necessary for the efficient operation of The Program, including but not limited to the following services:
 - a. Reimbursement of claims paid
 - b. Payment of the administrative fund tax (AFT)
 - c. General administration of The Program
 - d. Claims assistance and legal advocacy
 - e. Investment services
 - f. Legal services
 - g. Accounting and auditing services
 - h. Actuarial/Consulting services
 - i. Risk management consulting services
3. Each Participating Member agrees to pay the contributions at the rate and on the schedule approved by The Program’s Board of Directors. As set forth in Section 2, Paragraph 4, failure to timely pay contributions is grounds for termination of membership in The Program.
4. Subject to the following conditions set forth hereinbelow, the obligation of any Participating Member to pay contributions under this Agreement will terminate upon the earliest of the following events:
 - a. withdrawal of such Participating Member from The Program pursuant to Section 5, Paragraph 1; or
 - b. termination of such Participating Member from The Program pursuant to Section 5, Paragraph 3.

Provided however, that no such withdrawal or termination shall extinguish (i) the obligations of such Participating Member to pay contributions with respect to coverage periods of such Participating Member prior to such withdrawal or termination, (ii) the obligations of such Participating Member to pay Special Assessments as provided in Section 4, Paragraph 1 with respect to coverage periods of each Participating Member, whether such Special Assessments are imposed either prior or subsequent to such withdrawal or termination, or (iii) the right to receive the benefits of such coverage with respect to coverage periods of such Participating Member prior to such withdrawal or termination.

5. There shall be no abatement of contribution payments. Notwithstanding the authority of The Program to terminate a Participating Member for failure to timely file reports and/or timely pay contributions, in the event a Participating Member fails to make any of the contribution payments required on the date due as established by the Board of Directors, the payment in default shall remain the obligation of the Participating Member until paid in full. For any late contribution payments or late report filing, the member agrees to pay The Program any applicable penalties and/or interest that The Program assesses.

Section 5 -- Rights and Obligations Upon Withdrawal or Termination of Membership In The Program:

1. Any Participating Member may withdraw from The Program by giving at least sixty (60) calendar days' notice in writing to The Program pursuant to the Notice requirements set forth in Section 7, Paragraph 1 of its desire to withdraw.
2. In no event shall withdrawal from or termination of a Participating Member's participation in The Program release a Participating Member from its obligation to pay any and all amounts due The Program resulting from default under the terms of this Agreement, nor shall such withdrawal or termination release a Participating Member from its obligation to pay contributions or special assessments as provided herein. Notice of withdraw shall be revocable only at the sole discretion of The Program.
3. When, upon recommendation of the Program Director and action of The Program's Board of Directors, a Participating Member has been deemed to have engaged in any conduct and/or inaction that warrants termination of a Participating Member's membership in The Program as set forth in Section 2, Paragraph 4 above, the Participating Member will be given at least sixty (60) calendar days' notice (sent via email to the Business Manager and Board Chair and also certified mail return receipt requested addressed to the District's or Cooperatives Business Manager) that the Participating Member's membership in The Program is being terminated as of a date certain. Said notification shall include the basis for such termination. The action of The Program's Board of Directors shall be final and binding.
4. In no event shall termination from The Program release a Participating Member from its obligation to pay contributions with respect to coverage periods.
5. Upon notice of withdrawal from a Participating Member or termination of a Participating Member from The Program, The Program and the Participating Member shall promptly notify the Unemployment Insurance Division of the Montana Department of Labor and Industry.

Section 6 -- Joint and Several Liability:

1. Each Participating Member agrees to assume and guarantees to pay, or otherwise discharge promptly, any and all the liabilities and obligations which The Program may incur pursuant to the terms of this Agreement and the Unemployment Insurance Laws of the State of Montana.
2. This Agreement represents a direct financial guarantee to the present and former employees of all Participating Members of The Program for the full amount of any and all liabilities or obligations on amounts not limited to each Participating Member's "pro rata" share. Each Participating Member understands and agrees that it shall be jointly and severally liable with the other Participating Members for the full amount of any and all known and unknown reimbursable unemployment compensation claims of the Program arising during the membership of the Participating Member in The Program.
3. In the event The Program shall fail to reimburse for claims when due, the Participating Member will pay the same, and the payment may be enforced against the Participating Member to the same extent as if said payment was its sole liability. The Participating Member understands and agrees that it shall be jointly and severally liable with the other Participating Members for the full amounts of any and all known or unknown claims of The Program arising during the membership of the Member with the Program.

Section 7 – Notice and Enforceability:

1. All notices or other communications hereunder shall be sufficiently provided when sent to the Program Director via email or other electronic means and upon acknowledgement back to the sender of receipt by the Program Director. If mailing is utilized as a means of notice, any notice or other communication shall be deemed to have been received five business days after deposit in the United States mail in certified form, postage prepaid, to the Participating Member at the physical address The Program has on file.

If mailing to The Program, such notice or communication should be addressed to:

Montana Schools Unemployment Insurance Program
863 Great Northern Blvd., Ste. 301
Helena, MT 59601

2. This Agreement shall inure to the benefit of and shall be binding upon The Program and the Participating Members and their respective successors and assigns.
3. This Agreement is enforceable by The Program, Participating Members of the Program, and/or the Unemployment Insurance Division of Montana Department of Labor and Industry. The undersigned is held and firmly bound for the payment of any and all legal fees and costs incurred by The Program and/or the State of Montana in any actions taken to enforce this Agreement.

4. In the event any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
5. The Program and the Participating Members agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of The Program hereby provided or intended so to be or for carrying out the expressed intention of this Agreement.
6. This Agreement shall be governed by and construed in accordance with the laws of the State of Montana.

Effective this 1st day of July, 2024.

MONTANA SCHOOLS UNEMPLOYMENT INSURANCE PROGRAM

By _____ INFORMATIONAL ONLY

Program Director, MTSUIP
Laren Carparelli

PARTICIPATING MEMBER

By _____ DO NOT SIGN - INFORMATIONAL ONLY

Authorized Representative (signature)

Printed Name of Authorized Representative

School District/Cooperative Name (please provide the full "name" of your District – not just the "district number")

November 13, 2024

Superintendent Erik Wilkerson,

I am certain that you are well aware of how much I enjoy being on the team at Jefferson High School, but it is that time of year when student teachers are completing their field experience and soon will be searching for a teaching position for the coming school year.

JHS has several teachers that have been here for many years and are major contributors to the quality of education at Jefferson High. I believe that if a search for a possible long-term wood shop teacher might begin presently, then JHS would have a much greater opportunity to find that person, especially considering how difficult it is to find teachers with Industrial Arts / Tech Ed degrees considering that MSU only graduates about 5 to 7 of these teachers per year and many of those teachers are looking for schools offering FFA.

Consequently, I will announce my resignation from my current teaching position, (effective at the end of the 2024-2025 school year so that JHS can get out ahead of other schools in pursuit of a Tech Ed teacher.

Please accept my resignation to be effective at the end of the 2024-2025 school year and thank you for the awesome experience and privilege of being a JHS faculty member.

A handwritten signature in black ink that reads "Eric Gustafson". The signature is written in a cursive style with a large initial "E" and a long, sweeping underline.

Eric Gustafson