

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

**\* 5:30 p.m. Tuesday March 18, 2025 \***

**Jefferson High School Library (former)**

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

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

**A. Call to order-Chairperson**

1. Pledge of Allegiance

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

**C. Consent Agenda**

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

**D. Student Report**

**E. Staff Report**

**F. Committee Reports**

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

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

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

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

1. Construction project update
2. Personnel
  - a. Substitutes –
  - b. Resignations – BBB – A. Connole, Cheer – L. LeTexier
  - c. Volunteer – Skills USA Chaperone – S. Brieze
  - d. Staff employment recommendations – Assistant Tennis Coach – C. Cassetarri,
3. Attendance Agreements – 0 YDI, 0 JHS student to Helena, 1 Helena student to JHS
4. Notice of Intent to Increase Non-voted Levies
5. Update Job Description for Clerk
6. Boulder Association of Teachers MOU
7. Discussion of possible bus purchase

**J. Communication and Comments**

- a. Letters to the Board

**K. Commendations and Recognition**

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

**NEXT REGULARLY SCHEDULED HIGH SCHOOL BOARD MEETING April 15, 2025, 5:30 P.M.** Board chair-approved agenda items are due in the district office by the last Friday of the month prior to the board meeting.

*All board meetings are held in the Jefferson High School Library, on the third Tuesday of each month at 6:30 p.m. (Exceptions often occur in May and August to follow legal requirements.) For updates, call the district office at 225-3740.*

**Jefferson High School Board Members**

Cami Robson, Chair (Clancy area position)

Justin Willcut (MT City area position)

Lindsey Graham (Basin area position)

Clint Rieder (At-Large 1 position)

Erika Morris, Vice-Chair (Boulder area position)

Larry Rasch (At-Large 3 position)

Corey Eveland (At-Large 2 position)

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

# MINUTES Jefferson High School Dist. 1 Board of Trustees

February 18, 2025

Regular Meeting

**Board members present in-person:** Camilla Robson, Erika Morris, Justin Willcutt, Corey Eveland, Lyndsey Graham (on phone), Larry Rasch (on phone)

**Board members absent:** Clint Rieder

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

**Staff and Visitors Present:** Sarah Layng (AD), Devyn Ottman (Counselor), Rory Rasmussen, Bryn Jeske, Conor Reilley (Monitor)

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

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

**C. Consent Agenda**

ITEM	MOTION	SECOND	AYE	NAY	Notes
Minutes	Ms. Morris	Mr. Wilcutt	6	0	
Claims and Accounts	Mr. Willcutt	Mr. Eveland	6	0	
Construction payments	Ms. Morris	Mr. Wilcutt	6	0	

**D. Staff Report.** Ms. Ottman shared her experience with forecasting 25/26 enrollment from her visits to area elementary schools.

**E. Student Report.** – Rory Rasmussen briefly reported on the activities of Student Council. Approved BPA Valentine Cookie fundraiser, Organizing JHS days

**F. Committee Reports** – None.

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

1. Clerk/Business Manager. No questions.
2. Principal/A.D. Discipline numbers decreased. Phone calls (3) from community members expressing concern about students driving off campus. District Basketball will be this coming weekend. Spring sports numbers look promising.
3. Superintendent – Reported about the furnace that overheated. The fire department showed up and Mr. Lyon (custodian) was able to address the issue with them.

**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. No bids have been received yet.
2. Personnel
  - a. Substitutes –J. Guay

ITEM	Motion	Second	AYE	NAY	Notes
Approve	Ms. Morris	Mr. Wilcutt	6	0	Pending background check



b. Volunteers – Michael Silvonon and Nathan Heinitz submitted applications to volunteer to help with tennis.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Approval of volunteers	Mr. Wilcutt	Mr. Eveland	6	0	Pending background checks

c. Resignations – None

d. Staff employment recommendations – golf coach Mr. Moodry as assistant with possible share with Mr. Brower

ITEM	MOTION	SECOND	AYE	NAY	Notes
Moodry/Brower team	Ms. Robson	Ms. Morris	6	0	

3. Attendance agreements.

Attendance	Motion	Second	AYE	NAY	Notes
Approval for 0 JHS attendance					
Approval for 0 AYA attendance					
Acknowledge 3 out-of-district	Mr. Eveland	Mr. Wilcutt	6	0	

4. Call for Trustee and Levy Election

ITEM	MOTION	SECOND	AYE	NAY	Notes
Call for Election	Ms. Morris	Mr. Eveland	6	0	

5. Retirement Incentive discussion. The budget for this year did not include funds for an incentive. Mr. Wilkerson did not have anyone approach him about retiring either.

ITEM	MOTION	SECOND	AYE	NAY	Notes
No motion made					

6. Heard Scholarship discussion. April 1 Due date. The Clerk will publicize it. Mr. Moodry suggested that the MUS scholarships come out in March, and it would be a good time to verify receipt of full tuition. (That is one disqualification for the Heard Scholarship.)

ITEM	MOTION	SECOND	AYE	NAY	Notes
No motion needed					

7. Adopt 2025/2026 Calendar

ITEM	MOTION	SECOND	AYE	NAY	Notes
24/25 Calendar	Mr. Willcutt	Mr. Eveland	6	0	

8. Charter School discussion. Due to student enrollment issues at the Youth Dynamics (YBGR) facility, we are unable to sustain the Jefferson Academy Charter School. Mr. Wilkerson recommended the Board dissolve the Jefferson Academy and will send a letter to the Board of Public Education to inform them of this decision.

ITEM	MOTION	SECOND	AYE	NAY	Notes
Dissolve the application	Ms. Morris	Mr. Wilcutt	6	0	

**J. Communication and Comments**

a. MT School of the Deaf and the Blind

**K. Commendations**

Mr. Moodry was commended for his work on the wrestling tournament JHS hosted in Butte. Ms. Ottman was commended for her work with the area elementary schools.

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

a. Next meeting – March 18, 2025 @ 5:30 p.m.

b. Bus purchase, STARS act, non-voted levy notification

**M. Adjournment** - meeting adjourned at 6:21 p.m.

Signature of Chair

Signature of Clerk



15:23:14

## Claim Details

Report ID: AP100

For the Accounting Period: 2/25

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25637	49678S	4761 PEAK 1 ADMINISTRATION	40.00						
1		156943 02/15/25 Cobra Fee	40.00		201	100-1000	260		
25639	49672S	1002 GENERAL DISTRIBUTING	328.66						
1		0001470269 02/04/25 MDX-100 10ft	328.66*		201	390-1640	610		
25640	49677S	4389 NITRO GREEN & CHRISTMAS DECOR	144.00						
1		703730 02/03/25 Pest control mice,	144.00*		201	100-2600	440		
25641	49674S	5472 MT DIGITAL ACADEMY	1,783.50						
1		INV-SP25-1 02/18/25 FlexCAP Dual Credit Origin	1,783.50*		215	100-1000	640	332	
25642	-99473E	4625 MT DEPARTMENT OF REVENUE	3,108.64						
1		3112-21 01/31/25 Gross Receipts tax	3,108.64*		260	100-4500	725		
25643	49671S	5677 DICK ANDERSON CONSTRUCTION	307,755.78						
1		3112-21 01/31/25 Construction payment	307,755.78*		260	100-4500	725		
25645	49679S	5270 SMA ARCHITECTS	16,963.95						
1		22-001-32 01/30/25 SMA Architecture payment	4,163.95*		260	100-4500	725		
2		22-001-33 02/04/25 SMA Architecture payment	12,800.00*		260	100-4500	725		
25646	49676S	5387 MUST	802.00						
1		2025Mar 03/01/25 Ins Prem. CC	802.00*		215	100-1000	260	666	
25647	-99472E	4786 MC Mastercard	306.72						
2		01/06/25 Google SVC Credit	-28.27		201	100-1000	610		
3		E1422 01/24/25 School Administrators of Monta	225.00*		201	100-2100	582		
4		01/27/25 Neewer X12 14 inch Aluminum al	109.99*		215	100-1000	660	287	
25648	-99471E	4786 MC Mastercard	342.85						
Card 9163									
1		Due From BPA	342.85		201	170			
25649	-99470E	4786 MC Mastercard	260.00						
1		01/28/25 Due From Cheer	260.00		201	170			

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Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25650	-99469E	4786 MC Mastercard	289.78						
1		01/23/25 Due from Art	198.86		201	170			
2		01/24/25 Due from JR Class	90.92		201	170			
25651	-99468E	4786 MC Mastercard	2,761.00						
1		01/03/25 WR Hotel Lodge Super 8	491.18*		201	720-3500	582		
2		01/11/25 WR Super 8 Motels	858.60*		201	720-3500	582		
3		01/13/25 WR The great Falls inn	992.00*		201	720-3500	582		
4		01/20/25 WR Stage Stop inn	310.80*		201	720-3500	582		
5		01/30/25 Due from WR	34.99		201	170			
6		02/03/25 Albertson Gatorade	73.43*		201	720-3500	582		
25652	-99467E	4786 MC Mastercard	2,713.48						
1		01/16/25 Due From General Activites	2,151.07		201	170			
2		01/22/25 Flinn Scientific Inc	473.66		201	100-1000	610		
3		01/24/25 Holiday Stations Wrestling	26.84*		201	720-3500	580		
4		01/25/25 Conoco Gas for Wrestling	61.91*		201	720-3500	580		
25653	-99466E	4786 MC Mastercard	1,778.35						
1		01/15/25 360 Electrical cords for Drama	41.88*		215	412-1000	610	620	
2		01/03/25 Due From Drama	1,736.47		201	170			
25654	-99465E	4786 MC Mastercard	427.43						
1		01/08/25 Pacific Steel Branch	141.40*		201	390-1640	610		
2		01/10/25 Napa Helena	268.03*		201	390-1640	610		
3		01/14/25 USPS	18.00*		201	390-1640	610		
25655	-99464E	4786 MC Mastercard	748.16						
1		01/19/25 Panda Express	11.70		201	100-2400	582		
2		01/20/25 Exxon Butte	43.94		201	100-2400	582		
3		01/20/25 Exxon Three Forks	47.05		201	100-2400	582		
4		01/28/25 Mcdonalds	10.25		201	100-2400	582		
5		01/28/25 Delta Hotels	369.04		201	100-2400	582		
6		01/29/25 Due from Wrestling	8.67		201	170			
7		02/04/25 Due from Wrestling	153.89		201	170			
8		01/24/25 Walmart	103.62		201	100-2400	610		



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For the Accounting Period: 2/25

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Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25656	-99463E	4786 MC Mastercard	851.87						
1		01/06/25 Mcdonalds	14.25*		201	720-3500	582		
2		01/06/25 Helena Holiday Inn	135.92*		201	720-3500	582		
3		01/14/25 Hertz car rental for Wrestling	441.78*		201	720-3500	582		
4		01/19/25 Billings hotel and con	259.92*		201	720-3500	582		
25657	-99462E	4786 MC Mastercard	485.83						
1		01/10/25 The home depot	19.97*		201	390-1641	610		
2		01/13/25 Kenyon Noble Lumber	11.99*		201	390-1641	610		
3		01/14/25 Kenyon noble lumber	-59.98*		201	390-1641	610		
4		01/23/25 Kenyon Noble Lumber	254.97*		201	390-1641	610		
5		01/24/25 The home Depot	60.92*		201	390-1641	610		
6		01/26/25 The home depot	39.64*		201	390-1641	610		
7		02/03/25 Kenyon Noble Lumber	149.43*		201	390-1641	610		
8		02/03/25 Kenyon Noble Lumber	8.89*		201	390-1641	610		
25658	49673S	4087 HUNTLEY PROJECT HIGH SCHOOL	40.00						
1		12/01/24 MFEA Speech/Debate/Drama Coach	40.00*		201	710-3400	810		
25659	49670S	2152 CENTURY LINK	460.20						
1		333808998 02/13/25 Century link cable charges	460.20		201	100-2300	531		
25660	49669S	5523 CANON FINANCIAL SERVICES, INC.	730.30						
1		38401339 02/09/25 Canon refill of B&W and Colo	730.30		201	100-5200	840		
25661	49683S	5818 ITD Solutions	4,512.50						
1		1042 01/31/25 Service, Cable for Williams, T	4,512.50*		201	100-2580	355		
25662	49682S	1002 GENERAL DISTRIBUTING	445.11						
1		0001472202 02/12/25 Acetylene, Red, Size WS	445.11*		201	390-1640	610		
25663	49684S	4498 LERUM AUTO	70.00						
1		0061310 02/25/25 Oil change and wash	70.00*		218	100-1000	440		
25665	49680S	385 BOULDER MONITOR & JEFFERSON CO.	5.00						
1		6678 02/28/25 Agenda	5.00		201	100-2300	540		

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25666	49681S	4827 CITI BUSINESS VISA-Costco	1,890.67						
1		Distrist office supplies	137.35*	11120	215	100-2500	610	777	
2		6 pack Merv 8 filters	203.70*	11125	201	100-2600	610		
3		4 pack Merv 8 Filter	777.33*	11125	201	100-2600	610		
4		Ice machine filters	148.39*	11125	201	100-2600	610		
5		shilpping expense	18.91*	11125	201	100-2600	610		
6		01/27/25 Amazon Nebula Capsule projecto	379.99*		215	100-1000	660	287	
7		01/30/25 Montana FCCLA state Leadership	225.00*		215	451-1710	500	51	
25668	-99461E	4786 MC Mastercard	555.27						
1		01/24/25 S&D Breakfast L&P Apples, JC	27.08		201	710-3400	582		
2		01/25/25 S&D Divisional lunch Subway	78.87		201	710-3400	582		
3		01/25/25 S&D Divisional dinner DQ	91.94		201	710-3400	582		
4		01/30/25 S&D dinner Cracker Barrel	84.00		201	710-3400	582		
5		01/31/25 S&D huntley project school con	7.00		201	710-3400	582		
6		01/31/25 S&D dinner Tao new asian	84.00		201	710-3400	582		
7		02/03/25 S&D Subway state lunch	53.95		201	710-3400	582		
8		02/01/25 S&D Subway in Butte	55.64		201	710-3400	582		
9		02/01/25 S&D Subway in Butte	-55.64		201	710-3400	582		
10		02/01/25 S&D Dinner state	84.00		201	710-3400	582		
12		02/02/25 S&D State Breakfast Bagel	44.43		201	710-3400	582		
25669	49685S	5845 Math Motivations	32.00						
1		03/03/25 Math Contest 8 JHS Regist fee	32.00		201	100-1000	610		
# of Claims		29	Total:	350,633.05	# of Vendors	15			
		Total Electronic Claims	14,629.38						
		Total Non-Electronic Claims	336,003.67						



03/14/25

15:23:15

## JEFFERSON HIGH SCHOOL

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## Fund Summary for Claims

Report ID: AP110

For the Accounting Period: 2/25

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	19,254.97
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	3,479.71
218 HIGH SCHOOL TRAFFIC EDUCATION	
101	70.00
260 HIGH SCHOOL BUILDING FUND	
101	327,828.37
Total:	350,633.05





15:28:34

### Claim Details

Report ID: AP100

For the Accounting Period: 3/25

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25671	49700S	3106 STAPLES	16,814.41						
Cancelled on 3/10/25 to change acct line the repost									
1		1423223-1 07/01/24 Poster board, Stencil	75.03		201	100-1000	610		
2		1446726-1 02/12/25 Sma Arch Fabric, Nylon Glid	2,943.82*		260	100-4000	660		
3		1446726-0 08/30/24 Chairs, Stools	9,443.72*		215	100-1000	660	785	
4		1446726-1 02/12/25 Storage cabnits, stools	4,351.84*		215	100-1000	660	785	
25672	49699S	2270 S.J. PERRY CO., INC.	94.05						
1		01180 01/29/25 Urinal Spud, Urinal Gasket	94.05		201	100-2600	615		
25673	49701S	5575 WILKERSON, ERIK	357.00						
1		03/03/25 Mileage for WR and BB games	357.00*		201	720-3500	582		
25674	49700S	3106 STAPLES	2,163.42						
1		1455363-1 Trash bags, vacuums, glov	1,056.90	10740	215	999		341	
K.LYON									
PO Accounting (Org/Prog/Func/Obj/Proj: -737-1000-610-341									
3		1455363-0 Nitrile PF 5mil Black	162.60	10920	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									
4		1454161-2 Garbage	247.92*	11068	260	100-4500	610		
5		1437633-0 Hand towels	57.00*	11040	201	100-2600	610		
6		1387967-1 Toilet Tissue 2 ply	319.50	10920	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									
7		1387967-0 Toilet Tissue 2 ply	309.50	10920	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									
8		1387967-1 Toliet Tissue 2 ply	10.00	10920	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									
25675	49700S	3106 STAPLES	1,773.45						
1		294214 Towel Roll, Clr Bowl Cleaner	1,773.45	10740	215	999		341	
K.LYON									
PO Accounting (Org/Prog/Func/Obj/Proj: -737-1000-610-341									
25676	49700S	3106 STAPLES	1,386.06						
1		1454099-2 various garbage cans	814.60*	11061	260	100-4500	660		
K.LYON									
2		323917 Snowplow bag	213.70	10920	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									
3		323917 snowplow Bag	330.00	10920	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									
4		323917 snowplow bag	27.76	10920	201	999			
PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-610-									

15:28:34

## Claim Details

Report ID: AP100

For the Accounting Period: 3/25

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25677	49688S	4633 COMMERCIAL ENERGY OF MT INC.	3,115.70						
1		NWE086845 03/04/25 Gas on the NWE System	3,115.70		201	100-2600	411		
25678	49695S	5777 MENTAL HEALTH CONNECTIONS LLC	1,350.00						
1		02282025 02/28/25 2/6 2/12 2/13 2/27 service d	1,350.00*		215	459-1000	330	459	
25680	49687S	2717 CITY OF BOULDER	1,364.42						
1		622-0 03/25/25 Water JHS outdoor	15.97		201	100-2600	421		
2		617-00 03/25/25 Water, Sewer, Tennis	36.45		201	100-2600	421		
3		311-00 03/25/25 Water,Sewer,JHS	1,312.00		201	100-2600	421		
25681	49690S	1086 GIULIO DISPOSAL SERVICES, INC.	173.60						
1		4043 02/28/25 8yd 2x Weekly 02/01-02/28	173.60		201	100-2600	431		
25682	49686S	3012 BLACK MOUNTAIN SOFTWARE	614.17						
1		INV-03223 02/11/25 Prorated 11 months 2/25-12/	614.17*		201	100-2500	680		
25683	49689S	1002 GENERAL DISTRIBUTING	619.52						
1		0001474241 02/21/25 .035 n71 t-1 08m 11lb spoo	619.52*		201	390-1640	610		
25684	49692S	5818 ITD Solutions	4,457.50						
1		Cancelled on 3/10/25 to change the acct line then reposted							
1		1045 03/04/25 It Service, USB-C adapter for	4,457.50*		215	100-2580	355	620	
25685	49696S	5292 MONTANA SCHOOL EQUIPMENT CO.	10,677.15						
1		24514 09/09/24 Misc Furniture	10,785.00*		215	100-1000	660	785	
2		24514 09/09/24 less 1% tax	-107.85*		215	100-1000	660	785	
25686	49694S	1377 JOHNSON CONTROLS	5,390.25						
1		1-13526725 02/18/25 Heat on Gym unit not worki	3,633.00*		201	100-2600	440		
2		1-13527404 02/19/25 Library Units not Function	1,757.25*		201	100-2600	440		
25687	49698S	1987 PACIFIC STEEL	784.42						
1		8933372 01/30/25 HR Flat, 20 GA Cr sheet , She	784.42*		201	201-1640	610		
25688	49693S	1304 JEFFERSON COUNTY SOLID WASTE	20.00						
1		50350 01/27/25 Freon	20.00		201	100-2600	431		



## Claim Details

Report ID: AP100

For the Accounting Period: 3/25

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25689	-99460E	4639 WEX BANK	6,794.34						
1		102601735 01/31/25 Route fuel	4,382.68*		210	100-2700	624		
2		102601735 01/31/25 drama fuel	187.33		201	710-3400	582		
3		102601735 01/31/25 Speech/debate	36.14		201	710-3400	582		
4		102601735 01/31/25 GBB fuel	167.07*		201	720-3500	582		
5		102601735 01/31/25 Practice trips	185.36*		201	720-3500	582		
6		102601735 01/31/25 Wrestling fuel	402.84*		201	720-3500	582		
7		102601735 01/31/25 BBB fuel	226.88*		201	720-3500	582		
8		102601735 01/31/25 Foods fuel	42.85		201	910-3100	624		
9		102601735 01/31/25 drivers ed	23.94		201	100-2600	624		
10		102601735 01/31/25 Due from BES	1,139.25		201	180			
25690	49691S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	36,863.04						
1		10689 01/31/25 Route Installment	32,257.33*		210	100-2700	513		
2		10689 01/31/25 Drama	799.69		201	710-3400	582		
3		10689 01/31/25 Drama downtime	203.90		201	710-3400	582		
4		10689 01/31/25 GBB	1,084.39*		201	720-3500	582		
5		10689 01/31/25 GBB downtime	353.36*		201	720-3500	582		
6		10689 01/31/25 Practice	791.25*		201	720-3500	582		
7		10689 01/31/25 Wrestling	1,053.89*		201	720-3500	582		
8		10689 01/31/25 Wrestling downtime	584.48*		201	720-3500	582		
9		10689 01/31/25 BBB	1,297.65*		201	720-3500	582		
10		10689 01/31/25 BBB downtime	353.36*		201	720-3500	582		
11		10689 01/31/25 Overcharge prac.trips	-1,916.26*		201	720-3500	582		
25691	49691S	1183 HARLOW'S SCHOOL BUS SERVICE, INC.	39,325.80						
1		10771 02/28/25 Route Installment	32,257.33*		210	100-2700	513		
2		10771 02/28/25 Band	962.16*		201	720-3500	582		
3		10771 02/28/25 Band downtime	265.02*		201	720-3500	582		
4		10771 02/28/25 GBB	1,278.04*		201	720-3500	582		
5		10771 02/28/25 GBB downtime	530.04*		201	720-3500	582		
6		10771 02/28/25 Practice	158.25*		201	720-3500	582		
7		10771 02/28/25 Wrestling	1,673.23*		201	720-3500	582		
8		10771 02/28/25 Wrestling downtime	584.48*		201	720-3500	582		
9		10771 02/28/25 BBB	1,263.89*		201	720-3500	582		
10		10771 02/28/25 BBB downtime	353.36*		201	720-3500	582		

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## Claim Details

Report ID: AP100

For the Accounting Period: 3/25

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25692	-99459E	4639 WEX BANK	6,627.36						
1		103223831 02/28/25 Route fuel	3,850.78*		210	100-2700	624		
2		103223831 02/28/25 Band fuel	168.29		201	710-3400	582		
3		103223831 02/28/25 Speech/debate	88.91		201	710-3400	582		
4		103223831 02/28/25 GBB fuel	408.77*		201	720-3500	582		
5		103223831 02/28/25 Practice trips	40.71*		201	720-3500	582		
6		103223831 02/28/25 Wrestling fuel	430.49*		201	720-3500	582		
7		103223831 02/28/25 BBB fuel	396.18*		201	720-3500	582		
8		103223831 02/28/25 Elementary music	47.10		201	100-1000	582		
9		103223831 02/28/25 drivers ed	50.20		201	100-2600	624		
10		103223831 02/28/25 Due from BES	1,145.93		201	180			
25693	49697S	5200 MOODRY, MIKE	132.45						
1		W3DMNUV8N 03/04/25 Cpr & AED Training	10.00*		201	720-3500	582		
2		EKIQE9WLY 02/24/25 Fundamentals of Coaching	35.00*		201	720-3500	582		
3		03/10/25 Membership dues	40.00*		201	720-3500	582		
4		03/07/25 Mileage District b-Ball 73 mil	47.45*		201	720-3500	582		
25694	49702S	5529 BEST WESTERN PLUS CLOCKTOWER INN	9,276.40						
1		0001747 03/11/25 G/B BB Divisionals hotel stay	9,276.40*		201	720-3500	582		
25695		5191 FISHER'S TECHNOLOGY	810.67						
1		1463893 03/03/25 B/W and Color copies	810.67*		201	100-2400	440		
25697		4389 NITRO GREEN & CHRISTMAS DECOR	144.00						
1		704861 03/01/25 Mices/Ants/ Spiders	144.00*		201	100-2600	440		
25699		1737 NORTHWESTERN ENERGY	9,918.23						
1		0133494-5 03/03/25 Electric Service	5,452.26		201	100-2600	412		
2		0133494-5 03/03/25 Unmetered Service	10.44		201	100-2600	412		
3		0133494-5 03/03/25 Natural Gas Service	2,871.02		201	100-2600	411		
4		0133494-5 03/03/25 State and Local Taxes	1,584.51		201	100-2600	411		
25700		5670 LUMEN	797.22						
1		728235410 03/01/25 Internet fees and surcharge	797.22*		215	412-1000	535	620	

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

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Report ID: AP100

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
25701		3602 POWER TOWNSEND	99.46						
1		959884 03/05/25 Valve Ball/ Coupling/ straight	99.46*		201	100-2600	610		
25702		5272 BIG SKY GLASS WORKS	50.00						
1		2900 03/05/25 glass work Class 2024& 1935	50.00*		201	100-2600	610		
25703		259 BILLINGS HOTEL AND CONVENTION	5,284.80						
1		03/13/25 Band/Cheer Basketball Division	5,284.80*		201	720-3500	582		
		# of Claims	30	Total:	167,278.89	# of Vendors	24		
		Total Electronic Claims	13,421.70						
		Total Non-Electronic Claims	153,857.19						

03/14/25

JEFFERSON HIGH SCHOOL

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Fund Summary for Claims

Report ID: AP110

For the Accounting Period: 3/25

Fund/Account	Amount
201 HIGH SCHOOL GENERAL FUND	
101	56,616.65
210 HIGH SCHOOL TRANSPORTATION FUN	
101	72,748.12
215 HIGH SCHOOL MISC PROGRAMS FUND	
101	33,907.78
260 HIGH SCHOOL BUILDING FUND	
101	4,006.34
Total:	167,278.89

From the desk of:

 *orie*

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March 25

### **PAYROLL REPORT**

Payroll warrants approved by the superintendent and paid.

### **CURRENT OFFICE ITEMS**

One (1) application has been received for the Heard Scholarship so far.

The MASBO Region 4 meeting was held in Belgrade, March 11. The topics covered were MT Schools Insurance Alliance, AI for school finance, health insurance 101(key terms & concepts), common pitfalls for school finance officials, legislative update, and the STARS Act. The last item took so long that we were unable to cover 4 other minor items. All items addressed were valuable topics of information.

The change in student attendance finance enforces the importance of the Notice of Intent to Increase Non-voted Levies. Each school is required to inform the voters of the possibility of increases in the funds with permissive levies – Adult Education, Transportation, Building Reserve (non-voted portion), Tuition, and Bus Depreciation. In the notice, the data we will present will be the District's best estimate of the needs in the funds as of March 18, 2025. The actual budget amount requested for each fund in August may be lower or higher than the March estimate. It was my goal to have the data ready by the time the board packet was posted but it doesn't appear that will happen.

A review of upcoming election deadlines is included with this report.



# Agenda – Election Webinar

March 14, 2025

## Commissioner of Political Practices/Election Updates

- Review of Timelines

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 12 through Thursday, March 27	<b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b>  <i>Candidates must be registered to vote by the filing deadline (exception for candidates turning 18 after the filing deadline and prior to the election).</i>	<u>13-10-201</u>  <u>20-3-305</u>
Not more than 35 days before	Tuesday, April 1	Deadline for mail ballot amendments. The plan may be amended by the election administrator at any time prior to the 35th day before election day by notifying the Secretary of State in writing of any changes. Changes will be approved within 5 days.	<u>13-19-205</u>
Not later than 5pm the day before ballot certification	Thursday, April 3 (by 5 p.m.)	<b>Last day trustee candidates may withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<u>20-3-305(3)(a)</u>
Not later than 5pm the day before ballot certification	Thursday, April 3 (by 5 p.m.)	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b> (must be filed with the district clerk, regardless of who is running the election).  <i>*Votes only count for write-in candidates who file a Declaration of Intent.</i>	<u>20-3-305(2)(b)</u>
No later than the 30th day before	Friday, April 4	<b>Deadline to notify election judges of appointment.</b>	<u>13-4-101</u>



March 18, 2025

Principal's Report--Mr. Mike Moodry

Student Count w/AYA= 295

### **Academics**

We continue to work on the updates to our curriculum and course catalog. The goal is to present it to the policy committee by May.

ACT/Pre ACT will be on April 22, 2025.

### **Discipline and Attendance**

Our attendance percentage was 94.07% as compared to 92.06% in the 2023-24 school year during the same period.

We have had 39 discipline events thus far this year compared to 92 events at this time last year during the same period last year.

### **Mental Health**

Our students have been going through SOS (Signs of Suicide) Training last week. We continue to work on student mental health. We are consistently serving 10-15 students with our available counseling services. Our mental health team needs to be commended for their continued work with our students. The team consists of Devyn Ottman, Stacy Abar (school nurse), Erin Ritchie (school nurse), Rhonda Barnes (Huddle Up Online Therapy), and Kristal Kishbaug (local therapist).

### **Activities**

BPA State is March 8-11th in Billings. National qualifiers (Orlando) were: Brookie May/Kellen Meredith (2nd Broadcast news), Joslyn Buckley and Jaida Jurenka (2nd video production), Brookie May, Kellen Meredith, Koldbe Michaud, and Luke Oxarart (3rd presentation team). Other Award winners were Allison Zawaki, Sloan Otsby, Natalie Russ (4th Global Marketing), Shae Jones (7th Individual Presentation) and London Ostby (7th Graphic Design Promotion) JHS Thespian will present the musical "Little Shop of Horrors" April 3rd-5th.

# **Superintendent Report**

Legislative update:

School Funding-

HB 15- inflationary increases to base funding, quality educator funding, and ANB funding. Should be on the Governor's desk soon.

HB252 (STARS ACT)- Has passed the house 88-9 and has been referred to the Senate Education Committee.

HB260- increase stipends for national board certification.

HB 266- Addressing inflation reconciliation. Helping with inflationary increases for general funds.

HB 405- Increasing transportation rates.

HB 567- Providing incentives for countywide multidistrict agreements.

HB 515- increases state major maintenance funding by 50% over current levels, with \$40,000 per district plus \$115 per ANB.

Other items

We have six students in Mrs. Smartnick's BPA that qualified for nationals!

**Board Meeting**  
**March 18, 2025**  
**Informational**

**New Business**

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

**Personnel**

**Substitutes**

**Resignations-** We have letters of resignation from Elizabeth LeTexier as head cheer coach. We have a letter of resignation from Anthony Connoles as head boys' basketball coach.

*Recommended Motion:* Move to approve the resignation of Liz LeTexier as head cheer coach. Move to approve the resignation of Anthony Connoles as head boys' basketball coach.

**Volunteer-** We have a volunteer, S. Briese, to recommend as a chaperone for the Skills USA student activities.

*Recommended Motion:* Move to approve S. Briese as a volunteer for the 2024-2025 school year.

**Staff Employment Recommendations**

May have recommendation

Recommended Motion: Motion if necessary.

**Attendance Agreements-** We may need to acknowledge agreements for those students from JHS going to Helena or East Helena High Schools. We may also need to approve students coming to JHS from outside districts.

*Recommended Motion:* Move to acknowledge \_\_ JHS student attending a Helena school. Move to approve 1 Helena student attending JHS.



**Notice of Intent to Increase Non-Voted Levies-** Each year we need to approve the Intent to Increase Non-Voted Levies and they need to be published in the paper.

**Recommended Motion:** Move to approve the Notice of Intent to Increase Non-Voted Levies as presented.

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

**Recommended Motion:** Move to approve the clerk's job description as presented.

**MOU with Boulder Association of Teachers-** Attached is the proposed MOU with the Boulder Association of Teachers stating the intent to meet the requirements of the STARS ACT. This only says that those teachers under the minimum pay level will be paid at the necessary level to meet the STARS ACT language. The BAT has agreed to this language and the negotiations committee has agreed on an individual basis.

**Recommended Motion:** Move to approve the MOU as presented.

**Discussion on Bus Purchase-** We are interested in purchasing another cruiser type bus from Beach Transportation. The original quote was \$20,000. They are willing to sell us the bus for \$19,000 so we have funds to apply our school's name and logo. I would like to request the board approve up to \$23,000 for bus purchase and logo/name application to be taken from the Metal Mines fund (if necessary).

**Recommended Motion:** Move to approve up to \$23,000 from the Metal Mines fund for purchase of a cruiser bus from Beach Transportation and application of school logo/name.