

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

Monday, June 28, 2010

REGULAR BOARD MEETING

CALL TO ORDER (5:30 P.M.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Discussion—Facilities
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

6. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

8. Minutes of the June 28, 2010, Regular Board Meeting

APPROVAL OF CLAIMS

9. Claims

CONSENT GROUP ITEMS

10. Approve Fergus High School Activity Fund Reports for January, February, March, April, and May 2010

INDIVIDUAL ITEMS

11. Approve Personnel Report
12. Approve Application for the Montana Association of Geographic Information Professionals (MAGIP) Grant
13. Approve Reissuing of Lost Payroll Warrant
14. Approve School Counselor Program Curriculum
15. Approve Change in Work Agreement for School Food Service Director
16. Approve Awarding School Food Milk Bid to Meadow Gold Dairy
17. Approve Increase for School Food Service Meals and Ala Carte Milk for the 2010-2011 School Year
18. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
19. Approve Changes to the Fergus High School Handbook
20. Second Reading—Board Policy #7329—Petty Cash Funds

ADJOURNMENT

PUBLIC PARTICIPATION

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

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

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

CONSENT GROUP ITEMS

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

3

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

ITEM TITLE: DISCUSSION—FACILITIES

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/28/2010

SUMMARY:

The Board of Trustees would like to continue the discussion on facilities. Community members have been invited to this meeting to learn about forming a Steering Committee for the new Middles School. A representative from D.A. Davidson will help to facilitate the development of the schedule and responsibilities for the committee.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

4

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 06/28/2010

SUMMARY:

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

SUGGESTED ACTION: Informational Report

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

5

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 06/28/2010

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

6

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent Prepared By: Superintendent Date: 06/28/2010

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.

- ❖ Staffing
- ❖ Back-to-School Picnic—Monday, August 23, 2010—5:00 p.m.
- ❖ Final Claims Processing for 2009-2010—June 30, 2010
- ❖ **Summer Board Meeting Schedule—**
 - MONDAY, JULY 26, 2010 5:30 p.m.
 - MONDAY, AUGUST 9, 2010 5:30 p.m.
 - TUESDAY, AUGUST 24, 2010 7:00 p.m.**

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

7

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 06/28/2010

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

8

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/28/2010

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the June 14, 2010, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

Monday, June 14, 2010

REGULAR BOARD MEETING

CALL TO ORDER (7:00 P.M.)

1. ROLL CALL

TRUSTEES PRESENT:

Becky Jackson, Jennifer Granot, Monte Weeden, Stan Monger, Mary Schelle,
Lisa Pierce, Jeremy Bristol

STAFF PRESENT:

Superintendent Jason Butcher, Sandi Chamberlain, Andrea Payne, Paul
Stengel, Tim Majerus, Matt Lewis, Kathleen Schaeffer, Ashley Jenness,
Teresa Majerus, Robert Rutledge, Diane Oldenburg

OTHERS PRESENT:

Joe Zahler-KXLO/KLCM Radio, David Murray-Lewistown News-Argus, and
other interested parties

2. PLEDGE OF ALLEGIANCE

Kathleen Schaeffer led the group in the Pledge of Allegiance.

BOARD OF TRUSTEES

3. PRESENTATION—COUNSELING PROGRAM

The School Counselors for the Lewistown Public Schools presented a school
counseling program curriculum to the Board of Trustees that they would like to
implement for the 2010-2011 School Year.

4. PRESENTATION—MATT LEWIS, CRT

Matt Lewis, Elementary Principal, presented the results from the State of
Montana's Criterion Referenced Test (CRT), which is given to grades 3-8 and
grade 10. The results are reported by grade level and are used to determine
the District's Adequate Yearly Progress (AYP). The District will receive the
official AYP determination report sometime in August 2010.

5. DISCUSSION—FACILITIES

The Board continued the discussion regarding facilities. The Board presented
names of community members that they felt may be interested in leading an
advocacy group for the facility project. These members will be invited to the
June 28 meeting.

6. REPORT—COMMITTEES OF THE BOARD

There was no report. The Trustees signed up for committees for the 2010-
2011 School Year.

7. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Becky Jackson, Board Chair, wanted to make sure that the public is aware of
the definition of a quorum and the voting practices of the Board. The Board
uses the Roberts Rule of Order to help facilitate the meetings and help the
meeting move smoothly. However, the Board follows the rules and

regulations set forth in the Montana Code Annotated (MCA) when making decisions for the Board. The past practices of the Board and District Clerk have legally followed the rules and regulations of the MCA. Becky Jackson, Board Chair, also wants her intentions to be a part of public record that although she did not formally cast a vote on the Resolution for a Bond Levy she is in favor of building a new middle school at the high school location and for holding an election for the Bond Levy.

SUPERINTENDENT'S REPORT

8. REPORT—INVESTMENT

Interest earned and distributed for May, 2010, was reported with \$1,221.54 in the elementary funds and \$579.12 in the high school funds for a total of \$1,800.66.

9. OTHER ITEMS

Jason Butcher, Superintendent, gave an update on the hiring status for the remaining positions for the District. The Superintendent presented the new procedures that will be used to evaluate the certified staff. The Back-to-School picnic will be held on Monday, August 23, 2010, at 5:00 p.m. at Frank Day City Park. The Board meeting for the end of August will be moved from Monday, August 23, 2010, to Tuesday, August 24, 2010, at 7:00 p.m. due to the all staff picnic.

PUBLIC PARTICIPATION

10. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

There was no public input.

ACTION ITEMS

MINUTES

11. MINUTES OF THE MAY 24, 2010, REGULAR BOARD MEETING – approved unanimously (Bristol / Weeden).

APPROVAL OF CLAIMS

12. CLAIMS – The claims referenced in the 2009-10 Bill Schedule and submitted through June 9, 2010, were approved unanimously (Granot / Schelle)

CONSENT GROUP ITEMS – approved unanimously (Monger / Granot)

13. APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORT FOR MAY 2010

INDIVIDUAL ITEMS

14. APPROVE PERSONNEL REPORT – see Exhibit A (Granot / Weeden unanimous).
15. APPROVE REISSUING OF LOST PAYROLL WARRANT (Monger / Bristol – unanimous).
16. APPROVE REISSUING OF LOST CLAIMS WARRANT (Monger / Pierce – unanimous).
17. APPROVE REQUEST FOR RIGHT-OF-WAY EASEMENT BY MID-RIVERS TELEPHONE COOPERATIVE, INC. (Bristol / Weeden – unanimous).
18. APPROVE REVISION TO ELEMENTARY HANDBOOK (Granot / Weeden – unanimous).
19. APPROVE REQUEST TO INCREASE SALARY AMOUNT FOR DRIVER EDUCATION INSTRUCTORS (Monte Weeden / Pierce – Motion was amended by Stan Monger to state that the increase would be effective with July 2010 session of Driver Education classes, seconded by Jennifer Granot – unanimous).
20. APPROVE VOIDING OUTDATED STALE CLAIMS WARRANT (Bristol / Monger – unanimous).
21. FIRST READING—BOARD POLICY #7329—PETTY CASH FUNDS (Granot / Schelle – unanimous).
22. SECOND READING—BOARD POLICY #4330P—RENTAL OF SCHOOL FACILITIES (Granot / Weeden – unanimous).
23. SECOND READING—BOARD POLICY #5331—INSURANCE BENEFITS FOR EMPLOYEES (Bristol / Weeden – unanimous).

24. APPROVE ADDITIONS TO TRANSPORTATION HANDBOOK (Monte Weeden made motion to approve additions to the transportation handbook effective for the 2010-2011 School Year / Seconded by Stan Monger – unanimous).

ADJOURNMENT

The meeting was adjourned at 8:30 p.m. The next regular meeting will be held on June 28, 2010, 5:30 p.m. in the Lincoln Building Board Room (Weeden – unanimous).

REBECCA S. JACKSON
BOARD CHAIR

SANDI CHAMBERLAIN
ACTING CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 14, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
TESAREK, Karmen	School Secretary	Garfield Elementary	Accept letter of resignation	June 30, 2010	See attached letter.
KURNS, Gloria Gail	Second Baker	Central Kitchen	Accept letter of resignation	June 5, 2010	See attached letter.
WYNNE, Tamara	Business Secretary	Central Office	Accept letter of resignation	June 30, 2010	See attached letter.
LONG, Leslie	Summer School Instructor	Fergus High School	Approve appointment at \$15.00 per hour for 6-8 hours per week for 6 weeks	June 14, 2010	See attached memo.
GUETHS, Heather	Resource Aide Paraprofessional	Garfield Elementary	Approve appointment on schedule— AIDE II Step 2+Para for up to 7 hours per day for 182 days	June 14, 2010	Heather is being rehired for the 2010-2011 school year per recommendation after evaluation from Mr. Moffatt.
IRWIN, Kathy	Summer School Instructor	Garfield Elementary	Approve appointment at \$15.00 per hour for up to 68 hours	June 14 – July 2, 2010	See attached memo.
GAPAY, Kris	Special Education Extended School Year Instructor	School District #1	Approve appointment at \$15.00 per hour for up to 100 hours	June 14 – July 2, 2010	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 14, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GERTGE, Mary	Special Education Summer School Teachers	School District #1	Approve appointment at \$15.00 per hour for up to 60 hours	June 14 – July2, 2010	See attached memo.
BROWN, Tony	Special Education Summer School Teachers	School District #1	Approve appointment at \$15.00 per hour for up to 20 hours	June 14 – July 2, 2010	See attached memo.
RUSSELL, Jeffrey	Elementary Teacher	Lewis and Clark Elementary	Approve appointment on schedule— BA Step 9	July 1, 2010	See attached hiring recommendation.
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	Extracurricular Assignments	School District #1	Approve appointment on schedule as recommended	June 14, 2010	See attached list.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

9

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 06/28/2010

SUMMARY:

Approve claims paid through June 24, 2010, as approved by the Finance Committee.

Need to select a new Finance Committee for July-September 2010. Current members of the Finance Committee include: Becky Jackson, Jennifer Granot, Mary Schelle, and Stan Monger.

SUGGESTED ACTION: Approve Claims as Presented

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

10

<u>Agenda Items</u>	<u>Additional Information</u>
10. Approve Fergus High School Activity Fund Reports for January, February, March, April, and May 2010	

SUGGESTED ACTION: No Items to Approve

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

10

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORTS FOR JANUARY,
FEBRUARY, MARCH, APRIL, AND MAY 2010

Requested By: Board of Trustees Prepared By: Robin Moline Date: 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the Fergus High School Activity Fund reports for January, February, March, April, and May 2010.

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

From: 01/01/2010
To : 01/31/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	6774.23	0.00	0.00	0.00	6774.23	0.00	6774.23
002010 CLASS OF 2010 SENIOR	1313.85	600.00	-480.00	0.00	1433.85	0.00	1433.85
002011 CLASS OF 2011 JUNIOR	440.00	6374.39	-35.30	0.00	6779.09	0.00	6779.09
002012 FCCLA/CULINARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	0.00	0.00	-32.95	32.95	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	132337.83	26521.29	-20123.81	0.00	138735.31	0.00	138735.31
	-----	-----	-----	-----	-----	-----	-----
Grand Total	132337.83	26521.29	-20123.81	0.00	138735.31	0.00	138735.31

From: 01/01/2010
To : 01/31/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	91999.31	26521.29	-20123.81	0.00	98396.79	0.00	98396.79
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50	0.00	353.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16	0.00	17586.16
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	138513.60	26521.29	-20123.81	0.00	144911.08	0.00	144911.08
Grand Total	138513.60	26521.29	-20123.81	0.00	144911.08	0.00	144911.08

I have reviewed the above ledger report and attached reports for the
current month. I find them accurate and complete to the best of my
knowledge. Bookkeeper : _____ Date: ____/____/____
Principal : _____ Date: ____/____/____
Board Chairman : _____ Date: ____/____/____

Bank Reconciliation Report

From: 01/01/2010

Checking Account

To : 01/31/2010

CHECK ACCOUNT

Ending Balance on statement dated 01/31/2010 ->	112181.57
Add: Outstanding Deposits (Bank Deposits) -> +	0.00
Less: Outstanding Checks -> -	13784.78

Cash Balance as of 01/31/2010 ->	98396.79

Cash Balance for CHECK ACCOUNT as of 01/01/2010 ->	91999.31
Add: Total Deposits (Bank Deposits) -> +	26521.29
Less: Total Checks and Withdrawls -> -	20123.81

Cash Balance as of 01/31/2010 ->	98396.79

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
-----	-----	-----	-----	-----	-----
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	91999.31	26521.29	20123.81	0.00	98396.79
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
	-----	-----	-----	-----	-----
Asset Totals	138513.60	26521.29	20123.81	0.00	144911.08

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

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

From: 02/01/2010

General Ledger Report

From Account: 1

To : 02/28/2010

To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	6774.23	0.00	0.00	0.00	6774.23	0.00	6774.23
002010 CLASS OF 2010 SENIOR	1433.85	0.00	0.00	0.00	1433.85	0.00	1433.85
002011 CLASS OF 2011 JUNIOR	6779.09	0.00	0.00	250.00	7029.09	0.00	7029.09
002012 FCCLA/CULINARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	138735.31	33487.54	-4552.97	0.00	167669.88	0.00	167669.88
	-----	-----	-----	-----	-----	-----	-----
Grand Total	138735.31	33487.54	-4552.97	0.00	167669.88	0.00	167669.88

From: 02/01/2010
To : 02/28/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	98396.79	33487.54	-4552.97	-25.00	127306.36	0.00	127306.36
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	25.00	378.50	0.00	378.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16	0.00	17586.16
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	144911.08	33487.54	-4552.97	0.00	173845.65	0.00	173845.65
Grand Total	144911.08	33487.54	-4552.97	0.00	173845.65	0.00	173845.65

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

Bookkeeper : _____ Date: __/__/__

Principal : _____ Date: __/__/__

Board Chairman : _____ Date: __/__/__

Bank Reconciliation Report

From: 02/01/2010

Checking Account

To : 02/28/2010

CHECK ACCOUNT

Ending Balance on statement dated 02/28/2010 -> 133062.96

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

Less: Outstanding Checks -> - 5756.60

Cash Balance as of 02/28/2010 -> 127306.36

Cash Balance for CHECK ACCOUNT as of 02/01/2010 -> 98396.79

Add: Total Deposits (Bank Deposits) -> + 33487.54

Less: Total Checks and Withdrawls -> - 4577.97

Cash Balance as of 02/28/2010 -> 127306.36

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	98396.79	33487.54	4552.97	-25.00	127306.36
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	25.00	378.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
Asset Totals	144911.08	33487.54	4552.97	0.00	173845.65

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

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

Principal : _____ Date: ____/____/____

Board Chairman : _____ Date: ____/____/____

From: 03/01/2010

General Ledger Report

From Account: 1

To : 03/31/2010

To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	6774.23	0.00	0.00	0.00	6774.23	0.00	6774.23
002010 CLASS OF 2010 SENIOR	1433.85	0.00	0.00	0.00	1433.85	0.00	1433.85
002011 CLASS OF 2011 JUNIOR	7029.09	1070.00	-4370.73	0.00	3728.36	0.00	3728.36
002012 FCCLA/CULINARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	167669.88	28005.60	-45726.15	0.00	149949.33	0.00	149949.33
	-----	-----	-----	-----	-----	-----	-----
Grand Total	167669.88	28005.60	-45726.15	0.00	149949.33	0.00	149949.33

From: 03/01/2010
To : 03/31/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	127306.36	28005.60	-45726.15	-150.00	109435.81	0.00	109435.81
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	378.50	0.00	0.00	150.00	528.50	0.00	528.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16	0.00	17586.16
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	173845.65	28005.60	-45726.15	0.00	156125.10	0.00	156125.10
Grand Total	173845.65	28005.60	-45726.15	0.00	156125.10	0.00	156125.10

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

Bookkeeper : _____ Date: __/__/__

Principal : _____ Date: __/__/__

Board Chairman : _____ Date: __/__/__

Bank Reconciliation Report

From: 03/01/2010

Checking Account

To : 03/31/2010

CHECK ACCOUNT

Ending Balance on statement dated 03/31/2010 -> 138059.97

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

Less: Outstanding Checks -> - 28624.16

Cash Balance as of 03/31/2010 -> 109435.81

Cash Balance for CHECK ACCOUNT as of 03/01/2010 -> 127306.36

Add: Total Deposits (Bank Deposits) -> + 28005.60

Less: Total Checks and Withdrawls -> - 45876.15

Cash Balance as of 03/31/2010 -> 109435.81

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	127306.36	28005.60	45726.15	-150.00	109435.81
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	378.50	0.00	0.00	150.00	528.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
Asset Totals	173845.65	28005.60	45726.15	0.00	156125.10

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

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

Principal : _____ Date: ____/____/____

Board Chairman : _____ Date: ____/____/____

From: 04/01/2010
To : 05/02/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	6774.23	0.00	0.00	0.00	6774.23	0.00	6774.23
002010 CLASS OF 2010 SENIOR	1433.85	0.00	0.00	0.00	1433.85	0.00	1433.85
002011 CLASS OF 2011 JUNIOR	3728.36	58.92	0.00	0.00	3787.28	0.00	3787.28
002012 FCCLA/CULINARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	149949.33	16022.89	-7292.75	0.00	158679.47	0.00	158679.47
	-----	-----	-----	-----	-----	-----	-----
Grand Total	149949.33	16022.89	-7292.75	0.00	158679.47	0.00	158679.47

From: 04/01/2010
To : 05/02/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	109435.81	16022.89	-7292.75	-20.00	118145.95	0.00	118145.95
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	528.50	0.00	0.00	20.00	548.50	0.00	548.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16	0.00	17586.16
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	156125.10	16022.89	-7292.75	0.00	164855.24	0.00	164855.24
Grand Total	156125.10	16022.89	-7292.75	0.00	164855.24	0.00	164855.24

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

Bookkeeper : _____ Date: __/__/__

Principal : _____ Date: __/__/__

Board Chairman : _____ Date: __/__/__

Bank Reconciliation Report

From: 04/01/2010

Checking Account

To : 05/02/2010

CHECK ACCOUNT

Ending Balance on statement dated 05/02/2010 ->	118053.92
Add: Outstanding Deposits (Bank Deposits) -> +	3221.75
Less: Outstanding Checks -> -	3129.72

Cash Balance as of 05/02/2010 ->	118145.95

Cash Balance for CHECK ACCOUNT as of 04/01/2010 ->	109435.81
Add: Total Deposits (Bank Deposits) -> +	16022.89
Less: Total Checks and Withdrawls -> -	7312.75

Cash Balance as of 05/02/2010 ->	118145.95

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	109435.81	16022.89	7292.75	-20.00	118145.95
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	528.50	0.00	0.00	20.00	548.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
	-----	-----	-----	-----	-----
Asset Totals	156125.10	16022.89	7292.75	0.00	164855.24

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

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

Principal : _____ Date: ____/____/____

Board Chairman : _____ Date: ____/____/____

From: 05/03/2010

General Ledger Report

From Account: 1

To : 05/31/2010

To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	6774.23	3221.75	0.00	0.00	9995.98	0.00	9995.98
002010 CLASS OF 2010 SENIOR	1433.85	233.75	0.00	0.00	1667.60	0.00	1667.60
002011 CLASS OF 2011 JUNIOR	3787.28	227.20	-661.20	0.00	3353.28	0.00	3353.28
002012 FCCLA/CULINARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	158679.47	11279.63	-37916.22	0.00	132042.88	0.00	132042.88
	-----	-----	-----	-----	-----	-----	-----
Grand Total	158679.47	11279.63	-37916.22	0.00	132042.88	0.00	132042.88

From: 05/03/2010
To : 05/31/2010

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	118145.95	11279.63	-37916.22	-4720.00	86789.36	0.00	86789.36
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	548.50	0.00	0.00	20.00	568.50	0.00	568.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	4700.00	22286.16	0.00	22286.16
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	164855.24	11279.63	-37916.22	0.00	138218.65	0.00	138218.65
Grand Total	164855.24	11279.63	-37916.22	0.00	138218.65	0.00	138218.65

I have reviewed the above ledger report and attached reports for the
current month. I find them accurate and complete to the best of my
knowledge. Bookkeeper : _____ Date: ____/____/____
Principal : _____ Date: ____/____/____
Board Chairman : _____ Date: ____/____/____

Bank Reconciliation Report

From: 05/03/2010

Checking Account

To : 05/31/2010

CHECK ACCOUNT

Ending Balance on statement dated 05/31/2010 ->	88389.45
Add: Outstanding Deposits (Bank Deposits) -> +	3221.75
Less: Outstanding Checks -> -	4821.84

Cash Balance as of 05/31/2010 ->	86789.36

Cash Balance for CHECK ACCOUNT as of 05/03/2010 ->	118145.95
Add: Total Deposits (Bank Deposits) -> +	11279.63
Less: Total Checks and Withdrawls -> -	42636.22

Cash Balance as of 05/31/2010 ->	86789.36

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	118145.95	11279.63	37916.22	-4720.00	86789.36
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	548.50	0.00	0.00	20.00	568.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	4700.00	22286.16
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
	-----	-----	-----	-----	-----
Asset Totals	164855.24	11279.63	37916.22	0.00	138218.65

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

11

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/28/2010

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 28, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GOTTARDI, Katemarie	Assistant Cheerleading Coach	Fergus High School	Accept letter of resignation	August 27, 2010	See attached letter.
KASE, Amanda	Special Education Teacher	Lewis & Clark Elementary	Approve appointment on schedule— BA Step 4 (Actual Step 0)	July 1, 2010	See attached hiring recommendation.
HAYNES, Ronald	Custodian	Fergus High School	Approve appointment on schedule— MAINT II Step 0 for up to 8 hours per day 260 days per year	July 15, 2010	See attached hiring recommendation.
SEDERHOLM, Linda	Library Aide	Garfield Elementary and Lewis & Clark Elementary	Approve appointment on schedule— AIDE I Step 6+Para for up to 7 hours per day for 110 days (3 days per week)	June 28, 2010	Linda has worked for the District for many years. Her contract was delayed until the schedule for the library aides was finalized.
MAHLEN, Karen	Library Aide	Highland Park Elementary and Garfield Elementary	Approve appointment on schedule— AIDE I Step 6+Para for up to 7 hours per day for up to 182 days	June 28, 2010	Karen has also worked for the District for many years. Her contract was delayed until the schedule for the library aides was finalized.
SCHNITZMEYER, KC	Special Education Resource Paraprofessional	TBD	Approve appointment on schedule— AIDE II Step 2 for up to 7 hours per day for up to 182 days	June 28, 2010	KC is being rehired from last year and will be used as a paraprofessional. The location will be determined after the Special Education Teachers are in place and the need can be accessed.

June 22nd, 2010

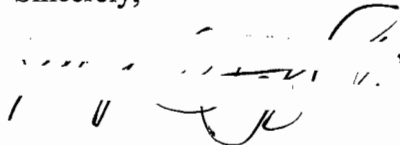
To whom this may concern,

Thank you so much for a wonderful experience as the assistant cheerleading coach for Fergus High School. I have worked along side some excellent colleagues, and have had so many opportunities to grow and develop in the professional field. However, due to other opportunities, I have decided to leave the beautiful state of Montana to pursue other interests.

As a result, please accept this letter of resignation. My last day of employment will be August 27th, 2010. Please let me know if there is anything I can do to ease this transition or be of more assistance.

I will never forget my time as a cheerleading coach. Thank you again for all your time and support during this past year. I really appreciate all you have done for me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katemarie Gottardi', with a large, stylized flourish at the end.

Katemarie Gottardi

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Amanda Kase

For:

Job Title Elementary Special Education Teacher

Classification BA

Step Step 4 (Actual Step 0)

Work location Lewis & Clark Elementary School

Date to begin work Fall 2010

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Jerry Feller

Tami Kaufman

Matt Lewis

Tim Majerus

Jackie Rickl

Mary Schelle

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 28, 2010.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Ronald Haynes

For:

Job Title

Custodian

Classification

MAINT II

Step

0

Work location

Fergus High School

Date to begin work

July 15, 2010

Days per yr/Hrs per day

260 days per year / 8 hours per day

SELECTION COMMITTEE:

Randy Barber

Jerry Feller

Paul Stengel

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 28, 2010.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

12

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

ITEM TITLE: APPROVE APPLICATION FOR THE MONTANA ASSOCIATION OF GEOGRAPHIC
INFORMATION PROFESSIONALS (MAGIP) GRANT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the application for a Montana Association of Geographic Information Professionals (MAGIP) Grant as submitted by Susan Flentie, Junior High School Science Teacher.

The MAGIP is soliciting proposals for a \$1,000 grant to develop a K-12 Curriculum to bring Geographic Information Systems (GIS) into classrooms. The District was fortunate to receive MAGIP funds two years ago which helped in being able to make great progress in the implementation of GIS activities by furthering the involvement of many more Central Montana educators. The District would like to apply for further funding in order to receive more training and to enhance the programs which are already in place.

The focus of the project is to create a curriculum that merges existing subject curriculums with geospatial technologies. The grant will be awarded on a competitive basis by the Board of Directors of MAGIP. One of the primary missions of MAGIP is geospatial education, and the Association represents GIS professionals throughout Montana. Every other year MAGIP hosts the Intermountain GIS Conference, which attracts approximately 300 professionals.

SUGGESTED ACTION: Approve Reissuing of Lost Payroll Warrant

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

NOTES:

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

Title: Expansion of Geotechnologies Education in Central Montana

The development of geotechnologies has revolutionized how scientists interpret and use data. Students understand that these geotechnologies are currently used as a research and planning tool in many applications of science and that their use and applicability will become more widespread in many fields of study. Students are motivated to learn how to use these technologies because they are challenging, interesting and applicable to the real world of science.

Justification:

The Lewistown School District was fortunate to receive MAGIP funds two years ago which helped us make great progress in the implementation of GIS activities by furthering the involvement of many more central Montana educators. **We are applying for further funding in order to receive more training and to enhance the programs which are already in place. In the objectives section below, I provide more detailed justification for using funds to attend the ESRI conference this summer with specific examples from workshops that are being offered. This conference will connect us to other educators and allow us to exchange ideas about what works when using GIS with youth and how others are incorporating GIS into their curriculum.**

Past Projects:

- Working with the Lewistown Chamber of Commerce and the Lewistown Watershed Council Committee, we embarked on several mapping projects. These maps were requested by the community and have been widely dispersed since their creation. They are used by tourists and locals alike. We created a Historical Tour Map, a Tourist Running Trail Map, and a Brewery Flats Environmental Education Center / Interpretive Trail Map.
- As a participant in the GTEC project, I developed a unit utilizing GIS and GPS technologies titled “Geographic Information Systems in Science: Google Earth Scavenger Hunt; ArcMap Activity; GPS Search Activity” for my 8th grade classroom. This is a unit lesson plan designed to give students an introduction to Google Earth, ArcMap and GPS technology. These activities are available for all teachers through the U of M GTEC website and the MSU extended university NTEN website.
- Sponsoring a junior high school GIS Club which meets in the morning before school and helps with community GIS activities. The GIS Club students have also helped teach community education classes. These ongoing projects can be viewed in their entirety on my website.
<http://www.physics.montana.edu/ret/sflentie/GPS.html>
- **On-going Projects developed in the last two years:**
 - We teamed with GeoEssentials, Inc., Montana EdPARC, and MontanaView to bring together funds to provide four days of GPS/GIS/RS training for 18 Lewistown teachers, the High School Principal, and three teachers from the Winifred School District. From July 20-23, 2009 the participants worked with Van Schelhamer, GeoEssentials, Alan Buss and Teal Wychoff of the University of Wyoming to learn about GPS, ArcMap, Arc Catalog, Arc GIS Explorer and geospatial learning.



- Here are some examples of the lessons that participating teachers wrote to incorporate geospatial learning into their classes: Fifth graders will be using GIS as they learn about Montana History and the challenges faced by the Nez Pierce Indians as they tried to escape into Canada. Eighth graders

will use math skills and GPS to advance to different geocaches, and then view their travels in Google Earth. Seventh grade students will learn about the uses of GPS, coordinates and topographic maps in local search and rescue work. In Social Science students will use MAP IT to learn about society and geography as they map Montana demographic data. English students are involved in research writing and reporting as they study historical buildings and hyperlink pictures and documents to their locations in Lewistown. The cession of reservation land by Montana tribes will be learned by using ArcMap. Students will also study the demographic and economic data on the current Montana reservations. Eighth grade science students will utilize Arc Catalog and ArcMap to create water quality maps and hyperlinks. The Special Needs instructor will be working with students on using the GPS for geocaching and collection of data. Freshman Science students will use geospatial technologies to study water quality on Big Spring Creek. Others will utilize satellite and AEROCam aerial images, provided by UMAC (Upper Midwest Aerospace Consortium) to study changes in vegetation over time along Big Spring Creek. The principles of light reflection and spatial analysis will be included in their studies. Whether geographic location has an effect on school performance is being studied by the High School Principal. The High School Librarian in collaboration with the Agricultural Education instructor are conducting an inventory and mapping of the damage caused by Dutch Elm disease in Lewistown.

- In a Head Start Program, parents worked with their children on spatial learning activities involving a GPS, geocaches and rockets designed by LJHS 8th graders. Kala Flentie (A Head Start Center Manager) and I (8th grade science teacher) collaborated on this project. Past and present members of the GIS club taught the parents and children how to use the GPS units to find the clues that would lead them to the rockets and then helped to launch the rockets. Pictures below:



- We took GIS club students on a field trip to Bozeman, MT for a variety of GIS related activities including a tour of the GIS center at the city office and a tour of the AdvR, Inc. lab to see how they use this technology in GIS remote sensing. This company specializes in the development of optical devices and systems using engineered waveguide nonlinear opticals materials used in GIS remote sensing. Students also participated in a geocache search of historical monuments around Bozeman and toured the MSU nanostructures and ion beam physics labs visiting with professors and doctoral students who conduct research in those labs.

- **This field trip was possible because of our previous MAGIP funding. Due to budget constraints in our school district, it will only be possible to continue this in the future if we receive additional funding.**



- Kala Flentie, Van Schelhamer and I coauthored a proposal to present at the 2010 ESRI Education User Conference in San Diego. Our proposal for the strand (Teaching With GIS in Schools) was accepted. This strand explores strategies for teaching with GIS in primary and secondary schools. It also examines strategies of developing curriculum and instructional materials such as GIS lessons, books, and Web-based training. Our conference proposal:

GIS/GPS: Changing the Way Teachers Teach- GIS can be a useful tool in the classroom and when combined with service-learning, provide important services to our communities. We have been using GIS / GPS technologies in the classroom and in service-learning projects for the last five years. These activities provide real-world research experiences for students in many curriculum areas. Students are using real data in actual situations to create visual representations of that data. A community service learning project was adopted by our Lewistown Junior High School GIS Club to enhance their GPS and GIS skills. Working with the Lewistown Chamber of Commerce, the Watershed Council Committee, and the Trails Committee, the Club embarked on several mapping projects. A Historical Tour Map, a Tourist Running Trail Map, and a Brewery Flats Environmental Education Center / Interpretive Trail Map were developed. These students also utilized their skills to teach adults about GIS / GPS in a community education class. These junior high students have gone on to high school where they challenged and motivated their teachers to learn about GIS and GPS. As a result in the summer of 2009, 21 local teachers and administrators enrolled in a four day Geospatial Learning for Teachers workshop and are currently developing geospatial lessons. Geospatial learning and technologies are now being used throughout the school district in grades 5-12 to enhance the curriculum in many subject areas. Presenters will highlight and show examples of the many ways that GIS can be used in the classroom and to incorporate service-learning projects.

Objectives:

- **To expand the use of geotechnologies in Central Montana.**
 - **With so many more teachers coming on board to use GIS in their curriculum, it is important for me to become more of an expert in the various technologies that are available and the strategies that other school districts are using to implement these technologies. The sustainability of these technologies in Central Montana is dependent upon teachers being able to get the assistance and resources that they need. It is our goal to provide them with those resources and that assistance.**
 - **Fergus High School recently received a windmill through a grant so we are working on ways to incorporate new projects with wind energy into the curriculum.**
- **To gain information and insight at the ESRI conference that will help us to sustain the efforts that we have begun here in Central Montana to expand the teaching and learning of GIS/GPS**

technologies. It is our goal to bring back new and exciting ideas to share and implement in our instruction. Here are some examples of the types of workshops we plan to attend at the conference in order to help us reach our goals:

- Enhancing Teaching and Learning with GIS - *The development of course material for a GIS curriculum can result in the creation and collection of thousands of PowerPoint slides, shape files, geodatabases, maps, models, images, and URL's. Developing a systematic and organized workflow that takes advantage of a variety of software can make content development and management more efficient and, more importantly, aid in more effective teaching.*
- Teaching with Web GIS – *Use Web GIS tools to foster interdisciplinary spatial thinking in this hands-on workshop with ESRI's Mapping for Everyone, the National Historical GIS, National Atlas, WorldMapper's cartograms, ArcGIS Server-based mashups, and others. Discover how these tools can be used to foster standards-based, inquiry-driven, holistic approaches to tackling real world issues in the curriculum.*
- Developing Sustainable GIS Youth Programs- *GIS can be a tool to get youth moving outside, explore their environment, provide a community resource, interact with local leaders and explore STEM careers. Geospatial Science affects the lives of people daily. Although there is a greater awareness of how ubiquitous this technology is for all segments of society, including the work place, agriculture, the market, and government, there is a great need to include this in both formal and non-formal educational systems to prepare youth to understand the science and its potential in local and world communities.*
- Learn GIS Studying Local Environment - *Standards-driven instructional units comprise the first ever environment-based curriculum approved by the State Board of Education for use in California's schools. The curriculum helps students understand how they influence the environment and how it influences them.*
- Cross-Curricular Approaches - *Like literature, GIS gives us wings to fly to new places and experience worlds beyond our personal borders. With GIS activities that cross curricular boundaries of Math, Science, Social Studies and Language Arts, students see curriculum come full circle and find nuances and relationships between subjects that imprints content material in their minds and shows purpose without them having to ask, 'Why do I need to know this?'*
- GIS Extensions for Wind Energy Activities - *Through the Virginia Coastal Energy Research Consortium a series of map extension activities were created to introduce students to Geodesy, map interpretation, and decision making while teaching about wind energy. Using existing activities from the National Energy Education Development and the National Oceanic and Atmospheric Administration, among others, activities were developed that expand on the objectives of the activity.*
- Teacher Professional Development - *The study recommended guidelines for pre- and in-service teacher training programs for teaching spatial thinking using GIS and developed a model standard-based curriculum for teaching GIS at the UAE schools. The outcomes were publicized through a workshop, mass media, CDs, and the Internet. The project developed awareness about GIS among teachers, schools, and the public. It encourages schools to form vision and ambitious plans to bring GIS technology into every classroom, and thereby reform and transform themselves into 21st century schools.*
- To encourage the use of geotechnologies at all levels in our school district by providing them with ongoing instruction, models, software and equipment.
 - According to the National Science Standards, all students should develop the abilities necessary to do scientific inquiry and understandings about scientific inquiry. To that end, students should learn to use appropriate tools and techniques to gather, analyze and interpret data. Students will also evaluate completed technological designs or products.
- To schedule opportunities for the GIS club students to teach more community education GPS classes and to provide the students with additional field trip opportunities.
- To continue to work with the Lewistown Watershed Council on the following projects:
 - Identification and mapping of different types of wetlands along the creek such as open water areas, cattails, riparian areas, wet meadows, pre-project stream restoration channel alignment and post project stream channel alignment; and
 - Creating a map for distribution in the community that includes all of the trails that are under construction in our Rails to Trails project.
- To disseminate information about this project through my website and by presenting at the 2010 ESRI conference.

Procedure & Timeline:

(June 2010)

- Two days of collaboration with educators who were involved in the 2009 summer training institute to further develop curriculum materials and activities.
- Develop training tutorials using Jing technologies.

(July 2010)

- Attend and present at the ESRI educator's conference in San Diego (see objectives above)
- Replace or repair one GPS unit which was damaged in a community activity

(September - June 2010)

- Continue to implement GIS / GPS curriculum and to assist other teachers in their endeavors to do so.

Personnel:

I, Susan Flentie would be the primary contact and individual responsible for completion of this project. I teach science in Lewistown, Montana where I have been teaching for 30 years. I also work as a teacher researcher and outreach consultant for Montana State University. I received my initial GIS training six years ago and later participated in the Montana GTEC teacher training project through University of Montana which was developed to encourage effective use of emerging geospatial technology in the teaching of science in grades 5-12

Kala Flentie is a Center Manager and Family Advocate for Central Montana Head Start in Lewistown, Montana. She has a degree in secondary education, is working on her master's degree in counseling and was also a participant in the Montana GTEC project.

Van Schelhamer was a high school agriculture teacher for 12 years, an ag professor at Montana State University for 25 years and for the last 7 years, has been a GPS-GIS Consultant and Trainer through Geoessentials, Inc. Van has administered several geospatial grants and projects in the upper Midwest.

Cooperation and Resources:

- Lewistown Junior High and High School science teachers
- Diane Oldenburg – Community Education director
- Ted Hawn – Education consultant for NRCS and the Lewistown Watershed Council
- Tim Majerus – Lewistown Junior High School Principal
- Jerry Feller – Lewistown High School Principal
- Scott Dubbs – Lewistown Curriculum Coordinator
- Jason Butcher – Lewistown School District Superintendent
- Connie Fry – Lewistown Chamber of Commerce Director

Budget:

- Equipment: (\$200.00) - Repair or replace GPS unit
- Field Trip: (\$100.00) - Travel to Bozeman, Montana for GIS club participants.
- Travel: (\$700.00) - Partial assistance with travel to conference for training and presenting information about our project

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

13

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

ITEM TITLE: APPROVE REISSUING OF LOST PAYROLL WARRANT

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the reissuing of lost Payroll Warrant #20846 dated November 28, 2008, in the amount of \$161.61, payable to Linda Monger, Lewistown, Montana.

SUGGESTED ACTION: Approve Reissuing of Lost Payroll Warrant

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN SCHOOL DISTRICT NUMBER ONE
215 7th AVENUE SOUTH
LEWISTOWN, MT 59457
Phone: 535.8777/Fax: 535.7292

INDEMNITY BOND FOR LOST OR DESTROYED WARRANT

KNOW ALL MEN BY THESE PRESENT, that, Linda Monger, of PO Box 932, Lewistown, MT 59457, as Principal, and Bobbie Atchison, of 220 NE Washington, Lewistown MT 59457, and Nancy D. Mattheis, of 400 Arrowhead Drive, Lewistown MT 59457, as Sureties, are held and firmly bound unto Fergus County, Montana, in a sum of \$323.22 to be paid to the Treasurer of Fergus County, Montana, for which payment, well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly and severally, firmly by these present.

The condition of this obligation is such that whereas a certain Warrant #20846 of Fergus County, Montana, dated November 28, 2008, in the sum of \$161.61 payable to Linda Monger is alleged to have been lost or destroyed.

That sufficient proof having been made that the said warrant has been lost or destroyed, a duplicate of such warrant has been issued to the owner or holder thereof, which said duplicate is to take the place, in order of registration and payment, of such original warrant.

NOW, if the said obligors shall well and truly save harmless and indemnify the County from all loss, costs, or damages, by reason of the issuing of the duplicate, and if the said obligors will pay to any person entitled to receive the same, as the lawful holder of the original warrant, all moneys received upon such duplicate, then this obligation to be void, otherwise to remain in full force and effect.

Dated: June 14, 2010

Principal

*Note: Signature of each Surety
required in two places

Surety

Surety

STATE OF MONTANA)
) ss,
COUNTY OF FERGUS)

Bobbie Atchison and Nancy D. Mattheis, the sureties named in the foregoing Indemnity Bond, being first duly sworn, each for himself and not for the other, deposes and says that he is responsible and a householder or freeholder, within the State of Montana, and is worth the amount fixed as the penalty of the said bond, over and above all his just debts and liabilities, exclusive of property exempt from execution.

Surety

Surety

SUBSCRIBED AND SWORN TO before me this 14 day of June, 2010.

Signature of person authorized to take oaths

Sandra L. Chamberlain

Printed name of person authorized to take oaths

Notary Public for the State of Montana
Residing at Lewistown, Montana
My commission expires 12-11-2012

(*Note: This bond should be double the amount of the warrant alleged to have been lost or destroyed.)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

14

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

☐ Action - Consent
☒ Action - Indiv.

ITEM TITLE: APPROVE SCHOOL COUNSELOR PROGRAM CURRICULUM

Requested By: Board of Trustees **Prepared By:** Counselors **Date:** 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the School Counselor Program Curriculum as presented by the School Counselors at the June 14, 2010, Board Meeting.

SUGGESTED ACTION: Approve School Counselor Program Curriculum

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

15

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

ITEM TITLE: APPROVE CHANGE IN WORK AGREEMENT FOR SCHOOL FOOD SERVICE DIRECTOR

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the change in the work agreement for Cindy Giese, School Food Service Director, as outlined in the attached memo.

SUGGESTED ACTION: Approve Change in Work Agreement for Cindy Giese, School Food Service Director

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

NOTES:

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

School Food Service
Lewistown Public Schools
215 7th Avenue South
Lewistown MT 59457
(406) 535-5261

To: Jason Butcher, Superintendent
From: Cindy Giese
Date: June 21, 2010
Re: Work Agreement

As per dialog with Mike Waterman and Bobbie Atchison during the past several months concerning vacation time earned and used I am requesting an amendment to my work agreement. The agreement for this current year began three weeks before the opening day of school and ended three weeks after the last day of school. I am requesting a work agreement that begins on the first work day of August 2010 and ends the last work day of June 2011. This would add five or six days to the current agreement. With that increase in days I am asking for an increase in salary of \$778.00.

My reasons for the request reflect the changes made to my work agreement over the past two years regarding earning vacation days, usage of the same, the demands of my position regarding timely usage of such days and the increasing responsibilities of the position of Food Service Director. In fairness to me and to anyone in the future who may hold the position, I believe the request for additional time and compensation reflects the responsibilities of the job that have been added over time since the initial requirements were in place when I began in 1988.

I respect the benefits that come with this position and am willing to adapt to change as it happens but I also believe that my experience and expertise have a monetary value. I respectfully ask for your consideration in this matter and please know that I will continue to do my job to the best of my ability and comply with all district responsibilities.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

16

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

ITEM TITLE: APPROVE AWARDING SCHOOL FOOD MILK BID TO MEADOW GOLD DAIRY

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/28/2010

SUMMARY:

On June 14, 2010, Mike Waterman, Business Manager/District Clerk, and Cindy Giese, School Food Service Director, opened the Bid for milk delivery as advertised. Meadow Gold Dairy in Great Falls was the sole bidder, and therefore is recommended for approval as the milk vendor for the 2010-2011 School Year.

SUGGESTED ACTION: Approve Awarding School Food Milk Bid to Meadow Gold Dairy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

BID: School Food Milk

AWARDED TO: Meadow Gold Dairy

DATE OF LETTING: June 14, 2010

Quantity	Item Description	Unit Size	Brand Name	Unit Price	Extended Cost	Total Bid
36,000	1% Milk	Half Pint	Viva	0.23	\$ 8,280.00	
135,000	1% Chocolate Milk	Half Pint	Viva	0.25	\$ 33,750.00	
9,000	Skim Milk	Half Pint	Viva	0.22	\$ 1,980.00	
275	1% Milk	Gallon	Viva	2.84	\$ 781.00	\$ 44,791.00

BIDS OPENED BY: Mike Waterman, Cindy Giese

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

17

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

ITEM TITLE: APPROVE INCREASE FOR SCHOOL FOOD SERVICE MEALS AND ALA CARTE MILK
FOR THE 2010-2011 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/28/2010

SUMMARY:

District Administration requests Board approval to increase 2010-2011 meals and a la carte milk prices by \$0.05. As discussed with the milk bid, milk prices will increase by at least \$0.03 per carton. Also, despite the agreement for no raises in FY11, many staff members will receive 'step' increases. As a result, salary expenses for the school food department will also increase over FY10. Because of these increases, we believe the proposed increase is justified.

SUGGESTED ACTION: Approve Increase for School Food Service Meals and Ala Carte Milk for the 2010-2011 School Year

☒ Additional Information Attached Estimated cost/fund source _____

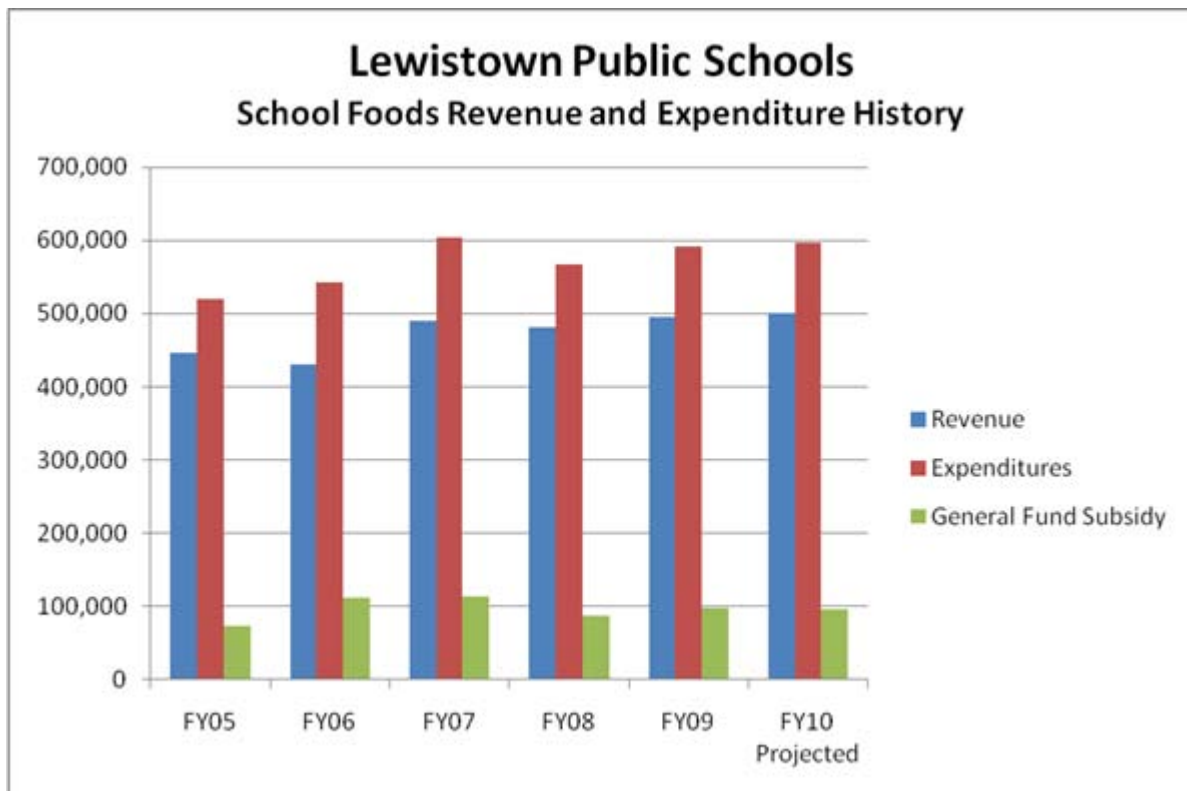
NOTES:

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

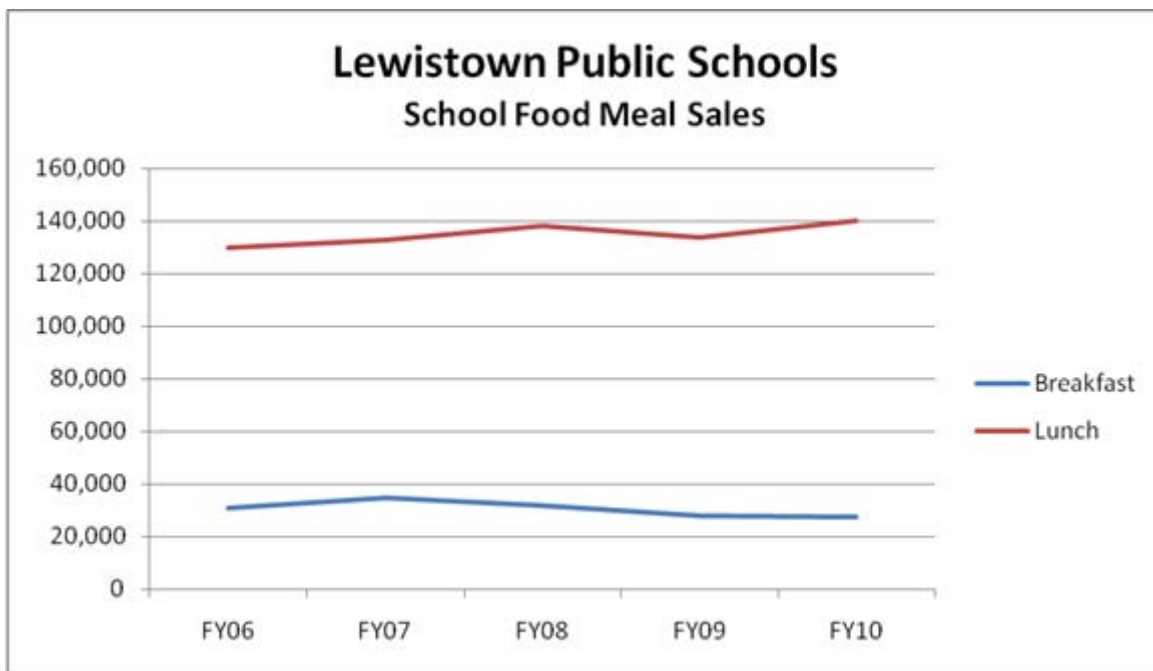
SCHOOL FOOD SERVICE

District Administration requests Board approval to increase 2010-2011 meal and a la carte milk prices by \$0.05. As discussed with the milk bid, milk prices will increase by at least \$0.03 per carton. Also, despite the agreement for no raises in FY11, many staff members will receive 'step' increases. As a result, salary expenses for the school foods department will also increase over FY10. Because of these increases, we believe the proposed increase is justified.

The District meal prices have been consistently increasing. However, the program continues to require a subsidy from the General Fund:



Despite the price increases, meal participation remains strong—and has actually improved in many cases—as shown below.



Current and proposed meal prices are as follows:

	Current	Proposed
K-6 Breakfast	1.30	1.35
7-12 Breakfast	1.55	1.60
Adult Breakfast	1.55	1.60
K-6 Lunch	2.55	2.60
7-12 Lunch	2.80	2.85
Adult Lunch	3.55	3.60
A La Carte Milk	0.40	0.45

Please contact me with questions.

Mike

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

18

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY FROM THE ELEMENTARY AND HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED ABSENCES FUND(S)

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the request to transfer money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

Please contact me with questions.

Mike

20-9-512. Compensated Absence Liability Fund.

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
 - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of [2-18-618](#); and
 - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
 - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
 - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

19

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

ITEM TITLE: APPROVE CHANGES TO THE FERGUS HIGH SCHOOL HANDBOOK

Requested By: Board of Trustees **Prepared By:** Scott Dubbs **Date:** 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the changes to the Fergus High School Handbook as submitted by Scott Dubbs, Principal, on the attached memo.

SUGGESTED ACTION: Approve Changes to the Fergus High School Handbook

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

NOTES:

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

Memorandum

To: Board of Trustees & Jason Butcher, Superintendent
CC: Sandi Chamberlain, Admin. Assistant
From: Scott A. Dubbs, Principal
Date: June 11, 2010
Re: FHS Handbook Changes

Listed below are the changes we are proposing to FHS Handbooks for next school year.

The first is an inclusion of our valedictorian & salutatorian selection policy has been in existence for 15 years (with appropriate review and modification every few years). It has been listed annually in our Course Description Guide and is given to students when they register for classes. However, considering some of the consternation and obvious misunderstandings about it this spring it was suggested, (rightfully so) that we should cover all basis by including it with the Honors Curriculum information that is found in the FHS Eagle Renaissance Handbook. That policy is listed below. You will notice that it references the NCAA approved courses. Those courses were used in this process because they are the one set of college preparation courses that are approved for that purpose by the colleges (NCAA) themselves. That is not a list we control directly and is a direct reflection of what they believe kids should have when going to college. A listing of those courses is found in the FHS Course Description Guide annually and is also provided to students at registration time.

In the behavior side of things, Mr. Majerus has done a great job developing an easy to understand discipline grid which takes our existing Range of Discipline and clarifies the associated consequences. Also included is our Progressive Discipline Policy which had a minor change for clarification purposes.

The third handbook change is in our time schedules. When working with the staff over the last year it was their hope that our normal time schedule (Schedule A) could change to move our Channel One time to the end of second period rather than the end of first. That change is reflected below.

Last, but not least, the policy from the attendance committee is listed below. It incorporates work that passed through the committee over the last two school years. It is an accumulation of the committee's work and a meshing of some current language. The initial policy was created by a large committee of community, staff and board members during the 1991 school year which was last modified in 2001. It does reflect many subtle changes in language and some good ideas from many other schools. It also includes a big change in how students that are at the end of the attendance limit will be worked with.

FHS Valedictorian & Salutatorian Selection

Fergus High School will attempt to recognize a maximum of three students as both Valedictorian(s) and/or Salutatorian(s). Criteria for selection consideration are as follows:

1. Students to be considered must be in attendance their second semester of their Junior year and both semesters of their Senior year.
2. Students to be considered must complete the Honors Curriculum.
3. Valedictorian and Salutatorian selections will be based on student grade point averages through the second semester of their senior year.
4. Should a tie between students occur with grade point averages the tie will be broken using the following tie breaker steps:
 - Total number of grade points earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the academic committee.
 - Quarter grade point averages from earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the academic committee.
 - The number of credits earned from Adv. Placement Courses.
 - The total number of grade points earned overall.
 - NCAA Course grade points earned.

NCAA Courses (this will not be in the handbook but is provided for board purposes.

NCAA Approved Core Courses

The NCAA has approved the following courses for use in establishing the initial-eligibility certification status of student-athletes from Fergus High School.

English

*Advanced English 11
Advanced Placement English 12
English 9
English 10
English 11
English 12
Literature/Creative Writing*

*Problems of American Democracy
Psychology
World History*

Natural/Physical Science

*Advanced Placement Biology
Advanced Placement Chemistry
Advanced Placement Physics B
Applied Bio-Chemistry
Biology
Chemistry
Earth Science
Physics*

Mathematics

*Advanced Math/Pre-Calculus
Calculus
Geometry
Math Applications*

Additional Core Classes

*Computer Science I
French I
French II
Spanish I
Spanish II*

Social Sciences

*Advanced Placement Government
American History
Economics*

Discipline and Consequences

RANGE OF DISCIPLINARY ACTION

Problem Area Definitions

- **Arson** - attempting to burn property.
- **Alcohol** - use, sale or possession of alcohol during a school activity or school day.
- **Classroom disruption**- any behavior that continually disrupts the learning environment.

- **Defiance of School Personnel Authority** - refusal to comply with reasonable requests of school personnel. Repeated violations of a policy.
- **Destruction of property** - destroying or mutilating materials that belong to the school, school personnel or students.
- **Disorderly Conduct** - includes profanity and verbal abuse, conduct and/or behavior that is disruptive to the orderly educational procedures at FHS.
- **Dress Code** – clothing that is disruptive to the school environment and guidelines of policy.
- **Drugs** - use, possession and sale of narcotics or noxious substances during a school day or school activity.
- **Electronic Device** – use of cell phone, MP3, or other device.
- **Explosive Devices** - use, possession of exploding devices in school.
- **Fighting** - engaging in physical contact with the purpose of inflicting harm on another person.
- **Harassment** - intimidation of another individual.
- **On-going acts** that lead to progressive discipline plan.
- **Physical Assault** - physical attack of another, who does not wish to engage in the conflict and who had not provoked it.
- **Possession of Tobacco** – Having in possession or the use of any type of tobacco product.
- **Tardiness** - arriving late to class.
- **Theft** - taking property that does not belong to you.
- **Unexcused Absence and Truancy** - absences where the parent/legal guardian does not know the whereabouts of the student and/or the student has not been excused from school.

Range of Action:

1. Parent/Guardian contact
2. Office Conference
3. Parent Conference
4. After School Detention with teacher
5. After School Detention assigned by office
6. After School Detention assigned by office (two sessions)
7. Saturday School
8. Loss of Privileges (ie. Honor pass, hall pass, lunchroom access, free time at lunch)
9. Temporary Removal from Class –duration of the class period- no credit for work
10. Temporary Removal from Class –3-5 days
11. Reimbursement of damaged or stolen property
12. Zero credit on assignment
13. Plan of Improvement
14. Counseling
15. Referral to Police Department
16. In-School Suspension (ISS)
17. Out-Of School Suspension – Sites (OSS-Sites) community service completed /work can be made up.
18. Out-Of School Suspension
19. Recommendation for expulsion
20. Other- in unique situations logical consequences will be applied.

DISCIPLINE GRID

The administration reserves the right to select other options at their discretion. The precise action depends upon the severity and regularity of the offense.

Behavior	First Offense	Second Offense	Repeated Offenses
Cheating	1, 2, 12	1, 2, 12	2, 3, 10, 12, 13

Behavior	First Offense	Second Offense	Repeated Offenses
Classroom Disruption	1, 4, 9	1, 2, 5, 8, 9, 14	2, 3, 6, 7, 8, 10, 13, 14, 17/18
Defiance of School Authority	1, 2, 5, 8, 9	2, 3, 6, 8, 9, 14	2, 3, 6, 9, 10, 11, 13, 14, 17/18
Disrespect for School Property	1, 2, 5, 11	2, 3, 6, 11	2, 3, 13, 16
Disorderly Conduct	1, 2, 6	2, 3, 13, 14, 16	2, 3, 13, 14, 17/18, 19
Dress Code	1, 2	1, 2, 5	2, 3, 6
-----Student required to correct dress code violation-may include a trip home as an unexcused absence----			
Electronic Device	1, 2	1, 2, 5	2, 3, 6
---Each violation will result in confiscation of device-Refusal to surrender is considered defiance---			
Fighting	1, 2, 14, Two days OSS, One day ISS	2, 3, 13, 14, Two days OSS, One day ISS	2, 3, 13, 14, 15 - Five or more days OSS, possible #19
Forged Notes	1, 2, 5	1, 2, 6	2, 3, 16
Harassment	1, 2, 6	2, 3, 16	2, 3, 13, 14, 17/18
Inappropriate Display of Affection	2	1, 2	2, 3, 5
Inciting other Students	1, 2, 6	1, 2, 16	2, 3, 13, 14, 17/18
Lying	2, 5	1, 2, 6	2, 3, 6, 14
Misuse of Food or Drink Privileges	2	1, 2, 5	2, 3, 6, 8 Remainder of Semester
Misuse of Year Passes	2	1, 2, 8 Remainder of Qtr	1, 2, 8 Remainder of School
Parking/Driving Minor	2	1, 2	1, 2, 4
---Minor Parking fines are \$2 --- Minor Driving violations may result in loss of privileges---			
Profanity-not directed toward staff	1, 2, 5	1, 2, 6	2, 3, 13, 14, 16
Refusal to Accept Initial Discipline	1, 2, Consequence x 2 Initial Consequence	2, 3, 14, 16, Complete Consequence	2, 3, 13, 14, 16, Complete
Running and Rough housing	1, 2, 9	1, 2, 5, 9	1, 2, 6, 10
Skippping Study Back	1, 2, 5	1, 2, 6	2, 3, 13, 16

Behavior	First Offense	Second Offense	Repeated Offenses	
Tardiness Per semester	Third Tardy 4	4-5 tardies 1, 2, 5	6-7 tardies 2, 3, 6, 9, 13	8+ tardies 2, 3, 9, 14, 16
Truant from Class	1, 2, 12	2, 3, 12, 13, 14	2, 3, 12, 13, 14, possible 19	
---For each violation five percentage points deducted from semester grade---				
Truant from Study Hall or Assembly	1, 2, 6	2, 3, 6, 13	2, 3, 14, 15, 16	
Unexcused Absence	1, 2, 5, 12	1, 2, 6, 12, 15	2, 3, 6, 12, 13, 15	

NOTE: The seriousness of an act may necessitate the administration providing a greater punishment than what is shown. Generally this would not be the case.

NOTE: The range of actions may not apply for a student who is on a Plan of Improvement.

The following are examples in which the student may be responsible to both school policy and civil/criminal statutes:

Disciplinary Concern	Range	First Offense Action	Repeated Offense Action
Arson		1, 3, 15, 17/18, possible 19	1, 3, 15, 17/18, 19
Destruction of School Property		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Drugs and Alcohol		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
---Chemical use policy outlines severity of consequences---			
Physical Assault		1, 3, 14, 15, 17/18	1, 3, 15, 17/18, possible 19
Parking/Driving		1, 2	1, 2, 5, 15
---Regular Parking fines \$2 --- Driving violations on campus may be turned over to LPD---			
Pulling Fire Alarm		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Theft		1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Tobacco Violation		1, 2, 15, 17/18	1, 2, 15, 17/18
---Chemical use policy outlines severity of consequences---			
Weapons or Explosive Devices		1, 3, 15, 17/18, 19	1, 3, 15, 17/18, 19

Plan for Improvement

Continuous infractions or a combination of infractions of school policy by a student are a sign that something is distracting from the student's ability to focus on academic or personal progress. When initial consequences have failed to motivate a student to correct their behavior it becomes evident that more structure in the student's school day is necessary. This structure will come in the form of a Plan of Improvement. A Plan for Improvement will be administered as a means to focus attention on the specific acts, and as a guide toward cooperative remediation and academic improvement.

A Plan for Improvement will focus on the following areas:

- Identifying the areas of concern
- Expected behaviors
- Benchmarks for improvement
- Consequences for further infractions

Consequences will be progressive in design such that each infraction beyond the implementation of the Plan for Improvement will result in a more stringent requirement. The progressive consequences will be designed on an individual basis to focus on remediating that individual's specific behaviors and as a result may not be consistent with the handbook's range for specific actions. Once placed on a Plan for Improvement a student will remain under it's guidance throughout the year or until removed by the administration.

In very extreme cases it may be necessary to recommend expulsion rather than to allow a student to continuously commit acts that disrupt the daily routine and cooperative atmosphere within the school. In such circumstances individual improvement as set forth in the student's plan will also be weighed by the principal.

Progressive discipline steps include the following but are not limited to the steps and actions described:

- Step one: Parent conference, three days of ISS, plan for improvement, counseling assigned
- Step two: Parent conference, three days of OSS, plan for improvement, counseling assigned
- Step three: Parent conference, five days of OSS, plan for improvement, counseling assigned
- Step four: Parent called, long term OSS review for expulsion request, or when the principal determines that a sufficient time has elapsed between offenses and the sincerity of the student to improve is evident step #3 may be repeated one time. (See Section on Suspension and Expulsion)

When reviewing a student's record for possible placement on progressive discipline the following criteria may be considered:

- | | |
|----------------------------------|---|
| a. record of attendance | b. record of tardies |
| c. academic progress | d. social progress |
| e. attitude toward school | f. behavior |
| g. cooperation | h. interviews with staff |
| i. parental input | j. participation in school and activities |
| k. other (as deemed appropriate) | |

If the principal determines that more structure is needed to regulate the actions of a student, or to help the student focus on achievement; a plan for improvement will be set up immediately.

The ultimate objective of a plan for improvement is to direct actions of individual students toward defined goals for:

- | | | |
|------------------|--|----------------------|
| Attendance | Academic Success | Responsibility |
| Honesty | Consistency | Social Relationships |
| Personal Conduct | Increased Self-Esteem (through counseling) | |

Infractions That May Lead to a Progressive Discipline Plan

- | | |
|--|---|
| Chemical Violation | Cheating |
| Distribution of Chemicals | Skiping school |
| Tardies | Unexcused absences |
| Fighting | Inciting other students |
| Hazing other students | Lying |
| Profanity | Inappropriate displays of affection |
| Insubordination | Forged notes |
| Defiance or refusal to follow directions | Theft |
| Parking/driving violations | Careless driving |
| Property damage | Running and roughhousing |
| Refusal to complete school work | Misuse of passes |
| Littering | Acts that cause safety concerns in school |
| Wearing hat in school | Dress code violations |
| Failure to fulfill discipline assigned | |
- Note: Other offenses may be included.

FHS Bell Schedules**DAILY BELL SCHEDULES**

School is in session from 8:00 a.m. until 3:20 p.m. with the following seven time periods:

BELL SCHEDULE A (REGULAR BELL SCHEDULE)

		<u>Starting Bell</u>	<u>Ending Bell</u>	<u>Class Time</u>	<u>Passing Time</u>
	Zero	7:15 AM	8:05 AM	0:50	
	First *	8:10 AM	9:00 AM	0:50	0:05
	Second	9:04 AM	9:56 AM	0:52	0:04
	Channel One	9:56 AM	10:09 AM	0:13	0:00
	Third	10:13 AM	11:04 AM	0:51	0:04
OR	Early Lunch	11:04 AM	11:44 AM	0:40	0:04
	Fourth (Late)	11:48 AM	12:38 PM	0:50	0:04
	Fourth (Early)	11:08 AM	11:58 AM	0:50	0:04
	Late Lunch	11:58 AM	12:38 PM	0:40	0:04
	Fifth	12:42 PM	1:32 PM	0:50	0:04
	Sixth	1:36 PM	2:26 PM	0:50	0:04
	Seventh	2:30 PM	3:20 PM	0:50	0:04

BELL SCHEDULE B

(Odd Block)	<u>Starting Bell</u>	<u>Ending Bell</u>	<u>Class</u>
Zero	7:15 AM	8:05 AM	0:50
First	8:10 AM	9:40 AM	1:30
Third	9:45 AM	11:17 AM	1:32
Lunch	11:17 AM	11:57 AM	0:40
Fifth *	12:00 PM	1:30 PM	1:30
Channel One	1:30 PM	1:44 PM	0:14
Seventh	1:49 PM	3:20 PM	1:31
(Even Block)			
Zero	7:15 AM	8:05 AM	0:50
Second	8:10 AM	9:40 AM	1:30
Fourth	9:45 AM	11:17 AM	1:32
Lunch	11:17 AM	11:57 AM	0:40
Sixth	12:00 PM	1:30 PM	1:30

BELL SCHEDULE C

(Shortened)	<u>Starting Bell</u>	<u>Ending Bell</u>	
Zero	7:15 AM	8:05 AM	0:50
First	8:10 AM	8:47 AM	0:37
Second	8:50 AM	9:29 AM	0:39
Third	9:32 AM	10:09 AM	0:37
Fifth	10:12 AM	10:49 AM	0:37
OR	Early Lunch	10:52 AM	11:29 AM 0:37
	Fourth (Late)	11:32 AM	12:09 PM
	Fourth (Early)	10:52 AM	11:29 AM 0:37
	Late Lunch	11:32 AM	12:09 PM
Sixth	12:12 PM	12:49 PM	0:37
Seventh	12:52 PM	1:30 PM	0:38

Note - All activities on Early Release In-Service Days will start at 4:00 p.m.

* Channel One is included in First Period (Fifth in Odd Block)

Note: Once dismissed for the day, students are not to remain in the building unless they are participating in a school-sponsored activity, studying in the library, or meeting with an instructor. Individual assistance will be provided students between 3:20 and 4:00 p.m.

Attendance Policy**Statement of Purpose**

The philosophy of Lewistown School District #1 is that regular attendance is essential for all students, and the school will work cooperatively with students and parents toward that end. Regular and punctual attendance is important in the development of an effective learning environment, as well as ensuring student success in the classroom. Additionally, there are many activities and discussions that occur in the classroom, which simply cannot be made up. Even though students may get the notes and complete missed assignments, they have lost the value of actively participating and interacting with the teachers and other students in the class. Good attendance habits are also necessary in the development of sound character traits and for success in the work world.

Attendance is the responsibilities of both the student and the parent/guardian. The building administration will make the determination in all cases involving implementation an interpretation of the policy.

Procedure for an Absence

The parents or guardians are required to telephone the school and report every absence to the school.

The attendance office number at Fergus High is 535-2321.

Students should check with the office for an absence in the following situations:

1. The parent or guardian did not call the school to report an absence. In such a case the student must present a proper note from the parent or guardian explaining the circumstances of the absence.
2. The student will be checking out of school during the school day. A slip will be given/sent to the student as a pass to leave the school at a designated time.
3. Students will be called to the office to resolve unexcused absences.

School attendance is the responsibility of the student and the parent/guardian. Only absences telephoned by the parent/ guardian to the respective school or written notes signed by the parent/guardian received at the school either before the expected absence, or on the day of the absence, or on the day following the absence, may be excused. Any absence not reported within the above guidelines by a parent/guardian will be recorded as an unexcused absence, and a zero grade will be recorded in each class where the unexcused absence has occurred. Students who impersonate parents/guardians or request impersonations may be suspended from school for up to three school days. Students who forge or participate in forging a parent or legal guardian signature may be suspended for up to three school days. Contact with parents/guardians will be made if suspected fraudulent excuses are detected.

Attendance Checkout Procedure

If you are absent, have your parent or guardian call the school by 9:00 a.m. if possible. If it's not feasible to call, bring a note with you when you return to school.

Any time you leave the building other than lunch and after school:

1. Have **permission from your parent** or guardian before you leave -- either bring a note to school with you, or call your parent or guardian from school and have one of the secretaries in the office talk to them.
2. **Sign out** with the secretaries in the office. Put the time you leave and where you are going. When you return to school, sign back in and put the time you returned.

Advanced Assignment Request and Prior Notification

When you know ahead of time that you are going to be gone from school, bring a note from your parent/guardian and you will be given an "ADVANCED ASSIGNMENT REQUEST" form to fill out. Whenever possible, the upper portion of this form is to be completed and turned in to the office the day prior to your absence; the lower portion has your assignments on it and is for you to keep. Remember, this form should be turned in before your scheduled absence. Failure to turn in the completed "Advance Assignment Request Form" prior to the absence may result in an unexcused absence.

For activity-related absences, the coach or faculty member in charge of that activity will provide, in advance, a list of all students that will be participating in that activity to the office and other faculty members. It is then the student's responsibility to obtain the advance assignments for each of their classes.

Many activities are conducted at Fergus High School that do not involve the participation of Fergus High School students, (Class C tournaments, for example). If Fergus High School students wish to attend these types of activities, they must have parent permission and must complete and turn in the "Advanced Assignment Request Form" one-day prior to the proposed absence for these types of activities. Failure to complete the "Advanced Assignment Request Form" one day prior to the proposed absence will result in the absence being counted as an unexcused absence.

An absence at Fergus High School is defined in the following manner:

- Not being present in class,
- Having been present at the beginning of a period, but leaving a class without the teacher's permission, or
- Entering the class after the five-minute tardy grace period.

Absence Categories

All absences fall into one of three categories:

1. Allowable
2. School-Related
3. Unexcused

Allowable Absence - is any absence that the parent/guardian authorizes before, the day of, or the day following the absence.

- a. Planned, pre-arranged appointments /absences: Permission to leave campus during the day may be granted only upon request of the parent/guardian by telephone or note to the attendance office prior to the time of the appointment. Pre -planning is encouraged since parent messages to students are a disruption of valuable class time.
- b. Students who leave school during the course of the school day are required to sign out at the attendance office. **Students must be excused before they leave the building if they have attended a portion of the school day. If they have not checked out, they will receive an unexcused absence.** The only exception to this policy is if the student leaves campus during his/her lunch period and does not return to school the remainder of the school day or returns late from lunch.
- c. Teachers may require work missed because of absence to be completed prior to the absence. In any case the make-up work is the responsibility of the student.

Number of Absences Allowed

Absences are considered excessive when a student's absence total extends beyond ten (10) per semester. Therefore, students will be permitted a maximum of 10 absences in any class during a semester as long as these absences have had parental or guardian approval. All absences count toward the ten-day policy unless the absence with the exception of school-related absences.

The building administration has the authority to grant extensions beyond 10 absences when the reason for the 11th and subsequent absences are documented by a medical note or reflect extraordinary circumstances such as an extended illness, disabilities, or bereavement in the family.

Please Note: No medical or extenuating absences will be granted until a student has exhausted his/her 10 excused absences.

Excessive Absence Procedure:

1. After seven (7) excused absences have occurred, the parents or guardian and the student will receive a letter notifying them of the absences.
2. Students that exceed the ten (10) day attendance policy will be placed on an attendance contract between the student and the school.
3. On the eleventh (11) absence, the parent will be notified in writing or by telephone that a loss of credit has occurred. The student will be notified by conference. An additional conference with the student, parent and staff will be scheduled.
4. An attendance contract between the student, parent and staff may be developed.
5. Students losing credit may appeal for credit restoration by following the appeal process. (See section entitled Appeal Process and Procedures after Loss of Credit.

Make-up Work

Students with excused absences are to make up work missed. The general guideline for make-up work is as follows:

- Two days for the first day of absence.
- One day for each day of absence thereafter.

Example: A student is absent, excused for three consecutive days. The student is allowed four days to have all make-up work completed (2+1+1).

However, depending on the assignment and time allocated, the final determination of the makeup work is at the discretion of the teacher and depends on arrangements made between student and teacher.

School-Related Absence is any absence which is authorized for the purposes of school sanctioned activity or other extraordinary circumstances. This absence will be requested by a teacher, coach, or advisor, or with prior permission and review by the administration. This type of absence does not count toward the eleven excused absences allowed.

Make-up Work – School-Related Absence

Work assigned during the time of a school-related absence should be made up before the absence occurs. However, this arrangement should be made between the student and instructor and final arrangements are at the discretion of the instructor. The student should be proactive to advise the instructor of any upcoming absence to allow both the student and instructor an opportunity to make appropriate and agreeable arrangements for the work.

Unexcused Absence - there will be no opportunity for make-up work when an unexcused absence has been recorded, and a zero will be recorded in each class missed during that absence.

An unexcused absence is any absence which:

- Is not authorized by a parent/guardian.
- Is not communicated to the school within 24 hours.
- Is the result of a student failing to sign out in the attendance office before leaving school and there has been no notification to the attendance office by a parent or guardian prior to the student's leaving.
- Is an out-of-school suspension or expulsion (with no credit).
- Is leaving a classroom without the teacher's permission.
- Is a "skip-day". The school does not sanction any skip days.

A truancy is any absence which:

- A purposeful defying of attendance requirements by either leaving the building after arrival, or not showing up at school, AND
- Occurs when parents/guardians are, at the time, unaware of the situation.

One truancy is recognized for each incident of consecutive class periods or days missed. Truancy is a self-determined behavioral action that disrupts the normal routine of school. Additionally, any truancy is an unexcused absence. (MCA Reference Codes: 20-5-102, 20-5-103, and 20-5-106).

Unexcused Absence Procedure

1. On the first incident of unexcused:
 - a. The parent is notified by telephone or in letter or both.
 - b. The student is notified in writing or a conference or both.
 - c. NO credit is allowed in classes where unexcused occurred.
2. On the second incident of unexcused:
 - a. The parent is notified by telephone or in letter or both.
 - b. The teacher(s) is/are notified in writing.
 - c. The student is notified by writing or in conference or both.
 - d. NO credit is allowed in classes where unexcused occurred.
 - e. Student is notified that future unexcused absences will result in loss of credit in ***ALL*** classes for the semester.

3. Third incident of unexcused:
 - a. The parent is notified by telephone, letter or conference.
 - b. The teachers are notified in writing.
 - c. The student is notified by an administrator or designee in a conference.
 - d. The student has a loss of credit in all classes for the semester.
4. When a student has lost credit or unexcused absences, the student may appeal for credit by following the appeal procedures.

Truancy Consequences:

1. A five (5) percent (point) reduction for the final semester percentage grade in all classes missed each time a new incident of truancy occurs.
2. No credit can be earned for missed testing or homework assigned during a truancy. Teacher rules apply to work due at the time a truancy begins.
3. An absence will be recorded for each class period skipped.
4. Should a student accumulate four (4) separate incidents of truancy in one school year, a contract will be set up with the student that will result in a recommendation to expel if the student's behavior results in a fifth (5th) truancy.

Study Hall or Assembly Truancies:

1. First Offense: The student will serve two detentions.
2. Second Offense: The student will serve one day of ISS.
3. Third Offense: A minimum of one day of out-of-school suspension will be assigned with parent involvement.
4. Fourth and Additional Offenses: Further suspensions or development of a progressive discipline plan for improvement.

Ways to Avoid Unexcused Absences

1. Do not take advantage of absences. Your greatest chance for success is to come to class every day.
2. Communicate with your parents/guardians when a need to be absent arises. Make sure that a note is written or a telephone call is made to excuse the absence.
3. Do not leave school without checking out. If you are expecting an appointment slip and you do not receive one, check with the attendance office and do not leave school until you have been given permission from them.
4. Explain the attendance policy to your parents so they do not misunderstand their obligation to excuse you.
5. Find positive reasons to be in school and focus on them.

Maximum Number of Absences:

Regular attendance is an integral part of effective learning. Parents/guardians and students hold the responsibility of determining the maximum number of excused absences a student may incur during a given quarter. However eligibility for credit may be forfeited if absences exceed school district policy.

18- Year-Old Students

All policies and procedures apply to 18-year-old students except in the case where the 18-year-old student is not living at home. When the 18-year-old student is not living at home under the general supervision of his or her parent or legal guardian, special arrangements must be made with the building administration for the student to excuse him/herself.

Appeal Process and Procedures After Loss of Credit

The student and his parents may appeal the loss of credit provided the appeal is made before the end of the semester and the student adheres to the following criteria for the remainder of the semester

1. Procedural steps for students after loss of credit
 - a. The student should acquire an Attendance Agreement that should be signed by his/her parents, the effected instructors, an administrator and the student.

- b. The student must make a full-fledged effort to remain or acquire good standing in the classes affected by the absence problem.
 - c. At the end of the semester, the student must obtain a **Waiver Form** and present it to the instructors of the affected classes for signature and recommendation.
 - d. An administrator will ascertain whether credit is restored or not. Students will be notified and a meeting scheduled if necessary.
2. Expected behaviors of a student who has lost credit
 - a. The student will return to class and correct the deficiency in his/her attendance record.
 - b. The student will actively work for a passing grade.
 - c. The student will behave appropriately and not interfere in the education of others in the respective classes.
 - d. The student will act responsibly and positively in the class environment.
3. Role of the teachers in assisting students who have lost credit
 - a. The instructors will continue to evaluate and record the student work.
 - b. The instructors will assist the student in guiding them through the appeals procedure.
 - c. The instructors should report any misbehavior of the student to the office.

If a student does not follow the above criteria, the student may be recommended for expulsion from school especially if a majority of his/her instructors indicate that the student is no longer meeting the criteria as established.

Tardy Procedure:

Tardiness: The following policy is intended to be utilized for all tardy infractions, by all teaching staff, to provide a consistent approach to tardies at Fergus High School. Teachers are required to maintain documentation of student tardies in their classroom and in the student management system. Students will be notified of each tardy he/she receives at the time of the violation on a per semester basis.

A student will be considered tardy if he/she is not in the classroom when the tardy bell rings. All tardiness is considered unexcused unless the student has a previously identified disability which prevents the student from being on time. Students with a disability requiring additional time, shall notify the building principal. The building principal shall review the disability on a case-by-case basis and determine whether additional time is necessary.

- First through third tardy: Student notification and teacher documentation of tardy in student management system.
- Fourth and fifth tardy: Student notification, parent notification and teacher documentation of tardy in student management system, thirty minutes *detention with teacher or approved designee.
- If the student chooses not to attend the *45 minute detention assigned by the teacher, a discipline referral will be filled out, with tardy documentation, and submitted to the administration. The student must attend a conference with an administrator, parents will be notified, and the time of the missed detention will be doubled. If the student chooses not to attend this *detention, the student's parent will be called and she/he will receive one day of ISS.
- Sixth and beyond: Student notification and teacher documentation of tardy in the student management system, discipline referral submitted, parent notified, one day ISS or withdraw from class as appropriate.
- Detention will be rescheduled, without penalty, if the student was absent from school on the day detention was assigned.

Ways to Avoid Being Tardy:

1. Get to school on time in the morning and after lunch.
2. Avoid locker stops between classes by taking books and supplies for several classes.
3. Organize your time and know the best route to your classes. Avoid high congestion areas that slow down traffic in the halls.
4. If an emergency arises, communicate the problem to your teacher as soon as possible.
5. Make sure you have all supplies (textbooks, notebooks, pencils, pens, paper, assignments, etc.) and take them to class with you.

Leaving School During the Day

All students must check out (before they leave) with the attendance clerk if it is necessary for them to leave school during the regular school day. Calls to excuse this absence must be received before the student leaves the school. Failure to do so will result in an unexcused absence. Teachers shall refer students to the attendance office before allowing them to leave the building. Any student who finds it necessary to check out of school during the regular day **MUST** have the absence excused by his or her parent or guardian stating date, destination and time the student is to check out of school before the student leaves the building. A slip will be issued to the student previous to departure if the absence has been cleared. If the student does not receive this authorization, he/she should check with the office before leaving.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/28/2010

Agenda Item No.

20

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

ITEM TITLE: SECOND READING—BOARD POLICY #7329—PETTY CASH FUNDS

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 06/28/2010

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #7329—Petty Cash Funds and consider the adoption of said policy.

Information being added has been highlighted.

SUGGESTED ACTION: Approve Adoption of Board Policy #7329—Petty Cash Funds

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

SECOND READING

Lewistown School District

FINANCIAL MANAGEMENT

7329

Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of Twenty-Five Dollars (\$25), postage, delivery charges, and freight. Individual personal reimbursements which exceed Twenty-Five Dollars (\$25) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to One Hundred Dollars (\$100) in the Elementary buildings and Four Hundred Dollars (\$400) at Fergus High School. Fergus High School and Lewistown Junior High School are further authorized to keep petty cash on hand for athletic events. These cash boxes will be limited to Six Hundred Dollars (\$600) and Three Hundred Dollars (\$300), respectively.

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Moneys which are not specifically petty cash moneys shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers (and cash on hand from buildings that do not remain open during the summer) returned to the business office for processing.

The District business office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History:

Adopted on: June 28, 2004

Revised on: September 22, 2008

Revised on: November 10, 2008

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2009-2010 GOALS AND STRATEGIC OBJECTIVES

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

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic 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/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

1. Support staff as they find ways to motivate students in the required testing process.
2. Implement (maximize the positives, minimize and/or alleviate the negatives) 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 has developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

1. 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. Conclude by February 28, 2010, a feasibility study about how to get out of the Lincoln Building, secondary to results of the Facility Study and Plan.

Goal Area 3: Community / 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. Obtain data on parent use of Infinite Campus portal and utilize data to increase usage.
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).
3. Assess our efforts to reach out to the community – including steps taken during 2008-2009 – and fine tune and improve for 2009-2010.

Goal Area 4: Technology

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. 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 aids 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 has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving 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.
3. 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/Responsibility

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

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 January 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.
6. Need to have budget talks with projections early in the fall with an idea for retirement incentives, etc. by November 2009.
7. Have budget projections and potential cuts presented to the public before the School Election held in May of 2010.

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

BOARD OF TRUSTEES

Jeremy Bristol
Jennifer Granot
Becky Jackson
Stan Monger
Lisa Pierce
Mary Schelle
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS **2009-2010 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester					89 Days	Second Semester					91 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	25 --	Aug	28	4	First Week	Jan	25 --	Jan	29	5
Second Week	Aug	31 --	Sept	4	5	Second Week	Feb	1 --	Feb	5	5
Third Week	Sept	8 --	Sept	11	4	Third Week	Feb	8 --	Feb	12	5
Fourth Week	Sept	14 --	Sept	18	5	Fourth Week	Feb	15 --	Feb	19	5
Fifth Week	Sept	22 --	Sept	25	4	Fifth Week	Feb	22 --	Feb	25	4
Sixth Week	Sept	28 --	Oct	2	5	Sixth Week	Mar	1 --	Mar	5	5
Seventh Week	Oct	5 --	Oct	9	5	Seventh Week	Mar	8 --	Mar	12	5
Eighth Week	Oct	12 --	Oct	14	3	Eighth Week	Mar	15 --	Mar	19	5
Ninth Week	Oct	19 --	Oct	23	5	Ninth Week	Mar	22 --	Mar	26	5
Tenth Week	Oct	26 --	Oct	30	5	Tenth Week	Mar	29 --	Mar	30	2
					45						46
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	2 --	Nov	4	3	First Week	Mar	31 --	Apr	1	2
Second Week	Nov	9 --	Nov	13	5	Second Week	Apr	6 --	Apr	9	4
Third Week	Nov	16 --	Nov	20	5	Third Week	Apr	12 --	Apr	16	5
Fourth Week	Nov	23 --	Nov	24	2	Fourth Week	Apr	19 --	Apr	23	5
Fifth Week	Nov	30 --	Dec	4	5	Fifth Week	Apr	26 --	Apr	30	5
Sixth Week	Dec	7 --	Dec	11	5	Sixth Week	May	3 --	May	7	5
Seventh Week	Dec	14 --	Dec	18	5	Seventh Week	May	10 --	May	14	5
Eighth Week	Jan	4 --	Jan	8	5	Eighth Week	May	17 --	May	21	5
Ninth Week	Jan	11 --	Jan	15	5	Ninth Week	May	24 --	May	28	5
Tenth Week	Jan	19 --	Jan	22	4	Tenth Week	Jun	1 --	Jun	4	4
					44						45

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

		Totals
August 21	All Staff Orientation/PIR	1.0
August 24	PIR	1.0
September 21	PIR	1.0
October 15-16	Staff Development Days - Teachers Convention	2.0
November 4-5	Parent Teacher Conferences (Evening on 4th, All Day on 5th)	1.5
January 18	PIR	1.0
April 8	Parent Teacher Conference (Evening ONLY-- Regular School Day for Students)	0.5
Floating	One Day PIR (or Two 1/2 Days)	0.5
		9.0

C. Holidays (Dates Inclusive)

September 7	Labor Day
September 21	PIR (Vacation Day for Students)
October 15-16	Fall Vacation (Teachers -- Convention)
November 5	Parent Teacher Conferences (Vacation Day for Students)
November 6	Vacation Day
November 25-27	Thanksgiving Vacation
December 21-January 1	Christmas Vacation
January 18	PIR (Vacation Day for Students)
February 26	Vacation Day
April 2-5	Spring Break
May 31	Memorial Day

2009-2010 Regular Board Meetings		
July	27	5:30 p.m.
Aug.	10	5:30 p.m.
Aug.	24	7:00 p.m.
Sept.	14	7:00 p.m.
Sept.	28	7:00 p.m.
Oct.	12	7:00 p.m.
Oct.	26	7:00 p.m.
Nov.	9	7:00 p.m.
Nov.	23	7:00 p.m.
Dec.	14	7:00 p.m.
Jan.	11	7:00 p.m.
Jan.	25	7:00 p.m.
Feb.	8	7:00 p.m.
Feb.	22	7:00 p.m.
Mar.	8	7:00 p.m.
Mar.	22	7:00 p.m.
Apr.	12	7:00 p.m.
Apr.	26	7:00 p.m.
May	10	7:00 p.m.
May	24	7:00 p.m.
June	14	5:30 p.m.
June	28	5:30 p.m.