

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457**

Monday, June 8, 2009

**ADMINISTRATIVE COUNCIL
BOARD ROUNDTABLE DISCUSSION**

5:30 P.M. TO 6:30 P.M.

REGULAR BOARD MEETING

CALL TO ORDER (6:30 P.M.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Central Montana Medical Center
4. Introduction of New Student Representative to the Board
5. Report—Student Representative
6. Discussion—Facilities Review
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.
9. Discussion—2009-2010 Budgets

SUPERINTENDENT'S REPORT

10. Other Items

PUBLIC PARTICIPATION

11. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

ACTION ITEMS

MINUTES

12. Minutes of the May 26, 2009, Regular Board Meeting
13. Minutes of the May 29, 2009, Special Board Meeting

APPROVAL OF CLAIMS

14. Claims

CONSENT GROUP ITEMS

15. Approve Substitute(s)
16. Approve Appointment of Title IX Officer
17. Approve Appointment of Section 504/ADA Coordinator
18. Approve Fergus High School Activity Fund Report for April and May 2009
19. Approve Fergus High School Student Activity Account for the Fly Fishing Club

INDIVIDUAL ITEMS

20. Approve Personnel
21. Approve Issuing Contracts for Classified Personnel
22. Approve Fergus County Investment Resolution
23. Approve Changes to Fergus High School 2009-2010 Code and Activity Handbook
24. Approve Montana High School Association Membership and Related Payments
25. Approve Increase for School Food Meals for the 2009-2010 School Year
26. Approve Elementary Handbook
27. Approve Montana School Board Association Membership Renewal
28. Approve Activity Trip Bus Driver Policy and Rate of Pay

EXECUTIVE SESSION

29. Superintendent Mid-Year Evaluation

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public school board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

CONSENT GROUP ITEMS

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

3

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: PRESENTATION—CENTRAL MONTANA MEDICAL CENTER

Requested By: Board of Trustees Prepared By: David Faulkner Date: 06/08/2009

SUMMARY:

David Faulkner from the Central Montana Medical Center would like to make a presentation to the Board of Trustees regarding the Skilled Nursing Care Center.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

4

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Requested By: Board of Trustees Prepared By: Beau Wright Date: 06/08/2009

SUMMARY:

Beau Wright, Fergus High School Student Council Advisor, would like to introduce to the Board of Trustees the student that will represent the Fergus High School students on the School Board for the 2009-2010 School Year.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

5

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Student Representative Date: 06/08/2009

SUMMARY:

Fergus High School Student Representative to the Board of Trustees will provide a report on activities at Fergus High School.

SUGGESTED ACTION: Informational Report

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

6

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: DISCUSSION—FACILITIES REVIEW

Requested By: Board of Trustees Prepared By: _____ Date: 06/08/2009

SUMMARY:

The Board of Trustees would like to have a discussion regarding the Board Work/Study Session that was held on Thursday, June 4, 2009, regarding a review of the Facilities Master Plan and recommendations made by the Facilities Steering Committee.

SUGGESTED ACTION: Informational Report

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

7

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 06/08/2009

SUMMARY:

The Board of Trustees has the opportunity to provide updates on their various committees.

SUGGESTED ACTION: Informational Report

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

8

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Requested By: Board of Trustees Prepared By: _____ Date: 06/08/2009

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

9

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action – Consent
☐ Action – Indiv.

ITEM TITLE: DISCUSSION—2009-2010 BUDGETS

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to review the 2009-2010 budgets after the recommendations for reductions that were voted on by the Board have been removed.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

10

☐ Minutes/Claims ☐ Board of Trustees ☒ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent Prepared By: Superintendent Date: 06/08/2009

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Human Rights Bureau—Fact Finding Meeting
- ❖ **Summer Board Meeting Schedule—**

06/22/2009	5:30 p.m.
07/27/2009	5:30 p.m.
08/10/2009	5: 30 p.m.
08/24/2009	7:00 p.m.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

11

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS
THE BOARD

Requested By: Board of Trustees Prepared By: _____ Date: 06/08/2009

SUMMARY:

Time is provided on the agenda for anyone who wishes to address the Board.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

12 - 13

☒ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/08/2009

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the May 26, 2009, Regular Board Meeting
- Minutes of the May 29, 2009, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
MAY 26, 2009**

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Tuesday, May 26, 2009, at 5:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Stan Monger, Jennifer Granot, Becky Jackson, Monte Weeden, Mary Schelle, Student Representative LeAnn Quinlan

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Beau Wright, Michelle Hartman, Vic Feller, Paula Drissell, Karen Durbin, Matt Lewis, Andrea Payne, Sherry Martin, Jerry Feller, Nancy Mattheis, Tammy Wynne, Cindy Giese

OTHERS PRESENT: Jamie Colver, Samantha Kindred, Joe Zahler-KXLO/KLCM, Doreen Heintz-NEWS ARGUS, and other interested parties

TRUSTEES ABSENT: Jeremy Bristol

LeAnn Quinlan led the group in the Pledge of Allegiance.

PLEDGE

Members of the Fergus High School Culinary Entrepreneur Class, Jamie Colver and Samantha Kindred, have been studying how to prepare a budget for the food service industry and presented the Board with their recommendations for school breakfast and lunch prices.

**PRESENTATION -
FERGUS HIGH
SCHOOL CULINARY
ENTREPRENEUR
CLASS**

Beau Wright recognized LeAnn Quinlan for her service to the school district. Interviews are still being conducted with plans to introduce a new student representative to the Board at the regular meeting to be held June 8, 2009.

**APPOINT STUDENT
REPRESENTATIVE
TO THE BOARD**

The Board was provided with an update on activities taking place at Fergus High School.

**REPORT - STUDENT
REPRESENTATIVE**

Trustee committee assignments were given for the 2009-10 school year - see Exhibit A.

**REPORT -
COMMITTEES OF THE
BOARD**

A Special Board Meeting was scheduled for Friday, May 29, 2009. The Montana School Boards Association will hold the 2009 New Trustee & Leadership Symposiums in Helena on June 12-13, 2009.

CALENDAR ITEMS

Members of the Board reviewed updated budget summary sheets. Consensus was to make the following reductions to the elementary budget:

**DISCUSSION -
2009-10 BUDGETS**

\$ 18,450.00	10% Supplies Reduction
\$ 82,000.00	Curriculum
\$ 40,000.00	Buyout District Warehouse
\$ 5,000.00	MBI Attendance Reduction
\$ 2,000.00	LJHS Activity Supplies Reduction
\$ 3,885.00	Eliminate Paid Lincoln Student Worker
\$ 50,000.00	Use One-Time Dollars
\$ 25,000.00	Prepurchase FY09 Budget Supplies
\$ 1,667.00	Central Office/Supt/Board Travel Reduction
\$ 13,000.00	Professional Development Reduction
\$ 241,002.00	Total

The Board also came to consensus on the following reductions to the high school budget:

\$ 60,000.00	Curriculum
\$ 25,000.00	Prepurchase Supplies
\$ 1,900.00	Eliminate Paid Lincoln Student Worker
\$ 25,000.00	5% Non-Salary, Non-Utility Line Items Reduction
\$ 850.00	Central Office/Supt/Board Travel Reduction
\$ 112,750.00	Total

Although not a part of the final reductions, other options discussed included:

- Earned Lunches - Andrea Payne noted that discontinuing earned lunches might constitute a unilateral change in working conditions and therefore might need to be gained.
- LJHS Activity Supplies/Travel
- Lincoln Staff Reduction
- Flexibility Fund Use

Investment earning for April was reported with \$3,162.85 in the elementary funds and \$2,352.27 in the high school funds for a total of \$5,515.12.

**REPORT -
INVESTMENT**

Superintendent Jason Butcher reminded the trustees of many upcoming school events.

OTHER ITEMS

There was no public input.

**PUBLIC
PARTICIPATION**

Minutes of the Regular Board Meeting of May 11, 2009, were approved unanimously (Jackson/Granot).

**APPROVAL OF
MINUTES**

The claims referenced in the 2008-09 Bill Schedule and submitted through May 21, 2009, were approved unanimously (Granot/Schelle).

**APPROVAL OF
CLAIMS**

A motion to approve consent group item 14 was approved unanimously (Jackson/Schelle).

**CONSENT GROUP
ITEMS**

- | | |
|---|---|
| 14. Approve the Lewistown Junior High School General Ledger Report for April, 2009. | APPROVE
LEWISTOWN JUNIOR
HIGH SCHOOL
GENERAL LEDGER
REPORT |
| 15. Approve the Personnel Report - see Exhibit B (Granot/Schelle - unanimous). | APPROVE
PERSONNEL REPORT |
| 16. Approve issuing contracts for certified staff for the 2009-10 school year - see Exhibit C (Granot/Jackson - unanimous). | APPROVE ISSUING
CONTRACTS |
| 17. Approve issuing contracts for certified and classified administrators for the 2009-10 school year - see Exhibit D (Schelle/Jackson - unanimous). | APPROVE ISSUING
CONTRACTS |
| 18. Approve contracting with the Fergus County Clerk and Recorder's Office to act as election administrator for school district elections (Jackson/Schelle). Following discussion, the motion was defeated unanimously. | APPROVE
CONTRACTING WITH
THE FERGUS COUNTY
CLERK AND
RECORDER'S
OFFICE |
| 19. Approve Call for Bids - School Food Milk (Monger/Jackson - unanimous). | APPROVE CALL FOR
BIDS - SCHOOL
FOOD MILK |

The meeting was adjourned at 7:05 p.m. The next regular meeting will be held on June 8, 2009, at 6:30 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

"EXHIBIT A"

**STANDING COMMITTEES OF THE BOARD
2009-2010 School Year**

Committee	Number on Comm.	Jeremy Bristol	Dave Byerly	Jennifer Granot	Becky Jackson	Stan Monger	Mary Schelle	Monte Weeden
Building & Grounds	3	X			X	X		
Insurance Risk Committee	2		X				X	
Transportation	3	X			X			X

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2009-2010 School Year**

Committee	Number on Comm.	Jeremy Bristol	Dave Byerly	Jennifer Granot	Becky Jackson	Stan Monger	Mary Schelle	Monte Weeden
Activities	2						X	X
Curriculum Committees:								
Social Studies	1			X				
Health Insurance Program	2		X				X	
Land Use	1	X						
M.O.S.T.	2		X	X				
Vocational Advisory Council	1				X			

“EXHIBIT B”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 26, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BREIDENBACH, Brad	Assistant Track Coach	Lewistown Junior High School	Approve appointment on schedule—(0.050)	May 26, 2009	See attached memo.
BELL, Aaryn	Elementary Teacher	Garfield Elementary School	Approve appointment on schedule—BA Step 9	July 1, 2009	See attached hiring recommendation.
ANDERSON, Betty	Adult Basic Education Instructor	Central Montana Education Center	Approve appointment at \$15.00 per hour for up to 7 hours per day, 3 days per week, for 11 months	July 1, 2009	See attached memo.
REA, Mike	Adult Basic Education Instructor	Central Montana Education Center	Approve appointment at \$15.00 per hour for up to 7 hours per day, 3 days per week, for 11 months	July 1, 2009	See attached memo.
MENTZER, Paula	Adult Basic Education Instructor	Roundup, Montana	Approve appointment at \$15.00 per hour for up to 6 hours per day, 3 days per week, for 11 months	July 1, 2009	See attached memo.
ARMSTRONG, Chad	Summer Session Driver Education Instructor	School District #1	Approve appointment at \$16.50 per hour for a total of \$2,887.50	June 8–August 5, 2009	See attached memo.
BREIDENBACH, Brad	Summer Session Driver Education Instructor	School District #1	Approve appointment at \$16.50 per hour for a total of \$2,079.00	July 6-August 5, 2009	See attached memo.
GEBERT, Gary	Summer Session Driver Education Instructor	School District #1	Approve appointment at \$16.50 per hour for a total of \$1,155.00	June 8-July 1, 2009	See attached memo
RUTLEDGE, Robert	Summer Session Driver Education Instructor	School District #1	Approve appointment at \$16.50 per hour for a total of \$2,887.50	June 8–August 5, 2009	See attached memo.

"EXHIBIT C"

2009-2010 CERTIFIED STAFF					
			LANE	Step	FTE
SANDRA	J	ARMSTAD	MA3	15	1.000
CHAD		ARMSTRONG	MA	12	1.000
GINA		ARMSTRONG	BA1	9	1.000
ANNETTE	L	BJELLAND	BA	12	0.714
TARA		BOHN	MA	8	1.000
LAVONNE		BORGREEN	MA3	15	1.000
LUKE		BRANDON	BA	8	1.000
DOUGLAS		BRAULICK	BA	4	1.000
BRAD		BREIDENBACH	BA1	9	1.000
SHERRY		BREIDENBACH	BA1	7	1.000
WILLIAM	R	BROSSEAU	MA2	15	1.000
DEEANN	J	BUEHLER	MA1	15	0.807
KYLE	L	CARLISLE	MA3	15	1.000
MARY ELIZABETH		CHAMBERLIN	BA3	12	1.000
JENNIFER		COLLINS	BA	6	1.000
KAREN		COMBS	BA3	15	1.000
JULIE		COMES	MA3	10	1.000
JAMES	M	DANIELS	BA	12	0.519
TERRI		DANIELS	BA3	7	1.000
PAULA	L	DRISSELL	MA	15	1.000
LOREN		DRIVDAHL	BA3	13	1.000
CANDICE		DUNN	BA2	14	1.000
KAREN		DURBIN	MA	15	1.000
MIRANDA		EIKE	BA	4	1.000
VICTOR	J	FELLER	MA1	15	1.000
SUSAN		FLENTIE	MA3	15	1.000
SANDRA		FOX	MA	4	1.000
BARBARA	A	FRADLEY	MA2	15	1.000
JEFF		FRIESEN	MA	4	1.000
VALERIE		FRISBIE	BA	12	1.000
GARY	S	GEBERT	MA2	15	1.000
AMANDA		GEE	MA	6	1.000
PATRICIA	A	GIEDD	MA2	15	1.000
LAURA		GILSKEY	BA3	11	1.000
CINDY	R	GREMAUX	BA3	14	1.000
BRENDA		GRUENER	MA	4	1.000
JUSTIN		GUYER	MA3	10	1.000
MICHELLE		HARTMAN	BA1	6	1.000
HOLLY	J	HESER	BA1	13	1.000
NANCY	A	HUDSON	BA	12	1.000
TROY	D	HUDSON	BA	12	1.000
JUANITA		KAJKOWSKI	MA	13	1.000
CHARLEY	L	KARINEN	MA3	15	1.000
MARY		KEPLER	BA1	13	1.000
ELIZABETH		KIRSCH	BA	6	1.000
FAWNA		KUNTZELMAN	MA	5	1.000
RICHARD		KUNTZELMAN	MA	9	1.000
MARY		KYNETT	MA	11	1.000

2009-2010 CERTIFIED STAFF					
			LANE	Step	FTE
LYNN		LENSING	MA1	13	1.000
DIANE		LEWIS	BA	12	1.000
JARED		LONG	MA	4	1.222
LESLIE		LONG	MA	5	1.000
GREGORY	J	LUCOTCH	FIFTH	15	1.000
SUSAN	M	LUTKE	BA3	15	1.000
TERESA		MAJERUS	MA	12	1.000
MIKE		MANGOLD	MA	12	1.000
BRUCE	J	MARSDEN	MA3	15	1.000
BRETT		MCKEE	BA	4	1.000
BEVERLY	K	MILLER	MA3	15	1.000
LINDA		MITCHELL	BA	10	1.000
DENISE	M	NELSON	BA	12	1.000
KANDIS	L	NIELSEN	MA3	15	1.000
BRANDON		O'HALLORAN	BA1	7	1.000
STEVE	J	OLSON	BA	12	1.000
STEPHEN	J	PAULSON	MA3	15	1.000
ANDREA	L	PAYNE	MA2	15	1.000
JERRY		PLOVANIC	BA	12	1.000
JACALYN	L	RICKL	BA3	15	1.000
LINDA		RINALDI	MA	11	1.000
NEWELL		ROCHE	FIFTH	15	1.000
BETHANY		ROGERS	BA	4	1.000
ANN	M	RUDDY	MA3	15	1.000
KATHERINE		RULAND	MA	6	1.000
CINDY	L	RUTHERFORD	MA3	15	1.000
ROBERT	W	RUTLEDGE	MA3	15	1.038
CAROLYN	R	SHIELDS	MA3	15	1.000
DEBRA	L	SLAGEL	MA2	15	1.038
MARGARET		SMITH	BA2	14	1.000
MELANIE	K	SMITH	MA	15	1.000
VALORIE	J	SNAPP	BA1	13	1.000
BRIDGET		SPARKS	MA	9	1.000
KATHERINE	A	SPRAGGINS	MA	14	1.000
RHONDA		STENSETH	MA	10	1.000
GERMAINE		STIVERS	BA1	13	1.000
TERESA	A	STOKKEN	MA3	15	1.000
MICHELLE	S	TRAFTON	MA3	15	1.000
POLLY		WEICHEL	BA1	6	1.000
LEEANNE		WEINHEIMER	MA	11	1.000
JILL		WHITNEY-REED	MA	11	1.000
REBECCA	N	WOLTERMANN	MA3	15	1.000
HOLLY		WOODHALL	MA	5	1.000
BEAU		WRIGHT	BA2	7	1.000
DARCY	C	ZANTO	MA3	15	1.000

“EXHIBIT D”

RECOMMENDED 2009-2010 SALARIES

CERTIFIED ADMINISTRATORS

Scott Dubbs	2008-2009 Level + Negotiated Percentage (2%)
Jerry Feller	2008-2009 Level + Negotiated Percentage (2%)
Matt Lewis	2008-2009 Level + Negotiated Percentage (2%) + \$1,500 yearly increase (1 of 3)
Tim Majerus	2008-2009 Level + Negotiated Percentage (2%) + \$2,500 yearly increase (2 of 3)
John Moffatt	2008-2009 Level + Negotiated Percentage (2%)
Sharon Redfern	2008-2009 Level + Negotiated Percentage (2%)

RECOMMENDED 2009-2010 SALARIES

CLASSIFIED ADMINISTRATORS

Cindy Giese	2008-2009 Level + Negotiated Percentage (2%)
Steve Klippenes	2008-2009 Level + Negotiated Percentage (2%)
Diane Oldenburg	2008-2009 Level + Negotiated Percentage (2%)
Paul Stengel	2008-2009 Level + Negotiated Percentage (2%)
Mike Waterman	2008-2009 Level + Negotiated Percentage (2%) + \$1,500 yearly increase (2 of 4)
Patrick Weichel	2008-2009 Level + Negotiated Percentage (2%)

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
MAY 29, 2009**

The Board of Trustees of School District Number One and High School District Number One held a Special Board Meeting Friday, May 29, 2009, at 10:00 a.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Stan Monger,
Jeremy Bristol, Jennifer Granot,
Becky Jackson, Mary Schelle

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher,
Business Manager/Clerk Mike Waterman,
Paul Stengel

TRUSTEES ABSENT: Monte Weeden

The Pledge of Allegiance was not recited.

PLEDGE

There was no public input.

**PUBLIC
PARTICIPATION**

4. Approve awarding the Fergus High School Heat Pump #3 Replacement Bid to Star Services, Inc. - see Exhibit A (Monger/Bristol - unanimous). Bid acceptance included the base bid of \$82,000.00 plus the alternate of \$17,600.00.

**APPROVE FERGUS
HIGH SCHOOL HEAT
PUMP #3
REPLACEMENT BID
RECOMMENDATION**

The meeting was adjourned at 10:05 a.m. (Jackson - unanimous).

ADJOURNMENT

**DAVE BYERLY
BOARD CHAIRMAN**

**MIKE WATERMAN
BUSINESS MANAGER/CLERK**

“EXHIBIT A”

Bid Tabulation

FHS Replace Heat Pump #3

May 26, 2009

Contractor	License	Bid Bond	Addendum	Base Bid	Add Alt #1
Stevens Brothers	53345	10%		\$108,208.00	\$17,000.00
Star Service, Inc.	1373	10%	#1	\$ 82,000.00	\$17,600.00
Tri County Mechanics	3485	10%	#1	\$ 83,000.00	\$18,000.00
Williams Plumbing	8395	10%	#1	\$114,500.00	\$17,500.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

14

☒ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: Sherry Martin Date: 06/08/2009

SUMMARY:

Approve claims paid through June 4, 2009, as approved by the Finance Committee.

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

15 - 19

<u>Agenda Items</u>	<u>Additional Information</u>
15. Approve Substitute(s)	
16. Approve Appointment of Title IX Officer	
17. Approve Appointment of Section 504/ADA Coordinator	
18. Approve Fergus High School Activity Fund Reports for April and May 2009	
19. Approve Fergus High School Student Activity Account for the Fly Fishing Club	

SUGGESTED ACTION: Approve All Items

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

15

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☒ Action - Consent
☐ Action - Indiv.

ITEM TITLE: APPROVE SUBSTITUTE(S)

Requested By: Board of Trustees Prepared By: Sandi Chamberlain Date: 06/08/2009

SUMMARY:

The following individual(s) need Board approval in order to be placed on the:

Substitute Maintenance List:

Travis Gilskey

SUGGESTED ACTION: Approve Substitute(s)

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

16

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☒ Action - Consent
☐ Action - Indiv.

ITEM TITLE: APPROVE APPOINTMENT OF TITLE IX OFFICER

Requested By: Board of Trustees Prepared By: Superintendent Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the annual appointment of a Title IX Officer. Scott Dubbs has served as our Title IX Officer and we are again recommending his appointment as the Title IX Officer.

SUGGESTED ACTION: Approve Appointment of Scott Dubbs as Title IX Officer

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

17

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☒ Action - Consent
☐ Action - Indiv.

ITEM TITLE: APPROVE APPOINTMENT OF SECTION 504/ADA COORDINATOR

Requested By: Board of Trustees Prepared By: Superintendent Date: 06/08/2009

SUMMARY:

Lewistown School District Number One does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, or disability. In order to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, we are recommending Dale Lambert as the Section 504/ADA Coordinator.

SUGGESTED ACTION: Approve Appointment of Dale Lambert as Section 504/ADA Coordinator

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

18

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☒ Action - Consent
☐ Action - Indiv.

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORTS FOR APRIL AND MAY 2009

Requested By: Board of Trustees Prepared By: Robin Moline Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the Fergus High School Activity Fund reports for April and May 2009.

SUGGESTED ACTION: Approve Fergus High School Activity Fund Report(s) as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

From: 04/01/2009

General Ledger Report

From Account: 1

To : 04/30/2009

To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000001 AFS	9.19	0.00	0.00	0.00	9.19	0.00	9.19
000005 ANNUAL	8611.34	4667.48	0.00	0.00	13278.82	0.00	13278.82
000006 A.P. TESTS	1176.72	0.00	0.00	0.00	1176.72	0.00	1176.72
000008 BAND	6338.82	224.00	-1168.14	0.00	5394.68	0.00	5394.68
000009 EASTERN MT JAZZ	944.45	0.00	0.00	0.00	944.45	0.00	944.45
000010 BPA	1455.50	1279.80	-536.00	0.00	2199.30	0.00	2199.30
000012 CMT	569.69	0.00	0.00	0.00	569.69	0.00	569.69
000015 CT.MT.MENTORS	314.76	0.00	0.00	0.00	314.76	0.00	314.76
000016 Student Store	251.77	0.00	0.00	0.00	251.77	0.00	251.77
000017 CHEERLEADERS	3396.33	3194.50	-1933.91	0.00	4656.92	0.00	4656.92
000018 NHS - CLAWS	456.20	0.00	0.00	0.00	456.20	0.00	456.20
000020 CONCESSIONS	4067.04	0.00	-17.97	0.00	4049.07	0.00	4049.07
000021 EAGLE RENAISSANCE	2569.43	0.00	-110.00	0.00	2459.43	0.00	2459.43
000022 EAGLETTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000024 F CLUB	2546.32	0.00	0.00	0.00	2546.32	0.00	2546.32
000026 FERGUS NEWSPAPER	92.25	0.00	0.00	438.90	531.15	0.00	531.15
000028 FFA	13570.15	235.00	0.00	0.00	13805.15	0.00	13805.15
000030 FCCLA	2291.84	3005.50	-2901.65	0.00	2395.69	0.00	2395.69
000032 FINANCIAL ADMINISTR.	287.25	64.76	0.00	0.00	352.01	0.00	352.01
000033 FLY FISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	834.21	150.00	-147.05	0.00	837.16	0.00	837.16
000036 VICA	461.10	30.00	0.00	0.00	491.10	0.00	491.10
000038 KEY CLUB	1154.23	0.00	-135.57	0.00	1018.66	0.00	1018.66
000039 PARKING FINES	1321.45	19.00	0.00	0.00	1340.45	0.00	1340.45
000040 PEP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000042 SCIENCE CLUB	13245.00	0.00	0.00	0.00	13245.00	0.00	13245.00
000047 SKI CLUB	2818.32	0.00	-240.80	0.00	2577.52	0.00	2577.52
000048 STUDENT ACT. TICKETS	7375.00	270.00	0.00	-438.90	7206.10	0.00	7206.10
000050 STUDENT COUNCIL	2599.23	1131.21	-355.73	0.00	3374.71	0.00	3374.71
000052 THESPIANS	1947.22	1252.65	-518.55	0.00	2681.32	0.00	2681.32
000055 TOURNAMENTS	1068.65	0.00	0.00	0.00	1068.65	0.00	1068.65
000057 TROPHY	3634.15	0.00	0.00	0.00	3634.15	0.00	3634.15
000065 VOCAL MUSIC	3283.72	0.00	0.00	0.00	3283.72	0.00	3283.72
000066 DISTRICT 8 MUSIC	1061.90	4420.00	-3896.76	0.00	1585.14	0.00	1585.14
000070 WEIGHT CLUB	4119.10	0.00	0.00	0.00	4119.10	0.00	4119.10
000107 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 CLASS OF 2008	77.30	0.00	0.00	0.00	77.30	0.00	77.30
000109 CLASS OF 2009	2239.90	0.00	0.00	0.00	2239.90	0.00	2239.90

From: 04/01/2009

General Ledger Report

From Account: 1

To : 04/30/2009

To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	10812.50	1320.00	-4758.00	0.00	7374.50	0.00	7374.50
002010 CLASS OF 2010	1566.77	25.00	0.00	0.00	1591.77	0.00	1591.77
002011 CLASS OF 2011	362.00	0.00	0.00	0.00	362.00	0.00	362.00
002012 FCCLA/CULINARY	453.59	32.00	-275.15	0.00	210.44	0.00	210.44
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	109450.24	21320.90	-16995.28	0.00	113775.86	0.00	113775.86
	-----	-----	-----	-----	-----	-----	-----
Grand Total	109450.24	21320.90	-16995.28	0.00	113775.86	0.00	113775.86

From: 04/01/2009
To : 04/30/2009

General Ledger Report

From Account: 1
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	84021.52	21320.90	-16995.28	-6309.80	82037.34	0.00	82037.34
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	303.50	0.00	0.00	50.00	353.50	0.00	353.50
000997 TRAVEL ACCOUNT	2726.36	0.00	0.00	6259.80	8986.16	0.00	8986.16
000998 MUSIC FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	115626.01	21320.90	-16995.28	0.00	119951.63	0.00	119951.63
Grand Total	115626.01	21320.90	-16995.28	0.00	119951.63	0.00	119951.63

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my

knowledge. Bookkeeper : _____ Date: __/__/__
Principal : _____ Date: __/__/__
Board Chairman : _____ Date: __/__/__

Bank Reconciliation Report

From: 04/01/2009

Checking Account

To : 04/30/2009

CHECK ACCOUNT

Ending Balance on statement dated 04/30/2009 -> 86775.33

Add: Outstanding Deposits (Bank Deposits) -> + 0.00

Less: Outstanding Checks -> - 4737.99

Cash Balance as of 04/30/2009 -> 82037.34

Cash Balance for CHECK ACCOUNT as of 04/01/2009 -> 84021.52

Add: Total Deposits (Bank Deposits) -> + 21320.90

Less: Total Checks and Withdrawls -> - 23305.08

Cash Balance as of 04/30/2009 -> 82037.34

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	84021.52	21320.90	16995.28	-6309.80	82037.34
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	303.50	0.00	0.00	50.00	353.50
000997 TRAVEL ACCOUNT	2726.36	0.00	0.00	6259.80	8986.16
000998 MUSIC FESTIVAL	0.00	0.00	0.00	0.00	0.00
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
	-----	-----	-----	-----	-----
Asset Totals	115626.01	21320.90	16995.28	0.00	119951.63

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my

knowledge. Bookkeeper : _____ Date: ____/____/____

Principal : _____ Date: ____/____/____

Board Chairman : _____ Date: ____/____/____

From: 05/01/2009

General Ledger Report

From Account: 1

To : 05/31/2009

To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000001 AFS	9.19	0.00	0.00	0.00	9.19	0.00	9.19
000005 ANNUAL	13278.82	50.00	0.00	0.00	13328.82	0.00	13328.82
000006 A.P. TESTS	1176.72	948.00	-858.00	0.00	1266.72	0.00	1266.72
000008 BAND	5394.68	25.00	-42.55	0.00	5377.13	0.00	5377.13
000009 EASTERN MT JAZZ	944.45	0.00	-259.80	0.00	684.65	0.00	684.65
000010 BPA	2199.30	0.00	-1280.70	0.00	918.60	0.00	918.60
000012 CMT	569.69	0.00	0.00	0.00	569.69	0.00	569.69
000015 CT.MT.MENTORS	314.76	0.00	0.00	0.00	314.76	0.00	314.76
000016 Student Store	251.77	0.00	0.00	0.00	251.77	0.00	251.77
000017 CHEERLEADERS	4656.92	195.00	0.00	0.00	4851.92	0.00	4851.92
000018 NHS - CLAWS	456.20	120.00	-135.36	-40.00	400.84	0.00	400.84
000020 CONCESSIONS	4049.07	1060.35	-1251.37	-200.00	3658.05	0.00	3658.05
000021 EAGLE RENAISSANCE	2459.43	0.00	-335.00	0.00	2124.43	0.00	2124.43
000022 EAGLETTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000024 F CLUB	2546.32	0.00	-500.00	0.00	2046.32	0.00	2046.32
000026 FERGUS NEWSPAPER	531.15	0.00	-325.00	0.00	206.15	0.00	206.15
000028 FFA	13805.15	6050.00	-1027.63	0.00	18827.52	0.00	18827.52
000030 FCCLA	2395.69	2059.00	-3344.20	0.00	1110.49	0.00	1110.49
000032 FINANCIAL ADMINISTR.	352.01	53.72	-184.00	0.00	221.73	0.00	221.73
000033 FLY FISHING	0.00	65.00	0.00	0.00	65.00	0.00	65.00
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	837.16	370.00	-89.74	300.00	1417.42	0.00	1417.42
000036 VICA	491.10	0.00	0.00	0.00	491.10	0.00	491.10
000038 KEY CLUB	1018.66	267.39	-774.40	0.00	511.65	0.00	511.65
000039 PARKING FINES	1340.45	28.00	0.00	0.00	1368.45	0.00	1368.45
000040 PEP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000042 SCIENCE CLUB	13245.00	0.00	0.00	0.00	13245.00	0.00	13245.00
000047 SKI CLUB	2577.52	0.00	0.00	0.00	2577.52	0.00	2577.52
000048 STUDENT ACT. TICKETS	7206.10	300.00	0.00	0.00	7506.10	0.00	7506.10
000050 STUDENT COUNCIL	3374.71	1166.50	-1327.26	0.00	3213.95	0.00	3213.95
000052 THESPIANS	2681.32	7.00	0.00	-300.00	2388.32	0.00	2388.32
000055 TOURNAMENTS	1068.65	0.00	0.00	0.00	1068.65	0.00	1068.65
000057 TROPHY	3634.15	0.00	0.00	0.00	3634.15	0.00	3634.15
000065 VOCAL MUSIC	3283.72	630.00	0.00	0.00	3913.72	0.00	3913.72
000066 DISTRICT 8 MUSIC	1585.14	0.00	0.00	0.00	1585.14	0.00	1585.14
000070 WEIGHT CLUB	4119.10	0.00	0.00	0.00	4119.10	0.00	4119.10
000107 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 CLASS OF 2008	77.30	0.00	0.00	0.00	77.30	0.00	77.30
000109 CLASS OF 2009	2239.90	0.00	-120.00	-8.00	2111.90	0.00	2111.90

From: 05/01/2009
To : 05/31/2009

General Ledger Report

From Account: 1
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	7374.50	0.00	0.00	0.00	7374.50	0.00	7374.50
002010 CLASS OF 2010	1591.77	0.00	-252.92	0.00	1338.85	0.00	1338.85
002011 CLASS OF 2011	362.00	0.00	0.00	0.00	362.00	0.00	362.00
002012 FCCLA/CULINARY	210.44	21.00	-250.84	248.00	228.60	0.00	228.60
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	113775.86	13415.96	-12358.77	0.00	114833.05	0.00	114833.05
	-----	-----	-----	-----	-----	-----	-----
Grand Total	113775.86	13415.96	-12358.77	0.00	114833.05	0.00	114833.05

From: 05/01/2009
To : 05/31/2009

General Ledger Report

From Account: 1
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	82037.34	13415.96	-12358.77	0.00	83094.53	0.00	83094.53
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50	0.00	353.50
000997 TRAVEL ACCOUNT	8986.16	0.00	0.00	0.00	8986.16	0.00	8986.16
000998 MUSIC FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	119951.63	13415.96	-12358.77	0.00	121008.82	0.00	121008.82
Grand Total	119951.63	13415.96	-12358.77	0.00	121008.82	0.00	121008.82

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my

knowledge. Bookkeeper : _____ Date: __/__/__
Principal : _____ Date: __/__/__
Board Chairman : _____ Date: __/__/__

Bank Reconciliation Report

From: 05/01/2009

Checking Account

To : 05/31/2009

CHECK ACCOUNT

Ending Balance on statement dated 05/31/2009 -> 94075.38

Add: Outstanding Deposits (Bank Deposits) -> + 0.00

Less: Outstanding Checks -> - 10980.85

Cash Balance as of 05/31/2009 -> 83094.53

Cash Balance for CHECK ACCOUNT as of 05/01/2009 -> 82037.34

Add: Total Deposits (Bank Deposits) -> + 13415.96

Less: Total Checks and Withdrawls -> - 12358.77

Cash Balance as of 05/31/2009 -> 83094.53

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	82037.34	13415.96	12358.77	0.00	83094.53
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50
000997 TRAVEL ACCOUNT	8986.16	0.00	0.00	0.00	8986.16
000998 MUSIC FESTIVAL	0.00	0.00	0.00	0.00	0.00
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
Asset Totals	119951.63	13415.96	12358.77	0.00	121008.82

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my

knowledge. Bookkeeper : _____ Date: ____/____/____

Principal : _____ Date: ____/____/____

Board Chairman : _____ Date: ____/____/____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

19

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☒ Action - Consent
☐ Action - Indiv.

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY ACCOUNT FOR THE FLY FISHING CLUB

Requested By: Board of Trustees Prepared By: Scott Dubbs Date: 06/08/2009

SUMMARY:

A request has been made by a newly formed Fly Fishing Club to set up a student activity account with the Fergus High School Activity Funds. A memo from Scott Dubbs, Fergus High School Principal, is attached.

SUGGESTED ACTION: Approve Opening a Student Activity Account for the Fly Fishing Club

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

Memorandum

To: Mike Waterman
CC: Jason Butcher; Sandi Chamberlain; Robin Moline
From: Scott A. Dubbs, Principal
Date: May 4, 2009
Re: New Account

Please forward this request to the School Board for a new Student Activity Account at Fergus High School for the Fly Fishing Club. The Fly Fishing Club is a new club that has recently had their Club Constitution & Bylaws approved by the Fergus High School Student Council. They will soon need an account as they intend to deposit and spend funds for dues and for club related activities.

One of their planned activities is a cleanup day for our section of Big Spring Creek later this month. Additionally they have already met with members of the Snowy Mountain Chapter of Trout Unlimited to consider ways their membership can coordinate activities with that organization.

Mr. Luke Brandon has agreed to advise the club on a volunteer basis.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

20

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/08/2009

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 26, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
FRIESEN, Jeff	Summer Computer Maintenance	School District #1	Approve appointment on schedule— MAINT II Step 2 for up to 40 hours per week for 10 weeks	June 8, 2009	See attached memo.
LUCOTCH, Greg	Social Studies Teacher	Lewistown Junior High School	Approve out-of-state travel to attend the summer conference sponsored by the National Geographic Society at the Waterton Peace Park in Canada	June 8, 2009	See attached letter. Even though this conference is during non-school time Greg needs Board approval for this trip so that he can use a school vehicle.
KOLAR, Lorna	Records Secretary	Fergus High Schools	Accept letter of resignation	July 10, 2009	See attached letter.
BENTON, Stacey	Food Server	Lewis & Clark Elementary	Accept letter of resignation	June 5, 2009	See attached letter.



Memorandum

To: Jason Butcher, Superintendent
From: Pat Weichel, Technology Supervisor
Date: June 4, 2009
Re: Summer Computer Maintenance

I would like to make the following hiring recommendation for Summer Computer Maintenance:

Jeff Friesen MAINT II Step 2 up to 40 hours per week for 10 weeks

Gregory J. Lucotch
Lewistown Montana

Dear School Board Members:

I am writing to you in regards to a proposed trip to Waterton Peace Park in Canada. It is the Canadian side of Glacier National Park. This trip will take place on June 20-28. This conference is an ongoing summer conference funded by the National Geographic Society.

This conference is part of the Montana Geographic Alliance, of which I have been a member since 1993. I am a teaching consultant for this organization. The purpose of this organization is to educate teachers as well as prepare lessons for other teachers. The National Geographic Society often provides free educational materials for classroom use. We present each year at the Montana Education Conference. Each summer, since 1993 I have attended this conference. These summer conferences invite specialists in the fields of conservation, education, science and well as giving local people a chance to share culture. The last three summers were spent listening to many native peoples who shared their cultures and way of life.

These conferences have provided me with an excellent opportunity to learn about geography and Montana. The many lessons I use have come from this organization. I believe what I gain from these summer conferences not only benefit me but my students as well.



FERGUS HIGH SCHOOL

Scott A. Dubbs, Principal
Tim Majerus, Asst. Principal/Activities

1001 Casino Creek Drive
Lewistown, MT 59457

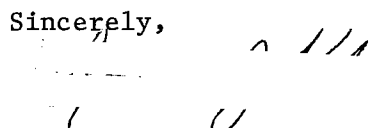
Phone: (406) 535-2321
Fax: (406) 535-3835
www.fergus.lewistown.k12.mt.us

May 28, 2009

To the Lewistown Public School System,

I here by resign from my position of FHS Records Secretary. This is my official two week notice effective as of 5/29/09. Thank you for allowing me to work in the school system. I enjoyed my time with students and staff.

Sincerely,


Lorna J. Kolar

310.739.7329
staceycripeb@yahoo.com

June 4, 2009

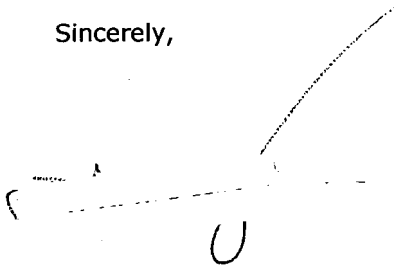
Stacey Benton
Food Server, Lewis and Clark School
304 7th Ave. S Lewistown, MT 59457

Dear Cindy:

Please accept this letter as notification that I will leaving my position as of June 5, 2009.

My experiences as Food Server at Lewis and Clark have been very rewarding. I appreciate having had the opportunity to work for such a wonderful team, and I wish you and Food Services continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Stacey C. Benton". The signature is written in a cursive style with a large, sweeping "S" and a distinct "C".

Stacey C. Benton

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

21

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED PERSONNEL

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 06/08/2009

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Classified Staff for the 2009-2010 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Classified Staff

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

2009-2010 CLASSIFIED STAFF

Employee		Location	Assignment	Grade	Step	Hours	Days	Longevity
REBECCA	BASZCZUK	BB	SPEC EDUC BUS AIDE	AIDE2	2+15	5.00	180	
BEN	BEAUDRY	BB	BUS DRIVER	TRANS2	4+45	5.00	180	
FRANK	BURNS	BB	BUS DRIVER	TRANS2	3+30	3.50	180	
JOAN	D'HOOGHE	BB	SPEC EDUC BUS AIDE	AIDE2	5	5.00	180	
GARY	DISTAD	BB	MECHANIC	MECH1	5+45	8.00	260	
CATHY	GOLDSBOROUGH	BB	BUS DRIVER	TRANS2	4	5.00	180	
WAYNE	LELEK	BB	BUS DRIVER	TRANS2	4+45	6.00	180	
DAVE	MCCONNELL	BB	BUS DRIVER	TRANS2	4+30	4.50	180	
JEANETTE	MILLER	BB	SPEC EDUC BUS AIDE	AIDE2	3	7.00	180	
TED	MURRAY	BB	BUS DRIVER	TRANS2	4+45	4.75	180	
ROBERT	ODERMANN	BB	BUS DRIVER	TRANS2	3+30	5.00	180	
JAMES	PEARSON	BB	BUS DRIVER	TRANS2	4+45	5.50	180	1%
KATHLEEN	SCHAEFFER	BB	BUS DRIVER	TRANS2	4+45	8.00	195?	
PAUL	TUCEK	BB	MECHANIC	MECH1	5+45	8.00	260	3%
DEBORAH	WALKER	BB	SWEEPER	MAINT1	4+45	8.00	260	
FRED	WOOD	BB	BUS DRIVER	TRANS2	4+30	5.00	180	
RON	PEEVEY	CMEC	CONSTR ACADEMY COOR		\$26.52/hr	8.00	190	
BARBARA	PHILLIPS	CMEC	COMM EDUC SECRETARY	SEC2	15+45	8.00	260	2%
ROBERTA	ATCHISON	CO	COMPUTER SVCS/PAYROLL	OPERATOR	4+45	8.00	260	
RANDY	BARBER	CO	MAINTENANCE	MAINT5	5+15	8.00	260	
SANDRA	CHAMBERLAIN	CO	ADMIN SECRETARY	SEC4	7+45	8.00	260	
DALE	FISK	CO	GROUNDKEEPER	MAINT2	2	8.00	190	
CHRISTINE	GOBBLE	CO	RECEIVING/AP CLERK	PUR/REC	2	4.00	260	
MARK	KENNEDY	CO	DELIVERY VAN DRIVER	MAINT2	6+45	8.00	180	
MARK	KENNEDY	CO	GROUNDKEEPER/MAINT	MAINT2	6+45	8.00	80	
DAN	KONERT	CO	MAINTENANCE	MAINT5	6+15	8.00	260	
TERRY	LANKUTIS	CO	TECH SUPPORT SPECIALIST	OPERATOR	1	8.00	260	
TODD	LARK	CO	TECH SUPPORT ASST	TECH2	3	7.00	260	
SHERRY	MARTIN	CO	PURCHASING CLERK	PUR/REC	15+45	8.00	260	3%
NANCY	MATTHEIS	CO	IMC TECHNICIAN	TECH SUPER	6+30	8.00	209	
LLOYD	PRATHER	CO	CUSTODIAN	MAINT2	6	4.00	180	
LLOYD	PRATHER	CO	CUSTODIAN	MAINT2	6	8.00	80	
LYNNE	WISE-KLIPPENES	CO	TECH SUPPORT SPECIALIST	OPERATOR	8+45	8.00	260	
TAMMY	WYNNE	CO	BUSINESS SECRETARY	SEC3	15+45	8.00	260	1%
LAURIE	FOWLER	SF	SECOND COOK	COOK2	1	7.00	187	
GLORIA (GAIL)	KURNS	SF	SECOND BAKER	BAKER2	3	4.50	187	
KIM	MARTIN	SF	FIRST BAKER	BAKER1	8+45	7.00	187	
SHANNON	MAXWELL	SF	P.M. KITCHEN AIDE	KA	2+15	3.00	181	
MARY	MILLER	SF	P.M. KITCHEN AIDE	KA	1+15	3.00	181	
EILEEN	NEWMAN	SF	KITCHEN AIDE	KA	4	2.50	181	
CINDY	NOEL	SF	P.M. KITCHEN AIDE	KA	1	3.00	181	
DONNA	PAULSON	SF	SECOND COOK	COOK2	2+15	7.00	187	
LINDSEY	RICKL	SF	P.M. KITCHEN AIDE	KA	2	3.00	181	
SHERRI	SEBEK	SF	KITCHEN AIDE	KA	4+30	3.75	181	
DEBRA	WILLIAMS	SF	FIRST COOK	COOK1	10+45	7.00	187	1%

2009-2010 CLASSIFIED STAFF

Employee		Location	Assignment	Grade	Step	Hours	Days	Longevity
NATALIE	BUTLER	HP	SCHOOL SECRETARY	SEC2	11+45	8.00	209	
JERRY	GIEDD	HP	CUSTODIAN	MAINT2	5	8.00	260	
BARBARA	HOLLAND	HP	KITCHEN AIDE	KA	1+45	1.50	181	
FLEETA	O'DELL	HP	FOOD SERVER	FS	4+30	3.00	181	
SHANNON	MAXWELL	GA	FOOD SERVER	FS	2+15	3.00	181	
CLYDE	RETTERRER	GA	CUSTODIAN	MAINT2	15	8.00	260	3%
LINDSEY	RICKL	GA	FOOD SERVER	FS	2	3.00	181	
KARMEN	TESAREK	GA	SCHOOL SECRETARY	SEC2	2+30	8.00	209	
JODY	D'AUTREMONT	LC	SCHOOL SECRETARY	SEC2	9+30	8.00	209	
DAVE	GATES	LC	CUSTODIAN	MAINT2	15	8.00	260	1%
CINDY	NOEL	LC	FOOD SERVER	FS	1	3.00	181	
ROBERT	BROWN	JH	CUSTODIAN	MAINT2	15+45	8.00	260	2%
STEVE	KELLY	JH	HEAD CUSTODIAN	MAINT3	7+30	8.00	260	
CHRISTY	ROGERS	JH	SCHOOL SECRETARY	SEC2	4	8.00	209	
SHERRI	SEBEK	JH	FOOD SERVER/CASHIER	FS	4+30	2.50	181	
DENISE	WILLIAMS	JH	FOOD SERVER/CASHIER	FS	4+45	3.75	181	
ANDRA	BURNHAM	FH	ATTENDANCE SECRETARY	SEC2	1	8.00	184	
JAMES	BUSSEY	FH	CUSTODIAN	MAINT2	0	8.00	260	
PAUL	FILAS	FH	CUSTODIAN	MAINT2	1	8.00	260	
KAREN	HANSON	FH	FOOD SERVER/CASHIER	FS	3	3.75	181	
DEBRA	JOHNSON	FH	FOOD SERVER/CASHIER	FS	1	3.75	181	
GARY	KNOX	FH	CUSTODIAN	MAINT2	6+15	8.00	260	
KEN	MARTIN	FH	HEAD CUSTODIAN	MAINT4	15+45	8.00	260	2%
MARY	MILLER	FH	FOOD SERVER/CASHIER	FS	1+15	2.75	181	
ROBIN	MOLINE	FH	PRINCIPAL'S SECRETARY	SEC3	4+15	8.00	260	
WENDY	PFAU	FH	ACTIVITIES SECRETARY	SEC2	11+15	5.00	195	

2009-2010 ASSISTANTS								
Employee	Location	Assignment	Grade	Step	Hours	Days	Longevity	
ETTA (DARLENE)	BEAUDRY	HP	PK RESOURCE	AIDE2	6+45	7.50	182	1%
PAT	BENES	HP	2ND GRADE AIDE	AIDE2	1	6.00	182	
PAT	BENES	HP	PLAYGROUND	AIDE3	1	0.50	182	
SUSANNAH	EASTMAN	HP	RESOURCE	AIDE2	3+PARA	6.50	182	
SUSANNAH	EASTMAN	HP	PLAYGROUND	AIDE3	3	0.50	182	
DARCY	MCLENDON	HP	2ND GRADE AIDE	AIDE2	2+PARA	6.00	182	
DARCY	MCLENDON	HP	PLAYGROUND	AIDE3	2	0.50	182	
BETTE	MCPHERSON	HP	BEHAVIORAL	B-AIDE3	6+45	6.50	182	
BETTE	MCPHERSON	HP	PLAYGROUND	AIDE3	4+45	1.50	182	
FLEETA	O'DELL	HP	OFFICE	AIDE1	6+30	1.75	182	
FLEETA	O'DELL	HP	SUB CALL-IN	AIDE1	6+30	0.75	182	
FLEETA	O'DELL	HP	PLAYGROUND	AIDE3	4+30	1.50	182	
LYNNE	PRINDLE	HP	RESOURCE	AIDE2	4+PARA	7.00	182	
LYNNE	PRINDLE	HP	PLAYGROUND	AIDE3	4	1.00	182	
DARLA	QUINLAN	HP	SUB CALL-IN	AIDE1	5+PARA	0.75	182	
DARLA	QUINLAN	HP	RESOURCE	AIDE2	5+PARA	5.00	182	
DARLA	QUINLAN	HP	PLAYGROUND	AIDE3	4+45	2.00	182	
DEBRA	SMITH	HP	SCHOOL NURSE	NURSE	4	6.00	182	
SUE	STANDLEY	HP	TITLE I	AIDE2	6+PARA	3.00	182	
DEVNEY	WELSH	HP	TITLE I	AIDE2	3+PARA	6.00	182	
DEVNEY	WELSH	HP	PLAYGROUND	AIDE3	2	1.00	182	
TERESA	DYGERT-TRASK	GA	PLAYGROUND	AIDE3	3	3.50	182	
HEATHER	GUETHS	GA	RESOURCE	AIDE2	1+PARA	7.00	182	
SHERRY	HANLEY	GA	RESOURCE	AIDE2	6+PARA	7.00	182	2%
MIRIAM	HUFF	GA	LIBRARY	AIDE1	1+PARA	7.00	72	
KATHY	IRWIN	GA	TITLE I	AIDE2	1+PARA	7.50	182	
KAREN	MAHLEN	GA	LIBRARY	AIDE1	6+PARA	7.00	182	1%
LINDA	MAXWELL	GA	OFFICE	AIDE1	6+PARA	1.50	182	1%
LINDA	MAXWELL	GA	PLAYGROUND	AIDE3	4+45	1.50	182	
SUE	STANDLEY	GA	TITLE I	AIDE2	6+PARA	3.00	182	
TRACY	CONNOR	LC	TITLE I	AIDE2	6+PARA	7.50	182	2%
GRETCHEN	CONRAD	LC	RESOURCE	AIDE2	3+PARA	8.00	182	
KRIS	GAPAY	LC	RESOURCE	AIDE2	1+PARA	7.50	182	
MARY	GERTGE	LC	RESOURCE	AIDE2	5+PARA	7.50	182	
KAY	GODBAY	LC	SPEECH	AIDE2	6+45	7.00	182	3%
MANDIE	HUTCHINS	LC	PLAYGROUND	AIDE3	1	2.50	182	
MANDIE	HUTCHINS	LC	OFFICE/LIBRARY	AIDE1	1	3.00	182	
NORINE	MCKINNEY	LC	RESOURCE	AIDE2	6+45	7.50	182	
KC	SCHNITZMEIER	LC	PLAYGROUND	AIDE3	1	2.50	182	
LINDA	SEDERHOLM	LC	LIBRARY	AIDE1	6+PARA	7.00	110	2%
JENIFER	BLAZICEVICH	JH	TITLE I	AIDE2	2+PARA	7.50	182	
DERREE	KAMP	JH	LIBRARY	AIDE1	6+45	3.00	182	
DERREE	KAMP	JH	STUDY HALL	STDYHALL	4+45	4.00	182	
BARB	SAUBY	JH	RESOURCE	AIDE2	6+PARA	7.50	182	
KIM	WIEGERT	JH	RESOURCE	AIDE2	2	7.50	182	
CONNIE	BOWEN	FH	RESOURCE	AIDE2	3+PARA	7.00	182	
MARY	BURNS	FH	RESOURCE	AIDE2	6+PARA	7.00	182	
TIFFANY	HEMSATH	FH	RESOURCE	AIDE2	1	7.00	182	
SHERYL	HODGES	FH	RESOURCE	AIDE2	2+PARA	7.00	182	
JEAN	ROGAN	FH	JOB COACH	AIDE2	6+PARA	7.00	182	2%
SUSAN	RUTLEDGE	FH	RESOURCE	AIDE2	6+PARA	7.00	182	1%
BETTY	SANDERS	FH	RESOURCE	AIDE2	3	7.00	182	
MARY HELEN	SPOJA	FH	ACCOMPANIST	AIDE1	6	4.00	182	
SHARON	TINDALL	FH	STUDY HALL	STDYHALL	5 + 45	7.00	182	2%
GLORIA	WAHL	FH	TITLE I	AIDE2	6+PARA	5.00	182	
GLORIA	WAHL	FH	LIBRARY	AIDE1	5+PARA	3.00	182	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

22

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE FERGUS COUNTY INVESTMENT RESOLUTION

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the resolution for the 2009-2010 investment program for the Lewistown Public Schools as presented by the Fergus County Commissioners.

SUGGESTED ACTION: Approve Fergus County Investment Resolution

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

FERGUS COUNTY INVESTMENT RESOLUTION

WHEREAS, the Fergus County Commissioners have established an investment program incorporating all county and school districts cash on deposit with the County Treasurer, which will be administered through the County Treasurer's Office;

WHEREAS, all research indicates that School District No. One interest revenue will be increased appreciably by participation in the County Investment Program;

WHEREAS, while participating in the Fergus County Investment Pool, all monies will be invested by the County Treasurer, and there will be no individual investments for any one entity.

NOW, THEREFORE, BE IT RESOLVED, that School District No. One, Fergus County, will participate in the Fergus County Investment Program from July 1, 2009 through June 30, 2010 and pay the 2 % investment program administrative fee from the resultant interest revenue;

and that the Board of Trustees appoint Mike Waterman, Business Manager (By-laws Article II, Section 1d) as our representative(s) to the Fergus County Investment Committee, and,

BE IT FURTHER RESOLVED, that the Fergus County Treasurer is hereby designated the agent of School District No. One, Fergus County, for the purpose of investing all available cash of the School District.

CHAIRPERSON, BOARD OF TRUSTEES
SCHOOL DISTRICT NO. One

DATED: June 8, 2009

ATTEST:

SCHOOL DISTRICT CLERK
SCHOOL DISTRICT NO. One

DATED: June 8, 2009

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

23

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE CHANGES TO THE FERGUS HIGH SCHOOL 2009-2010 CODE AND
ACTIVITY HANDBOOK

Requested By: Board of Trustees **Prepared By:** Scott Dubbs **Date:** 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the changes to the Activity Participation and Participation Fees sections of the 2009-2010 Code and Activity Handbook for Fergus High School as presented on the attachment.

SUGGESTED ACTION: Approve Changes to the Fergus High School 2009-2010 Code and Activity Handbook

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

Memorandum

To: Jason Butcher, Superintendent
CC: Sandi Chamberlain, Jim Daniels, Tim Majerus
From: Scott A. Dubbs, Principal
Date: May 21, 2009
Re: Board of Trustee's Action Item

Listed below are a couple of changes to student policies presented at the last board meeting. The first relates Dave's dual sport question at the last meeting. As you might recall the original recommendation came from meetings that started with the Activities Committee this winter but then continued with the administrators following the last board meeting. The first recommendation is to change the "*should not*" language in the activities participation section to "*will not*," as shown below. Also included in that change is a clerical change of participation to the word participate. The second recommendation is related to the budget cut proposals which would increase some passes and fees by \$5.00. The student activity ticket prices would move to \$35.00, participation fee prices to \$45.00 and adult all-season pass prices to \$55.00 for next school year. The handbook changes relating to both recommendations are listed below.

ACTIVITY PARTICIPATION

Coaches and sponsors are expected to help promote student participation in multiple activities. All freshmen participants will be allowed by coaches &/or advisors to participate in more than one sport or activity during the same season. Freshmen that do participate in more than one sport during an individual sport season will be asked to prioritize one athletic activity over the other for scheduling practices and competitions. It is however, expected that the freshman participant in multiple activities will meet reasonable practice and contest expectations for both group(s) and team(s) involved.

Sophomore, junior and senior level participants are also encouraged to participate in multiple activities but due to team needs and the mental or physical strain of athletics they ~~should will~~ not ~~participation participate~~ in multiple sports during the same sport season.

Students participating in multiple activities will not be allowed to participate in events for more than one activity per day if out of town transportation is required, or if safety and transportation concerns arise.

PARTICIPATION FEES

The participation fee at Fergus High School is \$~~40.00~~ 45.00 for one or more MHSAA activity. This includes all athletics, speech, drama and cheerleading. A \$~~30.00~~ 35.00 fee will be charged for participation in each of the following activities (with a student activity ticket to be issued): Band, Choir, Intramurals and FFA members.

The fees will be assessed for participation at any level of the program and are non-refundable. All participants, excluding managers, must pay the required participation fee, or obtain a temporary

fee-wavier from the office, prior to practice or competition. For activities that require selection of teams that limit participant numbers from that activity, fees will be held in the office until the school day after the team selection process is over. Individuals cut from these activities can pick up unused fees in the office. No other refunds will be allowed, including participation limited by: injuries, quitting, or disciplinary action on the part of the activity directors or the school.

Temporary fee-waivers may be obtained in the office. Students receiving free or reduced lunches may request financial assistance to pay the fees assuming they have applied for free or reduced lunches by using the financial guidelines as established by the OPI for free school lunches. The forms are available from the school office.



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

24

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report

☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE MONTANA HIGH SCHOOL ASSOCIATION MEMBERSHIP AND RELATED PAYMENTS

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to approve membership in the Montana High School Association (MHSA). The costs for the 2009-2010 school year include the following:

Association Fees for the Membership in MHSA Activities	\$4,500.00
Insurance Premium for MHSA Catastrophic Insurance Plan	<u>390.00</u>
	\$4,890.00

SUGGESTED ACTION: Approve MHSA Membership and Related Payments

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota
Helena, MT 59601

Annual Dues Application and Fees Remittance Form

FERGUS High School of LEWISTOWN Montana, Montana, hereby makes application for membership in the Montana High School Association (MHSA) for the school year **2009-2010** in accordance with Article 1, Section (1) of the MHSA By-Laws, and appoints the Association as its representative in interscholastic activities for the current school year. The Board of Trustees adopts and agrees to comply with the rules and regulations of the MHSA as presently contained in its official MHSA Handbook, and acknowledges receipt of a copy of such handbook in effect. It is understood that each member school is entitled to one vote on any resolution presented to the Association membership. A resolution adopted by the Board and inserted in the minutes of a meeting of the Board on the date below directs the chairperson of the Board of Trustees to remit to the Association the yearly membership fees. If the school is registering for an activity in which the school district did not participate the previous year and did not request sanctioning for this activity in writing, students will not be permitted to compete in MHSA post-season contests, other than activities which are not assigned to districts and/or divisions. (Rules and Regulations, Sections 14 and 16). **Send payment to MHSA, 1 South Dakota Avenue, Helena, MT 59601.**

In the chart mark an "X" to the left of the activities in which your school wishes to participate.

BOYS		GIRLS		COMBINED ACTIVITIES	
☒	Basketball	☒	Basketball	☒	Band
☒	Cross Country	☒	Cross Country	☒	Chorus
☒	Football	☒	Golf	☒	Drama
☒	Golf	☐	Soccer	☐	Orchestra
☐	Soccer	☒	Softball	☒	Speech
☐	Swimming	☐	Swimming		
☒	Tennis	☒	Tennis		
☒	Track	☒	Track		
☒	Wrestling	☒	Volleyball		
7	<< TOTAL BOYS	7	<< TOTAL GIRLS	4	<< TOTAL COMBINED

TOTAL NO. OF ACTIVITIES (BOYS, GIRLS, & COMBINED) 18 @ \$250.00 = \$ 4500.00

Remit this amount to the MHSA office before August 1st and include an ORIGINAL SIGNED FORM

Signed/Dated: _____
Chair / Board of Trustees

Signed/Dated: _____
Superintendent or Principal

For MHSA Use Only:

Date Received: _____ Amount Received: _____

Check No. _____ Late Fee: _____

Total Amount Received: _____

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota Avenue
Helena, MT 59601
(406) 442-6010

LIABILITY CATASTROPHE PLAN REMITTANCE FORM

We have enclosed our remittance in the amount of \$ **390.00** based on the HIGH SCHOOL ENROLLMENT (schedule below) to cover our school's share of the Liability Catastrophe Plan insurance premium for 2009-10.

School FERGUS

Date _____

Signed _____

High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2008

<u>Enrollment</u>	<u>Premium</u>
0-80	115.00
81-110	175.00
111-200	225.00
201-300	305.00
301-500	390.00
501-900	530.00
901-up	875.00

You must use your **high school enrollment** per your FALL, 2008 report to OPI

PLEASE RETURN THIS **SIGNED** FORM AND YOUR PAYMENT BY AUGUST 1, 2009

For MHSA Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee _____

**MONTANA HIGH SCHOOL ASSOCIATION
2009-10 Catastrophic Insurance Renewal
Mutual of Omaha**

Summary of Lifetime Benefits

- **Accident Medical Expense Benefit:** 100% of reasonable, customary and necessary covered expenses, with an overall lifetime limit of \$1,000,000.
- **Deductible:** \$25,000 per injury.
- **Incurral Period:** Two (2) year incurral period in which to meet the deductible.
- **Extended Care Facility Maximum** \$365,000 per calendar year.
- **Combined Home Healthcare/Custodial Care Maximum:** \$125,000 per calendar year (reduced from \$150,000 in 2008-09).
- **Maximum Physical Therapy Benefit:** \$50,000 per calendar year.
- **Accidental Death Benefit:** \$10,000.
- **Cash Benefit:** \$10,000 (for paralysis, including quadriplegia, paraplegia or hemiplegia).

Expanded Benefits (Total Disability Only):

- **Lifetime Special Expense Benefit:** \$100,000 first decade; \$50,000 each decade thereafter for home remodeling or adaptation and special vehicle purchase or adaptation (reduced from \$125,000).
- **Lifetime Adjustment Expense Benefit:** \$50,000 Lifetime for family counseling, training, travel and loss of earnings of parents.
- **Lifetime Education Expense:** \$50,000 for tuition, room and board and other related expenses.
- **Total Disability Benefit:** A catastrophically injured student who is totally disabled at age 18 may receive \$1,500 per month for remainder of life (up from \$1,000 a month in 2008-09).
- **Partial Disability Benefit:** A catastrophically injured student who is partially disabled at age 18 may receive \$1,000 per month for remainder of life.
- **Unrelated Subsequent Accidents/Illnesses:** Lifetime \$100,000 benefit with a \$5,000 deductible per injury/sickness.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

25

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE INCREASE FOR SCHOOL FOOD MEALS FOR THE 2009-2010 SCHOOL
YEAR

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the proposed increase for breakfast and lunch meals for the 2009-2010 School Year as presented on the attachment.

SUGGESTED ACTION: Approve Increases for School Food Meals for the 2009-2010 School Year

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

OUR RECOMMENDATION TO THE BOARD

- An across-the-board \$0.05 increase (2 – 4%) to paid meal prices for the 2009-2010 school year. Prices as follows:

	Breakfast	Lunch
K-6 Students	\$1.30	\$2.55
7-12 Students	\$1.55	\$2.80
Adult	\$1.55	\$3.55

- These estimates would result in a \$100,000 net loss to be borne by the General Fund (\$75,000) and School Food Fund reserves (\$25,000).
- Assuming constant demand, each \$0.05 increase in meal prices will reduce the District's net loss by roughly \$3600.



LEWISTOWN PUBLIC SCHOOLS

School Food Comparison

June 4, 2009

District	FY08 General Fund Expenditures as a Percentage of General Fund Budget (Combined Elem & HS)				
	2008-2009 Elem Breakfast Price	2008-2009 HS Breakfast Price	2008-2009 Elem Lunch Price	2008-2009 HS Lunch Price	
Belgrade	1.45	1.55	1.85/2.10	2.25	0.63%
Billings	1.15	1.15	2.10/2.25	2.25	0.00%
Bozeman	1.20/1.50	1.50	2.25/2.50	2.50	0.00%
Butte	1.15	1.15	1.90/2.15	2.15	0.00%
Great Falls	0.75	0.75	1.50/1.75	1.75	0.00%
Havre	1.75	1.75	2.25/2.50	2.50	0.17%
Helena	1.00	1.00	1.90/2.00	2.00	0.13%
Kalispell	1.25	1.25	2.10/2.50	2.50	Not Available
Lewistown (Proposed)	1.30/1.55	1.55	2.55/2.80	2.80	1.14%
Missoula	1.25	1.35	1.90/2.00	2.00	0.00%
Sidney	N/A	N/A	1.85/2.45	N/A	1.51%

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

26

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE ELEMENTARY HANDBOOK

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the Elementary Handbook as presented on the attachment.

SUGGESTED ACTION: Approve Elementary Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

TABLE OF CONTENTS

I.	FORWARD	3
II.	DIRECTORY	
	Superintendent's Office (Lincoln Building)	4
	Highland Park Elementary School.....	5
	Garfield Elementary School.....	7
	Lewis & Clark Elementary School	9
	Calendar Information	9
III.	ACADEMICS	
	Curriculum	11
	Homework	12
	Make-up work	12
	Grading	12
	Report Cards	13
	Mid-terms.....	13
	Title/Resource	13
	Response to intervention (RTI)	13
IV.	STUDENT GUIDELINES & PARENT INFORMATION	
	Attendance	14
	Cell phones	14
	Communication with families	15
	• Parent Portal • Open House • Report Cards • Parent/Teacher Conferences • Email/Telephone • Newsletters • Parent Teacher School Group (PTSG) • School Web-Site • Assessment Results	
	Change of Address	15
	Dress Code	16
	Field trips, excursions and outdoor education	16
	Leaving school grounds	16
	Lost and Found	17
	Permission to stay inside.....	17
	Publications, video, Internet photos	17
	Student lockers.....	17
	Room volunteers	17
	Visitors.....	17
	Use of school phone.....	18
	What not to bring to school.....	18
	What can parents do	18

V.	OTHER ACTIVITIES AND EVENTS	
	School Board meetings	19
	Elementary Activities.....	19
	Special Events	19
	Gifts, Parties, Invitations.....	19
	Church Night (Wednesday)	19
VI.	DISCIPLINE/SCHOOL-WIDE EXPECTATIONS	20
	Eagle Expectations.....	21
VII.	EMERGENCIES	
	Emergency Procedures for School District #1.....	22
	Emergency Weather Conditions	22
	Emergencies at School.....	22
VIII.	HEALTH AND SAFETY	
	Asbestos Management Plan	23
	Communicable Disease.....	23
	Head Lice Policy	23
	Hearing Screening.....	23
	Immunization Requirements	24
	Medicine at School	24
	Public Health Department Services	24
	School Safety	24
	Student Safety	24
IX.	CHEMICAL & TOBACCO POLICY	27
X.	GUN-FREE SCHOOL.....	31
XI.	DIRECTORY INFORMATION POLICY	32
XII.	BULLYING & HARASSMENT POLICY	33
XIII.	GRIEVENCE POLICY	36
XIV.	LUNCH & BREAKFAST	
	School Meals.....	37
	Meal Accounts	37
XV.	TECHNOLOGY ACCEPTABLE USE POLICY	38
XVI.	PERMISSION FOR MEDICATION.....	39
XVII.	2009-2010 LEWISTOWN PUBLIC SCHOOL PARENT PERMISSION	40

I. FORWARD

Dear Parents,

Welcome to Lewistown School District #1. It is a school district in which the entire community takes pride. Our academic standards are high, student behavior is excellent, and staff members are highly competent in their profession and respected in the community.

Simply stated, the Lewistown School District believes that:

- ✓ Students are expected to, and do, learn.
- ✓ Teachers are competent, efficient and caring.
- ✓ Administrators maintain a focus on achievement and ensure an orderly learning environment.
- ✓ Parents and community members are involved in, and supportive of, high learning expectations and experiences provided to achieve those expectations.

We are looking forward to working with you in the education of your child. If you have any questions or concerns, please feel free to contact the teacher, principal or secretary at your child's school. You are always welcome in the Lewistown Public Schools.

Jason Butcher
Superintendent
Lewistown Public Schools

II. DIRECTORY

Lewistown Public Schools

PERSONNEL

Board of Trustees	Mr. Dave Byerly, Chairman Mrs. Becky Jackson, Vice Chair Mrs. Mary Schelle Mr. Jeremy Bristol Mr. Monte Weeden Mrs. Jennifer Granot Mr. Stan Monger	
		<u>PHONE NUMBER</u>
Superintendent	Mr. Jason Butcher	535-8777, ext. 110
Business Manager	Mr. Mike Waterman	535-8777, ext. 116
Director of Special Services	Mr. Dale Lambert	535-7454, ext. 119
Director of Continuing Education	Mrs. Diane Oldenburg	535-9022
Director of Building & Grounds	Mr. Paul Stengel	535-8777, ext. 114
Director of Transportation	Mr. Steve Klippenes	535-3287
Director of Food Services	Mrs. Cindy Giese	535-5261, ext. 125



<u>Highland Park - (K, 1st & 2nd)</u> 1312 7 th Avenue North Lewistown, MT 59457 Sharon Redfern, Principal Natalie Butler, Secretary 535-2555	<u>Garfield – (K, 3rd & 4th)</u> 415 East Boulevard Lewistown, MT 59457 John Moffatt, Principal Karmen Tesarek, Secretary 535-2366	<u>Lewis & Clark – (5th & 6th)</u> 212 Crystal Drive Lewistown, MT 59457 Matthew Lewis, Principal Jody d’Autremont, Secretary 535-2811
--	--	--

HIGHLAND PARK ELEMENTARY SCHOOL
(Grades K, 1 & 2)

Principal: Mrs. Sharon Redfern

Phone: (406) 535-2555

PERSONNEL

Full Time Teacher - 12		Shared Time Teachers - 13	
<u>Grade</u>	<u>Name</u>	<u>Subject</u>	<u>Name</u>
Preschool	Mrs. Paula Drissell	Title One	Mrs. Germaine Stivers
Kindergarten	Mrs. Margaret Smith	Title One	Mrs. Darcy Zanto
Kindergarten	Mrs. Bridget Sparks	Title One	Mrs. Brenda Gruener
First Grade	Mrs. Karen Combs	Resource	Ms. Juanita Kajkowski
First Grade	Mrs. Gina Armstrong	Resource	Mrs. Tara Murnion
First Grade	Mrs. Sue Lutke	Health Enhancement	Mrs. Annette Bjelland
First Grade	Mrs. Pat Giedd	Librarian	Mrs. Barb Fradley
First Grade	Mrs. Amanda Gee	Music	Mrs. Mary Kepler
Second Grade	Mrs. Lee Anne Weinheimer	Speech Clinician	Mrs. Rachel Stansberry
Second Grade	Mrs. Polly Weichel	Psychologist	Mr. Jason Bailey
Second Grade	Mrs. Ann Ruddy	Adaptive P.E.	Mrs. Gail Brevig
Second Grade	Mrs. Holly Woodhall	Counselor	Ms. Ashley Jenness
		Occupational Therapist	Mrs. Erann Owens

Support Personnel – 14	
<u>Position</u>	<u>Name</u>
Secretary	Mrs. Natalie Butler
Library Assistant	Mrs. Karen Mahlen
Office/Playground Assistant	Mrs. Fleeta O'Dell
Resource/Playground Assistant	Mrs. Bette McPherson
Resource/Playground Assistant	Mrs. Darla Quinlan
Title One/Playground Assistant	Mrs. Devney Welsh
Resource/Playground Assistant	Mrs. Lynn Prindle
Resource Assistant	Mrs. Susannah Eastman
Instructional Assistant	Mrs. Pat Benes
Food Service	Mrs. Fleeta O'Dell
Food Service	Open
Food Service	Mrs. Barb Holland
Custodian	Mr. Jerry Giedd
School Nurse	Mrs. Debbie Smith



Highland Park Elementary
Daily Schedule 2009-10

<u>Time</u>	<u>Kindergarten</u>	<u>First Grade</u>	<u>Second Grade</u>
8:25 a.m.	Class begins	Class begins	Class begins
10:00-10:15	Recess	Recess	
10:15-10:30			Recess
11:30-12:20 OR 11:35-12:25	Lunch and Recess	Lunch and Recess	Lunch and Recess
1:30-1:45	Recess	Recess	
1:45-2:00			Recess
2:55	Class dismissal		
3:05 p.m.		Class dismissal	Class dismissal

GARFIELD ELEMENTARY SCHOOL**(Grades K, 3 & 4)****Principal: Mr. John Moffatt****Phone: (406) 535-2366****PERSONNEL**

Full Time Teacher - 10		Shared Time Teachers - 11	
<u>Grade</u>	<u>Name</u>	<u>Subject</u>	<u>Name</u>
Kindergarten	Mrs. Laura Gilskey	Title One	Mrs. Julie Comes
Kindergarten	Mrs. Aaryn Bell	Resource	Mrs. Beth Kirsch
Third Grade	Mr. Charlie Karinen	Resource	Mrs. Linda Mitchell
Third Grade	Mrs. Andrea Payne	Music	Mrs. Mary Kepler
Third Grade	Mrs. Teresa Stokken	Librarian	Mrs. Barbara Fradley
Third Grade	Mrs. Becky Woltermann	Counselor	Ms. Ashley Jenness
Fourth Grade	Mr. Bruce Marsden	Psychologist	Mr. Steve McCoy
Fourth Grade	Mrs. Kandis Nielsen	Adaptive P.E.	Mrs. Gail Brevig
Fourth Grade	Mrs. Carolyn Shields	Speech Clinician	Mrs. Jennifer Rindal
Fourth Grade	Mrs. Jennifer Collins	Physical Therapist	Mrs. Mary Lou Paulick
		Physical Education	Mrs. DeeAnn Buehler

Support Personnel – 16	
<u>Position</u>	<u>Name</u>
Secretary	Mrs. Karmen Tesarek
Special Ed. Assistant	Mrs. Sherry Hanley
Library Assistant	Mrs. Karen Mahlen
Library Assistant	Mrs. Linda Sederholm
Food Service	Mrs. Lindsey Rickl
Food Service	Mrs. Shannon Maxwell
Resource Assistant	Mrs. Wendy Miner
Playground/Bus Assistant	Mrs. Teresa Dygert-Trask
Playground/Office Assistant	Mrs. Linda Maxwell
Custodian	Mr. Clyde Retterer
School Nurse	Mrs. Debbie Smith
Title One Instructional Assistant	Mrs. Kathy Irwin
Preschool Resource Assistant	Mrs. Darlene Beaudry
Preschool Resource Assistant	Mrs. Heather Gueths
Title One Assistant	Mrs. Susan Standley

GARFIELD, (K, 3 & 4) – DAILY SCHEDULE

First Bell (A.M.)	8:20
Tardy Bell (A.M.)	8:25
Kindergarten Recess (A.M.)	9:30
Third Grade Recess (A.M.)	9:45
Fourth Grade Recess (A.M.)	10:00
Lunch Period (Kindergarten)	11:10-12:00
Lunch Period (Third Grade)	11:20-12:10
Lunch Period (Fourth Grade)	11:40-12:30
Kindergarten Recess (P.M.)	1:30
Third Grade Recess (P.M.)	1:45
Fourth Grade Recess (P.M.)	2:00
Kindergarten Dismissal (P.M.)	3:00
Third & Fourth Grade Dismissal (P.M.)	3:10



LEWIS & CLARK ELEMENTARY SCHOOL
(Grades 5 & 6)

Principal: Mr. Matthew Lewis

Phone: (406) 535-2811

PERSONNEL

Full Time Teacher - 8		Shared Time Teachers - 13	
<u>Grade</u>	<u>Name</u>	<u>Subject</u>	<u>Name</u>
Fifth Grade	Mrs. Lynn Lensing	Title One	Mrs. Cindy Gremaux
Fifth Grade	Mrs. Jill Reed	Resource	Mrs. Mari Beth Chamberlin
Fifth Grade	Mrs. Sandy Fox	Resource	Mrs. Jackie Rickl
Fifth Grade	Mrs. Nancy Hudson	H.E.L.P.S.	Mrs. DeeAnn Buehler
Sixth Grade	Ms. Kyle Carlisle	Librarian	Mrs. Barb Fradley
Sixth Grade	Mrs. Candice Dunn	Fifth Grade Music	Mr. Brandon O'Halloran
Sixth Grade	Mr. Chad Armstrong	Instrumental/Sixth	Mr. Richard Kuntzelman
Sixth Grade	Mr. Jerry Plovanic	Grade Music	
		Counselor	Mrs. Ashley Jenness
		Counselor	Mrs. Teresa Majerus
		Psychologist	Mr. Steve McCoy
		Speech Clinician	Mrs. Kay Godbey
		Adaptive P.E.	Mrs. Gail Brevig
		Special Needs	Mrs. Michelle Hartman

Support Personnel – 12	
<u>Position</u>	<u>Name</u>
Secretary	Mrs. Jody d'Autremont
Library Assistant	Mrs. Linda Sederholm
Resource Assistant	Mrs. Norine McKinney
Resource Assistant	Mrs. Gretchen Conrad
Resource Assistant	Kris Gapay
Resource Assistant	Mary Gertge
Title One Assistant	Mrs. Tracy Conner
Playground/Office Assistant	Mrs. Mandie Hutchins
Playground/Resource Assistant	Ms. KC Schnitzmeier
Food Service	Mrs. Cindy Noel
Food Service	Open
Custodian	Mr. David Gates

LEWIS & CLARK, (5 & 6) – DAILY SCHEDULE

First Bell (A.M.)	8:20
Tardy Bell (A.M.)	8:25
Sixth Grade Recess (A.M.)	9:45-10:00
Fifth Grade Recess (A.M.).....	10:00-10:15
Lunch Period (Fifth Grade).....	11:30-12:10
Lunch Period (Sixth Grade).....	11:50-12:30
Fifth and Sixth Grade Recess (P.M.)	2:15-2:30
Dismissal (P.M.)	3:10

Recess times vary slightly at individual school.

During early release days, all three elementary schools will be dismissed at 1:30 p.m. and buses will run at that time.

Each school day students may enter the building after 7:50 a.m. We encourage students who are not involved in an 8:00 – 8:20 activity to arrive at about 8:15 a.m.

SCHOOL YEAR 2009-2010

August 25, 2009 - School Begins		June 4, 2010 - Last Day of School ~ Dismiss at 1:30 p.m.
<u>NO SCHOOL FOR STUDENTS</u>		
September 7, 2009	Monday	Labor Day
September 21, 2009	Monday	PIR Day
October 15-16, 2009	Wednesday – Friday	Fall Vacation (PIR/Teachers' Convention)
November 5, 2009	Thursday	Parent/Teacher Conferences
November 6, 2009	Friday	Vacation Day
November 25-27, 2009	Thursday & Friday	Thanksgiving Vacation
December 21, 2009 – January 1, 2010	Mon.-Wed.; Thurs. & Fri.	Christmas Vacation
January 18, 2010	Monday	PIR Day
February 26, 2010	Friday	Vacation Day
April 2-5, 2010	Friday – Monday	Spring Break
May 31, 2010	Monday	Memorial Day

III. ACADEMICS

CURRICULUM

The Lewistown Public Schools offer a core elementary curriculum consisting of Reading, Language, Writing, Mathematics, Science, Social Studies, Music, Art, Health and Physical Education. Physical Education and Music are taught by personnel specifically trained in those areas, while the remainder of the core curriculum is taught by the classroom teacher.

Your child will participate in one of the following reading and math programs in the Lewistown Elementary Schools:

- Scott Foresman
- Reading Mastery
- Corrective Reading
- Sidewalks, Read Well
- Corrective Math
- Harcourt Math

Placement in a reading or math program will be based on the need to meet the student at their instructional level with the district-wide goal of continued academic progress through each year. Please note that as students grow in skill and ability the instructional program they use may change at some point during the academic year to continue challenging them at their academic level.

Below is a list of the other curricula materials used in these programs:

LANGUAGE	Scott Foresman, 2007 Edition
SPELLING	Scott Foresman, 2007 Edition
PENMANSHIP	Zaner-Bloser, 1993 Edition
SCIENCE	Kindergarten Harcourt (2008), 1 st -5 th Houghton Mifflin (2008), 6 th Glencoe (2008)
SOCIAL STUDIES	Scott Foresman, 2003 Edition (K-6)
HEALTH	Science & Social Studies materials, as well as selected Body Shop materials
MUSIC	Silver Burdett, 2005 Edition

In each building we have a Library-Media Center. This center is designed to centralize all our library and media materials so that students and teachers have a wider selection of materials available to them. It also eliminates duplication, thus allowing for better use of available monies.

Parents interested in reviewing any of these efforts in detail are invited and encouraged to contact their building principal.

HOMEWORK

If a student is to succeed in our changing complex world, he/she needs a comprehensive course of study. Independent study and self-discipline are also essential attributes that can be learned. One of the methods available to us to help accomplish these goals is the assignment of homework. Homework varies by grade level, but generally, students and parents can expect that homework assignments will be given. The following kind of assignments can be expected:

1. Reading assignments:
 - ✓ Textual material in preparation for the next day's lesson
 - ✓ Literature
 - ✓ Newspapers in preparation for current event discussions
 - ✓ Recreational Reading
2. Drill assignments:
 - ✓ Completing a math, spelling, science, social studies or grammar lesson begun in class
 - ✓ Music practice
3. Writing assignments:
 - ✓ Completing a creative writing assignment begun in class
 - ✓ Completing an essay or report begun in class
 - ✓ Answering textbook questions
 - ✓ Outlining
4. Project assignments:
 - ✓ Science experiments
 - ✓ Research papers
 - ✓ Independent study projects
5. Study assignments:
 - ✓ Study of class notes
 - ✓ Study of textual material
 - ✓ Outlines

Parents can help their children be successful in school by providing an appropriate study place, atmosphere, time and materials. Assistance can also be helpful, but the parent is cautioned not to do the student's work.

Homework and good study habits are essential for the student to gain the greatest benefit from his/her educational experience. If the home and school work together, maximum success for the student will be realized.

MAKE UP WORK

Make up work for excused absences are counted full value. Students will have two school days for each missed day to complete missed work. Work not completed in the appropriate time frame will be considered late work and left up to the discretion of the individual teacher. Students wishing to have an extension on the time limit may request that directly to the teacher. The principal will hear appeals if they are requested.

GRADING

At the elementary level two different grading systems are used. In grades K-2, a standards based system is used, whereas in grades 3-6, the A, B, C & D system is used to determine academic success. When determining grades for report cards, teachers use a formula which includes tests, class work, homework and project grades. The following scale is used to determine grades.

<u>Grades K – 2</u>	<u>Grades 3 – 6</u>
94% - 100% = Advanced	92% - 100% = A
80% - 93% = Proficient	83% - 91% = B
75% - 79% = Nearing Proficient	74% - 82% = C
0% - 74% = Novice	65% - 73% = D
	0% - 64% = F

REPORT CARDS

Report cards are sent home at the end of each quarterly grading period. The report cards are supplemented by a parent/teacher conference at the end of the first quarter in the fall. There is also a spring parent conference schedule to address mid-year concerns. In order to bring parents into the school more often, we will schedule an Open House early in the fall, and various student programs throughout the year.

End of Quarter Dates:

1st Quarter - October 30th
 2nd Quarter – January 22nd
 3rd Quarter – March 30th
 4th Quarter – June 4th

MID-TERM PROGRESS REPORTS

We encourage all parents and students to communicate with the classroom teacher regarding student progress throughout the school year. The following dates have been set –

Mid-term reports date:

September 25th
 December 4th
 February 19th
 April 30th

Mid-term reports sent home:

September 30th
 December 9th
 February 24th
 May 5th

TITLE I/RESOURCES

For those students who are having difficulty mastering the basic skills or who have a physical or educational disability, Resource and Title One programs are available. The teachers in these programs are trained to work with students experiencing difficulties in Reading, Math and Language. The funds for this program come from state and federal sources, as well as district support.

RESPONSE TO INTERVENTION (RTI)

Response to intervention (RtI) is the practice of providing high-quality instruction to all students based on individual need. RTI provides a process and structure for school teams to design, implement, and evaluate both daily instruction and specific interventions.

IV. STUDENT GUIDELINES AND PARENT INFORMATION

ATTENDANCE (policy #3122)

Rationale:

School District #1 is requesting the cooperation of parents and students in developing consistent school attendance for all pupils. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits from schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. The school cannot teach pupils who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is a well established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. If the student is to gain the greatest educational benefit from the school in this day and age, he or she must be in class.

Information:

Copies of the Student Attendance Policy shall be made available to all students and/or their parents, guardian or legal custodian.

Parent/School Cooperation:

All parents are encouraged to contact the school whenever their child/children are absent. If we do not hear from you, the school will attempt to contact parents or guardians of all students who are not in attendance each day. A written excuse will not be required for any absence when verbal communication has occurred with the parent, guardian or legal custodian.

School Communication:

If verbal or written communication regarding a student's absence is not made, the school will attempt to contact parents, guardian or legal custodian to determine the reason for absence.

Written Excuse:

In the event that the parent and the school were unable to make contact during the period of a student's absence, a written, signed excuse from the parent, guardian or legal custodian will be required upon the student's return.

Community Agencies:

The school will not hesitate to utilize the services of the community agencies in its attempt to enforce the Student Attendance Policy. These agencies are (but not limited to): 1. Truant Officer; 2. School Resource Officer; 3. Probation Officer; 4. Department of Family Services; 5. County Attorney; 6. Police Department; 7. County Health Department

CELL PHONES (policy #3630)

If there is a need for your child to have a cell phone it needs to be turned off and left in their back pack, turned into the teacher or the office during the school day. If the cell phone is not turned in, the student is responsible for the safety and security of that item. If the phone is being a distraction during the school day (ring or being used) it will be confiscated and returned at the end of the school day or a parent may be contacted to pick the phone up at their earliest convenience.

COMMUNICATION WITH FAMILIES

Communication between the home and school is an essential part of the elementary program. You are encouraged to contact your child's teacher, principal or any specialist if you have questions, concerns, or compliments about your child's progress in school. There are a number of ways for parents to receive information about their child's progress and school.

- The **Parent Portal** is a confidential website that only registered parent/student/guardians can access on the internet to view their child's grades etc. Parents can access information about Parent Portal via the Lewistown Public Schools website at: www.lewistown.k12.mt.us/ and going to the Parent Portal Information tab.
- **Open House** is a time set aside each fall for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies and general expectations are explained by each teacher. This is not a time for individual parent / teacher conferences.
- **Report Cards** are issued following each nine-week period. These reporting forms record academic progress and effort in each area of the curriculum.
- **Parent / Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent / teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year. Some teachers conduct Student-Led Parent / Teacher Conferences.
- **Email / Telephone** contact is encouraged. All teachers now have classrooms telephones. Messages can be left during the day. Parents are encouraged to utilize email as well. Please contact your child's teacher and/or principal for their email address and/or phone number.
- **Newsletters** from the principal or classroom teacher(s) are sent home with students on a regular basis to provide timely information about school, classroom and district activities. Some school principals email newsletters to parents wishing to receive email rather than paper copies.
- **Parent/Teacher School Groups** (PTSG) are established in each school to provide valuable support and service to students and staff. Parents are encouraged to become active members.
- **School District Web Site** at <http://www.lewistown.k12.mt.us> provides general information about the District and its programs as well as current news items. Each individual school has a section on the district web site that has information pertaining to that school.
- **Assessment Results** also give parents an indication of how their child is progressing in school. As part of their learning, students participate in a variety of classroom assessment activities throughout the school year. Students in grades three, four, five and six will participate in a state assessment each spring called the Measured Progress Criterion Referenced Test (CRT). Standardized test results assist teachers, principals, and District administration in determining the effectiveness of instructional programs.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Because of the possibility of emergency, the school should be notified when a change of address and/or telephone number is made.

DRESS CODE

Students are encouraged to dress appropriately for the school environments and weather. Questionable items will be handled at the discretion of the principal. Use common sense in your dress and there will be no problems.

The following specific expectations will apply at all of our elementary schools:

- Students may wear shorts of modest length during moderate weather. (Modest length means just above the kneecap similar to the Bermuda shorts type.) These shorts should be of the loose-fitting “Bermuda” type. Gym shorts, short shorts, spandex biking shorts, etc. will not be allowed.
- Shirts advertising alcohol or tobacco products, or displaying inappropriate messages will also not be allowed.
- High platform shoes, “heelies” rubber shoes with rollers, and flip flops are unsafe for vigorous play, so we ask that children not wear them.
- Other unacceptable apparel includes: bathing suits, jean cut-offs, tank tops, or halter tops.
- No bare midriff shirt or blouse is acceptable.

Shoes or tennis shoes must be worn at all times. We have received excellent cooperation from parents and students regarding appropriate school dress in the past and we appreciate your continued support in this area.

FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION (policy #2330)

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

It is also important to remember that field trips are extensions of our school and student behavior expectations will follow those that we have within the school building. Students’ who are not living up to our school wide expectations prior to the field trip may not be included or a parent may be asked to come along if student behavior is in question.

LEAVING SCHOOL GROUNDS

During the school day, students may not leave the school grounds. Exceptions are as follows:

1. Parents/Guardians may pick students up at school by checking students out of school from the school office.
2. Students go home for lunch, and parents have notified the school that this happens regularly during the school year via a note at the beginning of the school year.
3. Students have written permission from parents to leave school for a specific purpose. Such permission should be given to the teacher and presented to the principal. This should be kept to a minimum, and is subject to approval by the principal.

LOST AND FOUND

All schools maintain a depository for lost and found articles. Parents and students are encouraged to check for lost items frequently. Information can be obtained at the building office. Please put your child's name on his/her possessions whenever possible!

PERMISSION TO STAY INSIDE (RECESSES/NOON HOUR)

As much as possible, students go outside for recesses. Properly dressed children enjoy their time outside and usually perform better when returning to the classroom.

On inclement weather days the principal will call for shortened outside recesses or (when severely cold or wet) an inside recess. During shortened outside recesses, students are outside for about 10 minutes. During an inside recess all students stay inside for the entire period.

On occasion, it may be important that your child stay inside for recesses due to health reasons. If this is the case, please send a note requesting that your child be kept inside.

PUBLICATIONS, VIDEO, INTERNET PHOTOS

Students in the Lewistown Public Schools are occasionally involved in school activities or events that are published in newsletters, on the district or school web sites or covered by our local media (TV, newspaper, etc.) If you do NOT want your child to be included in any publication and/or public relations activity please indicate by marking the appropriate answer and signing the "Parent Permission Master Form" included at the end of this handbook.

STUDENT LOCKERS

Students are not permitted to decorate any part of their assigned locker(s) in any way. Students will also not be permitted to hang mirrors, or other similar items, in their lockers. Students will be responsible for keeping their lockers clean and neat. *Note: Lewis & Clark School does not have student lockers.*

ROOM VOLUNTEERS

At various times during the year there are parties, programs and other activities where volunteer help is needed. Room volunteers are the people we call upon for this help. This group will be informed at the beginning of each school year through the classroom teacher or the PTSG.

VISITORS

Parents are welcome in the Lewistown Public Schools. We ask that if you plan on being in the building for any period of time, helping in the classroom, etc. that you please sign in at the office and put on a visitor's pass.

In an effort to reduce interruption of valuable class time, we ask that parents report to the office when entering the building, rather than going directly to classrooms. We will deliver messages and/or necessary items to students for you.

Only students who are enrolled may attend classes. On occasion, students may ask to bring an out-of-town friend to school to visit and attend classes. The building principal should be contacted, in advance, to arrange for the visitation. Visits should take place during the lunch hour, and the student visitor must be accompanied by an adult.

USE OF SCHOOL TELEPHONE

School telephones are primarily for school business needs. Students will be permitted to use the telephone in case of emergencies or if they have a pass from their teacher. Plans for after-school activities should be made before coming to school.

OTHER THINGS TO CONSIDER

On occasion, students have chosen to bring rather undesirable items to school or play inappropriate games. As in any school situation, certain actions and items can be disruptive and/or dangerous to others, and (in many cases) easily lost, broken or stolen. With this in mind, we recommend that the following items not be brought to school:

1. Hard baseballs, softballs or bats
2. Cassette stereos or radios, Game Boys, or other electronic equipment
3. Frisbees or other hard-to-control throwing toys
4. Pets (unless accompanied by an adult for Show & Tell)
5. Any other expensive or potentially dangerous items
6. Toy weapons
7. Any type of game that would display threatening actions (play fighting, pretend shooting etc.) is not acceptable behavior at school.

If you are uncertain whether or not an item should be brought to school, please contact the principal.

The following items will not be brought to school under any circumstances:

1. Pocket knives or other sharp objects
2. Guns of any kind, bullets or matches

Possession of these items could result in suspension or expulsion.

WHAT CAN PARENTS DO?

You, as a parent, can help your elementary schools be the best possible schools for your kids. Some things you can do are listed below:

- ❖ Join our PTSG. (Parent Teacher Support Group)
- ❖ Volunteer to help in classrooms and/or the library.
- ❖ Support school policies and discipline.
- ❖ Communicate with the school and faculty regularly.
- ❖ Model appropriate behaviors at home, and encourage your children to be responsible for their behaviors.
- ❖ Be careful not to park, drop off, or pick up children in the bus zones or crosswalks around the school. Use school side parking areas.
- ❖ Encourage children to cross streets at corners, and in the crosswalks.
- ❖ Drive carefully around the school. Avoid making U-turns or other potentially dangerous vehicle maneuvers on streets around the school, especially during arrival or dismissal time.
- ❖ Call the office whenever your child will not be in school.
- ❖ Make sure we have a phone number at which you can be reached.
- ❖ Please mark your child/children's clothing with his/her name (tennis shoes, overshoes, coats, caps, gloves, etc.).
- ❖ Check our lost and found when you are in the building. We have an amazing amount of students' possessions left at the end of the school year.

V. OTHER ACTIVITIES OR EVENTS

SCHOOL BOARD MEETINGS

School Board meetings are held on the 2nd and 4th Monday of every month at 7pm. The regular meetings are generally held at the Lincoln Building in the Board room. Special meetings are called throughout the school year through adopted procedures with legal action restricted to those items listed on the agenda. Executive Sessions are the only type of Board meeting not open to the public. These sessions are confined to consideration of matters generally involving or affecting personnel.

ELEMENTARY ACTIVITY PROGRAM

The Lewistown Public Schools provide an after-school activity program for 5th and 6th grade students including flag football, basketball, wrestling, and volleyball. Students may sign up for any one activity, or a combination. Times for practice may vary; generally, the boys and girls practice twice a week (3:45 p.m. - 5:00 p.m.) each on different afternoons.

SPECIAL EVENTS

The elementary schools have two special events each year for the children. The three elementary schools each have a fall and winter party. The parties generally last no more than 1 ½ hours at the beginning or the end of the school day.

GIFTS, PARTIES AND INVITATIONS

Gifts from children or parents to school employees are discouraged. In addition, students should not exchange gifts with each other at school nor distribute party invitations to classmates at school. These practices can cause hurt feelings and become disruptive to the learning process.

If parents wish to send birthday treats to be shared with classmates, treats should be delivered to the school office. The treats will be taken to the classroom at the appropriate time. Parents' cooperation with this policy is appreciated.

CHURCH NIGHT – WEDNESDAY

To alleviate conflict between school and church activities in Lewistown, all elementary schools shall try to adhere to the following policy:

1. Wednesday nights shall be kept free of school activities if at all possible.
2. Reduced school homework and assignments shall be given on Wednesday.
3. Normally, detentions will not be given on Wednesday nights. Flagrant misbehavior, which in the judgment of the teacher or principal merits immediate detention may be an exception to the rule.

VI. DISCIPLINE/SCHOOL-WIDE EXPECTATIONS

The Lewistown Elementary Schools are part of the Montana Behavioral Initiative. The purpose of the discipline policy is to promote acceptable student behavior and self-control. School-wide expectations have been developed to encourage a positive learning environment, as well as an atmosphere free of fear, physical and emotional harm, and frustration due to inconsistent expectations. The expectations are meant to be clear concise and directed toward insuring a safe, orderly climate for students and staff. The following belief statements are at the core of our school-wide expectations:

- All students should be treated with dignity and respect.
- Students can and should be taught skills for success.
- Motivation and responsibility are encouraged through positive interactions.
- Misbehavior provides a teaching opportunity.
- Staff must work together to meet students' needs.
- Schools and communities must work together to meet the diverse needs of students.
- Safe schools create an environment where academics flourish.
- Positive, pro-active and preventative efforts of schools and communities can defeat violence.

If you want more information concerning the discipline plan for the school grounds and lunchroom, or the discipline plan used in your child's classroom, please contact the school office.

Throughout our schools we ask students to use an appropriate voice level as they participate in various educational activities. As a way of creating consistency in our school all three elementary schools will use the following voice level system:

Voice Level System

- 0 – no talking
- 1 – Whisper voice
- 2 – 12" voice (indoor voice)
- 3 – Conversational voice
- 4 – Outside voice

The following chart was developed to create consistence in all of our elementary schools. We ask our students and staff to be Safe, Organized, Accepting and Responsible (SOAR) throughout the school day. The chart has been broken down into various school locations and we have identified expected behaviors that will help our staff and students SOAR.

Eagle Expectations Watch Us “SOAR”

		School Wide	Classroom	Hallways	Lunch	Playground	Bathroom	Assembly	Bus
S	Safe	• Keep hands and feet to self • Follow expectations • Use materials and equipment appropriately	• Move appropriately in classroom	• Walk on right • Nose and toes forward	• Wait to be dismissed • Carry your tray with both hands	• Stay on campus • Enter and exit the building appropriately	• Wash your hands with soap and water	• Listen and follow directions	• Seat to seat and back to back • Keep hands in bus
O	Organized	• Be ready to learn • Have supplies • Use time wisely	• Desk is neat and organized • Complete work on time • Be prepared for class	• Single file line and hands to yourself	• Wait your turn and stay in line • Empty your tray in an orderly fashion	• Agree on the rules of the game before you start	• Wait your turn • Flush when finished	• Sit in designated area	• Load, ride and unload in an orderly fashion
A	Accepting	• Recognize differences • Use kind words • Respect others • Include others	• Speak and listen politely • Cooperate and work well with others	• Individuals yield to other classrooms • Monitor your voice level	• Practice good manners • Be inclusive at your table	• Respect others abilities • Include others	• Allow for the privacy of others	• Treat speakers and performers with courtesy • Sit quietly during presentations and performances	• Respect others space • Share seats with others
R	Responsible	• Be on task • Follow directions • Make smart choices	• Use time wisely • Stay On task • Be an active learner	• Get where you need to be in a timely manner • Keep it clean • Remove your hat in the building	• Clean up after yourself • Use appropriate voice – level #2	• Manage your behavior • Use equipment appropriately	• Keep the bathroom neat and clean • Return to class promptly • Quiet voices – level #2	• Use appropriate applause • Keep your space clean	• Use a quiet voice • Listen to bus driver

VII. EMERGENCIES

EMERGENCY PROCEDURES FOR SCHOOL DISTRICT NO. 1

School District No. 1 has just updated the Crisis Procedure Manual that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus, or by transportation provided by parents.

It is impossible to foresee all the possible emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us, as school administrators, and you, as parents.

IN MOST EMERGENCIES, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY THAT PROHIBITS RE-ENTRY TO THE SCHOOL BUILDING YOUR CHILD ATTENDS, (SUCH AS A BROKEN GAS OR WATER MAIN, FIRE, OR A SUDDEN LOSS OF UTILITIES IN BAD WEATHER) STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL’S ALTERNATE SITE.

We ask you to follow the following procedures if you hear rumors of any school emergency:

1. TURN ON YOUR RADIO. We will keep the media accurately informed of an emergency.
2. PLEASE DO NOT TELEPHONE THE SCHOOL. We have limited phone lines. These MUST be used to respond to the emergency.
3. PLEASE DO NOT COME TO THE SCHOOL. Any emergency involving your child’s school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions.
 - a. If, for any reason, Garfield Elementary School must be evacuated during regular school hours, your child will be taken to, and cared for, at Fleet Wholesale.
 - b. If, for any reason, Highland Park Elementary School must be evacuated during regular school hours, your child will be taken to, and cared for, at Zion Lutheran Church.
 - c. If, for any reason, Lewis & Clark Elementary School must be evacuated during regular school hours, your child will be taken to, and cared for, at Fergus High School.
 - d. Stay tuned to the radio for updated, accurate reports and information about when and where to pick up your student.

EMERGENCY WEATHER CONDITIONS

In the event that weather conditions during the night or early morning create hazardous driving conditions, information pertaining to the closing of the school will be broadcast over KXLO RADIO STATION, 1230 KHz at 6:15 A.M. If buses are dispatched early during the day, due to adverse weather conditions, radio announcements will be broadcast immediately.

EMERGENCIES AT SCHOOL

If your child becomes ill, or is involved in an accident at school, you will be notified. If you, or another person designated by you, cannot be reached and informed, your child will be referred to your family doctor. It is important, therefore, that the school be kept informed as to your telephone number at home, or your place of employment, and the name of your family physician.

The school should also be informed about any allergies, reactions, chronic illnesses or serious physical problems (epilepsy or chronic diabetes), so that proper measures can be taken if something happens at school. If a child is taking any medication (prescription or over-the-counter), the school should be notified.

VIII. HEALTH & SAFETY

Lewistown Schools encourages (but does not require) a pre-school physical for all kindergarten students. Students may obtain a physical at anytime during their first quarter of school, and the doctor will provide the school with a health record for our cumulative files.

ASBESTOS MANAGEMENT PLAN

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate.

In compliance with AHERA regulations, we recently had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty, or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our school by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM.

COMMUNICABLE (CONTAGIOUS) DISEASES

If a child has a communicable (contagious) disease, he/she should be kept home until it is non-contagious and he/she is well enough to prevent a relapse. If a child at school is suspected of having a contagious disease, he/she will be sent home.

Children having a disease that requires medication should remain at home for 24 hours after beginning the medication.

HEAD LICE POLICY

If a public school either suspects a child has head lice or has received a phone call from a parent or guardian confirming a case of head lice, the school will notify the Fergus County Nurses Office immediately. At that time, or as soon as possible, one of the public health nurses or a designated individual will go to the school and check the child thoroughly for head lice. If nit (eggs) or live lice are detected the child will be sent home with instructions given to parents or the guardian.

Effective March 1, 1997, no child with a confirmed case of head lice will be allowed in any public school until that child has been cleared as "nit free" by one of the local public health nurses or the school nurse.

After a child has been cleared as "nit free" by the public health nurse, the nurse will either call the school or send a written note with the parent or guardian to indicate it is acceptable for the child to return to school.

HEARING SCREENING

Hearing screenings are done periodically by the district Special Services Cooperative. If a child fails the screening test and a referral is made, a trained audiologist, who is under contract by the State of Montana, does the follow-up tests at no cost to the parents.

IMMUNIZATION REQUIREMENTS (policy #3413)

All students are required by Montana State Law to be immunized as a prerequisite for school attendance. **NO CHILD CAN ENTER SCHOOL WITHOUT PROOF OF COMPLETE IMMUNIZATION.** This includes transfer students. A photocopy of immunization records shall be made by the school of origin and provided to the student who is transferring.

The state's immunization requirements apply to all students from kindergarten through grade twelve. All students must be immunized against six childhood diseases before enrolling in the fall of each year. To meet the requirements of the laws, students must have at least the following immunizations.

- DPT (Diphtheria, Tetanus, Pertussis) – Four doses of vaccine, with one given after the fourth birthday.
- POLIO - Three doses of oral or injectable vaccine with at least one dose after the fourth birthday.
- MUMPS, MEASLES & RUBELLA (German Measles) – One dose after 12 months of age, a second dose required before entering Junior High.
- A MEDICAL EXEMPTION is allowed with the signature of a physician on the appropriate form.
- A RELIGIOUS EXEMPTION is still allowed but must be reasserted annually by an affidavit which has been signed by the student's parent or guardian and notarized.

MEDICINE AT SCHOOL (policy #3416)

The Lewistown Public Schools require all medications to be given at home whenever possible. However, under certain circumstances, it is necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day.

1. School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed Permission for Medication form. This form will specify:
 - a. demographic information on the student,
 - b. diagnosis,
 - c. type of medication,
 - d. dosage prescribed,
 - e. purpose of medication,
 - f. time of administration,
 - g. possible side effects,
 - h. anticipated number of days to be given at school (starting and ending date),
 - i. additional instructions for administering,
 - j. signature of physician/dentist, and
 - k. signature of parent/guardian
 - l. The form can be found at the back of this handbook and may be used.
2. Students taking medication prescribed by a physician/dentist must present the medication in its original container to the principal, school nurse, or designee, with the required form signed by the physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. Both bottles shall indicate the name and telephone number of the pharmacy, the student's name, the physician's name and the dosage to be given.

3. Students taking over-the-counter medication must present the medication in its original container to the principal, school nurse, or designee with the required form signed by the parent/guardian. The school will not supply any medication such as aspirin or Tylenol.
4. The initial dosage must be administered at home, in the physician's office, or hospital to avoid adverse reactions from occurring at school.
5. School personnel delegated by the school nurse to administer medication must:
 - a. Be taught, supervised, and evaluated for the performance of the delegated nursing task
 - b. Routinely record:
 - i. Time and date student took medication
 - ii. Medication not given and reason
6. Parents are to be notified if:
 - a. Medication was not given and reason
 - b. Any side effects or unusual symptoms
7. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedure Numbers 1-4.
8. School personnel reserve the right to review or deny all requests for medication administration during school hours based on completeness of compliance with these procedures or ability to provide the requested service.
9. All medication must be stored in a designated area that is to remain locked when not in use.

The Lewistown Public Schools assume no responsibility for the provision of any medication.

Permission to administer medication must be re-authorized at the start of a new school year by consent of parent/guardian and accompanying physician's order. Any medication order changes that may occur must be accompanied by a new Permission for Medication form with proper treatment.

The school nurse or other authorized personnel will provide training to staff regarding the administrations of medication and/or side effects of such pharmacological treatment.

PUBLIC HEALTH DEPARTMENT SERVICES

The Fergus County Nurses Office works closely with the Lewistown schools. They provide the following services free of charge: Vision Screening; Scoliosis Screening; Growth & Development films for the 4th, 5th & 6th grades. They also monitor the incidence of contagious disease in the schools. It is a good idea to call the County Nurses Office at 535-7433 before attending the clinics for an immunization.

Regular County Nurses' office hours are: Mon. – Fri., 8:00 a.m. - 12:00 noon & 1:00 p.m. - 5:00 p.m.

Immunizations are given at their office for a small fee. Please call the Fergus County Nurses Office at 535-7433 for a current immunization schedule.

SCHOOL SAFETY

School doors will remain locked during the school day with the exception of the front door. Visitors are asked to report to the school office upon arrival. Students will be released to parents or their designee only.

Lewistown Public Schools strive to provide a positive and productive learning and working setting. Any action, including bullying, intimidation, or harassment that disrupts the educational process will not be tolerated. Bullying is an intentional series of acts of aggression causing embarrassment, pain, or discomfort to another person. Our goal is to provide a safe and pleasant education environment for our students.

STUDENT SAFETY

One of the most important issues is the safety of our students in, and around, the school grounds. The following guidelines have been developed to promote safety:

WALKING STUDENTS

1. Use sidewalks.
2. Cross streets at corners in crosswalks.

BICYCLE RIDING STUDENTS

1. Ride bikes in the street with the traffic flow.
2. Use proper hand signals and obey traffic signs.
3. No riding double.
4. Walk bikes on the sidewalks or crosswalks around the school.
5. Park bikes carefully in the bike racks.
6. No cutting through the playground either walking or riding the bike.
7. Use extreme caution when riding through unmarked intersections or near parked cars, especially in front of the school at dismissal time.
8. Helmets and bike locks are strongly recommended.

Safety Patrol students may assist other students in crossing streets, and also to enforce rules. Our patrols will report students who choose not to follow the rules. The consequence for offenses will be in accordance with the school's discipline plan.

BUS STUDENTS

1. When getting off of the bus, students should walk.
2. When loading onto the bus, students should:
 - a. Line up in the appropriate line.
 - b. Walk to the bus.
 - c. Load one at a time.

PARENTS

1. Be careful not to park, drop off, or pick up children in the bus zones or crosswalks around the school. Use school side parking areas.
2. Encourage your children to cross streets at corners, and in the crosswalks.
3. Do not make U-turns, or other potentially dangerous vehicle maneuvers, on streets around the school, especially during arrival and dismissal times.

IX. CHEMICAL & TOBACCO POLICY (policy #3340)

PHILOSOPHY

The goal of our chemical and tobacco policies is to keep our schools and our students' chemical and tobacco free. These policies should provide for learning experiences in the areas of physical, mental, emotional, social and moral development so that our students may become better citizens.

IN SCHOOL OR AT SCHOOL ACTIVITIES

CHEMICAL VIOLATIONS

In school, or at school activities, students who are under the influence¹ possess, or who give away drug paraphernalia, alcohol, marijuana, or other substance defined by law as a "controlled substance" or "dangerous drug" will be subject to immediate disciplinary action at their school of attendance.

A first violation in school, or at school activities, during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to three (3) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵ **OR** the principal shall extend the option to the student of suspension from participation in all extra-curricular activities for a period of 3 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

A second violation in school, or at school activities, during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to five (5) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵ **OR** principal shall extend the option to the student of suspension from participation in all extra-curricular activities for a period of 6 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

Further violations in school or at school activities in during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to ten (10) days.³
3. An expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

CHEMICAL SALE OR DISTRIBUTION VIOLATIONS²

Students who sell or receive compensation for the distribution of drug paraphernalia, alcohol, marijuana, or any other substance defined by law as a "controlled substance" or "dangerous drug" in school or at school activities:

1. Will be turned over to the appropriate law enforcement authorities. Parents of the student will be contacted.
2. Will receive up to ten (10) days out of school suspension.³
3. Will have an expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Additionally, administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

SCHOOL TOBACCO VIOLATIONS

Student use or possession of tobacco or tobacco products in school or at school activities will result in disciplinary action as follows:

First Offense: Suspension³ from school for up to one (1) day, notification of parents and law enforcement, and an explanation of the consequences for subsequent violations. The student will also receive educational material concerning the dangers of tobacco use and the addiction process. The tobacco will be disposed of in the presence of the student.

Second Offense: Suspension³ from school for up to two (2) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 3 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

Further Offense(s): Suspension³ from school for up to three (3) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 6 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

ACTIVITIES CHEMICAL & TOBACCO POLICY & GUIDELINES

PHILOSOPHY

All activity participants at School District No. 1 are expected to make personal sacrifices for the good of the individual and the group. It is intended that student-participants will not be in attendance at a function or be riding in a vehicle where tobacco, alcohol, or drugs are located or being used. Self-discipline, accountability and responsibility on the part of each participant are expectations that are held for all. Additionally, it is important for student participants to become positive leaders. Positive leaders in and out of school and school activities. Successful people succeed in their task by hard work, perseverance, honesty and dedication.

ACTIVITIES CHEMICAL VIOLATIONS

Students who participate in activities will not be under the influence of¹, be in possession of, give away or sell drug paraphernalia, alcohol, marijuana, or another substance defined by law as a "controlled substance" or "dangerous drug." It is intended that students will not be in attendance at a function, or be riding in a vehicle where tobacco, alcohol or drugs are located or being used.

Student activity participants who admit, whose parent(s) report, who have been found by the administration to have violated the chemical policy, or who have been found guilty of possession or being under the influence, are subject to the chemical policy consequences.

Student activity participants charged by the legal system with a chemical offense may be suspended from participation in their activity (following due process procedures in school policy) until the situation is resolved by the court. If suspended from activities, the student will fulfill all obligations as set forth by this policy. A student awaiting remediation of a charge will not serve more suspension from participation days than the step and offense called for in each situation.

Violations by student activity participants are cumulative⁸ in nature. Starting with the first and subsequent offenses, violations within a two-year period will accumulate to determine the actual level of consequence.

First Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵
OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷

Second Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵
OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁶

Further Offense(s): Suspension from participation³ in all extra-curricular activities for a period of one year⁴
OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 8 weeks of competition or events⁵ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷

OTHER INFORMATION:

1. Participants who have violated the chemical policy may jeopardize receiving post-season letters, trophies, and individual team privileges.
2. The appropriate activity sponsor(s), athletic director and school administration will consider each incident individually according to the policy.
3. Student activity suspensions that run past the end of a season or semester will carry forward to the next season of participation or semester; even if that means going into the next school year.
4. Participants under suspension for chemical use must follow all extra-curricular rules and are subject to consequences at the next step if a violation occurs.
5. Student participants who violate the chemical policy at school or at school activities are subject to the district-wide chemical rules as they relate to all students.

ATHLETICS TOBACCO VIOLATIONS

Students who are participants in athletics will not use tobacco or be in possession of tobacco products. Those in violation will be subject to the following consequences:

First Offense: Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action.

Further Offense(s): Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action.

NOTE: Athletes who violate the tobacco policy at school or at school activities are also subject to tobacco rules as they relate to all students.

CHEMICAL POLICY ENDNOTES

1. Students suspected of chemical use, or who are believed to be under the influence, are expected to fully cooperate with reasonable requests by an administrator. Such requests may include submission to commonly used tests designed to determine chemical use. Students who choose to not cooperate with a request of this type will be treated the same as any other student in a comparable situation who has been found under the influence or found to have violated the expectations of this policy.
2. In school as defined by School Laws of Montana, Section 20-5-201 (d). "... in school or on the premises, on his way to and from school, or during his intermission or recess". A student is considered to be in school whenever he/she is attending or participating in a school activity. During their school career refers to an individual student's career in a given level of schooling. For example, a student's career at the middle school level would be typically two years long; a high school student's is traditionally four years long.

3. Suspension will be for the maximum of the days recommended throughout the Policy and may include in or out of school suspension. After four (4) days of in-school suspension at the school for tobacco or alcohol/drug use, all additional suspensions will be served out of school.
4. Students suspended from participation in extra-curricular activities will not be allowed to perform or compete, or in some way represent School District No. 1, in an extra-curricular activity (in town or away) for the duration of suspension. The student is, however, required to continue with scheduled practices and rehearsals. For the purposes of this policy, the extra-curricular activities included shall be those activities that include some form of performance, contest, competition or representation of School District No. 1. It is useful to note that this definition includes but is not limited to all MHSA sanctioned activities. Some specific activity events are part of credit-bearing courses that involve activities both inside and outside the classroom setting. These activities, for the purposes of this policy shall be defined as those activities beyond the classroom and the immediate scope of graded requirements. Students will not be excluded from the graduation day ceremony as a result of an activity suspension. Example #1 - A student in choir may participate in classroom activities but not perform in concerts as a member of the choir. If part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance. Example #2 – If a student in FFA is suspended after violation of the activity side of the Chemical and Tobacco Policy, can the attend the Blue-Gold Breakfast which is a function of the Student Council, and what about the Junior/Senior Prom? The answer for the first question is no, while the answer for the second question is yes. While the Student Council does not apply as an extra-curricular activity for the purposes of this policy, its' event is considered an event which requires school representation. Dances or meetings are not considered activity performances, events of competition or representation; therefore suspensions from them, due to this policy would not be appropriate.
5. A semester is the equivalent of ninety (90) pupil instruction days and a year is the equivalent of one hundred eighty (180) pupil instruction days. A suspended student will serve ninety (90) or one hundred eighty (180) suspension days from activity participation for each semester or year of suspension even if the time carries over to a new school year. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension.
6. Competition or event weeks are weeks when the sport or activity is competing or performing. Weeks during which only practices, or rehearsals take place are not considered competition or event weeks. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension. In cases of canceled events during the spring sports season, students who have met the minimum requirements to participate during a regularly scheduled spring competition (but would not have competed due to an activity suspension) may appeal one week of competition lost due to the cancellation of the event.
7. Appropriate chemical awareness experiences are activities which are designed to help students become aware of drug/alcohol concerns and other issues. These activities will vary depending on the frequency of violations and the age of the student. Potential examples are as follows:

First Offense: Chemical education class or other appropriate educational setting as determined by local qualified service/treatment providers. The student may not participate in the same chemical education class more than once every two years, as per Endnote number 5. Expenses incurred will not be the responsibility School District No. One.

Second Offense: Referred to local qualified service/treatment providers for a possible evaluation or additional chemical education class work. Expenses incurred will not be the responsibility School District No. One.

Further Offense(s): Referred to local qualified service/treatment providers for a possible evaluation or additional chemical educational class work. Expenses incurred will not be the responsibility School District No. One.

Note: At school, support groups and counseling are available to all students either assigned or on a volunteer basis. Interested students are to contact the school guidance office.

8. The cumulative nature of the Activities Chemical Policy relates to consecutive offenses within a two-year window of violations. Included in possible offenses is an In School or At School Activities offense generated within the mandatory two-year aspect of these policies. For example, a participant who violates the Activities Chemical Policy during the football season, later has another chemical violation while in school (but out of season) and finally violates the Activities Chemical Policy again in football the next season would receive an eight week activities suspension. The eight-week suspension represents the third offense as per the cumulative nature of the activities policy, again assuming all three violations occurred within two years of the first violation.

X. GUN-FREE SCHOOLS

In accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto the school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon a recommendation from the district superintendent.

In accordance with the provision of the Gun-Free School Zones Act, 18 USC 992 (q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the district superintendent.

The term “firearm” shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The district superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under IDEA or Section 504, a determination must be made whether the child’s conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA of Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with section 20-5-202 MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information will be provided to other governmental agencies as required by law.

XI. DIRECTORY INFORMATION

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

(FERPA)

The following policy and procedures are designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA) and the Montana School Accreditation Standards. Students may request a copy of the Family Education Rights and Privacy Act and its implementing regulations by contacting the school district administration office. A student has the right to report violations of the Family Rights and Privacy Act to the Family Educational Rights and Privacy Act Office, Department of Education, Washington, D.C.

Eligible student shall mean all rights and protections given parents or legal guardians under the Family Education Rights and Privacy Act. This policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school.

Student record or education record shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school district or a person acting for the school district. Education record or student record does not include records of instructional, supervisory and administrative personnel and other education personnel which are in sole possession of the maker and which are not accessible or revealed to any other person except a substitute teacher.

Parents and eligible students have the following rights:

1. *The right to inspect and review the student education record.*
Parents of students and eligible students may inspect and review the student education records upon request submitting to the school building principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.
The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.
2. *The right to seek to correct the student education record.*
Parents of students and eligible students have a right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of students rights.
Procedures for correction of a student's education record are available in the building principal's office.
3. *The right to exercise control over disclosures of information not authorized under Family Education Rights and Privacy Act without consent of the parent, legal guardian, or eligible student.*
However, the district does release directory information which is not generally considered an invasion of privacy. The information could include, but is not limited to, name, address, parent's name, phone number, age, field of study, height and weight of athlete, participation in officially recognized activities and sports, honor roll, dates of attendance, degrees and awards. If a parent, legal guardian, or eligible student does not want this directory information released, they must notify the building principal in writing within two weeks of the student's enrollment of each school year. Additionally, student records will be forwarded upon request to officials of another school district in which the student seeks or intends to enroll.
4. *The right to know the location of student education record.*
Generally, an enrolled student's education record is located in the administration office of the school building where the student attends. Upon request by a parent, legal guardian or eligible student, education records will be gathered for purpose of review. Records of students who have graduated from high school remain in their school. Records of students who have transferred out of the district are typically kept at the district they transferred into.

XII. BULLYING AND HARASSMENT

Sexual Harassment/Intimidation of Students (policy #3225)

Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District is committed to a positive and productive working and learning environment free from discrimination. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a coworker, supervisor, subordinate, contractor, volunteer, or student. Such behavior is just cause for disciplinary action.

Sexual harassment substantially compromises the attainment of educational excellence, and the District will not tolerate such behavior between members of the same or opposite sex. Furthermore, the District prohibits retaliation against any employee or student making a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in investigation of a report. Retaliation includes but is not limited to any form of intimidation, reprisal, or adverse pressure. Retaliation is a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District-sponsored, and any school-sponsored events regardless of location.

Definitions

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and/or visual contact of a sexual nature, when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment.

An intimidating, hostile, or offensive employment or educational environment is an environment in which:

- Unwelcome sexually oriented jokes, innuendoes, obscenities, pictures/posters, or any action with sexual connotation makes a student or employee uncomfortable; or
- Any aggressive, harassing behavior in the workplace or school, which affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

Following are examples of sexual harassment or intimidation:

- Unwanted sexual advances (may include situations which began as reciprocal attractions but later cease to be reciprocal);
- Sexual gestures, verbal abuse, sexually oriented jokes, innuendo, or obscenities;
- Displaying of sexually suggestive objects, pictures, cartoons, or posters;
- Sexually suggestive letters, notes, or invitations;
- Employment or educational benefits affected in exchange for sexual favors;
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching;
- Hazing or daring individual to perform in unsafe work or learning practices, particularly when directed toward students or employees in nontraditional settings.

Reporting

Students or employees who believe they may have been harassed or intimidated should contact a counselor, the Title IX Coordinator, or the first-(1st)-level supervisor not involved in the alleged harassment. Persons who feel they are being harassed or intimidated should take the following steps:

- Inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. DO NOT assume or hope the problem will go away.
- Notify a counselor, the Title IX Coordinator, or an administrator, right away. Early reporting assists any investigation.
- Request a copy of the Districts sexual harassment policy so that reporting processes are clear.
- Keep notes. Keep a record of dates, times, places, witnesses, and descriptions of each incident. Save all notes or records in a safe place.

Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report.

All employees and students have a responsibility to maintain a positive work and learning environment by reporting all incidents or rumors of harassment or intimidation involving them or others. Students and staff are encouraged to use the reporting procedure set forth in this policy.

Once a report has been filed with an administrator or Title IX Coordinator, a confidential and expeditious investigation will begin, following the procedures outlined in the Investigation and Action Procedure below, with strict observance of the specific protections provided above.

Confidentiality

A report of sexual harassment or intimidation and its investigation are to be kept in strictest confidence for the protection of all parties involved.

The parties' right to privacy will be protected. The District has a compelling interest to provide educational programs in an environment free from sexual discrimination. Sex discrimination includes sexual harassment. Therefore, the District's obligation to investigate and take corrective action may supersede an individuals right to privacy.

Investigation and Action Procedure

1. After receiving a report or grievance, the Title IX Coordinator will conduct an investigation and make written recommendation to the Superintendent within thirty (30) days. In determining whether alleged conduct constitutes sexual harassment, the coordinator will consider the facts of the allegation, case law, state and federal laws and regulations, and District policy prohibiting sexual harassment and intimidation.
2. On receipt of the coordinator's recommendation that probable cause exists to credit the allegations of sexual harassment or intimidation, the Superintendent may take action based on the report/recommendation, or the Superintendent may conduct his or her own investigation into the charges. The Superintendent may appoint an outside investigator to conduct the investigation.
3. Such investigation must be complete within thirty (30) days of the Superintendent's receipt of the recommendation from the coordinator.
4. Pending such investigation, the Superintendent may take any action necessary to protect the alleged victim or other employees or students, consistent with requirements of any applicable regulations and statutes.
5. Consistent with requirements of applicable regulations or statutes, the Superintendent may take such action deemed necessary and appropriate after completion of the investigation.
6. The final disposition of the case will be by action of the Board.

Bullying/Harassment/Hazing/Intimidation/Menacing (policy # 3226)

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, hazing, intimidation, or menacing by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions:

- 1) “Third parties” include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
- 2) “District” includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- 3) “Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- 4) “Bullying, harassment, intimidation, or menacing” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:
 - Physically harming a student or damaging a student’s property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
 - Creating a hostile educational environment.

Reporting:

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of bullying, harassment, hazing, intimidation, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities:

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences:

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation:

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

XIII. GRIEVANCE POLICY

Uniform Grievance Procedure (policy #3215)

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first-line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint. If either party is not satisfied with the principals' decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principals' decision. This request must be submitted to the Superintendent within fifteen (15) days of the principals' decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendents decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

XIV. LUNCH & BREAKFAST

SCHOOL MEALS

School District #1 provides a hot lunch program and a breakfast program for all students and also provides milk available for purchase for those students who carry cold lunches. Applications for free and reduced meals are sent home with each student at the beginning of the school year. Applications are also available upon request at the school office during the school year.

Students are supervised in the lunchroom and on the playground by two noon-duty aides. The principal and teachers provide assistance for the aides.

MEAL ACCOUNTS

As students are enrolled in a Lewistown Public School, a meal account is set up for them. This account, with a corresponding 5-digit number, will be theirs until they graduate or leave the district. Students may use this account for breakfast, lunch, or milk purchases.

Students can deposit money into their individual accounts at the office from 8:00 a.m. until 8:20 a.m. and at recess time each school day. Prices for meals and milk are as follows:

Student Breakfast (K-6)	\$1.30
Reduced Student Breakfast	\$.30
Adult Breakfast	\$1.55
Student Lunch (K-6)	\$2.55
Reduced Student Lunch	\$.40
Adult Lunch	\$3.55
Individual Milk	\$.40

Parents are welcome to eat school meals with their children on an occasional basis. **For lunch**, it is important to please contact the office by 9:00 a.m. on the day you plan to join us so that you can be included in the lunch count to the Central Kitchen.

Although it sometimes becomes necessary for students to charge meals, our policy limits charges to eight (8) dollars. Students will always be notified if a charge occurs so they can relay the information to parents and the situation can be remedied in a timely manner. Please keep open lines of communication with students concerning this important issue.

Students leaving the district should follow the school checkout protocol to have any meal account monies refunded to them. Any unclaimed account balances left at the end of each school year will be absorbed into School Food Service operations.

XV. TECHNOLOGY ACCEPTABLE USE AGREEMENT

Lewistown Public School District No. 1 (policy #3612)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE ATTACHED AGREEMENT.

The Lewistown Public Schools (LPS) can now offer Internet access to your child at his/her school. This access offers vast, diverse, and unique resources and provides students and school personnel an avenue to promote educational excellence in the Lewistown Schools. This document is to inform parents, guardians and students of the availability of the Internet resources as well as the rules governing its use and to obtain express parental or guardian permission for an individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) enables communication with people all over the world.
2. Information and news from scientists and research institutions.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a variety of topics across all curricular areas.
5. Access to University resources, the Library of Congress, and other large collections of relevant information.
6. Graphical access to the World Wide Web.

Our school's goal is to promote student responsibility in the use of the Internet, the network, and other electronic resources. Internet and network access is available to students only on computers that are in highly monitored areas of the school building. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with their contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

PROPER & ACCEPTABLE USE

The use of the Internet and network in the Lewistown Public Schools must be in support of education and consistent with the educational objectives of Lewistown School District No. 1.

Activities that are permitted and encouraged:

- ✓ Investigation of topics being studied in school;
- ✓ Investigation of opportunities outside of school related to community service, employment or further education.

Activities that are not permitted:

- ✓ Sharing of the student's home address, phone number or other personal information;
- ✓ Searching, viewing, or retrieving materials that are not related to schoolwork, community service, employment, or further education.
- ✓ Copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted);
- ✓ Subscribing to any services or ordering of any goods or services;
- ✓ Playing games or using other interactive sites unless specifically assigned by a teacher;
- ✓ Using the network in such a way that you would disrupt the use of the network by other users;
- ✓ Participating in any activity that violates a school rule, or a local, state, or federal law.

Students having questions about whether any activity is permitted should ask a teacher or administrator. Students accessing inappropriate material must exit immediately.

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators and staff will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Lewistown Public Schools may request that system administrators, deny, revoke, or suspend specific user accounts.

RELIABILITY

Lewistown Public Schools makes no warranties, expressed or implied, for the service it provides. LPS will not be responsible for non-deliveries, erroneous deliveries, or service interruptions caused negligence or errors. Use of any information obtained via the Internet is at the user's own risk. LPS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Possible security problems on the Internet or network must be reported to a teacher or a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to log onto the Internet or network as a system administrator will result in cancellation of user privileges. Any use may be denied access to the Internet or network.

PERMISSION FOR MEDICATION TO BE GIVEN AT SCHOOL

Name of Student: _____

School: _____ Grade: _____

Teacher: _____

Diagnosis: _____

Medication: _____ Dosage: _____

Purpose of Medication: _____

Possible Side Effects: _____

Anticipated number of days it needs to be given at school: _____

Additional instructions: _____

Date: _____ Signature of Physician: _____

I HEREBY GIVE MY PERMISSION for _____ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication.

I have received a copy of the policy and agree to abide by its provisions.

Date: _____ Signature of Parent or Guardian: _____

NOTE: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy or physician, stating the name of the student, the name of the medication, and the dosage.

Approved: _____ Disapproved: _____ Reason: _____

Date: _____ Signature of Supervising Nurse: _____

WAIVER OF SCHOOL RESPONSIBILITY TO ADMINISTER MEDICATION

I do not wish for my child to participate in the School District's medication policy. I assume responsibility for providing medication for my child.

Date: _____ Signature of Parent or Guardian: _____

2009-2010 Lewistown Public Schools Parent Permission Form K-6 Elementary Students

Student Name: _____ Grade: _____

This form will remain in force for the 2009-2010 school year. If at any time you would like to make changes please contact your child's school.

Parents: Please read the handbook information related to the topics below before completing this form. Once you have read the information provided please mark your choices, sign the form, remove it from the handbook and return it to school.

____ Yes ____ No I give permission for my child to attend field trips. (page 16)

____ Yes ____ No I have read and understand the Technology Use Agreement and I give permission for my child to use the internet. My child agrees to abide by the rules described herein. (page 38)

____ Yes ____ No I give permission to use photos of my child in district and school publications, on the district/school web site and/or in the news media. (page 17)

____ Yes ____ No I give permission for the release of "directory information" about my child. (page 32)

____ Yes ____ No I give permission for my child to participate in the fluoride program. (see handout)

____ Yes ____ No I would be willing to help out with our school's PTSG.

____ Yes ____ No I have read and understand the student/parent handbook.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Phone Number: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

27

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE MONTANA SCHOOL BOARD ASSOCIATION MEMBERSHIP RENEWAL

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the request for Lewistown Public Schools to renew its membership with the Montana School Board Association (MTSBA).

SUGGESTED ACTION: Approve MTSBA Membership Renewal

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						



TO: MTSBA Member Board Chairs

FROM: Barb Riley, MTSBA President, Columbia Falls Trustee

Charles Wilson, MTSBA President-Elect, Glasgow Trustee

Jan Cahill, MTSBA Vice-President, Great Falls Trustee

Joanne Schrupp, MTSBA Immediate Past President, Colstrip Trustee

RE: The Value of MTSBA Membership, Enclosed Dues Invoice

DATE: Monday, January 5, 2009

It is that time of year again! We want you to be aware that we have sent your district's dues invoice for the coming school fiscal year to your lead staff, and wanted to take a moment to express our appreciation for your board's ongoing membership and to highlight some of the key benefits of membership for elected trustees. Before doing so, we wanted to stress how important it is to have a viable, visible organization that is governed by and serves the interests of elected, volunteer school board members. Like you, we serve in a volunteer capacity, not only in our local communities but on the MTSBA Board. It is this common bond that draws us together from all walks of life and from all areas of the state to work together in pursuit of the interests of children. The diversity among our officers, spanning large and small, east and west, urban and rural, is reflective of the diversity on the entire MTSBA Board of Directors and among our members.

Dues represent the foundation of the Association's revenues, upon which all of its programs and services are built, and allow us to provide key services to our members, among which are the following:

Advocacy and Leadership:

First and foremost, membership in MTSBA is about advocacy and leadership. MTSBA represents the interests of over 1,500 elected trustees throughout Montana and promotes and provides leadership opportunities focused on the needs of trustees. Our advocacy staff gives you the information and tools you need to advocate for state and federal laws that strengthen our local public schools. Our priorities lie in pursuing rational, adequate funding that is sufficient to provide children in our public schools with the opportunities they deserve and need to succeed. We also work hard to provide training opportunities that meet the need of elected trustees, through the Montana Conference of Education Leadership, Spring Workshops, our free training on the difficulties associated with collective bargaining, reductions in force

(Please turn over – double sided memo)

and unemployment insurance claims (underwritten by the Montana Schools Unemployment Insurance Program), our Summer Leadership and New Trustee Symposium and In-District Whole Board Training.

Professional Services

The Association offers the best legal, labor, policy, superintendent search and governmental relations services available in the state, and is improving and expanding those services on a continual basis to meet your present and evolving needs. As a member of MTSBA, your district has access to a significant range of services without charge. Key among those services are legal and personnel consultation on day to day questions via phone and email. The fee-based services provided in this regard are offered at a discounted rate for members, far below what you would pay in the private sector for comparable experience, expertise and service. When you deal with the complex world of local supervision and control of public education, it pays to have immediate access to seasoned advisors, steeped in the perspective of the elected school board member, which is one of the primary benefits provided by MTSBA membership.

Publications and Communications:

From our monthly and quarterly publications to our new and improved website and e-mail list, MTSBA membership gives you access to articles, alerts, and practical pieces on boardsmanship, school law, school finance, and other issues affecting your ability to pursue educational excellence in your district. If there is a time-sensitive matter that will affect your interests, you can count on hearing it first from MTSBA. We also have a resource-rich members-only website where you can access materials that are available exclusively to members of MTSBA.

Money-Saving Opportunities:

Your membership in MTSBA is also your gateway to participation in a number of valuable and money-saving programs including both Workers' Compensation and Property and Liability programs offered by the Montana Schools Group Insurance Authority, which offers free online and regional training and rates well below most competitors, the Montana Unified School Trust Health Insurance Program (with rate increases substantially below industry trends), and Montana State Unemployment Insurance Program (saving members approximately 25% compared to rates charged by the State of Montana). We are confident that you will find that participation in these programs substantially mitigates the cost of your dues with MTSBA. In some cases, the savings from participation in these programs even exceeds the cost of your dues.

Basis of Dues

As you know, MTSBA member dues are based on a formula, resulting in an increase in dues when your expenditures grow, and a decrease in dues when your expenditures shrink. There is also a separate amount for trustee insurance in your dues statement. The charge is \$2 per trustee sitting on your board. The insurance provides a \$50,000 benefit for the death of a trustee while performing his or her duties as a board member of the district. There are also coverage amounts for dismemberment. It is our best hope that none of our members will need to avail themselves of the benefits of this program. If one of your trustees does suffer a significant injury in the course of their duties, however, you can call on Lisa Gowen, Director of Member Services, at lgowen@mtsba.org, or by calling her at 442-2180 for policy details and other information.

Again, thank you for your continued membership in MTSBA. It is your commitment to excellence in public education through school board leadership that makes MTSBA a viable, strong association. We look forward to a continued relationship with your school district in the next year!

CC, with Dues Invoice: School Superintendent and/or School Business Official

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

28

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE ACTIVITY TRIP BUS DRIVER POLICY AND RATE OF PAY

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/08/2009

SUMMARY:

The Board of Trustees needs to approve the proposed policy for assignment of bus drivers for activity trips and the matrix for the payment of wages.

SUGGESTED ACTION: Approve Activity Trip Bus Driver Policy and Rate of Pay

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

ACTIVITY TRIP POLICIES

ACTIVITY TRIP PAY

Effective the 2009/2010 School year, for actual driving time, the rate of pay will be calculated at the highest hourly rate paid for driving a route.

For 'on duty/not driving' time, the rate of pay will be \$10.00 per hour and each activity trip will pay two (2) hours maximum per day for 'on duty/not driving' time. These two hours will be used for vehicle start and warm-up, vehicle inspection with appropriate documentation and student loading and unloading,

ACTIVITY TRIP ASSIGNMENTS

To be equitable, all drivers that are qualified and wish to drive activity trips will be placed on a 'Rotation List' in alphabetical order. To be qualified means extra training on the activity buses, (MCI Cruisers), as well as having a signed Extra Duty Contract in place.

(Note: **All** potential activity trip drivers must sign an Extra Duty Contract prior to being placed on the driver rotation list).

All activity trips will be placed on the activity 'Trip Board', in the order they are received.

The first driver on the rotation list has first option for the first trip. If the first driver refuses the first trip, that driver will go to the bottom of the Rotation List and the first trip on the Trip Board will be the option of the second driver on the Rotation List; and so on. The first driver returning, (clocked-out), from their current trip, goes back on the Rotation List first.

The only option available will be to accept or refuse a trip, no trading trips will be allowed.

In the event of 'two-driver' trips and in the interest of training, management reserves the right to assign a second driver. If training is not an issue, the second driver will be taken from the Rotation List as usual.

Management reserves the right to circumvent the Rotation Board regarding a trip assignment when there are special circumstances that would warrant this action.

The role of the Transportation Department is to provide a service to the School District and we are to provide this service safely and with a congenial and flexible attitude. Complaints about a driver, from coaches or advisors, will be thoroughly investigated and can result in the driver being removed from the Rotation List for three (3) complete and consecutive rotations. Repeated legitimate complaints can result in severe disciplinary action.

ACTIVITY TRIP ASSIGNMENTS

Activity trips will be assigned/offered on a week to week basis and will include, but not be limited to, the following considerations:

1. The estimated total hours required on a specific activity trip.
2. The number of hours a driver has available to drive and not exceed 40 hours for the week.
3. The availability of a substitute driver to potentially replace a driver on route, to create more available hours for the driver being considered for the activity trip.
4. Minimizing, or eliminating, over-time pay to activity trip driver's.

Activity trips will not necessarily be assigned/offered by "team event", rather on a trip by trip basis as outlined above. If a driver is willing to have their hours adjusted to comply with the above requirements, for the duration of a 'team' season, management will consider assigning that driver to the desired 'team' event.

LEWISTOWN PUBLIC SCHOOLS

ACTIVITY DRIVING PROPOSAL

April 1, 2009

Destination	Day Trip Miles	Miles Driven	Drive Time	On Duty Time	Off Duty Time	Current Structure			Proposed Structure		
						Drive Time \$10.00	Wait Time \$6.90	Total Earnings	Drive Time \$16.88	Wait Time \$10.00	Total Earnings
Belgrade		206	4.25	11.5	8.25						
		49	2.5	8.75	11.75						
		189	4.5	12.5	7						
			0.5	0.75							
		444	11.75	33.5	27	\$ 117.50	\$ 231.15	\$ 348.65	\$ 198.34	\$ 80.00	\$ 278.34
Great Falls	228		4.5	9.5	11	\$ 45.00	\$ 65.55	\$ 110.55	\$ 75.96	\$ 20.00	\$ 95.96
Chinook	312		5.75	8.25	10	\$ 57.50	\$ 56.93	\$ 114.43	\$ 97.06	\$ 20.00	\$ 117.06
Havre	353		7	7	10	\$ 70.00	\$ 48.30	\$ 118.30	\$ 118.16	\$ 20.00	\$ 138.16
Great Falls		115	2.5	13.5	8	\$ 25.00					
		123	2.25	8.75	13	\$ 22.50					
		238	4.75	22.25	21	\$ 47.50	\$ 153.53	\$ 201.03	\$ 80.18	\$ 40.00	\$ 120.18
Hobson	56		1	3.5	19.5	\$ 10.00	\$ 24.15	\$ 34.15	\$ 16.88	\$ 20.00	\$ 36.88
Belgrade	344		6.75	7.5	11	\$ 67.50	\$ 51.75	\$ 119.25	\$ 113.94	\$ 20.00	\$ 133.94
Great falls	219		4.25	7.75	12	\$ 42.50	\$ 53.48	\$ 95.98	\$ 71.74	\$ 20.00	\$ 91.74
Hardin	339		6.75	7.25	11	\$ 67.50	\$ 50.03	\$ 117.53	\$ 113.94	\$ 20.00	\$ 133.94
Billings	269		5.25	9.25	12.5	\$ 52.50	\$ 63.83	\$ 116.33	\$ 88.62	\$ 20.00	\$ 108.62
Butte	509		4.75	13.25	8	\$ 47.50	\$ 91.43	\$ 138.93	\$ 80.18	\$ 20.00	\$ 100.18
Bozeman		220	5.5	7.75	10.75						
		240	6.75	9.75	8						
		460	12.25	17.5	18.75	\$ 122.50	\$ 120.75	\$ 243.25	\$ 206.78	\$ 40.00	\$ 246.78
Bozeman		171	4.25	8.5	11.25						

LEWISTOWN PUBLIC SCHOOLS

ACTIVITY DRIVING PROPOSAL

April 1, 2009

Destination	Day Trip Miles	Miles Driven	Drive Time	On Duty Time	Off Duty Time	Current Structure			Proposed Structure		
						Drive Time \$10.00	Wait Time \$6.90	Total Earnings	Drive Time \$16.88	Wait Time \$10.00	Total Earnings
		180	4.5	11	9.5						
		351	8.75	19.5	20.75	\$ 87.50	\$ 134.55	\$ 222.05	\$ 147.70	\$ 40.00	\$ 187.70
Grass Range	69		1.5	3.5	19	\$ 15.00	\$ 24.15	\$ 39.15	\$ 25.32	\$ 20.00	\$ 45.32
Winnett	112		2.25	3.75	18	\$ 22.50	\$ 25.88	\$ 48.38	\$ 37.98	\$ 20.00	\$ 57.98
Grass Range	68		1.5	3.5	19	\$ 15.00	\$ 24.15	\$ 39.15	\$ 25.32	\$ 20.00	\$ 45.32
Harlem	268		5	4.75	14.25	\$ 50.00	\$ 32.78	\$ 82.78	\$ 84.40	\$ 20.00	\$ 104.40
Moore	33		1	4.5	18.5	\$ 10.00	\$ 31.05	\$ 41.05	\$ 16.88	\$ 20.00	\$ 36.88
Denton	81		1.5	4.5	18.25	\$ 15.00	\$ 31.05	\$ 46.05	\$ 25.32	\$ 20.00	\$ 45.32
Great Falls	219		3.5	8.5	12	\$ 35.00	\$ 58.65	\$ 93.65	\$ 59.08	\$ 20.00	\$ 79.08
Great Falls	211		4	7	13	\$ 40.00	\$ 48.30	\$ 88.30	\$ 67.52	\$ 20.00	\$ 87.52
Billings	249		5	6.75	12.25	\$ 50.00	\$ 46.58	\$ 96.58	\$ 84.40	\$ 20.00	\$ 104.40
Glendive	485		4.5	15	8.25	\$ 45.00	\$ 103.50	\$ 148.50	\$ 75.96	\$ 20.00	\$ 95.96
Belgrade		190	3.5	11.75	8.75						
		188	4.5	9	10.5						
		378	8	20.75	19.25	\$ 80.00	\$ 143.18	\$ 223.18	\$ 135.04	\$ 40.00	\$ 175.04
Missoula		280	6.5	5.5	12						
		6	1	8.5	14.5						
		279	5.5	12.5	7.5						
		565	13	26.5	34	\$ 130.00	\$ 182.85	\$ 312.85	\$ 219.44	\$ 60.00	\$ 279.44
Livingston	274		5.5	11.5	7	\$ 55.00	\$ 79.35	\$ 134.35	\$ 92.84	\$ 20.00	\$ 112.84
Great Falls		119	2.5	14	8						

LEWISTOWN PUBLIC SCHOOLS

ACTIVITY DRIVING PROPOSAL

April 1, 2009

Destination	Day Trip Miles	Miles Driven	Drive Time	On Duty Time	Off Duty Time	Current Structure			Proposed Structure		
						Drive Time \$10.00	Wait Time \$6.90	Total Earnings	Drive Time \$16.88	Wait Time \$10.00	Total Earnings
		110	2.25	9.75	12						
		229	4.75	23.75	20	\$ 47.50	\$ 163.88	\$ 211.38	\$ 80.18	\$ 40.00	\$ 120.18
Livingston	280		5.25	9.5	11.75	\$ 52.50	\$ 65.55	\$ 118.05	\$ 88.62	\$ 20.00	\$ 108.62
Browning	461		3.75	11.5	8.75	\$ 37.50	\$ 79.35	\$ 116.85	\$ 63.30	\$ 20.00	\$ 83.30
Butte	491		4.5	12.5	7.5	\$ 45.00	\$ 86.25	\$ 131.25	\$ 75.96	\$ 20.00	\$ 95.96
Glasgow	410		7.75	6	11.25	\$ 77.50	\$ 41.40	\$ 118.90	\$ 130.82	\$ 20.00	\$ 150.82
Hardin	336		6.25	5.75	12	\$ 62.50	\$ 39.68	\$ 102.18	\$ 105.50	\$ 20.00	\$ 125.50
Havre	356		6.5	8.5	9	\$ 65.00	\$ 58.65	\$ 123.65	\$ 109.72	\$ 20.00	\$ 129.72
Belgrade	342		6	6.5	12.75	\$ 60.00	\$ 44.85	\$ 104.85	\$ 101.28	\$ 20.00	\$ 121.28
Bozeman		163	3.25	1.75	19						
		20	2	11.5	10.5						
		19	3	9.25	11.75						
		172	4	6.75	13.25						
		374	12.25	29.25	35.5	\$ 122.50	\$ 201.83	\$ 324.33	\$ 206.78	\$ 80.00	\$ 286.78
Great Falls	210		4.75	5.5	14.5	\$ 47.50	\$ 37.95	\$ 85.45	\$ 80.18	\$ 20.00	\$ 100.18
Hardin	356		7	10	7	\$ 70.00	\$ 69.00	\$ 139.00	\$ 118.16	\$ 20.00	\$ 138.16
								\$ 4,950.23	\$ 4,519.48		

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2009

Agenda Item No.

29

☐ Minutes/Claims ☒ Board of Trustees ☐ Superintendent's Report ☐ Action - Consent
☐ Action - Indiv.

ITEM TITLE: EXECUTIVE SESSION—SUPERINTENDENT'S MID-YEAR EVALUATION

Requested By: Board of Trustees Prepared By: Board of Trustees Date: 06/08/2009

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's mid-year evaluation.

SUGGESTED ACTION: Discussion

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2008-2009 DISTRICT GOALS

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic and/or vocational performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our district. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career and life choices. Our staff is highly supportive and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

- ☒ 1. Involve staff and community in a discussion to determine whether full-time kindergarten is in the best interest of students and the district.
- 2. Support staff as they find ways to engage students in the required testing process.

Goal Area 2: Facilities

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools has developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

- ☒ 1. Begin and maintain a constructive dialog with airport officials and community members to develop a win-win solution for the bus barn at the Lewistown Airport.
- ☒ 2. Finalize and place the QZAB issue approved by voters in 2008.
- 3. Have in place and underway a process to develop, with staff and community, a 10-year facilities plan.
- ☒ 4. Begin the process of designing the elementary buildings HVAC restoration work approved by voters in 2008.

Goal Area 3: Community and Parental Engagement

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

- 1. Obtain feedback on the Infinite Campus portal and parent use of it.
- ☒ 2. Implement steps to reach out to the community (don't wait for people to come to us), such as: visiting local coffee clubs, radio programs, newspaper articles and columns/opinions (from staff, administrators and trustees).

Goal Area 4: Technology

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with district standards.*

Strategic Objectives:

- ☒ 1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
- 2. Begin a discussion about how best to address the technology generational gap (between staff and students) and what role the District can play in educating parents about the ways their children use technology (in and out of school, for good and bad reasons).
- 3. Find ways to use the Infinite Campus portal to inform and engage the community.

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs to meet the needs of our students and achieve the District's high academic standards.*

Strategic Objectives:

- 1. Seek input from staff on non-financial ways to make jobs more rewarding.
- 2. Seek to remain competitive with classified, certified and administrative wages and benefits.

Goal Area 6: Fiscal Management and Responsibility

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, supports our schools and understands our needs and strategic direction.*

Strategic Objectives:

- ☒ 1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
- ☒ 2. Involve employees in budget development.
- ☒ 3. Maintain a strong presence (Board and administration) in legislative proceedings.
- 4. Conclude, prior to August 15, 2009, a review of the Strategic Plan with the adoption of new one-year goals and objectives (2009-2010) and two-year goals and objectives (2010-2011). Revisit our five-year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

=====

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the District. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

BOARD OF TRUSTEES

Dave Byerly, Chairman
 Jeremy Bristol
 Jennifer Granot
 Becky Jackson
 Stan Monger
 Mary Schelle
 Monte Weeden

Christmas Break - 10 School Days
 Spring Break - 2 School Days

LEWISTOWN PUBLIC SCHOOLS
2008-2009 SCHOOL CALENDAR

A. Pupil Instruction

90 Days					Second Semester					90 Days				
FIRST QUARTER					THIRD QUARTER					DAYS				
First Week	Aug	25 --	Aug	29	5	First Week	Jan	26 --	Jan	30	5			
Second Week	Sept	2 --	Sept	5	4	Second Week	Feb	2 --	Feb	6	5			
Third Week	Sept	8 --	Sept	12	5	Third Week	Feb	9 --	Feb	13	5			
Fourth Week	Sept	15 --	Sept	19	5	Fourth Week	Feb	16 --	Feb	20	5			
Fifth Week	Sept	23 --	Sept	26	4	Fifth Week	Feb	23 --	Feb	25	3			
Sixth Week	Sept	29 --	Oct	3	5	Sixth Week	Mar	2 --	Mar	6	5			
Seventh Week	Oct	6 --	Oct	10	5	Seventh Week	Mar	9 --	Mar	13	5			
Eighth Week	Oct	13 --	Oct	14	2	Eighth Week	Mar	16 --	Mar	20	5			
Ninth Week	Oct	20 --	Oct	24	5	Ninth Week	Mar	23 --	Mar	27	5			
Tenth Week	Oct	27 --	Oct	31	5	Tenth Week	Mar	30 --	Mar	31	2			
					45						45			

SECOND QUARTER					FOURTH QUARTER					DAYS				
First Week	Nov	3 --	Nov	5	3	First Week	Apr	1 --	Apr	3	3			
Second Week	Nov	10 --	Nov	14	5	Second Week	Apr	6 --	Apr	9	4			
Third Week	Nov	17 --	Nov	21	5	Third Week	Apr	14 --	Apr	17	4			
Fourth Week	Nov	24 --	Nov	26	3	Fourth Week	Apr	20 --	Apr	24	5			
Fifth Week	Dec	1 --	Dec	5	5	Fifth Week	Apr	27 --	May	1	5			
Sixth Week	Dec	8 --	Dec	12	5	Sixth Week	May	4 --	May	8	5			
Seventh Week	Dec	15 --	Dec	19	5	Seventh Week	May	11 --	May	15	5			
Eighth Week	Jan	5 --	Jan	9	5	Eighth Week	May	18 --	May	22	5			
Ninth Week	Jan	13 --	Jan	16	4	Ninth Week	May	26 --	May	29	4			
Tenth Week	Jan	19 --	Jan	23	5	Tenth Week	Jun	1 --	Jun	5	5			
					45						45			

B. Pupil Instruction Related Days (No School for Students)

			Totals
August 21 & 22	All Staff Orientation/PIR		2.0
September 22	PIR		1.0
October 15	1/2 day PIR		0.5
October 16-17	Staff Development Days - Teachers Convention		2.0
November 5-6	Parent Teacher Conferences (Evening on 5th, All Day on 6th)		1.5
January 12	PIR		1.0
April 7	Parent Teacher Conference (Evening ONLY-- <u>Regular School Day for Students</u>)		0.5
Floating	1/2 Day PIR		0.5
			9.0

C. Holidays (Dates Inclusive)

September 1	Labor Day
September 22	PIR (Vacation day for Students)
October 15-17	Fall Vacation (Teachers - 15th--1/2 Day PIR-1/2 Day Vacation, 16 & 17 Convention)
November 6	Parent Teacher Conferences (Vacation for Students)
November 7	Veterans' Day (Observed)
November 27-28	Thanksgiving Vacation
December 22-January 2	Christmas Vacation
January 12	PIR (Vacation day for Students)
February 26-27	Boys/Girls Basketball Divisional Tournament
April 10-13	Spring Break
May 25	Memorial Day

2008-2009		
Regular Board Meetings		
July	28	5:30 p.m.
Aug.	11	5:30 p.m.
Aug.	25	7:00 p.m.
Sept.	8	7:00 p.m.
Sept.	22	7:00 p.m.
Oct.	13	7:00 p.m.
Oct.	27	7:00 p.m.
Nov.	10	7:00 p.m.
Nov.	24	7:00 p.m.
Dec.	8	7:00 p.m.
Jan.	12	7:00 p.m.
Jan.	26	7:00 p.m.
Feb.	9	7:00 p.m.
Feb.	23	7:00 p.m.
Mar.	9	7:00 p.m.
Mar.	23	7:00 p.m.
Apr.	13	7:00 p.m.
Apr.	27	7:00 p.m.
May	11	7:00 p.m.
May**	26	7:00 p.m.
June	8	5:30 p.m.
June	22	5:30 p.m.

** Tuesday