LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES

Lincoln Board Room

215 Seventh Avenue South
Lewistown, Montana 59457

Monday, April 27, 2009

CLASSIFIED STAFF
BOARD ROUNDTABLE DISCUSSION

5:00 P.M. TO 7:00 P.M.

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Kathleen Schaeffer, Transportation Department
4. Discussion—Review of Facility Study
5. Discussion—2009-2010 Budgets
6. Discussion—Qualified Zone Academy Bond
7. Report—Student Representative
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

10. Report—Election Update
11. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

13. Minutes of the April 13, 2009, Regular Board Meeting

APPROVAL OF CLAIMS

14. Claims

CONSENT GROUP ITEMS

15. Approve Substitute(s)

INDIVIDUAL ITEMS

16. Approve Personnel
17. Approve Strategic Plan
18. Approve Transportation Policy and Procedure Handbook
19. Approve Extension of Denton Bus Route into the Lewistown School District
20. Approve Extension of Moore Bus Route into the Lewistown School District
21. Approve Extension of Moore Bus Route to the Entrance of Spring Creek Colony

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	**Agenda Item No.**
04/27/2009	3

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

ITEM TITLE: PRESENTATION—KATHLEEN SCHAEFFER, TRANSPORTATION DEPARTMENT

Requested By: Board of Trustees **Prepared By:** Kathleen Schaeffer **Date:** 04/27/2009

SUMMARY:

Kathleen Schaeffer, Bus Driver, attended the "Transporting Children with Special Needs" Conference in California in March 2009. She would like to report to the Board of Trustees about her experience at this conference.

SUGGESTED ACTION: Informational

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 4

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

ITEM TITLE: DISCUSSION—REVIEW OF FACILITY STUDY

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 04/27/2009

SUMMARY:

The Board of Trustees needs to review the Facilities Master Plan that was presented Spring of 2008 by the Facilities Planning Committee. This plan is available on the Lewistown Public Schools website at:

http://joomla.lewistown.k12.mt.us/index.php?option=com_content&task=view&id=112&Itemid=92

SUGGESTED ACTION: Informational

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 5

☐ **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:** 04/27/2009

SUMMARY:

The Board of Trustees needs to have a discussion regarding the budget for the 2009-2010 School Year.

The Elementary and High School Budget Summary sheets will be distributed at the Board meeting.

SUGGESTED ACTION: Informational

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 6

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

ITEM TITLE: DISCUSSION—QUALIFIED ZONE ACADEMY BOND

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 04/27/2009

SUMMARY:

Mike Waterman, Business Manager/District Clerk, would like to take this time to keep the Board of Trustees updated on the progress of the Qualified Zone Academy Bond.

SUGGESTED ACTION: Informational

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	7

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** LeAnn Quinlan **Date:** 04/27/2009

SUMMARY:

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

SUGGESTED ACTION: Informational Report

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 8

☐ **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:** 04/27/2009

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:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 9

☐ **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:** 04/27/2009

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:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	10

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

ITEM TITLE: REPORT—ELECTION UPDATE

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 04/27/2009

SUMMARY:

Mike Waterman, Business Manager/District Clerk, will report on the election calendar and procedures for 2009.

Attached are the Terms of Office Listing and the 2009 School Election Calendar.

SUGGESTED ACTION: Informational

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

As currently exists, Board members terms of office are as follows:

	Expire 2009	Expire 2010	Expire 2011
SCHOOL DISTRICT #1	Tara Cutler Mary Schelle	Jeremy Bristol Dave Byerly	Jennifer Granot Becky Jackson Stan Monger

School District #1 Two (2) - Three (3) Year Terms appointed by acclamation:

Mary Schelle — 3 year term (to expire in 2012)

Monte Weeden — 3 year term (to expire in 2012)

Petitions Filed for Nomination of School Board Trustee:

MAY 5, 2009
SCHOOL ELECTION CALENDAR

December 21, 2008 through March 26, 2009	**Trustee candidates file for election.** Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. **NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.** Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office. (13-10-201(6), 13-37-201, 20-3-305 and 20-3-344, MCA) [No earlier than 135 days, or no later than 40 days before election.]
End of January	Contact the Montana Commissioner of Political Practices (MCPP) office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, ***OR*** (2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCPP. (13-37-206, MCA)
NEW in 2008 (SB443) Changes	**You no longer have to mail an address confirmation form to voters who previously requested an absentee ballot for all elections**. The county election administrator will mail the address confirmation forms in January and July. You still must contact your county election administrator for the permanent absentee ballot list.
February 19, 2009	**First day elector can request an absentee ballot.** Voters who wish to vote absentee may request an absentee ballot in writing or in person starting at this date until noon the day before the election. Remember to enclose three things with the absentee ballots: ● A form allowing the voter to request absentee ballots for subsequent elections ● A secrecy envelope ● A self-addressed envelope for the return of the ballots. Sample forms are available in the School Election Manual. (13-13-211 and 13-13-214, MCA) [75 days before election]
March 26, 2009	**Trustees call for an election.** At least 40 days before the election, the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. Sample resolutions are available in the School Election Handbook. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. 20-20-401, 20-20-201, and 20-20-203, MCA
March 31, 2009	**Last day to file resolutions for school election with county election administrator.** (20-20-201(2), MCA) [no later than 35 days before election]

April 5, 2009 (Next Business Day is April 6, 2009)	**Voter registration closes.** A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration. (20-20-311 and 20-20-312, MCA) [30 days before election]
April 5 – April 15, 2009	**Notice of election is posted.** The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may supplement the notice. The notice must include 1) the date and polling places of the election, 2) polling place hours, 3) each proposition to be considered by the electorate, 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions and 5) where and how absentee ballots may be obtained. (20-20-204, MCA) [not less than 20 days or more than 30 days before election]
April 9, 2009 (By 5 p.m.)	**Deadline for write-in candidate for a trustee position on a school board to file declaration of intent.** (13-10-211(3), MCA) [not less than 26 days before the election]
April 9, 2009 (After 5 p.m.)	**Election by Acclamation and Cancellation of Election - Notice.** If the number of candidates filing for a position and filing a declaration of intent to be a write-in candidate is equal to the number of positions to be elected, the trustees cancel the trustee election. They must then give notice that an election will not be held. Sample forms are available in the School Election Handbook. (20-3-313, MCA)
By April 10, 2009	**Election administrator certifies ballot.** The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information**. Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.** This resolution must include the durational limit, if any, on the levy. [not less than 25 days before election] 13-12-201, 20-20-401, and 15-10-425, MCA
April 15, 2009	**Absentee ballots available.** The election administrator prepares ballots for absentee voters. (20-20-401, MCA) [at least 20 days prior to election]
April 23-May 25, 2009	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices. (13-37-226 (4), MCA) [12 days before and 20 days after the school election]
April 25, 2009	**Last day to notify election judges of appointment** (20-20-203, MCA) [not less than 10 days before election]
February 19 until noon May 4, 2009	**Deadline for absentee requests.** Absentee ballots may be requested 75 days before the election but no later than noon the day before the election. *If the voter has a health emergency between 5 p.m. the Friday before the election (May 1) and noon on the election day (May 5), an emergency request for an absentee ballot may be made by noon on May 5. (13-13-211, MCA)
May 4, 2009 (By 5 p.m.)	**Absolute last day for write in candidates to file a declaration of intent** (13-10-211, MCA) A declaration of intent may be filed after the deadline and until 5 pm the day before the election only if a candidate for the office that the write in candidate is seeking: dies, withdraws from the election or is charged with a felony offense.

May 4, 2009	**Deliver certified copy of the lists of registered electors** for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls. (20-20-313, MCA)
May 5, 2009	**Notify election judges of the names of write-in candidates**
May 5, 2009	**ELECTION DAY.** (20-20-105, MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13, and 20-20-203, 20-20-401, and 20-20-411, MCA)
April 23-May 25, 2009	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices. (13-37-226 (4), MCA) [12 days before and 20 days after the school election]
Following receipt of the tally sheets from all polls **AND By May 20, 2009** (Next regular or special board meeting following the election)	**Trustees canvass votes, issue certificates of election and publish results**. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. (20-20-415 and 416, MCA) [within 15 days after the election]
Within 15 days after receipt of certificates of election. (20-20-416 MCA)	**Candidate completes and files oath of office** with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307, 20-1-202, 1-6-101, MCA)
May 16, 2009	**Deadline for trustees to hold organizational meeting** (20-3-321, MCA)[not later than the third Saturday in May]
June 1, 2009	**Deadline for trustees to request county election administrator to conduct school election for next year.** (20-20-417, MCA)

Additional References:

1-1-307. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

20-3-205. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of 20-3-307

1-6-101. Every court, judge, clerk of any court, justice, notary public, and officer or person authorized to take testimony in any action or proceeding or to decide upon evidence has power to administer oaths or affirmations.

(MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)

Distributed by:

OPI

Linda McCulloch, Superintendent

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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	11

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 04/27/2009

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.

- Hiring Update
- Open House—Construction Academy
- Roundtable Schedule
- State Music Solo & Ensemble Festival—May 1-2, 2009—Billings
- Eagle Booster Meeting—Monday, May 4, 2009—7:00 p.m.—Yogo Inn
- Teacher Appreciation Week—May 3-9, 2009
- Kindergarten Music Program—Thursday, May 7, 2009—7:00 p.m.—FCPA
- Home Extracurricular Activities:

GSB vs. Hardin	Thursday, May 7	3:00/5:00 p.m.
GSB vs. Belgrade	Saturday, May 9	12:00/2:00 p.m.
GSB vs. Park High	Tuesday, May 12	3:00/5:00 p.m.
TR – FHS Invitational	Saturday, May 2	TBA
TN – FHS Invitational	Saturday, May 9	TBA

SUGGESTED ACTION: Informational

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

BOARD OF TRUSTEES ROUNDTABLE SCHEDULE

2008-2009

Date	Group	Time	Meeting Site
December 8, 2008	Garfield Elementary	5:00-7:00 p.m.	Garfield Elementary School
January 12, 2009	Lewis & Clark Elementary	5:00-7:00 p.m.	Lewis & Clark Elementary School
January 26, 2009	Highland Park Elementary	5:00-7:00 p.m.	Highland Park Elementary School
February 9, 2009	FHS Staff	5:00-7:00 p.m.	Fergus High School
February 23, 2009	Junior High School	5:00-7:00 p.m.	Junior High School
March 9, 2009	FHS Students	5:00-7:00 p.m.	Fergus High School
April 27, 2009	Classified Staff	5:00-7:00 p.m.	Lincoln Board Room
May 11, 2009	**LEA**	**5:00-7:00 p.m.**	**Lincoln Board Room**
June 8, 2009	Admin Council	5:00-7:00 p.m.	Lincoln Board Room

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 12

☐ **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:** 04/27/2009

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:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	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:** 04/27/2009

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the April 13, 2009, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
APRIL 13, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, April 13, 2009, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

ROLL CALL

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

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Derree Kamp, Mary Kynett, Andrea Payne, Paul Stengel

OTHERS PRESENT: Dale Lambert, Joe Zahler-KXLO/KLCM, Doreen Heintz-NEWS ARGUS, and other interested parties

TRUSTEES ABSENT: Jeremy Bristol, Tara Cutler

PLEDGE

Joe Zahler led the group in the Pledge of Allegiance.

PRESENTATION – DERREE KAMP AND MARY KYNETT

Derree Kamp and Mary Kynett reported on the National Service Learning Conference they attended in Nashville, Tennessee.

DISCUSSION – ACCREDITATION

Superintendent Jason Butcher updated the members of the Board on the status of the school district's accreditation. Some deficiencies were noted, but all have been addressed. A meeting with representatives from the Office of Public Instruction was recently held regarding the shortage in elementary librarians. Administration was directed to begin making progress toward meeting the accreditation standard.

DISCUSSION – FULL-TIME KINDERGARTEN IMPLEMENTATION

The trustees discussed the implementation of full-time kindergarten. Two sections are to be held at Garfield Elementary School. Highland Park Elementary School will also have two sections and the addition of the special education preschool class.

DISCUSSION – PETITION FOR NEW UNIT DETERMINATION AND ELECTION

A Petition for New Unit Determination and Election received from MEA-MFT was reviewed by the Board.

DISCUSSION – PROCUREMENT CARDS

Mike Waterman discussed using procurement cards within the school district for purchasing and travel.

DISCUSSION – 2009-10 BUDGETS

The Board examined preliminary budget figures for the 2009-10 school year.

No report was given due to the absence of the student representative to the Board.

REPORT - STUDENT REPRESENTATIVE

Trustee Stan Monger noted that he had attended a meeting of the Lewistown Municipal Airport Board and members are frustrated with the school district and the situation at the bus barn. The Buildings and Grounds Committee met and discussed several priorities that currently exist. The committee would like the trustees to review the recommendations of the Facility Steering Committee and chart a course for facilities. The Insurance Committee also met and listened to a presentation on the Montana Schools Health and Welfare Plan. Consensus was to continue with Montana Unified School Trust through the 2009-10 school year but remain open to hearing what types of insurance products are available in the marketplace.

REPORT - COMMITTEES OF THE BOARD

No items were discussed.

CALENDAR ITEMS

Investment earning for March was reported with $10,281.88 in the elementary funds and $7,886.47 in the high school funds for a total of $18,168.35.

REPORT - INVESTMENT

Members of the Board were provided with an election update.

REPORT - ELECTION UPDATE

Superintendent Butcher reported that interviews will be conducted in the near future for the elementary teacher and counselor vacancies. The Construction Academy Open House is scheduled to be held on April 14, 2009. It was also noted that bids will be opened for the replacement of a heat pump at Fergus High School.

OTHER ITEMS

There was no public input.

PUBLIC PARTICIPATION

Minutes of the Board Work/Study Session of March 23, 2009, were approved unanimously (Monger/Schelle). Minutes of the Regular Board Meeting of March 23, 2009, were approved unanimously (Jackson/Monger).

APPROVAL OF MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through April 8, 2009, were approved unanimously (Monger/Schelle).

APPROVAL OF CLAIMS

A motion to approve consent group items 19-20 was approved unanimously (Granot/Schelle).

CONSENT GROUP ITEMS

19. Approve the Lewistown Junior High School General Ledger Report for March, 2009.

APPROVE LEWISTOWN JUNIOR HIGH SCHOOL GENERAL LEDGER REPORT

20. Approve the Fergus High School Activity Fund Report for March, 2009.

APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORT

21.	Approve the Personnel Report - see Exhibit A (Monger/Jackson - unanimous).	APPROVE PERSONNEL REPORT
22.	Approve Trustee Election by Acclamation - see Exhibit B, and Notice of Election Cancellation – see Exhibit C (Granot/Jackson - unanimous).	APPROVE TRUSTEE ELECTION BY ACCLAMATION AND NOTICE OF ELECTION CANCELLATION
23.	Approve request from the Fergus High School Helping Our World Club to participate in the Wind for Schools Program (Granot/Monger - unanimous).	APPROVE PROGRAM PARTICIPATION REQUEST
24.	Approve Qualified Zone Academy Education Plan (Jackson/Monger). Following discussion, a motion was made to make some changes to the wording of the document – see Exhibit D (Monger/Schelle - unanimous). The original amended motion was unanimously approved.	APPROVE QUALIFIED ZONE ACADEMY EDUCATION PLAN
25.	Approve a preliminary resolution for the issuance and sale of general obligation bonds (Granot/Schelle). A motion was made to make changes to the wording of the document – see Exhibit E (Granot/Schelle - unanimous). The original amended motion was unanimously approved.	APPROVE PRELIMINARY RESOLUTION
26.	Approve request to apply for the School Nutrition Equipment Assistance Grant (Monger/Jackson - unanimous).	APPROVE GRANT REQUEST
	The meeting was adjourned at 8:50 p.m. The next regular meeting will be held on April 27, 2009, at 7:00 p.m. in the Lincoln Building Board Room (Jackson - unanimous).	ADJOURNMENT

_____ _____

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

"EXHIBIT A"

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 13, 2009

EMPLOYEE NAME	*POSITION*	*LOCATION*	*RECOMMENDED ACTION*	*EFFECTIVE DATE*	*COMMENTS*
NORMAN, Winnie	Food Server	Highland Park Elementary	Accept oral and written resignation	March 23, 2009	Resignation was expressed verbally during evaluation to both Cindy Giese and Mike Waterman and was written under employee remarks on the evaluation form.
BUSSEY, James	Custodian	Fergus High School	Approve appointment on schedule—MAINT II Step 0 for 8 hours per day up to 260 days per year	April 14, 2009	See attached hiring recommendation.
DURBIN, Karen	FCCLA Advisor	Fergus High School	Approve Out-of-State travel to the National FCCLA Convention in Nashville, TN	July 10-17, 2009	See attached travel request.

"EXHIBIT B"

TRUSTEE ELECTION BY ACCLAMATION

WHEREAS, The Board of Trustees of Lewistown School District No. 1 and High School District No. 1 Fergus County, State of Montana, have received nominating petitions and write-in intent declarations equal to the number of positions to be elected and there is no other reason for the Trustee Election, and

WHEREAS, the regular Trustee Election will not be held and the necessary twenty-five (25) day Notice of Cancellation has been made.

BE IT RESOLVED, that Trustee candidates Mary L. Schelle and Monte Weeden are hereby duly elected by acclamation for three-year terms to the Board of Trustees of Lewistown School District No. 1 and High School District No. 1.

DATED this 13th day of April, 2009.

Dave Byerly
Print Chairperson's Name

_____
Signature of Chairperson

Mike Waterman
Print District Clerk's Name

_____
Signature of District Clerk

"EXHIBIT C"

NOTICE OF ELECTION CANCELLATION

WHEREAS, The Board of Trustees of Lewistown School District No. 1 and High School District No. 1 Fergus County, State of Montana, passed a Trustee Resolution Calling for an Election dated March 9, 2009, which authorized the election administrator to cancel any portion of the election that was not required, and

WHEREAS, the number of candidates for the Trustee positions for Lewistown School District No. 1 and High School District No. 1 is equal to the number of positions to be elected.

THEREFORE, the Lewistown School District No. 1 and High School District No. 1 May 5, 2009, Trustee Elections are hereby cancelled. The mill levy election scheduled for that date will be held as scheduled.

DATED this 10th day of April, 2009.

Mike Waterman	Signed Copy on File
Print District Clerk's Name	Signature of District Clerk

Note: Only the clerk's signature is required if the election is cancelled due to the number of candidates.

13-1-304 and 20-3-313, MCA

"EXHIBIT D"

Lewistown School District
Lewistown, Montana

Qualified Zone Academy
Comprehensive Education Plan

The Lewistown School District Board of Trustees has designated all of our qualified schools as Zone Academies, including, but not limited to, Garfield School, Highland Park School, Lewis & Clark School and Lewistown Junior High. We have identified numerous priority projects, found on our spending plan where we intend to focus our efforts and QZAB funds.

Our Zone Academy is in excess of the 35% free and/or reduced lunch requirement under the National School Lunch Act.

Our Zone Academy projects provide numerous rehabilitation improvements to several of our schools including a new roof on the middle school, which will reclaim the unusable auditorium space. We will also update the inefficient HV/AC units. The energy savings from these improvements will be funneled back into the school district for improvements throughout.

The Lewistown School District No. 1 Qualified Zone Academies, will emphasize academic growth for all their students, we are also cognizant of the need to provide the skills necessary to become citizens of excellence inside and outside the classroom.

The Zone Academy will use instructional strategies that accommodate diverse learning styles, interests, and developmental readiness utilizing hands-on activities, real life situations, questioning strategies, individual and group projects, and the use of technology.

Our Education Plan, with the help our 10% partner, is created to ensure technology literacy at the earliest levels. Once implementation begins, our partner has agreed to assist us with the best use of their courseware and best practices to ensure we meet our Zone Academy's goals.

The Zone Academy Goals

Zone Academy Goal 1. Better Prepare Students

The overall goal of our QZAB program will be to better prepare our students for their next step up. The plan will use the technology training gifts of our partner along with their expertise, to help shape a curriculum that is on target with what is needed to succeed academically and, ultimately, in the workforce. Our partner has made a commitment to team with our school to provide the needed real world expertise to better enhance the student's educational foundation.

Zone Academy Goal 2. Increase Graduation Rates

Our school is pleased with the current level of graduation from our schools. However, we know that with an enhanced academic curriculum and more up to date focus on learning as well as enhanced surroundings, and new equipment, the students will have a much better chance at succeeding in the middle school or high school, as well as continuing on into either college or the work force. Our Zone Academy's goal is to give our students life skills that they will never stop using.

Zone Academy Goal 3. Enhance Teacher Training

Our students can succeed, excel, and develop a love of learning, if their teachers are encouraged to exceed, excel, and participate in continuing their education. With the help of our contribution of professional development courses from our 10% partner, it is the hope that the teacher's that have expressed interest in enhancing their skills will be able to pass on their new found knowledge to their students. More importantly, the example provided by motivated teachers in our Zone Academy will stimulate the motivation of our students.

Summary of our Zone Academy's Plan

Our Zone Academy is intended not to replace, but enhance our already comprehensive curriculum. All students, participating in the Zone Academy program or not, will be held to the same high academic standards expected of all our students.

The Zone Academy's Plan has been designed with input from the community, teachers, bankers, and our partner. The three core goal's represent our Academy's focus on providing a quality learning experience for the students. It is also to provide for an environment that is productive and stimulating to students as well as teachers, administrators and the community as a whole.

"EXHIBIT E"

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of School District No. 1 (Lewistown), Fergus County, Montana (the "District"), hereby certify that the attached resolution is a true copy of Resolution No. _____ entitled: "RESOLUTION RELATING TO GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2009; PRELIMINARILY AUTHORIZING THE ISSUANCE AND THE NEGOTIATED SALE THEREOF AND THE EXECUTION AND DELIVERY OF DOCUMENTS RELATING THERETO; AND CONFIRMING REIMBURSEMENT OF CERTAIN EXPENDITURES" (the "Resolution"), in the original records of the District in my legal custody, that the Resolution was duly adopted by the Board of Trustees of the District at a meeting on April 13, 2009, and that the meeting was duly held by the Board of Trustees and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Trustees voted in favor thereof: _____ _____; voted against the same: _____ _____; abstained from voting thereon: _____ _____; or were absent: _____.

WITNESS my hand officially this ___ day of April, 2009.

_____
School District Clerk

RESOLUTION NO. _____

RESOLUTION RELATING TO GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2009; PRELIMINARILY AUTHORIZING THE ISSUANCE AND THE NEGOTIATED SALE THEREOF AND THE EXECUTION AND DELIVERY OF DOCUMENTS RELATING THERETO; AND CONFIRMING REIMBURSEMENT OF CERTAIN EXPENDITURES

BE IT RESOLVED by the Board of Trustees (the "Board") of School District No. 1 (Lewistown), Fergus County, Montana (the "District"), as follows:

Section 1. Authorization. At an election duly called, noticed and held July 22, 2008, the requisite majority of the qualified electors of the District authorized the issuance and sale of general obligation school building bonds of the District in the principal amount of $2,087,250 (the "Bonds") for the purpose of paying a portion of the costs of improving the facilities of the District by replacing the roof on the junior high school; renovating and upgrading all or a portion of the heating, ventilation, and air conditioning systems at Garfield School, Highland Park School and Lewis & Clark School; related improvements; and paying costs associated with the sale and issuance of the bonds (the "Project"). The District has determined that it is in its best interests to proceed at this time with the issuance of the Bonds in the amount of up to $2,087,250, which amount, with other available funds of the District, is anticipated to cover the costs of the Project.

The District has full power and authority to issue the Bonds.

Section 2. Authorization of Bonds. For the purpose of paying costs of the Project as authorized at the election referred to in Section 1, it is hereby determined that it is in the best interests of the District and the owners of taxable property therein for the District to sell its general obligation school building bonds, pursuant to Montana Code Annotated, Title 20, Chapter 9, Part 4 and Title 17, Chapter 5, Part 16, as amended, to the Board of Investments of the State of Montana (the "BOI"). The Bonds shall be denominated "General Obligation School Building Bonds, Series 2009" and shall be issued in the aggregate principal amount of up to $2,087,250.

Section 3. Sale of Bonds; Purchase Agreement. This Board hereby preliminarily authorizes the District to sell the Bonds at a private negotiated sale to the BOI, with the understanding that the BOI will pledge and assign its interest in the Bonds to the holders of its Municipal Finance Consolidation Act Bonds, Series 2009 (Lewistown Elementary Schools Qualified Academy Zone Program), to be issued in the principal amount equal to the Bonds (the "Board's Bonds"). The Bonds are not expected to bear interest. It is acknowledged that other terms of the Bonds, e.g., the purchase price of the Bonds and the Board's Bonds, the principal amount of the Bonds and the Board's Bonds, and the maturity schedule of the Bonds and the Board's Bonds have not been determined as of this date. The Chairman and the Superintendent or the acting or assistant Superintendent are hereby authorized to approve:

(i) the purchase price of the Bonds; provided that the purchase price equals or exceeds

the principal amount of the Bonds;

(ii) the principal amount of the Bonds; provided that such principal amount is not in excess of $2,087,250; and

(iii) the maturity schedule of the Bonds; provided that the Bonds mature at any time or times in such amount or amounts not later than 10 years as calculated under Section 20-9-410, M.C.A.

Upon approving such terms, the Chairman, the Superintendent, and the District Clerk or any one or more of them are hereby authorized and directed to approve, execute and deliver an agreement (the "Purchase Agreement") between the District, the BOI, and First Bank of Montana, of Lewistown, Montana, or any other suitable purchaser of the Board's Bonds (the "Purchaser"), containing the agreement of the District to sell, and the agreement of the BOI to purchase, the Bonds, and the agreement of the BOI to sell, and the agreement of the Purchaser to purchase, the Board's Bonds, in each case on the terms so approved, and containing such other provisions as such officers deem appropriate, and containing the agreement of the District to the BOI's pledge and assignment of the Bonds to the repayment of the Board's Bonds and to the sale of the Board's Bonds on the terms so approved, and containing such other provisions as such officers shall deem necessary and appropriate. In the event of the absence or disability of any of the Chairman, the Superintendent, or the District Clerk, the Vice Chairman, the acting Superintendent or the acting District Clerk shall make such approvals and execute and deliver the Purchase Agreement. It is acknowledged that the Purchase Agreement may be one or more documents. The execution and delivery by two appropriate officers of the District of the Purchase Agreement shall be conclusive as to the approval of such officers of the terms of the Bonds and of the arrangement whereby the BOI will pledge and assign the Bonds to repayment of the Board's Bonds.

The form of the Bonds and the security therefor shall be prescribed by a subsequent resolution to be adopted by this Board.

Section 4. Sinking Fund and Related Agreements. The Board's Bonds are proposed to be offered for sale with the assistance of McLiney & Company, financial advisor to the District, to the Purchaser for the Purchaser's own account. Details regarding such things as the District's obligations regarding sinking fund payments owing on the Bonds, investment thereof by the BOI and investment return thereon, the obligations and rights of the District and Purchaser with respect thereto, and other matters are expected to be set forth in a sinking fund and fiscal agency agreement or agreements bearing similar names and agreements ancillary thereto (the "Operative Agreements"). The Chairman, the Superintendent, and the District Clerk or any one or more of them are hereby authorized to negotiate, approve, execute, and deliver such Operative Agreements, so long as the limitations of the first paragraph of Section 3 are satisfied. In the event of the absence or disability of any of the Chairman or the Superintendent or the District Clerk, the Vice Chairman, the acting Superintendent or the acting District Clerk shall make such approvals and execute and deliver the Operative Agreements. The execution and delivery by two appropriate officers of the District of the Operative Agreements shall be conclusive as to the approval of such officers of the Operative Agreements in accordance with the provisions of this resolution.

Section 5. Approval of Comprehensive Educational Plan. There has been presented to this Board a Comprehensive Educational Plan prepared by staff of the District (the "Plan") that meets the requirement of Section 54E of the Internal Revenue Code of 1986, as amended (the "Code"). The Plan is hereby approved and adopted. Besides furthering the educational objectives of the District, the Plan will also permit the Bonds to be issued without bearing interest, since the Board's Bonds will qualify as "qualified zone academy bonds" within the meaning of the Code.

Section 6. Reimbursement Expenditures. The District, which is a conduit borrower of the proceeds of the Board's Bonds under Section 1.150-2 of the Treasury Regulations, confirms and ratifies its intention to reimburse itself with the proceeds of debt in one or more series or of one or more kinds, including the proceeds of the Board's Bonds used to acquire the Bonds, after the date of payment of all or a portion of the costs of the Project, all as set forth more particularly in the resolution of the District adopted May 12, 2008.

Adopted: April 13, 2009.

_____
Chairman of the Board of Trustees

Attest: _____
School District Clerk

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

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:** 04/27/2009

SUMMARY:

Approve claims paid through April 23, 2009, as approved by the Finance Committee.

SUGGESTED ACTION: Approve Claims as Presented

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/27/2009

Agenda Item No.

15

Agenda Items	Additional Information
15. Approve Substitute(s)	

SUGGESTED ACTION: Approve All Items

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

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:** 04/27/2009

SUMMARY:

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

Substitute Teacher List:

Sonya Rogers College Student – 4th Year

Substitute Teacher Aide List:

Joan Pedersen

Substitute Custodial List:

Bert Samuelson

Substitute School Food List:

Joan Pedersen

SUGGESTED ACTION: Approve Substitute(s)

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 16

☐ **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:** 04/27/2009

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 27, 2009

EMPLOYEE NAME	*POSITION*	*LOCATION*	*RECOMMENDED ACTION*	*EFFECTIVE DATE*	*COMMENTS*
TINDALL, Shari	Renaissance Coordinator	Fergus High School	Accept letter of resignation	June 5, 2009	See attached letter.
GREMAUX, Cindy	Title I Teacher	Lewis & Clark Elementary	Approve Out-of-State Travel to attend the Measured Progress Benchmarking Meeting in Portsmouth, NH	May 3-8, 2009	Cindy was chosen to participate in the 2009 MontCAS CRT field test benchmarking. See attached travel request and letter to see criteria for this selection.
REA, Mike	Adult Basic Education Instructor	School District #1	Approve Out-of-State travel to attend the National Migrant Conference in San Antonio, TX	May 3-6, 2009	See attached travel request. Mike has been attending this conference for several years.

April 20, 2009

Mr. Scott Dubbs,
Fergus High School Principal

Mr. Jason Butcher,
Lewistown Public Schools Superintendent

This is my letter of resignation as the **Renaissance Coordinator** for Fergus High School. My last day will be June 5, 2009.

Due to physical difficulty, I will not be able to continue with this program.

Thank you.

Sincerely,

Shari Tindall
44 Castle Butte Rd.
Lewistown MT 59457

IN-STATE/OUT-OF-STATE TRAVEL REQUEST
and
REQUEST FOR USE OF SCHOOL VEHICLE

NAME Cindy Gremaux ADDRESS 315 Mount Pleasant TODAY'S DATE 4-20-09

Part A Pre-Travel: ITEMS 1-6 MUST BE COMPLETED. Use purchase orders if you want the district to pay items 2-5. Please attach purchase orders to this form.

(TYPE OR WRITE THROUGH ALL COPIES—PRESS FIRMLY)

****SEE BACK FOR INSTRUCTIONS****

1. **CONFERENCE/MEETING:** Measured Progress Benchmarking **LOCATION:** Portsmouth, NH

Conference Starts:	Date: 5-4-09	Time: _____	(A.M. / P.M.)
Conference Ends:	Date: 5-7-09	Time: _____	(A.M. / P.M.)
Departure:	Date: 5-3-09	Time: _____	(A.M. / P.M.)
Return:	Date: 5-8-09	Time: _____	(A.M. / P.M.)

2. **Transportation:** (check one) Is a school vehicle available on district website? _____
(http://www.lewistown.k12.mt.us -- Request District Vehicles)
Did you reserve a vehicle on district website? _____

☐ Auto: _____ (Distance) x _____ (Rate) /mile = $ _____ Driver's Name: _____

☐ Airline: Requisition #/P. O. # _____ (attach proof of cost) Total Travel $ Ø

3. **Lodging:** (Receipts Required) Requisition #/P. O. # _____ (attach proof of cost)
OR
Number of Nights: _____ Rate = $ _____ Total Lodging $ Ø
Maximum Reimbursement: In-State: Reimbursed at Current State Rate
Out-of-State: Reservation will be made at Conference location, if possible

4. **Meals:**

In-State:			Out-of-State:		
_____	Breakfast	($ 5.00)	_____	Breakfast	($ 6.00)
_____	Lunch	($ 6.00)	_____	Lunch	($ 8.00)
_____	Dinner	($12.00)	_____	Dinner	($14.00)

Total Meals $ Ø

5. **Registration Fee:** Requisition #/P. O. # _____ (attach copy of registration forms) OR Registration $ Ø

6. **Other Expenses:** (Receipts required for $5.00 or more) (Taxi, bus, etc.) Other Expenses $ Ø

All Expenses paid by Measured Progress **TOTAL TRIP EXPENSE** $ Ø

MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS $ Ø

APPROVED ☑ MODIFIED ☐ DISAPPROVED ☐ _____ Building Administrator Recommendation 04/20/09 Date

ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE

☐ ☐ ☐ _____ Superintendent and/or Board of Trustees Date

Part B Post-Travel: Complete all information below after your trip and return the WHITE copy (the original signed copy) to ACCTS PAYABLE at the Lincoln Building within 10 working days.

****SEE BACK FOR INSTRUCTIONS****

Actual Travel Costs: *Payment to You*

1. **Meals:** $ _____
2. **Travel:** (Attach airline ticket if applicable) $ _____
   Date/Time of Departure _____ *Date/Time of Return* _____
   School Vehicle **Ending** Odometer Reading: _____ Credit Card Used? Yes No
   School Vehicle **Beginning** Odometer Reading: - _____ (If YES, attach receipts)
   Total Miles Traveled: = _____
3. **Lodging:** (Attach receipts) $ _____
4. **Registration:** (Attach receipts) $ _____
5. **Other Local Transportation (taxi, bus, etc.):** (Attach receipts) $ _____

TOTAL PAYMENT DUE EMPLOYEE $ _____

Claimant's Signature _____ Position _____

ADMINISTRATORS USE ONLY

_____
_____
_____
_____

CENTRAL OFFICE USE ONLY

Travel Request Number: _____ Date: _____
Budget Code for Travel: _____
_____
Budget Code for Fuel Expense: _____

White—Employee, Post-Travel *Canary*—Accounts Payable *Pink*—Employee, Pre-Travel *Goldenrod*—Supervisor

Measured Progress

Memorandum

To: **Selected Participants**
From: **Dan Verdick, CRT Program Manager**
Date: **April 14, 2009**
Subject: **Benchmarking Meeting Confirmation**

Thank you for your willingness to participate in the 2009 MontCAS CRT field test benchmarking. We value your input and look forward to your participation. Participants were selected based on the following criteria: 1) experience with Montana standards and appropriate content and grade level; 2) distribution of participants from across the state; and 3) subgroup representation.

Some details of the meeting are:

- Reading - May 4-5, 2009, at the Measured Progress processing building
- Science – May 4-6, 2009, at the Measured Progress processing building
- Mathematics – May 4-7, 2009, at the Measured Progress processing building
- Lodging at the Sise Inn in downtown Portsmouth will be direct billed to Measured Progress. All reservations have been made by Measured Progress.
- Meals (up to $36 per day) will be reimbursed. For tax purposes, meal receipts are required to receive reimbursement.
- Expenses for mileage to and from the airport will be reimbursed at a rate of .55 cents per mile. Travel and substitute reimbursement forms will be provided at the meeting.
- Renewal units will be available.

Your name will serve as your confirmation. The Sise Inn has the rooming list with your names. I am enclosing the inn's pamphlet that has important information that you may need.

I am also enclosing your C & J bus ticket/s and the bus schedule.

Please contact Nancy Hall, Program Assistant, at Measured Progress hall.nancy@measuredprogress.org or 888-792-2741 with questions or last-minute changes.

We look forward to seeing you in New Hampshire!

Enclosure

Cc: Judy Snow, OPI State Assessment Director

IN-STATE/OUT-OF-STATE TRAVEL REQUEST
and
REQUEST FOR USE OF SCHOOL VEHICLE

NAME Mike Rea **ADDRESS** CMEC **TODAY'S DATE** 4/9/09

Part A Pre-Travel: ITEMS 1-6 MUST BE COMPLETED. Use purchase orders if you want the district to pay items 2-5. Please attach purchase orders to this form.

(TYPE OR WRITE THROUGH ALL COPIES—PRESS FIRMLY)
****SEE BACK FOR INSTRUCTIONS****

1. **CONFERENCE/MEETING:** National Migrant Conf **LOCATION:** San Antonio TX
   Conference Starts: Date: Sunday, May 3, 2009 Time: 4 pm (A.M. / P.M.)
   Conference Ends: Date: Wednesday, May 6, 2009 Time: 12 pm (A.M. / P.M.)
   Departure: Date: Sunday, May 3, 2009 Time: 6 (A.M. / P.M.)
   Return: Date: Wednesday, May 6, 2009 Time: 6 (A.M. / P.M.)

2. **Transportation:** (check one) Is a school vehicle available on district website? _____
   (http://www.lewistown.k12.mt.us -- Request District Vehicles)
   Did you reserve a vehicle on district website? _____
   ☐ Auto: _____ (Distance) x _____ (Rate) /mile = $ _____ Driver's Name: _____
   ☐ Airline: Requisition #/P. O. # _____ (attach proof of cost) Total Travel $ Ø

3. **Lodging:** (Receipts Required) Requisition #/P. O. # _____ (attach proof of cost)
   OR
   Number of Nights: _____ Rate = $ _____ Total Lodging $ Ø
   Maximum Reimbursement: In-State: Reimbursed at Current State Rate
   Out-of-State: Reservation will be made at Conference location, if possible

4. **Meals:**

	In-State:			Out-of-State:	
_____	Breakfast	($ 5.00)	_____	Breakfast	($ 6.00)
_____	Lunch	($ 6.00)	_____	Lunch	($ 8.00)
_____	Dinner	($12.00)	_____	Dinner	($14.00)

   Total Meals $ Ø

5. **Registration Fee:** Requisition #/P. O. # _____ (attach copy of registration forms) OR Registration $ Ø

6. **Other Expenses:** (Receipts required for $5.00 or more)
   (Taxi, bus, etc.) All costs are paid by MT Migrant Ed Program. Other Expenses $ Ø
   TOTAL TRIP EXPENSE $ Ø
   MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS $ Ø

APPROVED ☒ MODIFIED ☐ DISAPPROVED ☐ _____ 4/9/09
Building Administrator Recommendation Date

ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE

☐ ☐ ☐ _____
Superintendent and/or Board of Trustees Date

Part B Post-Travel: Complete all information below after your trip and return the WHITE copy (the original signed copy) to ACCTS PAYABLE at the Lincoln Building within 10 working days.

****SEE BACK FOR INSTRUCTIONS****

Actual Travel Costs: *Payment to You*

1. **Meals:** $ _____
2. **Travel:** (Attach airline ticket if applicable) $ _____
   Date/Time of Departure _____ *Date/Time of Return* _____
   School Vehicle **Ending** Odometer Reading: _____ Credit Card Used? Yes No
   School Vehicle **Beginning** Odometer Reading: - _____ (If YES, attach receipts)
   Total Miles Traveled: = _____
3. **Lodging:** (Attach receipts) $ _____
4. **Registration:** (Attach receipts) $ _____
5. **Other Local Transportation (taxi, bus, etc.):** (Attach receipts) $ _____

TOTAL PAYMENT DUE EMPLOYEE $ _____

Claimant's Signature _____ Position Instructor - ABE

ADMINISTRATORS USE ONLY

_____
_____
_____
_____

CENTRAL OFFICE USE ONLY

Travel Request Number: _____ Date: _____
Budget Code for Travel: _____
_____
Budget Code for Fuel Expense: _____

White—Employee, Post-Travel *Canary*—Accounts Payable *Pink*—Employee, Pre-Travel *Goldenrod*—Supervisor

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date 04/27/2009

Agenda Item No. 17

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

ITEM TITLE: APPROVE STRATEGIC PLAN

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 04/27/2009

SUMMARY:

The Board of Trustees needs to approve the Strategic Plan as per attached.

SUGGESTED ACTION: Approve Strategic Plan

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

Lewistown Public Schools
2009 Strategic Plan

Overview

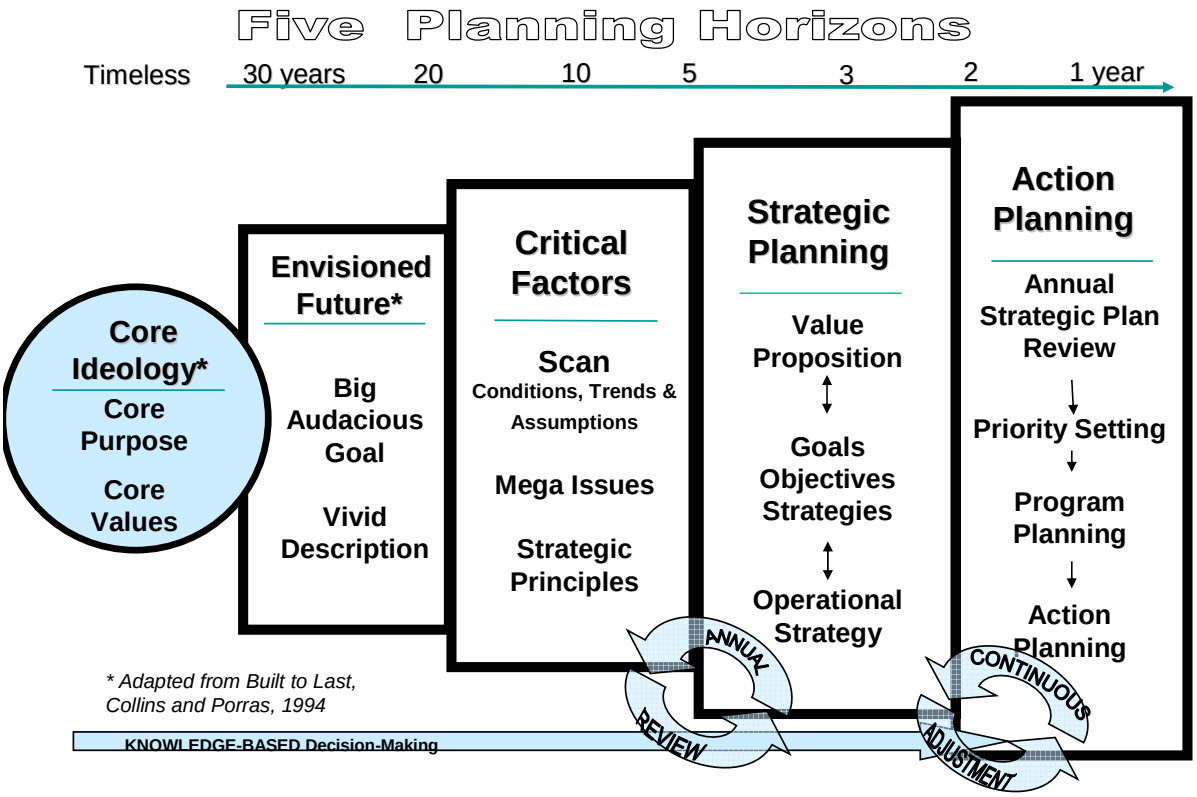
The Lewistown Public School District is revising the direction of the district to strategically focus its resources. As part of this process, the Lewistown Board of Trustees has begun a strategic planning and thinking process that will lead to an even stronger school district. This process will be ongoing as Lewistown Public Schools move into the future. This Strategic Plan is intended to help Lewistown Public Schools focus its resources in a manner that will best benefit the students enrolled in Lewistown Public Schools.

The Lewistown Board of Trustees and Staff Leadership Team began the strategic planning and thinking process to carry out their commitment to children and to the community. Lewistown Public Schools engaged Lance Melton and Debra Silk of the Montana School Boards Association to facilitate the strategic planning process. On April 27, 2009, after seeking input from the staff and community, the Board of Trustees formally adopted its new strategic plan.

Lewistown Public Schools' Board and Staff Leadership Team view the process of strategic planning as ongoing. This is not a "strategic planning project" that is completed; rather this is a process that requires frequent assessment and adaptation. This is a living document that should evolve to fit the needs of the district in perpetuity. Adoption of this plan is an affirmation of the general intent and direction articulated by the Core Ideology, Envisioned Future and Goals and Strategic Objectives.

Strategic Planning Framework

The framework used by the Lewistown Public Schools for its strategic planning process was adapted from a model developed by Jim Collins, author of "Built to Last" and "Good to Great." Lewistown Public Schools focused on five different planning horizons, starting with the long term issues first to provide focus to shorter term efforts.



Core Ideology of Lewistown Public Schools

Core ideology describes a school district's consistent identity. It consists of two elements - **core purpose** - the school district's reason for being - and **core values** - essential and enduring principles that guide a school district.

Core Purpose of Lewistown Public Schools:

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.

Core Values of Lewistown Public Schools:

1. **High Standards**: Lewistown Public Schools uphold 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.

1. **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.

2. **Effective and Efficient Practices:** Lewistown Public Schools are committed to effective and efficient stewardship of our resources.

3. **Accountability:** Lewistown Public Schools are accountable for all that we do from fiscal management to the performance of students, staff, administration and the board.

4. **Community Support:** Lewistown Public Schools understand 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.

5. **Communication:** Lewistown Public Schools value effective and open communication with parents, students, staff, trustees and the community.

20-Year Planning Horizon

Envisioned future conveys a concrete yet unrealized vision for the school district. It consists of a **big audacious goal** – a clear and compelling goal that serves as a focal point for effort – and a **vivid description** – vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.

Envisioned Future of the Lewistown Public Schools

Big Audacious Goal:

Lewistown Public Schools provide an enriching positive learning environment that produces independent and successful graduates. Students perform at high levels on achievement tests and in extra- and co-curricular activities. Our programs and offerings allow students to achieve at their highest level while preparing for a global environment and career and life success.

Lewistown Public Schools enthusiastically and effectively ensure the success of our students and is recognized as a role model for schools across Montana and the nation. The parents of our students and the Lewistown community are actively involved in our schools, programs and services. We are THE educational leader in this state. We have completed a 20-year state-of-the-art building and renovation project through the support of the community in every phase.

Wherever and whatever they do, students who graduate from Lewistown Public Schools frequently cite their interest in replicating the positive experiences and influences they enjoyed as students in our schools.

A Vivid Description of the Desired Future:

- We offer a diverse, rigorous and challenging curriculum.
- Because of our diverse offerings, we have a 0% dropout rate.
- We have a 100% graduation rate while maintaining our high standards.
- Our students' average scores are in the top 5% nationally on ACT and SAT tests.
- We have numerous highly qualified applicants for all open positions.
- We offer small, diverse courses.
- Our open houses are well attended by our community.
- The parents of our students are actively involved in the education of their child(ren).
- We have 100% participation in our parent-teacher conferences.
- Our district has numerous individuals who volunteer in our schools.
- Our administration and staff are well informed of the skill sets needed for our students to succeed.
- Our staff ensures that every student succeeds to the best of his/her ability.
- We have adequate funding to support all of our programs and offerings.
- Each board member understands the duties and responsibilities that come with the job and does everything they can to ensure they understand the issues in order to make sound decisions.
- We have effectively incorporated technology into our district.

5-10 Year Planning Horizon

Assumptions Regarding the Relevant Future for Lewistown Public Schools

In order to make progress toward the 20-year Envisioned Future, Lewistown Public Schools must constantly anticipate and assess factors likely to affect its ability to succeed. This process of building foresight about the future helps us to make assumptions about the relevant future - these assumptions have been used to determine outcome-oriented goals that form the basis of this long-range strategic plan. Continued anticipation and assessment of factors likely to affect the district can be used to update the strategic plan as needed.

During the October 27, 2008, Strategic Planning meeting, the Lewistown Board of Trustees and Staff Leadership Team made many assumptions about the future. What follows are those assumptions likely to have the greatest influence on achieving the envisioned future.

Assumptions about the future

Demographics

- Continued declining enrollment
- Continued aging population (both locally and state-wide)
- Increase in families with school-aged children living in poverty
- Continued increase in free and reduced lunch counts
- Shift from rural to urban
- Loss of agricultural families in the Lewistown area
- Lewistown Public Schools will be better off than eastern Montana schools
- Growing gap between lower-socioeconomic families and retired professional non-family

Business/Economic Climate

- Continued stable local economy so long as government and public agencies remain stable
- Ability of our district to hire/retain quality employees (classified and certified) will continue to be an issue
- New federal administration brings uncertainty
- The agricultural base will continue in Fergus County, but the employment base is changing from primarily agricultural to government and service industries

- Lewistown will remain geographically isolated
- Each legislative session will bring new financial uncertainty

Legislation/Regulation

- State funding suit will be decided
- Lack of programs/funding for gifted/talented students
- Same or increased governmental control of schools
- Each legislative session will bring new financial uncertainty
- Continued earmarking of funds
- Continued increase in one time only allocation of funds (OTO funds).
- Decreased local control
- Underfunded/funded mandates.

Technology/Science

- Technology will continue to change at rapid rates
- Possibility of more money to schools in the areas of science/technology
- Challenge of spending money wisely on technology for its effective use in the district
- Continued struggle to remain current in the fields of technology and science
- Increase in technology-based instructional opportunities
- Challenge to compete globally

Social Values

- Increase in numbers of students with severe health concerns
- Behavioral issues impacting students at younger ages
- Apathy towards public education issues

Mega Issues facing Lewistown Public Schools: 5-Year to 10-Year Horizon

Mega issues are questions of strategic importance, which indicate choices the school district must make in defining its long-range objectives. These issues are potential impediments to achieving the Envisioned Future and form a basis for dialogue about the choices facing the school district.

Mega-Issue Questions:

- **Demographics**
  - What steps will the district take to ensure that sound financial decisions are made as our budgets decrease due to declining enrollment to make the best use of limited resources to retain the credibility of the community?
  - What can the district do to minimize the impacts of poverty on families with school-aged children?

- **Business/Economic Climate**
  - What steps can the district take to ensure that we hire and retain quality certified and classified employees?
  - What can we do as a school district and as a community to attract families with school-aged children into the Lewistown community?
  - How will the state of our economy impact local business on a long-term basis and how will we address those issues as a board?

- **Legislation/Regulation**
  - What can we do to ensure we have adequate resources to support our schools?
  - How can the school board act to retain the discretion on where such resources are needed and spent?

- **Technology and Science**
  - With the increased use of technology by students, what measures can the district take to ensure student safety and compliance with ethical/legal standards?
  - How can the district implement a technology plan that ensures that money is prudently spent on technology?
  - What can the district do to have the staff both participate in and be enthusiastic about the implementation of our technology plan?

- **Health and Social Values**
  - What can the district do to effectively communicate with the public about our school's programs, services and needs in order to engage the Lewistown community in our school environment?
  - What steps can we take as a school district to address the issue of increased numbers of students with severe health issues?
  - What can the district do with the community to address the issue of behavioral issues of students starting at younger ages?

Knowledge-Based Decision Making

In addressing identified mega-issues that have the potential of impeding the District's ability to achieve its Envisioned Future, Lewistown Public Schools is committed to applying a knowledge-based decision making process. Using a knowledge-based decision making process, Lewistown Public Schools will use the following as a framework for its outcome oriented goals and strategic objectives:

- *Question #1 – What do we know our students' / parents' / community's / needs, wants and preferences that is relevant to this decision?*
- *Question #2 – What do we know about the current realities and evolving dynamics of our community / marketplace / industry / profession that is relevant to this decision?*
- *Question #3 – What do we know about the capacity and strategic position of the Lewistown Public Schools that is relevant to this decision?*
- *Question #4 – What are the ethical implications of our choices?*

Five-Year Planning Horizon
Outcome-Oriented Goals and Strategic Objectives
For Lewistown Public Schools

The following thinking represents goals for the next five years. They are areas in which Lewistown Public Schools will explicitly state the conditions or attributes it wants to achieve. These outcome statements will define "what will constitute future success." The achievement of each goal will move the school district toward realization of its Envisioned Future.

Strategic Objectives provide direction on how the school district will accomplish its articulated goals. All strategies included in the strategic plan should be considered accomplishable at some point in the future. Strategic Objectives will be assessed and adapted as necessary, at least annually by the Board of Trustees.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, Five Years: *Lewistown Public Schools have 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. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The district is consistent – building to building, grade to grade - in developing and implementing both curricula and intervention programs to insure student achievement and success.
3. The district has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college-bound and vocation-bound students.
4. The district is consistent at all levels in developing and implementing differentiated instruction techniques.

Goal Area 2: Facilities

Statement of Intended Outcome, Five years: *Lewistown Public Schools have 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 into our facilities plan.*

Strategic Objectives:

1. Complete a comprehensive plan to address the district's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our

students, staff and community for at least the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

Goal Area 3: Community and Parental Engagement

Statement of Intended Outcome, Five Years: *Lewistown Public Schools have created an environment of collaboration with families of students and with others in our community. Families of students are actively involved in their children's education. The community is highly engaged in our school environment. As a result of community and family commitment to public education, we have established a positive voice in the legislature and a collaborative approach to solving public education issues with our local legislators.*

Strategic Objectives:

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

Goal Area 4: Technology

Statement of Intended Outcome, Five Years: *Lewistown Public Schools have 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. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, Five Years: *Lewistown Public Schools have developed a recruitment and retention program to ensure 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 in 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. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators and staff. They are a part of the planning and assessment of these opportunities.

Goal Area 6: Fiscal Management and Responsibility

Statement of Intended Outcome, Five Years: *Lewistown Public Schools have secured adequate, sustainable funding from the state and have developed a process to prioritize the financial resources 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. Actively support legislators and legislation affecting school funds and funding.
2. Engage area legislators and our community in conversations about the needs of our schools to be sure our needs are clear and our legislators know the effect of their votes on us.

One-Year 2008-2009 Planning Horizon
Outcome-Oriented Goals and Strategic Objectives
For Lewistown Public Schools

The following thinking represents goals for 2008-2009.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools have 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 have 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 into 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 have 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 have developed a recruitment and retention program to ensure 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 in 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 have secured adequate, sustainable funding from the state and have developed a process to prioritize the financial resources 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.

Two-Year 2009-2010 Planning Horizon
Outcome-Oriented Goals and Strategic Objectives
For Lewistown Public Schools

The following thinking represents goals for 2009-2010.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have 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. Implement (maximize the positives, minimize and/or alleviate the begatives) whatever recommendations are approved by the board during 2008-2009 regarding full-time kindergarten.

Goal Area 2: Facilities

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have 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 into our facilities plan.*

Strategic Objectives:

1. Complete the process to develop, with staff and community, a 10-year facilities plan. Research financing options, and develop and implement a plan to secure community understanding and approval of it.
2. Complete design of the elementary buildings HVAC restoration work approved by voters in 2008, go to bid and have project completed during the summer of 2010.

Goal Area 3: Community and Parental Engagement

Statement of Intended Outcome, 2009-2010 *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. Assess our efforts to reach out to the community – including steps taken during 2008-09 – and fine tune and improve for 2009-2010.

Goal Area 4: Technology

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have 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. Develop a plan to insure that we are investigating and, wherever necessary and affordable, implementing new technologies for cost-efficient delivery of technology for students and staff (such as expanding terminal services, implementing virtualization, proven open-source software solutions).
3. Encourage and support the expanded use of instructional aides for the classroom (projectors, interactive white boards, document cameras).
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Insure that, beginning in 2009-10, the technology staff is consulted and included in textbook/publisher decisions as these decisions increasingly have technology components and impacts.
6. Develop and implement a plan to address the technology generational gap (between staff and students).
7. Determine if and how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).
8. Develop a timeline on researching, understanding and implementing a plan to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have developed a recruitment and retention program to ensure 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 in 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. By September 30, 2009, assess and implement efforts to improve communication with our staff (including roundtables, regular building visits by administrators and suggestions from staff).

Goal Area 6: Fiscal Management and Responsibility

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have secured adequate, sustainable funding from the state and have developed a process to prioritize the financial resources 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. Seek ways, prior to Jan. 1, 2010, to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the board in better maintaining a strong and influential presence in the next Montana Legislature (2011).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to August 15, 2010, a review of the Strategic Plan with the adoption of new one-year goals and objectives (2010-2011) and two-year goals and objectives (2011-2012). Revisit our five-year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	18

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

ITEM TITLE: APPROVE TRANSPORTATION POLICY AND PROCEDURE HANDBOOK

Requested By: Board of Trustees **Prepared By:** Transportation Department **Date:** 04/27/2009

SUMMARY:

The Board of Trustees needs to approve the Transportation Policy and Procedure Handbook.

SUGGESTED ACTION: Approve Transportation Policy and Procedure Handbook

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

LEWISTOWN PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT

TO: Bus Driver _____ Date _____

FR: Transportation Director

RE: Rules, Regulations, Policies and Procedures for School Bus Drivers

Enclosed you will note your personal copy of the District's Rules and Regulations and Procedures for school bus drivers. This booklet is intended to give you ready access to our expectations in performing your duties and responsibilities; therefore, you should keep it in such a manner as to assure its availability whenever you are uncertain about rules applying to your role as a school bus driver.

This booklet is intended to provide insights and guidelines on how best to become an effective and professional school bus driver. The driver's handbook is a valuable aid towards understanding how to cope with the multitude of problems you will encounter. You are urged to read it at the beginning of each school year or immediately after beginning your employment as a driver with our district.

Please read the enclosed booklet within ten days. During this time you should discuss with the Transportation Director or the Driver Trainer, any questions you may have as to the meaning of any rule(s). At the end of this period, you must sign the below acknowledgment and return it the Transportation Director or the Driver Trainer.

I do hereby acknowledge that I have received my personal copy of the Transportation Staff Handbook for School Bus Drivers as issued on the above date. I further understand that this signed acknowledgment indicates that I have read and understand the contents of the Transportation Staff Handbook. This document will be included in my permanent file, indicating that the above information has been made available to me.

_____ _____

Date Driver's Signature

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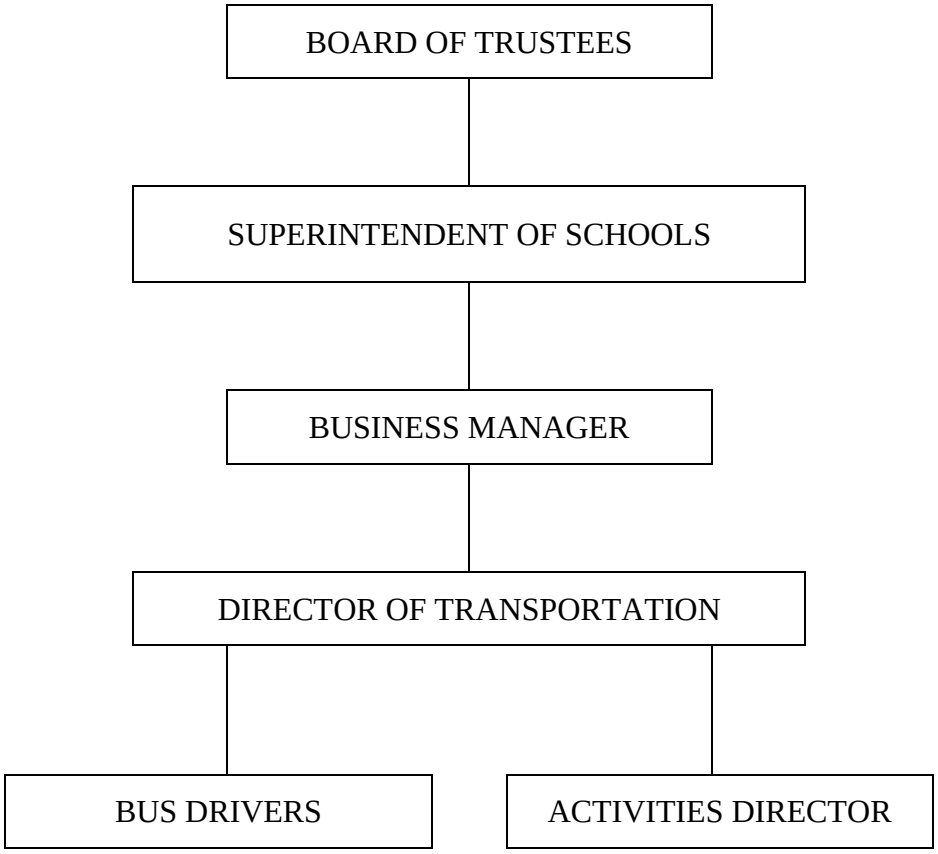
Lewistown Public Schools

TRANSPORTATION DEPARTMENT

LINE OF RESPONSIBILITY CHART



ADMINISTRATIONS
OPENING STATEMENT

The following information contains School Board policies, regulations and procedures that relate to the school transportation system. It is this Administration's feelings that the responsibility for the safety and welfare of students who ride school buses is shared by students, parents, school bus drivers and the school district.

The goal of the Transportation Department and the primary responsibility of every school bus driver is to provide safe, comfortable, and reliable transportation for the school children in the most responsible, professional and cost-efficient manner possible.

All policies pertaining to transportation will conform to the statutes in the School Laws of Montana as they refer to transportation. The Board of Trustees determines policies and practices relating to the Transportation program.

Violation of policy can result in disciplinary action that can include: conversation with the Transportation Director and/or the Driver Trainer; a written letter of reprimand that will be included in permanent personnel files; conversation with the Business Manager and/or the School District Superintendent; and/or action by the Board of Trustees, which could lead to termination of employment.

THE DRIVER

Occupational Role

The school bus driver has a very important position. Learning to drive a vehicle the size of a school bus is a difficult task in itself. When you sit behind the wheel of a school bus, you become aware of the many differences in handling a larger vehicle. These differences are magnified from the time you first put the transmission in gear to the time you apply the brakes at the end of any given day. Positioning a school bus vehicle in relationship to another object can give you a whole new perspective on your ability to judge distance in any direction. A seemingly simple maneuver such as turning a corner in traffic can be an experience you won't soon forget. If mastering these tasks were all there was to being a school bus driver, it would be impressive enough, but another determinant must concern all school bus drivers. That determinant is *passengers*.

It is evident that you, the school bus driver, are an essential part of the educational community. The school bus is an extension of the classroom. In many instances, you will be the first representative of your employer and the school to meet the students who ride your bus in the morning. You will probably be the last school representative to see the students at the end of the day. ***As such, your conduct must be professional at all times, serving as a role model of correct behavior.***

While the students are on your bus, their safety is in your hands. Perhaps in no other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver. You are part of a very important and exceptional population – some of the most important people in your community. You are vital to your school system and students' access to school.

The school bus driver is often perceived as serving multi-roles including guardian, teacher, friend, and sometimes disciplinarian to the students riding a school bus. The driver must also focus on one primary objective of the bus driver's roll: to provide safe transportation for students in a ***responsible and professional manner***. This responsibility requires that you devote full attention to the driving task, with the safety and welfare of your passengers foremost in your priorities. Therefore, as a member of this dedicated population, you must always take those steps necessary to assure that your equipment is in the best possible working condition. Also, you must constantly strive to improve the safety and efficiency of all the activities related to operating your school bus or any other legally acceptable vehicle used to transport students.

The material in this handbook outlines the policies and expectations of the Lewistown Public Schools and the Transportation Department and is designed to assist you in your role as a school bus driver.

Dedicated to the safe transportation of students in a responsible and professional manner.

LEWISTOWN PUBLIC SCHOOLS FLEET/ROUTE INFORMATION

LIST OF BUS ROUTES:

Route #1 - Hilger / Maiden
Route #2 - Divide
Route #3 - Stendall Addition / Sky View
Route #4 - Heath / Forest Grove
Route #5 - Castle Butte
Route #6 - Cotton Wood / Casino Creek
Route #7 - Beaver Creek
Route #8 - Lime Kiln / Lewistown Heights
Route #9 - Warm Spring Creek
Route #10 - Horse Shoe Bend / Divide
Route #11 - Head Start/LPS Pre-School

ESTABLISHING BUS ROUTES:

1. The initial planning and administration of the school bus routes is the duty of the school district. The planning of such routes is subject to approval by the Fergus County Transportation Committee.
2. School Bus Routes will be established with due consideration of conditions affecting safety, conditions of roads, bridges and culverts, presence of railroad tracks and hazardous crossings, extreme weather conditions, length of routes, number of children and families to be served, availability of turn-around points, capacity of bus, etc. Bus routes will be planned to eliminate overlapping and empty bus miles as well as possible.
3. Timing of the route is important as the law provides that no school children attending an elementary school shall be required to ride the school bus more than one hour without consent of the child's parent or guardian.
4. Parents should be referred to the school administration for any request of change in rural routes, stops or schedules. School bus drivers and the Transportation Director should feel free in making recommendations with regard to establishing routes.
5. Minor route changes due to traffic, road conditions, pupil load, etc. are the responsibility of the Transportation Director. The administration should be contacted on a regular basis regarding these changes. Major changes must be approved by the Board of Trustees.
6. Time schedules and bus routes shall be listed in the newspaper prior to the opening of school.
7. Bus drivers are not to alter the regular route in any way unless a real emergency exists and/or authorization is obtained from Transportation dispatch.

PERSONNEL

TITLE: TRANSPORTATION DIRECTOR

The District Transportation Director shall be directly responsible to the Business Manager. The Director shall keep that administrator continually informed on all matters involving personnel, maintenance, and operating schedules. All transportation personnel employed by the District shall be directly responsible to the Transportation Director.

TITLE: SCHOOL BUS DRIVER

Qualifications:

1. Must be at least 21 years of age.
2. Type I or II Montana Commercial Driver's License, with class A or B and other proper endorsements.
3. Valid First Aid Certificate.
4. Pass DOT physical examination. The law requires that all school bus drivers get a complete physical exam every two years. The Board of Trustees may request that a bus driver have a physical examination every year. The District pays for the examination after employment.
5. Obtain a Montana Bus Driver's Certificate. The Director of Transportation will submit the necessary information for bus drivers to obtain this certificate.
6. Successful completion of pre-employment drug/alcohol screen and background check.
7. Must have 5 years licensed, driving experience.

BUS DRIVER JOB DESCRIPTION:

SUMMARY: Drives bus to safely and courteously transport students to and from school and activities over specified routes by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Drive bus in a safe and prudent manner at all times.
- Participates in training in areas of bus driving, safety and skills, first aid, and CPR.
- Obeys all traffic laws and maintains safe driving record.
- Complies with local traffic regulations. Reports delays or accidents.
- Responsible for pre-trip safety inspections, completing daily inspection reports and notifying Transportation Director of any defects.
- Maintains discipline when students are on bus and reports undisciplined students to the proper authority.
- Transports only authorized students and discharges students only at authorized stops.
- Maintains a clean bus; interior and exterior.
- Adheres to published route schedules and is punctual to work.
- Works cooperatively and effectively with staff, supervisors, students, parents and public.
- Performs other duties as assigned by supervisor/administration/Board.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - Must be at least twenty-one (21) years of age, have a high school diploma or general education diploma (GED); one to three months related experience and/or training; or equivalent combination of education and experience. The special education route requires experience working with special populations. Prefer advanced driver's training or equivalent.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS - Must hold a valid Montana Type II Class B driver's license with air brake endorsement, current first aid certification and physical exam card. Prefer advanced driver's training certification.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate.

PERSONAL CHARACTERISTICS - Employees of Lewistown School District #1 must exhibit acceptable work habits and perform tasks in a professional manner by adhering to the following guidelines: Maintain proper grooming and dress consistent with the type of task being performed; be regular in attendance and punctual for work; initiate tasks in a self-directed manner and perform work with a minimum of supervision; organize work and manage time to achieve efficiency and high quality of work; perform tasks neatly and accurately in accordance with desired quality and quantity; provide positive feedback to supervisor(s) for implementing ideas which will make the work assigned more effective and efficient; maintain self control and a friendly, outgoing disposition; and maintain confidentiality of related work matters as applicable.

DRUG FREE WORKPLACE - Screening tests for alcohol and illegal drug use will be required before hiring and may be required during your employment in Lewistown School District #1. Employees of Lewistown School District #1 must submit to a fingerprint criminal background check. Any appointment will be contingent upon the results of the criminal background report received from the Department of Justice, which must be acceptable to the Board of Trustees, in its sole discretion.

EVALUATION - Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

TITLE: MECHANIC

Qualifications:

1. High school diploma or equivalent.
2. Type I or II Montana Commercial Driver's License, with class A or B and other proper endorsements.
3. Experience in routine maintenance and repair of gas/diesel equipment.
4. Successful completion of pre-employment drug/alcohol screen and background check.

Duties:

1. Performs daily and scheduled maintenance duties as required.
2. Maintain safe vehicles. This includes cooperating with inspecting agencies.
3. Works cooperatively and effectively with the administration, staff and the public.
4. Carries out other duties such as:
    a. Preventive maintenance
    b. Grease-oil and filter change
    c. Tune up
    d. Brake work
    e. Safety inspection
    f. Substitute driver on routes as needed
5. Reports damage and/or maintenance needs to supervisor.
6. Carries out related duties as assigned.

HIRING PROCEDURES:

1. A description of the position will be sent to the Administrative Secretary. The description shall contain any specific requirements or qualifications.
2. The Administrative Secretary will post the employment opportunity locally in the newspaper and other designated locations.
3. The Administrative Secretary will receive all applications and will prepare a list of all applicants meeting the requirements.
4. The Transportation Director will select a screening committee to review the completed applications using the screening tool established by the District. The screening committee will determine the candidates to be interviewed, usually the top 3-5 applicants.
5. The Transportation Director and the Business Manager will establish a common rating

sheet to be used during the interview.

6. The Transportation Director will establish the interview team. The Director or the Business Manager will contact the rest of the team.
7. The Administrative Secretary will call for interviews, after establishing time-lines with the Transportation Director.
8. The team will conduct interviews and rate the candidates, using the previously established common rating sheet.
9. The team will make their recommendation for hire, with reasons, to the Board of Trustees.
10. All rating sheets shall be filed, by the Administrative Secretary in the master file for that particular position.
11. If the Business Manager has not been part of the team, an exit interview will be established.
12. The successful candidate shall be hired pending approval by the Board of Trustees at the next regular scheduled Board meeting. If approved, the candidate will be considered an employee of the District, and will need to complete a drug/alcohol screening and a fingerprint criminal background check. Any appointment will be contingent upon the results of the drug/alcohol screening and the criminal background report received from the Department of Justice, both of which must be acceptable to the Board of Trustees, in its sole discretion.
13. The employee agreement will be prepared by the payroll clerk for the Board Chair and Business Manager to sign after the candidate has been approved by the Board of Trustees. Once approved the candidate will then come to Central Office to sign the employee agreement and complete all needed paperwork and fingerprinting.
14. All unsuccessful candidates who received an interview will be contacted by the Transportation Director, or designee, by phone. Those candidates who were screened but did not receive an interview will be sent a letter by the Administrative Secretary.

BUS CARE AND MAINTENANCE

The Transportation Department is responsible to maintain all buses plus other vehicles owned and operated by the school district. It is our general policy to operate on a scheduled preventative maintenance program.

To insure that our vehicles are operating at the safest level possible, we have a routine check-list of areas to be checked on all vehicles. We believe that this procedure not only saves money, but may also be saving lives.

WHAT MECHANICS WANT YOU TO KNOW

1. Understand and learn to read your gauges. Knowing your voltage meter, oil pressure and water temperature readings could save your engine.
2. When you first notice any type of repair that needs to be done, write it up immediately. This could prevent a major repair later and be less costly to fix.
3. The "wait to start" light on the dash on a diesel bus will go out when the bus is ready to start, DO NOT turn the engine over prior to the light going out.
4. If you drive a diesel bus, remember to let your bus idle for at least two minutes, allowing the fluids to circulate before putting it in gear.
5. After the bus has been started and backed out into the lot, put it in high idle (1100 RPM) and allow it to warm up (10 minutes) during the pre-trip inspection.
6. If the bus is equipped with a Webasto heater, it can be utilized in cooler weather to get the engine coolant up to operating temperature sooner. This can also reduce idle times required for warm-ups.
7. During cold weather, if the bus is parked with the engine running for more than 10 minutes, it should be put up on a higher idle (1100 RPM).
8. If the hand throttle or high idle switch is on, be sure to push the hand throttle in or take off high idle before driving.
9. If you have any flat or low tire, do not drive on it. It is not safe and what can be a minor cost can turn into a dangerous or costly replacement if ignored.
10. At the end of the bus run, remember to let the bus idle for at least five minutes before turning the engine off. This will allow the turbo and the engine to cool down and will extend the life of the engine.
11. All switches should be turned to the off position before shutting the bus off.

DRIVER MAINTENANCE RESPONSIBILITY:

1. Each driver is responsible for keeping his/her bus clean inside and out on a continual basis. Buses are to be swept a minimum of every other day.
2. The bus driver will be responsible for reporting all maintenance deficiencies to the Transportation Director in written form for needed repairs or corrections.
3. No loose objects should be left on the dash or control panel.
4. Garbage container provided should be emptied at least weekly.
5. On cold days, the bus driver should take extra time to properly warm up the bus before

beginning the route.

6. Bus drivers will be required to do a pre-trip inspection on his/her bus at the beginning of each morning and afternoon route and a written record will be maintained in the bus on the Pre-Trip Inspection Sheet (see appendix #1).
7. The bus driver is to fill the fuel tank and to operate the vehicle on the top half of the tank at all times.
8. Drivers are to accelerate slowly when taking off to allow the automatic transmission to shift properly.
9. Buses are to be washed as needed - weather permitting.
10. Drivers are to report any form of vandalism on the bus in writing immediately.
11. After unloading each route, the driver will driver check for students and articles left on the bus. Except for items of value, such goods are to be kept for a week and then placed in the lost and found at the bus garage.
12. If you use a "spare" bus, all of the same rules apply. Do a pre-trip inspection and document it, keep the spare bus clean, the garbage empty and make sure that the fuel level is at the top half of the fuel tank before you park the spare bus.

FUEL SAVING TIPS AND MECHANICAL SAFEGUARDS:

1. Gradually accelerate the bus to the desired speed.
2. Drive slower when the engine is cold.
3. Look ahead and anticipate stops.
4. Drive at steady speeds. Use the brakes as little as possible.
5. Accelerate and decelerate smoothly when changing speeds.
6. Plan your traffic moves early.
7. Adjust the vehicle speed to the road and weather conditions.
8. Shift into high gear as soon as possible, but don't lug the engine.
9. Smell for trouble, look for trouble, listen for trouble, and feel for trouble - report problems immediately.
10. Try as many fuel economy techniques as possible to increase your vehicle's miles per gallon, including minimizing 'idle' time.
11. Never ride the brake or clutch.
12. Don't rev up the engine before turning off the ignition or prior to putting the bus in gear.
13. Turn off all power consuming systems before turning off the ignition.
14. Think fuel economy.
15. Avoid fuel spillage when refueling and stay at the fuel pump during the fueling process.
16. Shut off the engine if the vehicle is going to be stopped for more than three minutes. When waiting at the school for students to be dismissed, turn off the engine. When the engine is turned off, turn the key to "Acc" to maintain radio contact.
17. Plan your trip wisely no matter how short it is. Try to take the shortest route to your destination provided, of course, seeing that you remain on the established route and giving safety your consideration.

PUBLIC RELATIONS

The school bus driver establishes an image for the transportation system. The driver's attitude toward the students, school personnel, parents and other people determines the good or poor relationship between the transportation system and the public. Remember, you are a part of the Lewistown Public School system, represent it wholeheartedly.

You will instill confidence in the public's perception of the Lewistown Public School system by operating the school bus in a safe, responsible, law abiding and professional manner at all times.

1. The driver is not to use the school bus for any personal reason unless authorized to do so by the Transportation Director.
2. Try to protect the private property of citizens at or around bus stops. Report any observed damage by the bus or students to the Transportation Director.

BUS ROUTE AND BUS STOP POLICIES

SCHEDULES:

1. Each driver will be furnished a detailed schedule of his/her route. The bus driver is responsible to write any changes on the route description located on the clipboard.
2. The number of working hours and time of day will depend on each individual route. All bus drivers are to report to work 15 minutes before leaving on the regular route in the morning. (This time should be spent warming the bus engine properly and checking out the bus.)
3. The driver shall adhere to the established schedule. Under no circumstances shall the driver run ahead of schedule. Punctuality and regularity of employees and buses are necessary.

BUS STOPS:

1. Bus stops should be made only at designated loading places. Bus drivers will not be allowed to leave the regular route except in rare emergencies.
2. Bus stops should be chosen with safety in mind. Points should be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least 300-500 feet in the rural areas.
3. The principal and staff of each building are responsible for the conduct of students waiting in loading zones.
4. Students must have written parental and/or the appropriate Administrator's permission to get off at any other than their normally scheduled stop. If permission is granted without a note, the bus driver must record the incident and report it to the Transportation Director

immediately.

5. Bus routes will not be changed nor will extra stops be added to accommodate any student who does not normally ride a particular bus or would not be assigned to the route (an exception being permissible for new students).

STUDENTS ELIGIBLE TO RIDE

1. Public School Rural Students – The School District will provide transportation for public students who reside 3 or more miles from school on routes approved by the Board of Trustees and the Fergus County Transportation Committee and to special education children within the 3-mile limit on approved routes.
2. In-city students – The School District will attempt to provide transportation within the 3-mile limit to public school students in grades K-12 where feasible and practical and along routes as specified by the Board of Trustees.

STUDENT MANAGEMENT

There is much to be learned in connection with understanding children and maintaining good behavior on the school bus. This is one of the major problems that confront the bus driver. The driver who will learn about problems and behavior patterns of children and young adults will be better equipped to handle the problems that arise. It has been proven many times that when a driver determines the cause of bad behavior, a whole new avenue of understanding is opened between the child and the driver.

The driver must keep control of the students at all times. The driver should never attempt to perform any disciplinary action while the bus is in motion. Stopping the bus lends emphasis to the situation. Do not make threats that cannot be carried out.

Bus drivers are provided with a form for reporting all discipline problems which must be submitted to the Transportation Director for further process. It is especially important that the Transportation Director is made aware of discipline problems early to alleviate a major problem at a later date.

NEVER drop off a student before his designated bus stop as a form of discipline. Also, the child **WILL BE** delivered home in the afternoon if taken to school by bus that day. **THE EXCEPTION** is if a student's behavior escalates to a critical or unsafe status, a proper authority can remove the disruptive student from the bus.

BE PREPARED

Assuming a full-time defensive approach to your driving task will provide a definite sense of confidence in your ability to do your job well. Remember your primary responsibility as a school bus driver is to transport a group of individuals from one place to another safely. Your

level of success depends predominately on three influences: your use of defensive driving techniques, the student's behavior, and your professionalism in student interactions.

BEHAVIOR ON THE BUS

Passenger support in maintaining a climate on the bus that allows you to focus on the driving task is crucial. The students riding your bus must understand from the onset that you cannot allow anyone's actions to keep you from providing for the safety of your passengers and yourself. You transport students and they are seldom as predictable as cargo or any inanimate object. The relationships you experience daily are with individuals whose behavior ranges between that of an infant and a young adult. Without a clear understanding of who is in charge, the conditions could become unmanageable and potentially dangerous for everyone. The climate that exists on the school bus is up to you. Appropriate behavior of the bus driver is essential. The bus driver must conduct herself/himself with professional demeanor. There are some basic steps you can take that will allow you to function safely while maintaining control:

1. Safety is a shared responsibility. For it to work, the support system must include the parents and the employer, as well as the students and the bus driver.

    a. School administration has established a clear and supportive policy regarding student transportation and discipline on the school bus.

        1.) Report any action that impairs your ability to insure the safe operation of your school bus.
        2.) The responsibility of teachers, coaches, and other chaperones riding your school bus must be clearly indentified.

    b. Parents should exhibit support for procedures designed to assure the safety and well-being of bus-riding students.

    c. The school bus driver is responsible for providing instruction to students in safe riding practices. Part of the instruction is to include a minimum of two emergency evacuation drills. The first one within the first week of school each year and the second within the first week of the second semester each year.

2. The direct action that a school bus driver may take is limited. The school bus is an integral part of the school system. However, by nature of its function, the school bus is usually some distance from recognized authority. You, as the school bus driver, represent the School District and the Transportation Department as the authority on the school bus.

3. Students can be very innovative about the ways in which they seek to establish limits and controls from adults. It is, therefore, imperative that you share your behavior expectations with the students riding your bus.

THE "POSTED" RULES OF CONDUCT WHILE RIDING THE BUS ARE:

1. Follow the bus driver's instructions the first time they are given.
2. Treat each other with respect: no profanity or name calling and keep your hands to yourself.
3. Classroom level volume: absolute silence at railroad crossings.
4. Ride, load, and unload safely: stay seated, face forward until the bus comes to a complete stop.
5. Stand clear of the bus danger zone and wait for the driver's signal before crossing in front of the bus.
6. Remove backpacks before sitting down and keep the aisle clear at all times.

You must also acquire a working knowledge of the school policies regarding discipline and due process. The established policy and procedure for consequences of school bus rules violations are as follows:

CONSEQUENCES IF RULES ARE BROKEN

1. The driver will assign seats.
2. Warning slip signed by the parent and returned. (See appendix #2)
3. Conference with parents, principal and Transportation Director.
4. Removal from bus for three or more days.

Severe: See consequence for #4. Definition of severe is any injury to a person or property, and defiance or disrespect to the bus driver.

Rewards: Note of phone call to parents informing them of commendable behavior or improved behavior.

Document any verbal warnings, seat assignments, and any other pertinent information regarding student management, on the reverse side of the Pre-trip Inspection sheet for the appropriate week.

You have no legal right to put the student off the bus, except at the student's regular bus stop or at school and the student will be delivered home in the afternoon if taken to school by the bus that day.

If behavior escalates to a critical or unsafe status, you can radio the Transportation Director or Transportation Dispatch for advisement and/or assistance. In the interest of safety, the Transportation Director or local law Enforcement can remove a disruptive student from the school bus.

If there is a discrepancy concerning student discipline, the student will be allowed to ride the bus until the incident is investigated thoroughly.

BEHAVIOR ON THE BUS (CONT)

4. Post on the school bus and/or provide each student on your bus with a complete, printed list (approved by your supervisor) of behavior you expect on your bus, including consequences for failure to comply.

    a. Spend a few minutes early in the school year and on a continuing basis to formally review this list with the students on the bus and twice a year direct each student to share the material with parents and/or guardians.

    b. Once you have formally set the limits that conform to related school policy, you must always conform to such policy consistently (without exception). This will not only assist you in managing the desired climate on the bus, it will protect and assist you if individual due process is ever necessary.

5. There are steps that you can take to assist in maintaining a support system on the school bus.

    a. Your name, for instance, is one of your most important possessions. The same is true for the students riding your bus. Learn each rider's name, if possible, and always greet your riders by name.

    b. Think of ways to invite every student to be a member of the "team" and instill a sense of group possession for riding the school bus in a way that will insure everyone's comfort and safety.

    c. Periodically reward (even if it's just a positive passing comment) individual actions that contribute to acceptable behavior, no matter how insignificant such action may seem.

6. If you are faced with a discipline problem, take a deep breath and hold it for about 5 seconds. Use this time to think about what you are going to say and do next. How you handle behavioral situations, both appropriately and inappropriately, will be watched closely by the students for consistency, fairness, and understanding. This is called modeling on your part: "Act and you shall receive".

    a. If you yell, expect yelling back, if not at you, then at someone else.

    b. If you praise, expect it to be picked up by others.

    c. Expect and encourage discussion and openness with students and you will get it. Keep discussion short and simple.

    d. Never use profanity or obscene language or raise your voice above a level necessary to be heard.

    e. Emphasize the desired change in expected behavior; never assault the student's character.

7. A word of warning directed to the offender may be enough for a minor infraction. Avoid getting into lengthy discussions while the bus is moving. For problems of a more serious nature, use the following procedure:

    a. Drive out of traffic, stop, and secure the bus. The fact that you have taken this action makes the students realize that the situation is one that is out of the ordinary.

    b. After stopping the engine and removing the ignition key, get out of your seat and face the students. Address the offenders in a courteous manner, but in a firm voice. Don't show anger, but all students must realize you expect an immediate, positive response.

    c. Address the student(s) involved by name and state specifically what behavior you will not allow. Maintain control of yourself and avoid projecting hostility. Don't humiliate the child involved; relate your comments to a specific unacceptable behavior you want changed.

        1) This may require repeating the action you expect (using the same words) several times.

        2) Limit this communication to what is not acceptable and what must occur to remedy the situation.

8. Before you specify related consequences, BE SURE THAT THEY ARE WITHIN YOUR POWER TO INITIATE, that they are supported by existing policy, and that you are willing to follow through. Once you are sure that you are on firm and acceptable ground and you have committed yourself, you can't afford to make false threats. You must take the action you have indicated.

9. Never manhandle a student. In fact, be extremely careful about physically touching a child. If a change in seating is needed, do not direct the student to sit directly behind you, but where you can more closely observe the behavior.

10. Inform your supervisor as soon as possible after any confrontation.

    a. There are behavioral approaches that can help you with student management. However, it is most important to consistently follow established policy.

    b. Keep all channels of communication open to resolution.

25 WAYS TO MAINTAIN STUDENT DISCIPLINE

1. Never argue with a child and never give an order you do not mean to enforce.
2. The response of the child is an action. Give you command to stimulate action, not to check it. Say "Do this", rather than "Don't do that". Suggest an action which can be successfully obeyed.
3. Give a child time for reacting.
4. Have a reason for what you ask a child to do and when possible, take time to give the reason so he/she can see the point.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair. It isn't punishment, but injustice that makes a child rebel against you.
7. Be friendly. Always show an interest in what the children are doing.
8. Commend good qualities and actions.
9. Try to be constructive, not repressive, in all dealings with children.
10. Remember that a sense of humor is extremely valuable.
11. Never strike a child.
12. Do not judge misconduct on how it annoys you.
13. Do not take your personal feelings and prejudices out on the children.
14. Maintain poise at all times. Do not lose your temper.
15. Remember "The tongue is the only keen-edged tool which grows sharper with constant use". Do not nag, bluff, or be officious.
16. Look for good qualities. All children have them.
17. Do not "pick" on every little thing that a child does. Sometimes it is wiser to overlook some things.
18. Keep in mind that most misbehavior is seldom willful. There is usually a cause. It may be your tone or demeanor or some other influence in the child's home or life which is influencing the behavior.
19. Listen for suggestions and complaints from the children.
20. Follow up all cases which have been disciplined. Be certain that you still have the respect and confidence of the child.
21. Be sincere in you work.
22. Set a good example yourself.
23. Intelligence in handling youth consists of thinking faster that they do. If they can outthink you, you are not using your maturity and the advantage of your larger education. You should see possibilities before they become results. This is a secret of leadership.
24. Defiance of established procedures comes from failure of some adults to keep the situation in hand. If there is a danger of a direct break, the child should not be forced. An adult's will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.
25. Never hold a child up to public ridicule. It is the surest way to create a discipline problem.

Reprinted from the April 1966 issue of School Bus Fleet.

INSTRUCTIONS TO SCHOOL BUS RIDERS

School bus riders, while in transit, are under the jurisdiction of the school bus driver.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders. This may be accomplished by giving each student a copy of "Instruction for School Bus Riders".

Administrators and parent-teacher organizations may wish to hold school bus transportation meetings throughout the school year. The Transportation Department of the Lewistown Public Schools will be glad to assist in meetings of this type whenever possible.

Riding the school bus in-town from school to school is a privilege and **NOT** a 'right' and the privilege can be revoked at any time due to misconduct.

Below are the regulations governing school bus riders:

1. Be at the designated school bus stop five (5) minutes prior to the scheduled bus time; this will help keep the bus on schedule.
2. Stay off of the road at all times while waiting for the bus and show respect for surrounding property.
3. Be careful in approaching the place where the bus stops. Stand clear of the bus danger zones and wait for the driver's signal before crossing. If the driver honks the horn, immediately stop and look to the driver for instructions.
4. Always cross in front of the bus, never behind it and do not move toward the bus until the bus has stopped completely and the parking brake is set. Do not run or push toward the bus in an effort to be first.
5. Follow the bus driver's instructions the first time they are given.
6. Do not leave your seat while the bus is in motion.
7. Remain in the bus in the event of a road emergency until instructions are given by the driver.
8. Students will adjust windows only when instructed to do so by the driver and will keep hands and heads inside the bus at all times. Do not throw anything out of the bus windows.
9. Remember that loud talking, laughing, or unnecessary noise or confusion diverts the driver's attention and could result in a serious accident. Use classroom level volume while talking.
10. Be absolutely quiet when the bus is approaching a railroad crossing stop.
11. Treat bus equipment as you would valuable furniture in your own home. Do not write on the seats and never tamper with the bus or any of its equipment.
12. Assist in keeping the bus safe and sanitary at all times. Clean up after yourself.
13. No animals, hazardous material or tobacco products are allowed on the bus.
14. Remove backpacks before sitting down, sit facing forward with feet on the floor and keep the aisle clear at all times.
15. Be courteous to fellow pupils and the bus driver. Treat each other with respect. No profanity or name calling and keep your hands to yourself.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop places other than the regular bus stops; he/she is not permitted to do this except by proper authorization from a school official.

18. Wait for the bus to come to a complete stop and parking brake is set before standing up to exit the bus.
19. Check for books, lunches, backpacks, clothing, musical instruments and garbage before exiting the bus.
20. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.

****Students will not be allowed to board or depart the bus at a stop other than their own without written parental permission or permission from the School Administrator.**

***NOTE*:**

To insure safety and proper conduct, it is the policy of Lewistown Public Schools to equip the school buses with video cameras with accompanying audio capability. Notice of video surveillance with audio capability is posted on each bus.

All tapes containing material captured by the various recording equipment shall be the property of Lewistown Public Schools.

The purpose of the audio/video equipment is to monitor the behavior and conduct of student riders and for providing evidence relative to adherence or non-adherence to Board policies.

Parents are allowed to view only the portion of the tape showing their child's behavior.

Positive Student Behavior/Discipline Guidelines:

Tips and Techniques for Bus Drivers

"The secret of education lies in respecting the student." - Ralph Waldo Emerson

1. Smile as students enter and exit the bus each day (i.e., “Good morning!” “Have a great day!” “Make a great day!”).

2. Greet the students by their names.

3. Make the bus rules and behavior expectations clear the first day and week. Do this in a positive manner. Your voice tone and body language are very important. Mention that your first concern is their safety.

4. Your bus rules should be few and specific (i.e., remain seated, keep your hands and feet to yourself, quiet at railroad crossings).

5. Expect respect and responsible behavior and cooperation (you must explain what these words mean). Set a good example.

6. Avoid yelling, screaming, or making threats.

7. If middle school and/or high school students are in a fight situation, use verbal intervention rather than physical intervention, if at all possible.

8. Avoid embarrassing students of “backing them into a corner” in front of their peers.

9. If a student is being disruptive or violating bus rules, use the student’s name, inform him/her of the rule(s) that they are violating and explain the possible consequences. (Depending on the situation, give no more than one warning.)

10. Look for the good qualities in the children. Avoid being critical of behavior that is not violating any rules and isn’t causing an unsafe bus.

SCHOOL BUS DRIVER RULES

1. There should never be more than 3 students to one seat. If the bus is overcrowded, notify the Transportation Director immediately.
2. No students are allowed in the driver's seat behind the steering wheel.
3. Aisles on the bus must be clear of any obstructions at all times; this includes student's legs and feet. While baggage, musical instruments, athletic equipment, etc. are allowed, they must not obstruct the aisles and should be stored under or on the seat.
4. Animals, firearms, weapons, insects, bottles, jars or any other potentially hazardous materials will not be permitted on the bus. Special exceptions are made infrequently when approved by the Transportation Director or special preparations provided for science projects, etc.
5. No unauthorized riders are to be allowed on the school bus. Guest student riders on rural routes must have a signed permission note from parents or school administrators.
6. Driving practices:
    a. Drivers must know and obey **all** traffic laws and be thoroughly familiar with the safe handling of the school bus; including the use of defensive driving skills and techniques.
    b. Avoid speeding, jerky stops and starts and fast corner turning.
    c. Make all approaches to, and departures from, bus stops in a careful and prudent manner, checking mirrors in a constant rotation; the maximum speed limit approaching and departing bus loading zones is 5 MPH.
    d. This speed limit entering and departing the bus yard is 5 MPH.
7. Stay in the bus while loading students and take charge, controlling the bus environment as the students enter.
8. Drivers are required to stop at every designated rural pick-up point and check to see if students may be on the way to the bus stop.
9. Drivers shall observe and assist in conducting and documenting student instructions and evacuation drills as directed by the Transportation Director.
    a. Evacuation drills are to be done a minimum of twice yearly. The first drill is to be completed within the first week of school, the second to be completed within the first week of the second semester each year.
    b. One Bus Safety Drill is to be completed each month. They include: Ridership Rules, Emergency Equipment and Exits, Disabled Driver, and Safe Loading and Unloading Demonstration.
    c. All Evacuation and Safety Drills are to be documented on the Safety Drill Checklist (see appendix #3) and turned in to the Transportation office upon completion.
10. Backing up a school bus is prohibited at a school loading or unloading zone unless an emergency exists. If an emergency does exist, the driver should get assistance from a reliable person to insure no one is near the rear of the bus.
11. Never leave the bus when pupils are in it until the motor is shut off, the brake is set and the key is removed from the ignition.
12. Do not put the bus in neutral and allow the bus to coast.
13. All doors must be closed while the bus is in motion.
14. Do not permit anyone to hang on or hitch onto the bus.
15. Do not permit anyone else to operate the bus.
16. Driver must check in with the Transportation Director or other transportation personnel before leaving the bus garage.
17. Driver must wear gloves provided in the first aid kit when handling open cuts, bleeding cuts, nose bleeds, and vomiting.

18. Obey speed limits. A driver must always operate his/her bus at a speed that will permit him to maintain proper control of the vehicle under all conditions. The speed limit around school areas is 15 mph: DO NOT EXCEED IT.
19. All new bus drivers will be required to drive or ride his/her regular assigned route at least one time before transporting students.
20. Loading and Unloading Procedures:
    a. Before loading or unloading children, put bus in neutral and set parking brake.
    b. School bound - When children must cross the road to board the bus, they shall wait on their side until the bus stops with lights flashing. After traffic stops, bus driver will signal students across street.
    c. Homebound - When children must cross roads, they shall cross 10 feet in front of the bus and the bus will remain stopped with lights flashing until children have crossed. In the afternoon when picking up students at their respective schools, the bus will wait for 5 minutes after the dismissal bell rings at each school before leaving to pick up the remainder of the rural students or leaving Lewistown.
    d. Check the bus for passengers at the end of the route each day.
21. Extend all courtesy to motorists; this includes the driver's timing using the alternating yellow and red student lights, (8-ways).
22. Drivers are not permitted to bring members of their families or friends on the bus route without prior authorization from the Transportation Director.
23. The use of tobacco products is not permitted on the bus by law.
24. Keep an up-to-date list of students riding the bus and keep this list current in the route book on the bus **and** current with the Transportation office.
25. Bus drivers must always use the driver's seat belt.
26. All buses must be parked at the Bus Garage when not in use unless special permission is obtained from the Transportation Director.
27. There are no custodial personnel in this building; each person must do his part in keeping the area clean; this includes the bathroom.
28. Fueling Procedures:
    a. Each vehicle will be assigned a key for the keytrol pump that must be used to obtain fuel from the pump. The key will be on the same ring as the vehicle key and must be left in the bus when the vehicle is not in use.
    b. The fuel tank is to be kept at the top half of capacity at all times.
    c. Employees are required to keep a record of fuel taken from the pump. Individual fuel logs must be kept in each bus with all information completed when fuel is added.
    d. No smoking will be allowed while filling vehicles.
    e. The vehicle must be turned off before fueling.
    f. The operator shall not leave the pump when fueling the vehicle.
    g. The bus must be unoccupied when fueling is taking place.
29. All school buses will operate with headlights on in daytime and night.
30. Drivers are not to be under the influence of any alcoholic beverage or any illegal drug or narcotic prescription drug while on duty.
31. All students must be seated before putting the bus in motion and stay seated until the bus comes to a complete stop and the brake is set.
32. All drivers are to complete training required by the Transportation Department, which by law includes ten (10) hours of training each year. Attendance is expected at the monthly driver meetings.

SAFETY CHECKS – PRE-TRIP INSPECTIONS

Drivers do a pre-trip safety inspection on his/her bus at the beginning of each morning and afternoon route. At the completion of each safety check, the driver will complete a written check sheet, indicating that all items on the sheet were checked and operating correctly. This pre-trip inspection sheet will be maintained in the bus. (See appendix #1)

GENERAL:

1. Emergency equipment (fire extinguisher, first aid kit, reflectors)
2. Start motor
3. Check turn signals and amber loading lights
4. Check seats on way to emergency exit
5. Check red lights, turn signals, headlights and clearance lights
6. Walk around and check tires, lug nuts, and exhaust system and look for any fluid leaks under the bus
7. Check hazard lights, high beam indicator light
8. Check all switches - heater, defrosters and wipers
9. Check all gauges
10. Seat adjustment
11. Mirror adjustment
12. Check seat belt
13. Check steering
14. Sound horn and turn on hazard lights before backing

TWO-WAY RADIO SYSTEM

The following suggestions will help you operate the system properly:

1. Be sure you acquaint yourself with the operational controls.
2. All radio 'checks' should be done prior to leaving the bus yard.
3. Observe communication discipline, never press the transmit button on the microphone when someone else is already talking on the air.
4. Use the proper call signs: **Identify intended party first, and then identify yourself.**
    a. When calling the bus garage say – Base this is mobile # _____.
    b. When calling another bus say - Mobile # _____ this is mobile # _____.
5. Never crowd the microphone. Keep your mouth approximately 2 inches away from the microphone. Speak clearly and slowly.
6. Always be prepared to give your location. If a second bus or a mechanic is needed they will need to know where you are. In the event of a stalled bus try to describe as well as you can what the problem is. This gives the dispatcher the means to determine if a second vehicle is needed, a mechanic only, or specific tools need to be taken.
7. If you are reporting an accident or one you have just observed, be sure of the location, do not get over excited, and speak clearly and distinctly. It also helps if you are able to discern if any ambulance may be needed or just a police officer. (See detailed "Accident and Emergency Procedures")

8. In the event that the School Transportation "Base Dispatch" is unavailable and the emergency dictates "timely" contact with local authorities, the radio procedures is as follows:

   First Choice: Go to **Tri-County** channel and say:

   "910 this is Lewistown School District 1; bus #_____ at (give location) "

   Second choice: Go to Lewistown Police channel and say:

   "922 this is Lewistown School District 1, bus #_____ at (give location) "

   Wait for their acknowledgement then proceed with the emergency information.

9. When finished with your message "clear the air" by saying - Mobile # _____ clear.
10. Be sure to hold the microphone button down at least a second or two before transmitting. This will give your radio time to connect with another base radio or another bus radio.

GENERAL TRANSPORTATION POLICIES

BUS WARNING SYSTEM:

By law, vehicles must stop when a school bus has red lights flashing and slow down and proceed with caution when the amber lights flash. Bus drivers are barred by law from signaling to vehicles in their vicinity to pass the bus.

1. Turn on master switch.
2. Approach the bus stop and at a minimum of 200 feet in city and 500 feet on highway or rural area, depress amber light starter switch. Amber lights will begin flashing.
3. Stop the bus and put the bus in neutral; set the parking brake, then open the door and amber lights will cease flashing and red lights will begin flashing.
4. Close door when all students are seated and when ready to proceed and the red lights will stop flashing.
5. The cycle is to be repeated at each bus stop.
6. Stay in your lane of traffic when making a stop to pick up or drop off students.
7. Do not use flashing student lights at schools or railroad crossings.

SEAT BELTS:

1. At all times when the bus is in motion, the driver must be firmly seated in the driver seat and correctly buckled by the seat belt.

RAILROAD CROSSING:

1. School buses must stop at all railroad crossings whether they are loaded or empty.
2. Use 4-way hazard lights, indicating that the bus is stopping for the railroad tracks.
3. Stop within 50 feet, but not less than 15 feet from the track.
4. After stopping at a railroad crossing, the driver shall open the bus entrance door and side window. Look and listen for approaching trains, then close the door before proceeding across the tracks. It is highly recommended that drivers open their window, and if necessary instruct students to be quiet before proceeding across the tracks.

SCHOOL BUS EXTERIOR/INTERIOR

It is the policy of the School District to **not allow** any unauthorized signage, window stickers or decals, or any other thing that is in non-compliance with the approved colors of the National Standards on the yellow route buses. Those colors are National School Bus Yellow, Black, and a White roof is approved.

There shall be nothing loose on the dash of the bus and the dash and driver area shall be kept clear of all clutter.

In the interest of safety, there shall be nothing hanging down from the ceiling of the school bus, thus reducing potential visual distraction for the driver. Photographs of students will be allowed as long as they are securely attached to the interior surface on the ceiling of the bus and are not loose or fluttering and/or will not create a potential distraction to the driver.

No unauthorized electronics are to be connected or attached to the school bus. If authorization is granted only qualified shop personnel are authorized to install the component; this will insure accurate installation, and eliminate potential electronic problems with the bus.

ON BUS VIDEO/AUDIO CAMERAS:

To insure safety and proper conduct, it is the policy of Lewistown Public Schools to equip the school buses with video cameras with accompanying audio capability.

Advisory statements to all school bus passengers and parents/guardians are included in the Parents Transportation Handbook, as well as notice of video surveillance being posted on each bus.

All tapes containing material captured by the various recording equipment shall be the property of Lewistown Public Schools.

The purpose of the audio/video equipment is to monitor the behavior and conduct of student riders and for providing evidence relative to adherence or non-adherence to Board policies.

Parents are allowed to view only the portion of the tape showing their child's behavior.

Bus films may be periodically viewed by management, to assess the general safety environment on the school bus, as well as evaluate the driver's student management skills. The driver will be advised when this is done and invited to view the film with management. If there is an assessment of a need for improvement in any area, this will be discussed at that time. A plan of action will be developed and documented, with a follow-up assessment scheduled.

SCHOOL/ACTIVITY BUSES EQUIPPED WITH GPS:

Lewistown Public Schools ascribes to the safety value of GPS on buses. School District buses are equipped with GPS to increase safety practices and assist in managing increased efficiency and a reduction in operating costs of the transportation operation.

Safety is the most important thing in the transportation of children. Since school buses carry our most precious cargo, it is necessary to monitor buses to ensure the bus is going where it should be and when it should be going there. In the event of an emergency, GPS allows for immediate location of the bus, insuring that proper help can be dispatched.

Tracking buses with GPS produces driver accountability and therefore is a deterrent to bad driving. It also assists in vindicating drivers when there is a false accusation about safe driving practices from parents or members of the community.

At the discretion of management, GPS logs will be periodically reviewed and discrepancies will be evaluated and discussed with the appropriate driver.

All GPS log records shall be the property of Lewistown Public Schools.

CELL PHONE USAGE:

It is the policy of the Transportation Department that there shall be **NO** use of cell phones; including hand free head-sets, while driving a school bus or an activity bus. If it is absolutely necessary to make or receive a call, safely pull to the side of the road, put the bus in neutral and set the park brake and complete the call. This should be the exception and not the 'norm'. Advise contacts to leave a message and you will return the call as soon as you are safely stopped and parked.

DRESS AND APPEARANCE:

As a school bus driver, it is necessary to identify oneself as an adult, not a student. In order to accomplish this, the driver must dress in a manner designed to instill a degree of respect. If one dresses in a careless way, e.g., blue jeans with patches or holes, tight or low cut blouses, no bra, jackets with risqué sayings on them, or any clothing that is more related to school kids than adults, the driver cannot expect to receive to appropriate level of respect from the students on the bus that is needed to maintain good discipline.

1. Every driver and bus assistant is expected to maintain a neat and clean personal appearance that will present a favorable image towards the School District and the Transportation Department.
2. Every driver and bus assistant is expected to dress in a professional manner.
3. Inappropriate attire is defined as, but not limited to: halter tops, midriff tops, shorts, see through or mesh material, low or baggy neckline that exposes the chest, T-shirts with offensive slogans or pictures which advertise products or displays messages that are inappropriate for the school setting (i.e. clothing with logos for alcoholic beverages or tobacco products), ragged, torn or dirty clothing.

4. In the interest of safe school bus operations, drivers and bus assistants must wear proper footwear (i.e. open-toed shoes, clogs, barefoot, or sandals would not be appropriate). The best driving shoe is one that has a flat sole, covers the entire foot, and fastens securely.
5. Drivers and bus assistants are expected to wear suitable clothing and footwear during very cold weather (i.e. winter coat, boots and gloves).

ABSENCES AND TARDINESS:

1. In the event of absence, it is the driver's responsibility to notify the Transportation Dispatch and/or Director. Give as much advance notice as possible, so that a substitute driver can be assigned. At a minimum, the Dispatch and/or Director should be notified at least four hours before the driver's scheduled report time.
2. All planned absences, (vacations, Doctor appointments, etc.), must have prior approval from the Transportation Director, with a minimum of one week advance request. Every attempt will be made to schedule for these requests, but there is no guarantee that every request can be granted.
3. The driver must inform the director of the reason for the absence so that proper information can be included on time sheets.
4. Drivers are expected to report to work fifteen minutes prior to the route's schedule departure time, to facilitate a proper pre-trip inspection and bus warm-up time. During very cold weather, drivers should expect to arrive even earlier for longer warm-up time of the bus.

DEPARTMENT OF TRANSPORTATION (DOT) PHYSICALS:

Subsequent to employment, the Lewistown Public Schools will pay for DOT physicals for the bus drivers. The maximum amount that the District will pay for a DOT physical is set at $125.00. Upon making the appointment for the DOT physical, obtain a purchase order from the Transportation Director and take the purchase order to the Physician's office at the time of the scheduled physical.

COLD WEATHER POLICY:

1. Never leave the bus or allow students to leave the bus if you are stalled or stuck.
2. Do not drop off students whose parents are not at the bus stop during blizzard conditions or subzero weather if the student must walk very far. Take the student back to town and arrangements will be made at that time or radio the bus garage for further instructions.
3. Never leave the established bus route.
4. If a student drives to the bus stop, wait until the student gets his/her car started before continuing on the route.
5. Rules relating to the bus:
    a. Anti gel is to be added to the fuel tank in accordance with instructions from the Transportation Director.
    b. Buses will operate on the top half of the fuel tank at all times.
    c. Chain up will be required when instructed by the Transportation Director or when the driver feels it is necessary for safe operation of the bus. Never use tire chains for towing or pulling.

BUILDING POLICIES:

1. Keys will be distributed by the Transportation Director.
2. No one will be allowed to use the facility for personal use. The building is intended for school purposes only and will be used that way.

TIME CLOCK POLICIES:

1. Clock-in time is fifteen (15) minutes prior to the scheduled 'departure' time on each route. This allows adequate time to do, and document, a pre-trip bus inspection and warm up the engine. The exception is extreme weather which requires an earlier departure time to assure the safety of the driver and the students.
2. Fifteen (15) minutes at the end of each route, will be allowed for general clean-up of the bus; sweeping or fueling or emptying garbage, etc. Organize and schedule these tasks accordingly, **not** to exceed 15 minutes.
3. Transportation dispatch personnel are the only people authorized to clock someone in, or out, or switch job cards.
4. Be accurate in 'clock in' and 'clock out' times. If, on occasion, you forget to do this or make a mistake, notify the supervisor with a written note indicating the date and correct time.

SUBSTITUTE BUS DRIVERS:

Substitute driving has been called the most difficult job in pupil transportation. Sub drivers are likely driving an unfamiliar route, in an unfamiliar bus, with unfamiliar students! Because of the extra challenges that sub drivers face, they must be willing to do some additional preparation to complete the bus driving task safely and successfully.

The substitute driver is an authorized school bus driver. All substitute drivers are held to the same standards as regular drivers and must comply with all School District and Transportation Department policies and procedures.

The substitute driver should do everything possible to address the challenges he/she will face.

This will include:

1. Ride the route ahead of time with the regular driver, who can point out specific items that will be helpful.
2. Ask the regular driver if there is a trustworthy "student helper" who rides the majority of the route and can offer assistance in navigating. Students should never be used to assist with disciplinary matters.
3. Ask the regular driver if there are any assigned seats as a result of a recent disciplinary action.
4. Be sure to check with the dispatcher/supervisor before and after the route in case there are any changes.
5. Arrive early to become familiar with the route **and** the bus assigned, including the location of all controls on the bus.

6. Make seat and mirror adjustments to assure proper visibility and posture within the seating compartment.
7. Check the route notebook for information regarding current student management issues.
8. Take control of the bus environment as the students board the bus.
9. Establish the rules and student responsibilities early and maintain them throughout the trip.
10. Keep notes on each route that you drive. The notes will help you to remember the idiosyncrasies of a route the next time you are assigned to drive it.
11. Leave the bus in a condition that is consistent with the School District and Transportation Department policies; including, cleanliness, empty garbage container and assuring that the fuel level is at the **top** half of the fuel tank.

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 in from their 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 and make executive decisions regarding trip assignments when there are special circumstances that 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 TRIPS – PROCEDURES AND DRIVER RESPONSIBILITY:

1. The driver will receive a tentative schedule from the Transportation Director on all out-of-town trips. Please remember this schedule is flexible, and be cooperative with the advisor. Every activity trip by bus must be accompanied by an Activity Sponsor and/or Coach.
2. The driver will obtain the Activity Trip Log Sheet (see appendix #4), with the trip clipboard, and assure that he/she has all other pertinent information available, i.e., contact numbers, directions, maps, log book, etc.

3. Clock-in on the Activity Report Form 45 minutes prior to the scheduled "load" time. This allows adequate time to start bus for warm-up, do a thorough pre-trip inspection which is to be documented on the reverse side of log sheet (see appendix #5); fuel the bus if necessary, check for credit cards for purchasing fuel, oil, emergency repairs, and etc. while on the trip, and to drive to the "load" destination.
4. Each activity trip's bus driver shall assume responsibility for careful and proper storage of all baggage involved. Consider student and teacher "gear" as personal items and treat it as you would your own.
5. It is the bus driver's responsibility to ensure that the bus is not loaded beyond its seating capacity.
6. Before leaving the school, the driver should review the basic rules of conduct and emergency exits and procedures, with the passengers.
7. Bring the trip log book to current status before departure.
8. Drivers are not authorized to pick-up or drop-off passengers on activity trips at any location other than those which are in accordance with the School District's Policy. (see appendix #6)
9. Drop off students at their destination, remind the students and advisor(s) that no students will be allowed back on the bus without a coach or advisor, and find a safe parking place for the bus. If you leave the bus, be sure to lock it.
10. Have the bus fueled, if needed, and checked out (pre-trip if multiple day trip) before leaving for the return trip home, before the students board the bus.
11. Drivers who assume responsibility for driving on activity trips should recognize the need for being properly rested and ready with at least eight hours off duty between activity trips. The safety of students must be a matter of first concern to each driver - anything less than this first concern will not be tolerated. A motel room will be provided for bus drivers on overnight trips.
12. Bus drivers should dress appropriately for the particular occasion and should set a good example for the students involved. Know the group, where it will appear and what kind of dress is appropriate.
13. Restrooms will always be made available to the passengers, unless they are out-of-order.
14. It is expected that bus drivers will refrain from drinking alcoholic beverages at any time while on an activity trip.
15. The use of tobacco products is prohibited, by the driver and the passengers, while on the bus.
16. Use of lights:
    a. Headlights will be "on" at all times the bus is in operation.
    b. Whenever there is sufficient darkness, turn on the dome lights during passenger loading and unloading.
    c. Use marker lights with headlights.
    d. Parking lights are for parking only. Some buses only have marker lights and taillights for parking.
    e. Use directional lights for turning, lane changes and entering or leaving the traffic lane.
    f. Use 4-way hazard lights for all Rail-Road Crossing stops, when loading and unloading passengers and any other time needed to alert other drivers that the bus is stopping.
17. In the event of an emergency on the road, (this could include, but not be limited to, any mechanical failure, flat tire, engine trouble, travel conditions, etc.), consult the phone list that is provided on each 'trip clipboard', (and in the bus notebook in each Eagle bus).

The correct procedure is to call Steve first and if he cannot be reached begin working down the phone list. Inform the contact person of the emergency and proceed as you are advised. It is advisable to make a note of the channel that you hear Highway Patrol using while you drive. It would be an option to change the radio from "scan" and switch to that channel and talk to Highway Patrol directly if you had an emergency and could not contact anyone else.

18. There shall be nothing loose on the dash of the bus and the dash and driver area shall be kept clear of all clutter.
19. No unauthorized electronics are to be connected or attached to the school bus. If authorization is granted only qualified shop personnel are authorized to install the component; this will insure accurate installation, and eliminate potential electronic problems with the bus.

ACTIVITY BUS PASSENGER RULES:

The following rules will help assist in assuring a safe, comfortable ride and will help protect the bus. **The Coach or Activity Sponsor is responsible for monitoring students conduct and enforcing the Activity Bus Rules**. If the driver insists that behavior must improve, the Coach or Activity Sponsor needs to see that action is taken. The Coach or Activity Sponsor is also responsible for taking roll immediately after loading, each time.

1. Students are to remain in their seats and preferably facing the front of the bus.
2. Keep the aisle clear of obstruction. Do not hang over or on the arm rests or the back of the seat. Feet should be on the floor with shoes on.
3. Each seat is to have members of the same sex. Students are to be segregated by gender into different portions of the bus; i.e., boys in front, girls in back, preferably with advisors in the middle.
4. Refrain from being excessively noisy, keeping the noise level below that which disturbs the driver. Headphones must be used with tape players.
5. Remain QUIET in all City Limits and absolutely silent at all railroad crossings.
6. Carry-on items are to be kept to a minimum, (handbags and a blanket are allowed). In case sudden stops or an accident, minimizing potential items flying around will minimize injuries.
7. All large bags must be stored in the baggage compartment. All water containers and hard objects, i.e., team supply boxes, should be stored on the floor or in the baggage compartment. If unsure, check with the driver.
8. All waste materials are to be properly disposed of in a receptacle supplied on the bus.
9. Cold sandwiches, fresh fruit, juice or canned pop, milk in cartons, candy bars and chips can be consumed on the bus. Food items that are not allowed are; hamburgers, pizza, tacos, sunflower seeds, drinks in paper cups, milk shakes, malts or ice cream.
10. There are to be no students on the bus while it is parked, without being accompanied by a Coach or an Advisor.

In case of an accident or circumstances where the bus must be evacuated quickly, make every effort to observe the following directions:

1. Proceed in an orderly manner to the exit nearest your seat, (the bus driver will point them out to you). Leave all personal items and exit the bus through these emergency exits.
2. Move to a safe point, as directed, 100 feet or more away from the bus and gather in one group to make it possible for a check to see if all passengers have been evacuated.
3. Passengers will follow the directions given by the driver or one of the Coaches or Sponsors.

SECOND DRIVER ON ACTIVITY TRIPS:

The Board of Trustees authorized that some funds be set aside to provide for this kind of safety feature on activity trips where long periods of extended driving time is necessary.

1. The Transportation Director will have the final responsibility for determining which trips shall have the second driver assigned.
2. Pay rate for the second driver will be the same as the regularly assigned driver.

MEAL CLAIMS: ACTIVITY TRIP DRIVER AND CO-DRIVER

Meal allowances are not dependent upon actual out of pocket expenses, rather will be paid at State rates; nor is a receipt required to obtain reimbursement. There will be no reimbursement for meals that are provided as part of workshops or conferences where there is no out of pocket expense.

A. Morning Meal: Must have left Lewistown prior to 6:00 A.M. Drivers are to clock-in for the Activity Trip, forty-five (45) minutes prior to the scheduled loading time.

B. Midday Meal: Must be clocked in prior to 12:00 P.M. and/or on duty/driving during the entire normal lunch period (or) on duty/driving during the morning hours and is scheduled to continue on duty/driving after the midday lunch period. **(To simplify this, you must be out of town and driving to claim the lunch meal.)**

C. Evening Meal: The evening meal is paid at 6:00 P.M. and requires that the driver is in authorized transit at 6:00 P.M. and requires that the driver be away from Lewistown, on duty/driving during the entire normal evening meal period (or) on duty/driving during the afternoon hours and is scheduled to be on duty/driving on into the evening hours (or) will be calculated on the arrival time (not the time clock) back in Lewistown, as recorded on the Activity Report Form.

* Meals allowances are calculated on the trips 'departure" and 'arrival' times, not the 'clock in' or the 'clock out' time.

Donated Meals: Any meal that is donated to, or provided for, the driver and co-driver, cannot be claimed for reimbursement. This would include continental breakfasts that are provided for by motels/hotels; team advisor's buying your meal; sack lunches that are provided, etc. Claiming reimbursement for donated meals would be a direct reflection on the integrity of the driver, as there was no out of pocket expenditure for the meal. If one or more meals are donated, document which meals were donated on the Activity Trip Log Sheet (see appendix #4) in the Trip Comments section.

ACTIVITY TRIP DRIVERS LOG SHEET

School Districts are exempt from having to complete log sheets (see appendix #4), as specified by the Department of Transportation. However, Lewistown School District policy is that activity bus drivers **will** complete log sheets.

A) The amount a driver is paid for the actual driving time, for any activity trip, is calculated by referencing the log sheet in regards to 'Driving' time (and)

B) In the unlikely event that there was an accident or incident that involved a scrutiny of hours, having documentation in the form of an accurate log sheet, may be in favor of the driver and/or the School District.

Regarding log sheet entries;

A) Log books must be current to the last duty change.

B) Drivers must be accurate, legitimate and precise when making entries on the log sheet.
   1. Regarding the 15 minute time block; the rule is, whichever part of the fifteen minutes is greater is what it should be logged as; i.e., drove 5 minutes to the school and waited 10 minutes to depart would be logged as 15 minutes "on duty non-driving" time; drove 10 minutes to the school and waited 5 minutes to depart would be logged as 15 minutes "driving" time.
   2. When you stop for lunch or a break, this must be logged as "non-driving" time. The log sheet cannot reflect that a driver has stopped for lunch or a break and still log it as "driving" time.
   3. If you are stopped and not driving and are immediately responsible for activity on or around the bus, log that time as 'on duty - not driving' (line #4). Examples of this might include, but not be limited to:
      a. Engine start and warm-up time
      b. Pre-trip vehicle inspections
      c. Load/unload times
      d. Rest stops for bathroom breaks
   4. If you are stopped and are not driving the bus and have no immediate responsibility for activity on or around the bus, log this time as 'off duty' (line # 1). Examples of this might include, but not be limited to:
      a. You are able to be 'away' from the bus
      b. You are on the bus sleeping/resting
      c. You are on the bus reading
      d. You have gone to eat a meal.

C) The vehicle pre-trip inspection (see appendix #5) must be completed and **must be documented,** including the drivers signature, on the reverse side of the Log Sheet that will be used for the assigned trip.

RETURN ACTIVITY TRIP PROCEDURES FOR COACH DRIVERS:

1. Prepare bus for return trip home. If necessary to take on fuel, take care of it before students have boarded. Check the bus, and if a different day document it (pre-trip inspection), before returning home.
2. At the completion of trip at the Transportation Bus Yard, complete the Activity Report form - beginning and ending mileage, total miles traveled, and hours.
3. Sweep out and mop the bus immediately after the trip. Keep the dash wiped off and the windshield cleaned on the inside; clean bathroom surfaces with disinfectant cleaner.
4. Report all defective or inoperable equipment in written form to the Transportation Director. Report forms are provided in the Transportation Director's office for this purpose.
5. Park the bus in the place where it is assigned and if it is parked outside, lock the door.
6. After all the duties are completed, leave trip report, completed Drivers Log sheet, credit cards, keys, etc. in the assigned areas and turn off all building lights and lock the building doors on the way out.

ACTIVITY TRIP TRAVEL POLICY FOR ADVERSE ROAD CONDITIONS:

1. Prior to departure:
   a. The Activities Director or Transportation Director will make the final decision to travel if the weather conditions indicate hazardous road conditions.
2. After departure:
   a. Once on the road, the activity sponsor and bus driver will make an on-going assessment of travel conditions.
      1) At intermediary localities, contact is to be made to determine travel conditions ahead. Contact is to be made with the Activities Director or Transportation Director to keep the school informed and receives updated travel conditions relative to the point of destination.
   a. The Activity sponsor and bus driver will mutually determine if travel should be continued. In the event of disagreement, the bus driver will make the final decision.
3. Upon arrival at the point of destination; contact the Activities Director or the Transportation Director.
4. Prior to departure for Lewistown:
   a. Repeat Part 1a (contact the Transportation Director and/or the Activity Director).
   b. If it is determined to stay overnight, do the following:
      1) The Activity Sponsor will call KXLO-KLCM Broadcasting Station and have them broadcast pertinent information.
      2) The Activity Sponsor will organize a phone tree to notify the parents of the students by:
         - Dividing the students into groups of 5-10
         - Listing the parents' name and home phone number of each groups' members
         - Having one student from each group call home and notify their parent and having that parent call the remaining members of that group's parents to notify them.
5. After departure: Repeat Part 2

ACCIDENT AND EMERGENCY PROCEDURES

<u>ACCIDENTS</u>:

It is the driver's primary responsibility to protect their passengers from injury while riding, boarding or exiting the school bus. During the time of a school bus accident or incident, it is paramount that the school bus driver remains calm and conducts himself/herself in a deliberate and professional manner.

1. The driver is to report any accident to the proper authorities (city police or highway patrol) and to the Transportation Director who will, in turn, report to the administration all accidents or emergencies. The Transportation Director shall notify the parents by radio or by phone in cases of emergency, if necessary.
2. All accident reports should be completed and submitted to the Transportation Director for proper handling no later than 24 hours after the accident.

3. In cases where the school bus driver is issued a citation for a traffic violation or accident while driving the bus, the driver will be suspended from driving the bus until further investigation can be done. The same procedure will apply if a student is injured on a bus accident even though a citation is not issued. The Board of Trustees will make the final determination whether the driver continues to drive the bus or not.
4. Procedures to follow in case of an accident:

DO NOT MOVE THE BUS! DO NOT MOVE THE BUS!
DO NOT MOVE THE BUS!

   a. If only a minor accident, call the Transportation Dispatch first, if there are ANY injuries, call the proper authority immediately and advise if an ambulance is needed; then call Transportation Dispatch.
   b. Do not leave the scene of the accident until police or highway patrol arrive.
   c. Know how many students are on the bus, who they are and record their seat locations on the Bus Seating Chart, (see appendix #7). Get names and addresses of witnesses and people in other vehicles involved.
   d. Make no statements or admissions. Merely give name and driver's license information to police. The registration slip and insurance information are in the bus information booklet.
   e. Be courteous at all times. Do not provoke an argument.
   f. Be subject to immediate drug/alcohol test.

EMERGENCY PROCEDURES FOR SENDING BUSES HOME EARLY

The decision to send buses home early will be made by the Transportation Director and/or the Superintendent of Schools. Persons to be notified are as follows:

1. Persons to notify:
   a. Transportation Director
   b. All radio stations in the area
   c. School Food Service Director
   d. The Transportation Director will notify:
      1) Bus drivers
      2) All school principals
      3) Key persons on rural route

(To be revised Summer 2009)

SPECIAL EDUCATION TRANSPORTATION POLICY

Special door-to-door services will be provided for both physically and mentally handicapped children. The following rules and regulations will be in effect:

1. There will be no eating on the bus.
2. All wheelchair equipment, security straps and seat belts must be in proper working order at all times.
3. As a safety precaution, toys are prohibited on the bus.
4. The bus garage or school should be notified when students are not riding.
5. All books, diapers, medicine and other such personal items must be sent in a bag that is labeled with the child's name.
6. Any messages or special instructions for the teachers must be handwritten and then they will be delivered to school.

EMERGENCY BUS PROCEDURES in case of Special Needs bus break down:

1. Another bus will be provided to transport those students who are mobile. The aide will accompany these students if a regular bus must be used.
2. The non-mobile students (wheelchair, inability to sit up, etc.) Will remain on the bus as arrangements are made for parents to transport them (if the other special education bus is unavailable). The bus driver will remain with these children.

SPECIFIC INSTRUCTIONS:

1. The needs of the students will be cared for.
2. The driver will contact the Director of Transportation as to the situation and the aide will remain with the students.
3. The Director will dispatch another bus to transport the mobile students. (The other bus with a lift will be used if it is available.)
4. The Director will contact the principal at appropriate school. The teachers will be contacted and the secretary of the building will call parents of the non-mobile students requesting that they help by transporting their child from the address given if necessary.
5. If the parents cannot be contacted, the principal will notify the Director of Transportation and provisions will be made to pick up the non-mobile students and transport him/her either to school or home through the best means possible (car, pick-up, etc.).

Our overriding concern is to provide for the safety and well-being of these children. This will require total cooperation among the various parties concerned - bus personnel, school personnel, and parents.

TRANSPORTATION EVALUATION HANDBOOK

LEWISTOWN SCHOOL DISTRICT NUMBER ONE

CLASSIFIED EMPLOYEE EVALUATION PROGRAM

BOARD POLICY STATEMENT #GDN

The Board of Trustees endorse the concept of written evaluation of all classified employees by supervisors for the purpose of improving performance and to determine competency of the employees through the duration of employment. Evaluation procedure and format shall be determined and implemented at the discretion of the District Superintendent.

STATEMENT OF RESPONSIBILITY

Building administrators and program supervisors are responsible for supervision and evaluation of all assigned classified employees. Supervisors will make recommendations in regard to selection, retention and dismissals of all classified employees to the Superintendent. These recommendations will be done in accordance with procedures outlined in this manual.

CLASSIFIED STAFF EVALUATION PROCEDURES

INITIAL EMPLOYEE CONFERENCE

Supervisors are to meet with each assigned classified employee by the end of September. Minimally the supervisor shall discuss working rules, expected performance, job description and provide each employee with a copy of the evaluation assessment instrument.

OBSERVATION, CONFERENCES

Throughout the year, various observations and conferences may occur at the discretion of the supervisor. The Superintendent will be apprised of any employee being considered as unsatisfactory.

GOALS FOR IMPROVEMENT OF PERFORMANCE

When an employee is evaluated as "unsatisfactory" the supervisor will confer with the employee to:

1) Identify deficiencies
2) Establish activities and time lines for improvement

Form 002 is to be utilized for "Goals for Improvement" and is signed and dated by the supervisor and employee.

During the improvement period, observations, conferences, and reports may be deemed necessary for the supervisor and/or Superintendent to improve the performance of an employee. They should be documented and signed by the employee and supervisor.

EVALUATION REPORT

By April 15 of each year, the supervisor will have observed the employee's performance and hold an evaluation conference with each assigned employee. A completed evaluation (see Form 001) will be forwarded to the Superintendent.

Lewistown Public Schools
Lewistown, Montana

School Bus Driver Evaluation

	Exceptional	Meets Expectations	Needs Improvement	Unsatisfactory
Job Knowledge/Skills				
Performs & documents pre-trip/post-trip inspection of bus to ensure it is in safe operating condition				
Keeps interior/exterior of bus clean				
Demonstrates good technical driving skills				
Is courteous, careful, attentive and alert while driving				
Skill in driving in all weather and road conditions				
Maintains appropriate schedule(s) for route(s)				
Maintains a clear and thorough route book				
Skilled in following directions and maps				
Completes Vehicle Condition Reports (VCR) notifying mechanics of needed repairs or defects				
Complies with state, local and District regulations, policies and procedures				
Obeys all traffic laws and maintains a safe driving record				
Assists children in boarding and departing from bus as needed; demonstrates safe lifting skills				
Student Management Skills				
Maintains discipline and a safe environment when students are on the bus				
Disciplines students adhering to the District policy and procedure				
Communicates effectively with Trans Director and School Administrators on student discipline				
cooperative, considerate, tactful and sensitive in managing students				
Recognizes individual differences when disciplining students				
Deals with emergencies effectively and consistent with District policy				
Personal Qualities				
Maintains professionalism and acts responsibly when dealing with students, staff, parents & public				
Does not lose temper or argue with students, parents, staff or co-workers; is courteous to others				
Adheres to District's confidentiality policies				
Communicates appropriately and positively while using the 2-way radio				
Cooperates with transportation staff & building admins keeping them informed of needed changes				
Adjusts easily to new assignments or changing work/driving conditions				
Reports to work on time and is conscientious of managing time appropriately				
Regular attendance; gives advance notice when absence is necessary				
Dresses appropriately - neat, clean and well groomed				
Maintains required in-service and classroom training & maintains current licenses and certifications				
Demonstrates willingness and ability to learn and apply new skills				
Demonstrates sound judgment by making good choices				

Name: _____ Evaluation Date: _____

Job Title: _____ Period of Report: _____

Evaluator's comments:

Employee's comments:

Evaluator's signature: _____

Date: _____

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed it with the evaluator and/or supervisor.

Employee's signature: _____

Date: _____

GOALS FOR IMPROVEMENT

Employee	Route Number	Date

PART I: GOALS IN THE AREA TO BE IMPROVED
PART II: SUGGESTED ACTIVITIES/TIME LINES
PART III: SUMMARY BY SUPERVISOR

Date	Employee	Supervisor

(Form 002)

Lewistown Public Schools
Lewistown, Montana

School Bus Assistant Evaluation

	Exceptional	Meets Expectations	Needs Improvement	Unsatisfactory
Job Knowledge/Skills				
Performs support work assisting driver in safe transportation of special needs/Head Start students				
Provides help to the bus driver and follows directives as given				
Demonstrates appropriate technique for securing passengers in safety seats and/or wheel-chairs				
Ensures that students remain seated and keeps the center aisle clear during travel				
Assists students on and off the bus and safely operates wheel-chair lift				
Assists driver in watching/helping students get safely inside school area, building or residence				
Demonstrates an accurate perception of individual and the special needs of students				
Maintains knowledge of route information - names, locations and directions				
Assists substitute driver's with directions				
Assists in maintaining a clean and safe bus interior				
Assists in checking for personal items left on the bus				
Assists in checking that no students are left on the bus at routes end				
Student Management Skills				
Establishes a good rapport with students				
Is friendly, consistent and fair with the students				
`nticipates the needs of students				
Observes for potential behavior problems				
Communicates effectively with the driver regarding student management needs				
Assists in controlling problem behavior as directed by the driver				
Personal Qualities				
Maintains professionalism and acts responsibly when dealing with students, staff, parents & public				
Does not lose temper or argue with students, parents, staff or co-workers; is courteous to others				
Adheres to District's confidentiality policies				
Communicates appropriately and positively when using the 2-way radio or cell phone				
Cooperates with transportation staff keeping them informed of needed changes				
Adjusts easily to new assignments or changing work conditions				
Reports to work on time and is conscientious of managing time appropriately				
Regular attendance; gives advance notice when absence is necessary				
Dresses appropriately - neat, clean and well groomed				
Maintains required in-service and classroom training & maintains current licenses and certifications				
Demonstrates willingness and ability to learn and apply new skills				
Demonstrates sound judgment by making good choices				

Name: Evaluation Date:

Job Title: Period of Report:

Evaluator's comments:

Employee's comments:

Evaluator's signature: _____

Date: _____

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he/she has seen and discussed it with the evaluator and/or supervisor.

Employee's signature: _____

Date: _____

DRUG
&
ALCOHOL
TESTING
PROGRAM

Lewistown School District

PERSONNEL 5228

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact regulations consistent with the federal regulations, defining the circumstances and procedures for the testing.

Legal Reference: 49 U.S.C. § 45101, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991)
49 C.F.R. Parts 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs), 382 (Controlled substance and alcohol use and testing), and 395 (Hours of service of drivers)

Policy History:
Adopted on: June 28, 2004
Revised on:

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

Applicability

Effective January 1, 1996, this policy applies to all employees who are subject to commercial driver's license (CDL) requirements and perform safety-sensitive functions (hereinafter referred to as "covered positions"). It applies to on-duty time as well as off-site breaks and lunch periods when an employee is scheduled to return to work.

Prohibited Substances

"Prohibited substances" addressed by this policy include the following:

Illegally Used Controlled Substances or Drugs

Illegal use of controlled substances or drugs, including marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, is prohibited. Illegal use also includes the misuse of legally prescribed drugs and use of illegally obtained prescription drugs.

Legal Drugs

Appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label indicating that mental functioning, motor skills, or judgment may be adversely affected must be reported to the supervisor, and medical advice should be sought, as appropriate, before performing safety-sensitive functions.

A legally prescribed drug means the employee has a prescription or other written approval from a physician for use of the drug in the course of medical treatment, and the physician advises the employee that the substance does not affect the employee's ability to safely operate a commercial motor vehicle (CMV). It must include the patient's name, the name of the substance, quantity/ amount to be taken, and period of authorization. Misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.

Alcohol

Use of beverages or substances, including medication, containing alcohol while performing safety-sensitive functions is prohibited. No employee will perform safety-sensitive functions within four (4) hours after using alcohol.

No employee will be on duty or operate a CMV while possessing alcohol, unless the alcohol is manifested and transported as part of a shipment. An employee who possesses alcohol will be subject to disciplinary action and removed from performing safety-sensitive functions until the start of the employee's next regularly scheduled duty period but not less than twenty-four (24) hours. The employee also will be referred to the Substance Abuse Professional (SAP) for evaluation to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse. The employee will be released to duty by the SAP upon completion of a return-to-duty alcohol test indicating an alcohol concentration of less than 0.02. Follow-up testing may be required.

The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath, as measured by an evidential breath testing device (EBT). See CFR Part 40, as amended.

Testing Compliance Requirements

Employees in covered positions will be subject to urine drug testing and breathe alcohol testing. Any employee or prospective employee who refuses to sign any required release(s) for release of information relative to test results or required follow-up evaluations by the SAP, fails to comply with a request for testing, provides false information in connection with a test, or attempts to falsify test results through tampering, contamination, adulteration, or substitution will be considered to have a positive test.

Refusal includes an inability to provide a urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. (Note: If the employee or prospective employee is unable to provide the required amount of urine for drug testing, s/he will be instructed to drink not more than twenty-four (24) ounces of fluids and, after a period of up to two (2) hours, again attempt to provide a complete sample using a fresh collection container, with the original, insufficient specimen discarded.)

Refusal to submit to testing and not being available for post-accident testing, unless injury prevents testing, will be considered insubordination and a positive test. Disciplinary action will be taken, which could include termination.

Testing For Prohibited Substances

Employees in covered positions will be subject to the following tests: post-accident, random, reasonable suspicion, return-to-duty, and follow-up. Testing will be conducted in a manner assuring a high degree of accuracy and reliability, using techniques, equipment, and laboratory facilities approved by the U. S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with procedures put forth in 49 CFR Part 40, as amended.

The District will protect individual dignity, privacy, and confidentiality throughout the testing process.

Drug Testing

Drug testing may occur at any time while on duty. The drugs to be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial drug screen will be conducted on each specimen. For those positive specimens, a confirmatory Gas Chromatography/ Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive, if the amounts present are above minimum thresholds in 49 CFR Part 40, as amended. The following action will occur as a result of a confirmed positive drug test:

> First occurrence - Removal from performing safety-sensitive functions, subject to a disciplinary suspension without pay for ten (10) or more working days, disciplinary demotion, or recommendation to the Board for termination. Unless recommendation for termination is made to the Board, the employee will be referred to the SAP for evaluation and determination of what assistance, if any, the employee needs in resolving controlled-substances use; released to duty by the SAP; and completion of a return-to-duty controlled-substances test with a verified negative result, at the employee's expense.
>
> Second occurrence - Removal from performing safety-sensitive functions, suspension without pay, and recommendation to the Board for termination.

If the District determines an employee will undergo reasonable-suspicion testing, the employee will be removed from performing safety-sensitive functions, until the District is notified of acceptable test results.

Alcohol Testing

Alcohol testing will only be performed when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. (See the six (6) numbered items under the definition of on-duty time.) Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved EBT operated by a trained Breath Alcohol Technician (BAT).

If the initial test indicates an alcohol concentration of 0.02 or greater, a second (2nd) test will be performed to confirm the results of the initial test. The following actions will occur:

Confirmed alcohol concentration of 0.02 up to 0.04:

First occurrence - Removal from performing safety-sensitive functions until the start of the employee's next regularly scheduled duty period but not less than twenty-four (24) hours following administration of the test and completion of a return-to-duty alcohol test, at employee's expense, indicating a breath alcohol concentration of less than 0.02.

Second and any additional occurrences - Removal from performing safety-sensitive functions until the start of the employee's next regularly scheduled duty period but not less than twenty-four (24) hours following administration of the test. The employee will be referred to the SAP for evaluation to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and will be released to duty by the SAP upon completion of a return-to-duty alcohol test, at employee's expense, indicating an alcohol concentration of less than 0.02.

(Note: The above paragraph will also apply to an employee whose first confirmed alcohol concentration test results are 0.04 up to 0.10 with a later test with concentration results of 0.02 up to 0.04.)

Confirmed alcohol concentration of 0.04 up to 0.10 (positive test):

First occurrence - Removal from performing safety-sensitive functions, subject to disciplinary suspension without pay for ten (10) or more working days, disciplinary demotion, or recommendation to the Board for termination. Unless recommendation for termination is made to the Board, the employee will be referred to the SAP for evaluation to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and be released to duty by the SAP upon completion of a return-to-duty alcohol test, at employee's expense, indicating an alcohol concentration of less than 0.02.

Second occurrence - Removal from performing safety-sensitive functions, suspension without pay, and recommendation to the Board for termination.

Confirmed alcohol concentration of 0.10 or greater (positive test):

First occurrence - Removal from performing safety-sensitive functions, suspension without pay, and recommendation to the Board for termination.

Pre-Employment Testing

A successful applicant for a covered position will be required to undergo urine drug testing after an offer of employment has been made. The employment offer must be conditioned on receipt of a negative drug test. If a successful applicant does not appear for the initial testing, they will be allowed one (1) reschedule. Should they not keep the second (2^{nd}) appointment, the offer for employment will be withdrawn.

Prior to hire, the prospective employee must provide written release for the District to obtain from previous employers of the last two (2) years the required information as provided in 49 CFR Part 382, § 382.413. This information must be obtained from employers for whom the prospective employee operated a CMV. If this information isn't provided to the District within fourteen (14) calendar days from the date employment begins, the employee must be removed from performing safety-sensitive functions, and the offer of employment will be withdrawn, unless the District can document contact was made with the previous employer, the results of that contact, and why the information wasn't obtained.

A prospective employee with a confirmed positive drug test will be disqualified from consideration for the position being filled. This will not prevent this individual from being considered for any subsequent vacancy.

Reasonable-Suspicion Testing

Employees in covered positions may be subject to a fitness-for-duty evaluation which includes urine and breathe testing, when there is reason to believe drug or alcohol use is a potential factor affecting job performance.

A reasonable-suspicion determination will be made by a supervisor who has been trained in reasonable suspicion, and who believes the employee has violated the prohibitions of these regulations, based on specific, contemporaneous, articulable observations concerning appearance, behavior, speech, or body odors of the employee.

Reasonable suspicion determinations must be documented within twenty-four (24) hours of observation and by test results received. A description of the behaviors that led to the determination must be signed by the person making the determination.

Post-Accident Testing

Employees in covered positions will be required to undergo urine and breath testing, if they are involved in an accident with a District CMV, occurring on a public road:

AND EITHER
- involves a fatality;
OR
- a moving violation is issued to the CMV driver;

AND EITHER
- involves injury to a person who, as a result of injury, immediately receives medical treatment away from the scene of the accident;
OR

- one (1) or more of the motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be towed away by a tow truck or other vehicle.

(Note: Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It does not include damage to tires, even if a spare is unavailable, or damage to headlights or taillights, turn signals, horn, or windshield.)

The employee will be tested within two (2) hours following the accident. If this can't be done, reasons must be documented. Attempts to test will cease after eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing.

Any employee in a covered position involved in an accident must refrain from alcohol use for eight (8) hours following an accident, or until s/he undergoes a post-accident alcohol test. An employee leaving the scene of an accident prior to submission to drug and alcohol testing, without appropriate explanation, will be considered to have refused the test. This will be considered a positive test.

Random Testing

Employees in covered positions will be subject to random, unannounced testing.
The selection for random testing will be made by a scientifically valid method, and each employee will have an equal chance of being tested each time selections are made. A random number of those tested for drugs will also be subject to alcohol testing.

Drug testing may occur at any time while on duty. Alcohol testing will be performed before, during, or after the employee is performing safety-sensitive functions.

In accordance with regulations, the minimum annual percentage rate for alcohol testing will be completed for twenty-five percent (25%) of the average number of covered positions. Drug testing will be completed for fifty percent (50%) of the average number of covered positions. If the District is in a pool with other employers, the percentage of District employees may be higher or lower.

Return-to-Duty and Follow-Up Testing

Employees who have previously had a confirmed positive drug or alcohol test must have a negative test and be evaluated and released to duty by the SAP before returning to perform safety-sensitive functions for the District.

Employees will be required to undergo unannounced follow-up alcohol and/or drug testing as directed by the SAP. This will consist of at least six (6) tests in the first twelve (12) months

following the employee's return to duty. The period of follow-up testing will not exceed sixty (60) months from the date of the employee's return to duty. Additionally, employees with a second (2nd) occurrence of a confirmed alcohol concentration test of 0.02 or greater will be required to complete a return-to-duty test and be evaluated by the SAP before returning to work, as indicated above.

Employee-Requested Drug Testing

An employee who questions the results of a confirmed positive drug test may request that an additional test be conducted. This test must be conducted at a different DHHS-certified testing laboratory. The test must be conducted on the split sample provided at the same time as the original sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

The employee's request for a retest must be made to the Medical Review Officer (MRO) within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will be accepted, only if the delay was due to documented facts beyond the employee's control. All costs for a retest on the split sample will be paid by the employee, unless the second (2nd) test invalidates the original test.

Employment Assessment

Any employee who has a confirmed positive test for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be evaluated by the SAP designated by the MDT. The employee must sign a release, so the District may obtain information on the rehabilitation program duration, completion, and follow-up requirements.

The SAP will evaluate the employee to determine what assistance, if any, the employee needs in resolving problems associated with the prohibited use or abuse of drugs or alcohol, recommend a rehabilitation program and follow-up schedule, and determine if the rehabilitation program has been successfully completed. The SAP will also determine if and when the employee may be released to return to duty.

If an employee is released to return to duty, s/he must properly follow the rehabilitation program prescribed by the SAP and have a verified confirmed negative return-to-work test result as indicated above. Failure to follow the program will result in recommendation to the Board for termination of employment.

Proper Application of Policy

The District is dedicated to assuring fair and equitable application of this policy. Therefore, supervisors are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is

found to deliberately misuse the policy in regard to a subordinate, shall be subject to disciplinary action up to and including termination.

DEFINITIONS

Accident - An occurrence involving a District commercial motor vehicle (CMV) operating on a public road:

AND EITHER
- involves a fatality;
OR
- a moving violation is issued to the CMV driver;

AND EITHER
- involves injury to a person who, as a result of injury, immediately receives medical treatment away from the scene of the accident;
OR
- one (1) or more of the motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be towed away by a tow truck or other vehicle.

(Note: Disabling damage means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It does not include damage to tires, even if a spare is unavailable, or damage to headlights or taillights, turn signals, horn, or windshield.)

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low-molecular-weight alcohols, including methyl and isopropyl alcohol.

Alcohol concentration (AC) - Concentration of alcohol in a person's blood or breath. When expressed as a percentage, it means grams of alcohol per 100 milliliters of blood or grams of alcohol per 210 liters of breath.

Alcohol use - Consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

Breathe alcohol technician (BAT) - Individual who instructs and assists other individuals in the alcohol testing process and operates an evidential breath-testing device (EBT).

Commercial motor vehicle (CMV) - Motor vehicle or combination of motor vehicles used in commerce to transport passenger or property, if the motor vehicle:

- Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Has a gross vehicle weight rating of 26,001 or more pounds; or
- Is designed to transport sixteen (16) or more passengers, including the driver; or
- Is of any size and is used in the transportation of hazardous materials requiring placards.

Confirmation test - For alcohol testing this means a second (2^{nd}) test, following a screening test, with a result of 0.02 grams or greater of alcohol per 210 liters of breath, which provides quantitative data of alcohol concentration. For controlled substances testing, this means a second (2^{nd}) analytical procedure to identify the presence of a specific drug or metabolite determined by Gas Chromatography/Mass Spectrometry (GC/MS) which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

Controlled substance - Includes marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.

Covered positions - Positions subject to CDL requirements, which perform safety-sensitive functions.

Driver - Any person who operates a CMV. For purposes of pre-employment testing, the term "driver" includes a person applying to drive a commercial motor vehicle.

Evidential breath testing device (EBT) - Device approved by the National Highway Traffic Safety Administration (NHTSA) for evidential testing of breath and placed on NHTSA's September 1993 or later "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

Medical Review Officer (MRO) - Licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug-testing program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Negative test - For drugs, a test with amounts present at or below minimum thresholds in 49 CFR Part 40, as amended. For alcohol, a concentration below 0.04.

On-duty time - All time from the time a driver begins work or is required to be in readiness to work, until the time he is relieved from work and all responsibility for performing work. On-duty time includes:

1. All time at a carrier or shipper plant, terminal, facility, or other property or on any public property, waiting to be dispatched, unless being relieved from duty by the motor carrier.
2. All time inspecting to make sure parts, accessories, and emergency equipment are in good working order and ready for use, or otherwise inspecting, servicing, or conditioning any commercial vehicle.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth.

5. All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipment loaded or unloaded.
6. All time repairing, obtaining assistance, or remaining in attendance with a disabled vehicle.

Performing a safety-sensitive function - A driver is considered to be performing a safety-sensitive function during any period in which s/he is actually performing, ready to perform, or immediately available to perform any safety-sensitive function. See items 1-6, above, in the definition of on-duty time.

Positive test - For a drug test, an amount above minimum thresholds in 49 CFR Part 40, as amended. For an alcohol test, breathe alcohol concentration of 0.04 or greater.

Refuse to submit (to an alcohol or controlled substances test) - Means a driver:
1. Fails to provide adequate breath for testing, without a valid medical explanation, after s/he has received notice of the requirement for breath testing in accordance with the provisions of this part;
2. Fails to provide adequate urine for controlled-substances testing, without a valid medical explanation, after s/he has received notice of the requirement for urine testing in accordance with the provisions of this part; or
3. Engages in conduct that clearly obstructs the testing process.

Reasonable suspicion - Belief the employee has violated the alcohol or controlled-substances prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.

Safety-sensitive functions - See items 1-6 in the definition of on-duty time, above.

Screening test (also known as "initial test") - For alcohol testing, an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. For controlled-substances testing, an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Substance abuse professional (SAP) - Licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled-substances-related disorders.

Policy History:
Adopted on: June 28, 2004
Revised on:

Lewistown Public Schools

TRANSPORTATION POLICY MANUAL APPENDIX

SCHOOL BUS DAILY INSPECTION

NOTE: DAILY INSPECTION FOR DEFECTS IS THE RESPONSIBILITY OF THE DRIVER. EVERY DRIVER MUST MAKE DAILY CHECKS OF THE ITEMS LISTED BELOW. ON EACH RUN, THE DRIVER WILL NOTE ALL NOISES OR RATTLES AND ANY UNUSUAL ODORS OF GASOLINE OR OIL, SO THE DEFECT CAN BE CHECKED AFTER THE RUN.

DATE:_____ DRIVER:_____ BUS NUMBER:_____ ROUTE NUMBER:_____

EQUIPMENT CHECK	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	ACTIVITY	ACTIVITY
BRAKES												
STEERING MECHANISM												
HORN												
FLASHING SIGNALS												
DIRECTIONAL SIGNALS												
LIGHTS & REFLECTORS												
TIRES												
FUEL												
OIL												
WATER												
FIRST AID KIT												
WINDOWS & MIRRORS												
EMERGENCY DOOR												
FIRE EXTINGUISHER												
FLAGS & FLARES												
CHAINS												
TIRE TOOLS												
HEATER												
CLEANLINESS												
2-WAY RADIO												

SIGNATURE:_____ (ROUTINE PROBLEMS/CHANGES/DEFECTS: LIST ON SEPARATE FORMS.)

THIS FORM MUST NOT BE REMOVED FROM THE BUS.

PERIODIC SPOT CHECKS WILL BE MADE BY THE HIGHWAY PATROL AND SAFETY SUPERVISOR APPOINTED BY THE SCHOOL BOARD. THE DRIVER WILL BE RESPONSIBLE FOR FAILURE TO COMPLETE THE ABOVE INSPECTIONS AND REPORTS.

REGULAR ROUTE - ODOMETER READING

ENDING: _____
BEGINNING: _____

ENDING: _____
BEGINNING: _____

ENDING: _____
BEGINNING: _____

ACTIVITY - EXTRA CURRICULAR

DRIVER: _____ GROUP: _____
DATE: _____ ODOMETER READING ENDING: _____
DESTINATION: _____ BEGINNING: _____
TOTAL: _____

DRIVER: _____ GROUP: _____
DATE: _____ ODOMETER READING ENDING: _____
DESTINATION: _____ BEGINNING: _____
TOTAL: _____

BUS VIOLATION REPORT TO PARENTS

LEWISTOWN PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT

Lewistown, Montana
406-535-3287

Student's Name: _____ Date: _____

Building: _____

REASON FOR ACTION CHECKED BELOW:

- ☐ Continually too noisy
- ☐ Will not follow directions
- ☐ Bothers others continually
- ☐ Other: _____
- ☐ Improper language
- ☐ Fighting on bus
- ☐ Destroying school property

☐ Action Taken: _____

Driver's Signature: _____ Bus No: _____

Parent's Signature: _____ Phone No: _____

White Copy: To Parent Canary Copy: To Building Principal Pink Copy: To Director of Transportation

Lewistown Public Schools Bus Safety Drill Checklist

Instructions to driver/attendant: *use this checklist as a guide when conducting a bus safety drill.*
Tip: *strongly encourage active student participation in the drill - don't just lecture at them!*
Note: before the drill, select 2 reliable student helpers to assist you.

___ **DO EVERYTIME: *INTRODUCE THE DRILL.*** Explain why drills are conducted; stress the importance of following driver directions in an emergency; explain which drill they are going to be practicing.

___ **RIDERSHIP RULES.** Read aloud and briefly discuss the posted bus rules ***(stress the why's).*** Discuss disciplinary consequences for students who refuse to follow the bus rules.

___ **EMERGENCY EQUIPMENT AND EXITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and open all exits. Don't forget the passenger door. Explain the danger of playing with emergency exits.

___ **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.

___ **PRACTICE EVACUATION:**(before the drill, select three reliable students; two to assist students off the bus, "helpers" and one to lead 33 large steps away from the bus, "leader") introduce your student helpers. To prevent injuries, demand order during evacuation practice. Student helpers should serve as outside "spotters" during the evacuation practice. Require all students to "sit and slide" from the emergency door - never let students jump out the door or engage in horseplay during the practice. Students should leave bookbags and all other personal items on the bus. Point out a safe area for students to gather outside the bus and have the "leader" take them to that area; tell students to "buddy up." Younger students should hold hands as they move away from the bus. (Note: Shut off and secure the bus, and activate four-way flashers during the evacuation practice.)

___ **SAFE LOADING AND UNLOADING DEMONSTRATION.** Set the park brake and activate the crossing arm if the bus is equipped with one. Gather students in front of your bus and demonstrate walking to the end of the crossing arm, (or 10 feet forward if there is no crossing arm), the Safe Crossing Rule; let students point out Danger Zones; review your operation's "Safe to Cross" and "Danger - Go Back!" signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; explain the dangers of drawstrings or other dangling clothing; discuss the special dangers of loading and unloading in severe weather conditions.

___ **DO EVERYTIME:*CONCLUDE THE DRILL.*** If your students paid attention and did a good job during the drill, remember to thank them, and thank any teachers or school officials who assisted.

DRIVER NAME: _____

ATTENDANT NAME (if applicable): _____

ROUTE#: _____ ***DATE/TIME OF DRILL:*** _____

LOCATION OF DRILL: _____

COMMENTS: _____

_____

_____

LIST PARTICIPATING STUDENTS ON REVERSE SIDE

(file this form with the Transportation Office when drill is completed) *11/2008*

LEWISTOWN PUBLIC SCHOOL
ACTIVITY TRIP LOG SHEET

DRIVER _____ BUS _____

DESTINATION _____ LOAD TIME _____

ACTIVITY _____

DEPARTURE DATE _____ DEPARTURE TIME _____ A.M./P.M.

ARRIVAL TIME _____ A.M./P.M.

RETURN DATE _____ DEPARTURE TIME _____ A.M./P.M.

ARRIVAL TIME _____ A.M./P.M.

ENDING ODOMETER READING _____

BEGINNING ODOMETER READING _____

TOTAL MILES TRAVELED _____

BUS DEFECTS NOTED: _____

_____

_____

TRIP COMMENTS: _____

_____

_____

_____ _____

DRIVER SIGNATURE ACTIVITY BUS COORDINATOR

MEAL BUDGET CODE # _____

BILL VENDOR FOR TRIP AT $ _____ PER MILE.

MEALS	NUMBER		COST	TOTAL
Breakfast	_____	X	$ 5.00	$_____
Lunch	_____	X	$ 6.00	$_____
Dinner	_____	X	$12.00	$_____
TOTAL MEAL REIMBURSEMENT				$_____
DRIVERS SALARY				$_____
FUEL EXPENSE				$_____
TOTAL TRIP COST				$_____

IN_____

OUT_____

(White: Payroll - Yellow: Purchasing - Pink: Transportation - Goldenrod: Business Office) #301

DRIVER'S DAILY LOG
(ONE CALENDAR DAY - 24 HOURS)

ORIGINAL - File each day at home terminal
DUPLICATE - Driver retains in his possession for eight days

(MONTH) (DAY) (YEAR) | (TOTAL MILEAGE TODAY) | I certify these entries are true and correct: | VEHICLE NUMBERS - (SHOW EACH UNIT)

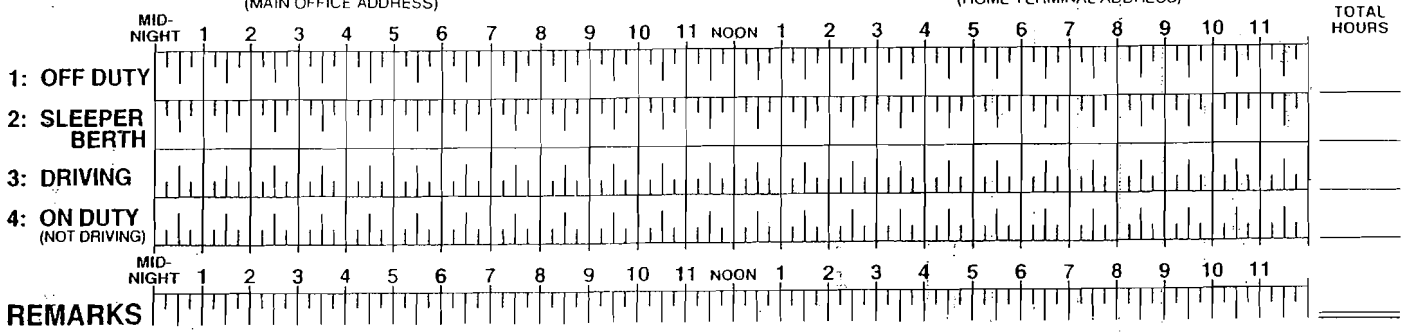
(TOTAL MILES DRIVING TODAY) | (DRIVER'S SIGNATURE IN FULL)

SCHOOL DISTRICT #1
(NAME OF CARRIER OR CARRIERS)

(NAME OF CO-DRIVER)

215 7TH AVE. S. - LEWISTOWN, MT 59457
(MAIN OFFICE ADDRESS)

215 7TH AVE. S. - LEWISTOWN, MT 59457
(HOME TERMINAL ADDRESS)



Shipping document, manifest number, or name of a shipper and commodity
Check the time and enter name of place you reported and where released from work and when and where each change of duty occurred. Explain excess hours.

FROM: _____ (STARTING POINT OR PLACE) **TO:** _____ (DESTINATION OR TURN AROUND POINT OR PLACE)

USE TIME STANDARD AT HOME TERMINAL

ORIGINAL

RECAP

DAY NO.

DRIVING HRS TODAY TOTAL LINE 3

DRIVING VIOLATION TODAY

ON DUTY HRS TODAY TOTAL LINES 3 & 4

70 HR/8 DAY DRIVERS

A. TOTAL HRS. ON DUTY LAST 7 DAYS INCL TODAY

B. TOTAL HRS AVAILABLE TOMORROW 70 HRS. MINUS A

C. TOTAL HRS. ON DUTY LAST 8 DAYS, INCL TODAY

60 HR/7 DAY DRIVERS

A. TOTAL HRS. ON DUTY LAST 6 DAYS, INCL TODAY

B. TOTAL HRS AVAILABLE TOMORROW 60 HRS. MINUS A

C. TOTAL HRS. ON DUTY LAST 7 DAYS INCL TODAY

BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY _____ BUS NO. _____

ODOMETER READING

END MILEAGE: _____ DATE: _____ ☐ AM ☐ PM

START MILEAGE: _____ TIME: _____

TOTAL MILEAGE: _____ LOCATION: _____

INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"

__ FLUID LEAKS UNDER BUS
__ LOOSE WIRES, HOSE CONNECTIONS OR
__ BELTS IN ENGINE COMPARTMENT
__ OIL LEVEL
__ RADIATOR COOLANT LEVEL
__ BATTERY
__ TRANSMISSION
__ UNUSUAL ENGINE NOISE
__ GAUGES & WARNING LIGHTS
__ SWITCHES
__ HORN
__ FANS & DEFROSTERS
__ WIPERS & WASHERS
__ STOP ARM CONTROL (WARNING CONTROL)
__ INSIDE & OUTSIDE MIRRORS
__ BRAKE PEDAL & WARNING LIGHT
__ OPERATION OF SERVICE DOOR
__ EMERGENCY EQUIPMENT
__ FIRST AID KIT
__ ENTRANCE STEPS
__ CLEANLINESS OF INTERIOR
__ CONDITION OF FLOOR
__ EMERGENCY DOOR & BUZZER
__ HEADLIGHTS, FLASHERS & 4-WAY FLASHERS
__ RIGHT FRONT TIRE & WHEEL
__ FRONT OF BUS - WINDSHIELD
__ LEFT FRONT TIRE & WHEEL
__ STOP ARM (SCHOOL BUS)
__ EXHAUST SYSTEM
__ LEFT SIDE OF BUS - WINDOWS & LIGHTS
__ LEFT REAR TIRES & WHEELS
__ REAR OF BUS - WINDOWS & LIGHTS
__ TAIL PIPE
__ RIGHT REAR TIRES & WHEELS
__ RIGHT SIDE OF BUS - WINDOWS & LIGHTS
__ DRIVER'S SEAT AND BELT
__ DIRECTIONAL LIGHTS
__ PARKING BRAKE OR SERVICE BRAKE
__ CLUTCH
__ STEERING
__ _____
__ _____
__ _____
__ _____

REMARKS _____

CONDITION OF ABOVE VEHICLE IS: ☐ **SATISFACTORY** ☐ **UNSATISFACTORY**

DRIVER'S SIGNATURE: _____

☐ ABOVE DEFECTS CORRECTED
☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE: _____

DRIVER REVIEWING REPAIRS: SIGNATURE: _____ DATE: _____

Lewistown Public Schools

Activity Bus Alternate Pick-Up and Drop-Off Guidelines

In an effort to help parents and students who live out of town and are riding school activities buses or other approved transportation of School District No. 1, the following guidelines have been established:

Additional alternate pick up and drop off parking areas will be utilized at the following and only the following locations:

- Hilger Meats parking area in Hilger, for trips going north.
- Eddies Corner parking area at the Junction of Highways 87 & 191, for trips going west or south.
- Little Montana parking area in Grass Range, for trips going east or south.

These pick up and drop off parking areas will be used by students only after the student's parents have signed an approved wavier form through Fergus High School and Lewistown Junior High School two days prior to the activity.

The Lewistown Public School staff reserves the right to deny requests for pick up or drop off for any reason, especially unforeseen circumstances such as weather. The bus driver and coach/activity sponsor will determine whether these alternate stops will be used on a given trip. In the event these alternate stops are not used, all students will leave from and be delivered to Fergus High School or Lewistown Junior High School.

Parents understand that they are responsible for transportation to and from the assigned pick up and drop off parking areas and that they assume all liability prior to the student being picked up and all liability after the student has been dropped off.

Parents also understand that the bus will not wait at the assigned pick up and drop off points for any student or any student's parent. On a drop off, if the parent is not there for the student or the student does not have his/her own transportation, the bus will take that student to the high school or junior high with the remaining students and the parent will have to pick them up there.

Parents understand that students that are not riding approved or school sponsored transportation to and from events will not be allowed to compete, or in any way represent the school or their team. The school district expectation is that student participants will ride to and from our contests or other events on school provided transportation unless appropriate prior arrangements have been made and approved.

EMERGENCY BUS SEATING REPORT

Bus # 7 Route # 6

Date:

Driver					
A	B	C		D	E	F
A			1	D		
B				E		
C				F		
A			2	D		
B				E		
C				F		
A			3	D		
B				E		
C				F		
A			4	D		
B				E		
C				F		
A			5	D		
B				E		
C				F		
A			6	D		
B				E		
C				F		
A			7	D		
B				E		
C				F		
A			8	D		
				E		
				F		

Drivers Signature:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	19

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

ITEM TITLE: APPROVE EXTENSION OF DENTON BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 04/27/2009

SUMMARY:

The Board of Trustees needs to approve the request from Denton Public Schools to extend their bus route onto Plum Creek Road. The Denton bus enters into the District 7 miles one way or a daily mileage of 28 miles.

SUGGESTED ACTION: Approve Extension of Denton Bus Route into the Lewistown School District

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

FERGUS COUNTY

BUS TRANSPORTATION AGREEMENT

Out of District Approval

Out of County Approval

The Board of Trustees of Denton District No. 84, Fergus County and the Board of Trustees of Lewistown Dist. No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Denton Public Schools for the 2009-2010 school year.

This agreement is blanket coverage for students who are transported by District 84 buses to attend Denton Public Schools.

Description of Route:

Denton School Dist. #84, Route 4 Bus, picks up Brent and Jacob Gremaux at the Gremaux Ranch on the Plum Creek Road. This bus enters the Lewistown School District, 7 miles/or daily mileage of 28 miles.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chairman

Board Chairman

Denton School Dist. # 84

Date 4/14/2009

_____ School Dist # _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	20

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

ITEM TITLE: APPROVE EXTENSION OF MOORE BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 04/27/2009

SUMMARY:

The Board of Trustees needs to approve the request from Moore Public Schools to extend their bus route into the Lewistown School District as described on the attachment.

SUGGESTED ACTION: Approve Extension of Moore Bus Route into the Lewistown School District

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

Fergus County
Bus Transportation Agreement

Out -of- District Approval
Out -of- County Approval

The Board of Trustees of Moore District No. 44, Fergus County and the Board of Trustees of Lewistown No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Moore Schools for the 2009-2010 school year.

This agreement is a blanket coverage for students who are transported by District 44 buses to attend Moore Schools.

Description of Route: Bus leaves Moore School proceeding east to pick up the Carroll residence (Lewistown District), turns around and goes west back into the Moore District. Proceeds on route to pick up the Bacon's, then goes west and south to pick up the Koly Hertel's, then to the north to pick up the Gilbert, S. Hertel's, Heilig's, Melichar's and the Berg's before retuning to the school.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chairman

Board Chairman

Lewistown School Dist # 1

Moore School Dist # 44

Date

Date

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

* Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
04/27/2009	21

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

ITEM TITLE: APPROVE EXTENSION OF MOORE BUS ROUTE TO THE ENTRANCE OF SPRING CREEK COLONY

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 04/27/2009

SUMMARY:

The Board of Trustees needs to approve the request from Moore Public Schools to extend their bus route to the entrance of Spring Creek Colony and to access the turn-around.

SUGGESTED ACTION: Approve Extension of Moore Bus Route to the Entrance of Spring Creek Colony

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

NOTES:

Board Action	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

Fergus County
Bus Transportation Agreement

Out -of- District Approval
Out -of- County Approval

The Board of Trustees of Moore District No. 44, Fergus County and the Board of Trustees of Lewistown No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Moore Schools for the 2009-2010 school year.

This agreement is a blanket coverage for students who are transported by District 44 buses to attend Moore Schools.

Description of Route: Bus leaves Moore School proceeding north on the Ross Fork Road for 12 miles, turns right for 2.3 miles, makes a left turn onto Spring Creek Colony Road for 1.9 miles (Spring Creek Colony Elem. District/Lewistown High School District). Turns around at Spring Creek Colony and goes back to Hanover Road makes a right at the end of blacktop, turns right and heads north on Danvers Road for 1.7 miles. Turns around at George Morse place, goes south to Hanover Road makes a left and goes 1 mile, makes a right onto Ross Fork Road for 11 miles to King Colony (King Colony District). Turns around at King Colony goes 2 miles to Wichman Road, goes south 4 miles on ~~(over)~~ (below*)
Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chairman

Board Chairman

Lewistown School Dist # 1

Moore School Dist # 44

Date

Date

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

*Wichman Road to Highway 87 and returning to the Moore School.

* Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2008-2009 DISTRICT GOALS

Lewistown School District Number One is committed to quality education for each and every student through adequate funding, positive community support and involvement, constant curriculum review and revision, evaluation of student progress, effective staff evaluation procedures, and a strong staff development program.

1. We will take steps to improve relationships between students, between students and staff, and between staff, in order to create opportunities for everyone to feel safe and be successful. Every person within our learning community will treat each other in a positive, courteous and respectful manner.

   Objective: Students and staff will feel safe while on any of our campuses, within any of our school buildings, or under the supervision of school personnel. Students will be exposed to positive relationships with caring adults who provide a nurturing environment in which they have opportunities to be successful.

2. Students will demonstrate measurable improvements in mathematical performance.

   Objective: Students will show improvements in mastering Essential Learnings (mastery expectations) in math through unit or quarterly assessments, and other standardized measures.

3. Students will demonstrate measurable improvements in communication arts.

   Objective: Teachers will align communication arts curriculum vertically, horizontally and to the state standards. Teachers will develop Essential Learnings in communication arts at each grade level. Teachers will develop assessments of the Essential Learnings.

4. Students will demonstrate regular and punctual school attendance as a life skill worth cultivating to insure daily success.

   Objective: Students will demonstrate regular and punctual attendance. Unexcused student absences and tardiness will decrease.

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School District #1 Mission Statement:

Excellence Today, Success Tomorrow

School District #1 Values and Beliefs

1. We believe in striving for excellence, developing a passion for learning, and bringing students to their full potential as life-long learners.
2. We believe in a safe, secure, respectful, and caring educational and social environment.
3. We believe students and staff must be challenged intellectually and academically, must be accountable for all actions, and must expect excellence.
4. We believe staff training, partnered with diverse opportunities and resources, is essential to meeting the individual needs of all students.
5. We believe the community, working hand in hand with our schools, plays a valuable role in educating our children.

BOARD OF TRUSTEES

Dave Byerly, Chairman
Jeremy Bristol
Tara Cutler
Jennifer Granot
Becky Jackson
Stan Monger
Mary Schelle

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					**DAYS**	**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					**DAYS**	**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--**Regular School Day for Students**)	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