

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, April 26, 2010**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Recognition—Fergus High School Business Professionals of America
4. Report—Student Representative
5. Presentation—Insurance Committee
6. Discussion—Facilities
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

9. Report—Election Update
10. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

12. Minutes of the April 12, 2010, Regular Board Meeting

**APPROVAL OF CLAIMS**

13. Claims

**CONSENT GROUP ITEMS**

14. Approve Substitute(s)
15. Approve Lewistown Junior High School Activity Fund Report for March 2010

**INDIVIDUAL ITEMS**

16. Approve Personnel Report
17. Approve First Reading—Board Policy #2111—Response to Intervention
18. Approve Extension of Denton Bus Route into the Lewistown School District
19. Approve Extension of Moore Bus Route into the Lewistown School District
20. Approve Extension of Moore Bus Route to the Entrance of Spring Creek Colony
21. Approve Health Insurance Provider for the 2010-2011 School Year
22. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
23. Approve Proposal from Walsworth for the Fergus High School 2011 Yearbook

**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**

04/26/2010

**Agenda Item No.**

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

**ITEM TITLE:** RECOGNITION—FERGUS HIGH SCHOOL BUSINESS PROFESSIONALS OF AMERICA TEAM

**Requested By:** Board of Trustees    **Prepared By:** Diane Lewis    **Date:** 04/26/2010

**SUMMARY:**

The Board of Trustees would like to recognize and congratulate the Fergus High School Business Professionals of America (BPA) Team for their success throughout the season and at the State Competition.

The results from the 2010 State BPA competition are attached. The advisor for this team is Diane Lewis.

**SUGGESTED ACTION:** Informational

Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

# BPA STATE RESULTS 2010

CONGRATULATIONS TO THE FERGUS BPA STATE QUALIFIERS WHO REPRESENTED FERGUS VERY WELL AT THE MONTANA STATE BPA LEADERSHIP CONFERENCE IN BILLINGS THESE LAST 3 DAYS.

CONGRATULATIONS TO JACOB SINGLEY FOR BEING VOTED INTO A MONTANA STATE OFFICER FOR BPA. HE WILL SERVE AS MEMBERSHIP/COMMUNICATIONS DIRECTOR FOR THE 2010 – 2011 STATE OFFICER TEAM.

ALSO CONGRATULATIONS TO:

ELIZABETH WRIGHT FOR PLACING	6 <sup>TH</sup> IN ADMINISTRATIVE SUPPORT CONCEPTS
ZANE KLEIN FOR PLACING	5 <sup>TH</sup> IN MANAGEMENT/MARKETING AND HUMAN RESOURCES
JULIE SPIKA FOR PLACING	7 <sup>TH</sup> IN MANAGEMENT/MARKETING AND HUMAN RESOURCES
KAYLEE WISE FOR PLACING	8 <sup>TH</sup> IN COMPUTER NETWORK TECHNOLOGY
JACOB SINGLEY FOR PLACING	5 <sup>TH</sup> IN CISCO
SAMANTHA LARSON FOR PLACING	2 <sup>ND</sup> IN CISCO
KAYLEE WISE FOR PLACING	5 <sup>TH</sup> IN NETWORK ADMINISTRATION USING MICROSOFT
LANE NORDLUND FOR PLACING	6 <sup>TH</sup> IN PREPARED SPEECH
LANE NORDLUND FOR PLACING	8 <sup>TH</sup> IN ADVANCED INTERVIEW SKILLS
LANE NORDLUND FOR PLACING	10 <sup>TH</sup> IN EXTEMPERANEIOUS SPEAKING
LOGAN SMITH FOR PLACING	1 <sup>ST</sup> IN DIGITAL MEDIA PRODUCTION

AND CONGRATULATIONS TO LANE NORDLUND AND LOGAN SMITH FOR FINISHING OUT A PRODUCTIVE AND VERY SUCCESSFUL YEAR AS MONTANA STATE OFFICERS.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

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**ITEM TITLE:** REPORT—STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** Taylor Machler    **Date:** 04/26/2010

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational Report

Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
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**BOARD AGENDA ITEM**

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**ITEM TITLE:** PRESENTATION—INSURANCE COMMITTEE

**Requested By:** Board of Trustees    **Prepared By:** Insurance Committee    **Date:** 04/26/2010

**SUMMARY:**

The Insurance Committee would like to recommend to the Board of Trustees to change the district health insurance coverage from Montana Unified School Trust (MUST) to Blue Cross/Blue Shield for the 2010-2011 School Year.

Attached is a copy of the different plan options that will be offered to the employees.

Members of the Insurance Committee include: Darcy Zanto – HP; Bruce Marsden – GAR; Jackie Rickl – LC; Michelle Trafton – LJHS; Vic Feller – FHS; Bobbie Atchison – Classified; Karmen Tesarek – Classified; Rick Wright – CMLRCC; Ron Holland – CMLRCC; Mike Waterman – Admin; Scott Dubbs – Admin; Jason Butcher – Admin; Jim Hamling – Retiree; Judy Byrne – Retiree; Mary Schelle – Trustee; Dave Byerly – Trustee

**SUGGESTED ACTION:** Discussion

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

The Insurance Committee would like to inform you of its recommendation to the School Board. Over the course of the last month we have met with MUST, Blue Cross/Blue Shield (through MSHWP – Montana Schools Health and Welfare Plan), and EBMS. After looking at the quotes from these three companies, the Insurance Committee’s recommendation to the Board is to go with Blue Cross/Blue Shield. BC/BS will have representatives here sometime in May to help you pick the insurance plan that best fits your needs. The Insurance Committee will continue to meet and discuss other insurance options (other than medical) available through MSHWP, including dental coverage. Dental rates will be sent out to you once they have been finalized. Below are the four medical insurance options the committee is recommending to the Board.

**Medical Plans:**

**Comprehensive Major Medical PPO (80/20)**

\$1000 Single/\$2000 Family Deductible	Single	\$482.41
\$2700 Single/\$5400 Family MML	2-Party	\$964.82
Rx Option I- \$150 Deductible	EE/Child(ren)	\$916.58
Generic- Greater of 20% of \$8	Family	\$1206.03
Formulary- Greater of 30% or \$15	Medicare Single	\$ 265.33
Non Formulary- Greater of 40% or \$40	Medicare 2-Party	\$530.65
\$1000 Annual max out of pocket, plan then pays 100%		

**Comprehensive Major Medical PPO (80/20)**

\$2500 Single/ \$5000 Family Deductible	Single	\$412.46
\$5000 Single/ %10,000 Family MML	2-Party	\$824.92
Rx Option I- \$150 Deductible	EE/Child(ren)	\$783.68
Generic- Greater of 20% or \$8	Family	\$1031.16
Formulary- Greater of 30% or \$15	Medicare Single	\$226.86
Non Formulary- Greater of 40% or \$40	Medicare 2-Party	\$453.71
\$1000 Annual max out of packet, plan then pays 100%		

<b>High Deductible Health Plan (100)</b>	Single	\$370.27
\$3500 Single/ \$7000 Family Deductible	2-Party	\$740.55
\$3500 Single/ \$7000 Family MML	EE/Child(ren)	\$703.52
Rx Pass Through	Family	\$925.68

<b>High Deductible Health Plan (100)</b>	Single	\$314.76
\$5000 Single/ \$10,000 Family Deductible	2-Party	\$629.52
\$5000 Single/ \$10,000 Family MML	EE/Child(ren)	\$598.04
Rx Pass Through	Family	\$786.90

**LEWISTOWN PUBLIC SCHOOLS**  
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**BOARD AGENDA ITEM**

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**ITEM TITLE:** DISCUSSION—FACILITIES

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/26/2010

**SUMMARY:**

The Board of Trustees would like to continue the discussion on facilities.

The initial drawings and estimates from JGA for the addition of the new middle school to FHS are posted on the school website using the following link:

[http://joomla.lewistown.k12.mt.us/index.php?option=com\\_docman&task=cat\\_view&gid=64&Itemid=169](http://joomla.lewistown.k12.mt.us/index.php?option=com_docman&task=cat_view&gid=64&Itemid=169)

Scroll down the page to the Documents ~ Click on "March 2010 Estimates from JGA". You can also log on to the school website and get to it from General Resources > Documents, then the Administration and Planning Folder.

The Board will be conducting a phone conference with JGA at the Board meeting to discuss the project. The website will be updated as information is received.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN ELEM DISTRICT**  
**Estimated MILL LEVY IMPACT ANALYSIS**  
**\$10,000,000 QSCB Bonds (estimated 0%, 16-yrs)**  
**\$715,000 GO Bonds (estimated 4.25% 20-yrs)**

<b>Mill Levy Computation:</b>	<b>QSCB 16-Yr Term (0%)</b>	<b>Tax-Exempt 20-Yr Term 4.25%</b>	<b>TOTAL</b>		
Principal Amount of Bonds:	<b><u>\$10,000,000</u></b>	<b><u>\$715,000</u></b>	<b><u>\$10,715,000</u></b>		
Total Interest Over Life of Bonds (1):	\$0	\$358,060	\$358,060		
Estimated Annual Bond Payment (1):	\$625,000	\$53,653	\$678,653		
LESS: Estimated Annual State Aid for Debt Service (2):	<u>\$16,543</u>	<u>\$0</u>	<u>\$16,543</u>		
EQUALS: Estimated Net Annual Debt Service:	\$608,457	\$53,653	\$662,110		
DIVIDED BY: FY 2009/10 Mill Value:	<u>\$11,381,411</u>	<u>\$11,381,411</u>	<u>\$11,381,411</u>		
EQUALS: Estimated Number of Mills Required:	53.46	4.71	58.17		

**Estimated Tax Increase for Individual Residential Taxpayer:**

2009/10 Tax Year "Phase-In Value" of Residential Property(3)	2009/10 Tax Year "Taxable Market Value" of Residential Property (3)	2009/10 Tax Year "Taxable Value" of Residential Property(3)	Estimated "ANNUAL" Tax (4)	Estimated "ANNUAL" Tax (4)	Estimated TOTAL "ANNUAL" Tax (4)	Estimated TOTAL "MONTHLY" Tax (4)	Estimated TOTAL "DAILY" Tax (4)
\$25,000	\$15,800	\$463	\$24.75	\$2.18	\$26.93	\$2.24	\$0.07
\$50,000	\$31,600	\$926	\$49.50	\$4.36	\$53.86	\$4.49	\$0.15
\$75,000	\$47,400	\$1,389	\$74.25	\$6.55	\$80.79	\$6.73	\$0.22
\$100,000	\$63,200	\$1,852	\$99.00	\$8.73	\$107.73	\$8.98	\$0.30
\$150,000	\$94,800	\$2,778	\$148.49	\$13.09	\$161.59	\$13.47	\$0.44
\$200,000	\$126,400	\$3,704	\$197.99	\$17.46	\$215.45	\$17.95	\$0.59
\$250,000	\$158,000	\$4,629	\$247.49	\$21.82	\$269.31	\$22.44	\$0.74

\* All property owners (including farming and ranching operations, commercial businesses, home owners etc...) should use the following formula to calculate the estimated tax impact of the Bond issue.

*Taxable Value (From Personal Tax Statement) X "Mills"/1,000 = Estimated Annual Tax Impact.*

- (1) Qualified School Construction Bonds "QSCB" are tax-credit bonds and are expected to have a net interest cost of 0%. Investment earnings on the Sinking Fund for the QSCBs have not been factored into the above mill levy impact analysis. Annual investment earnings on the accumulated Sinking Fund deposits over the 16-year term of the Bonds will reduce the annual tax levies accordingly and so the above taxpayer estimates are maximum tax impacts. The estimates for the 16-year tax-exempt bond are based on an estimated interest rate of 4.25%, which is slightly conservative based on current market conditions in April of 2010.
- (2) The estimated effects of State support for debt service have been calculated using the current estimates from the Office of Public Instruction concerning the amount of reimbursement that districts statewide are eligible for and the estimated amount to be appropriated by the legislature for the biennium. As additional qualifying districts sell bonds, the amount of State aid for individual districts will decrease each year without an offsetting increase in the total amount appropriated by the State. THE AMOUNT, IF ANY, OF FUTURE BIENNIAL APPROPRIATIONS CANNOT BE ESTIMATED.
- (3) Based upon Class 4 residential property. The "Phase-In Valuation" and the "Taxable Market Value" for tax purposes will be different than the valuation of most residential real property for resale purposes. To better calculate the estimated tax impact of the bond issue, property owners should look up their exact taxable value as shown on their personal tax statement from the County Treasurer and use the formula shown below.
- (4) Tax Impacts are based on property tax legislation applicable for 2009/10. Recently enacted property tax legislation implementing the 2008 reappraisal are effective commencing with the 2009/10 tax year and are utilized above with the release of new valuations by the Department of Revenue the first of September 2009. Tax Impacts will vary every year depending on such factors as District Mill Value, State reimbursement (if any), method of calculating taxable valuation, and actual debt service.

*\* All property owners (including farming and ranching operations, commercial businesses, home owners etc...) should use the following formula to calculate the estimated tax impact of the Bond issue.*

***Taxable Value (From Personal Tax Statement) X "Mills"/1,000 = Estimated Annual Tax Impact.***

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

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

**ITEM TITLE:** REPORT—COMMITTEES OF THE BOARD

**Requested By:** Board of Trustees    **Prepared By:** Committee    **Date:** 04/26/2010

**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						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

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- Minutes/Claims   
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  Action - Consent  
 Action - Indiv.

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 04/26/2010

**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						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

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  Action - Consent  
 Action - Indiv.

**ITEM TITLE:** REPORT—ELECTION UPDATE

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 04/26/2010

**SUMMARY:**

Mike Waterman, Business Manager/Clerk, will report on the election calendar and procedures for 2010.

Attached are the Terms of Office Listing and the 2010 School Election Calendar.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

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

	<b>Expire 2010</b>	<b>Expire 2011</b>	<b>Expire 2012</b>
<b>SCHOOL DISTRICT #1</b>	Jeremy Bristol Dave Byerly	Jennifer Granot Becky Jackson Stan Monger	Mary Schelle Monte Weeden

**School District #1 Two (2) - Three (3) Year Terms:**

\_\_\_\_\_ 3 year term (to expire in 2013)

\_\_\_\_\_ 3 year term (to expire in 2013)

**Petitions Filed for Nomination of School Board Trustee:**

Jeremy R. Bristol  
Jimmy Graham  
Lisa Pierce

**MAY 4, 2010**  
**SCHOOL ELECTION CALENDAR**

<p style="text-align: center;">December 20, 2009 through March 25, 2010</p>	<p><b>Trustee candidates file for election.</b> Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b></p> <p>Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office. (13-10-201(6), 13-37-201, 20-3-305 and 20-3-344, MCA) [No earlier than 135 days, or no later than 40 days before election.]</p>
<p style="text-align: center;">End of January</p>	<p>Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in  (1) a first-class district located in a county with populations of 15,000 or more, <b>OR</b>  (2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.  (13-37-206, MCA )</p>
<p style="text-align: center;">**Updated in 2009** (SB 276) Changes</p>	<p><b>County election administrator mails address confirmation forms to electors who have requested absentee ballots for subsequent elections.</b>  The county election administrator will mail the address confirmation forms in January. You still must contact your county election administrator for the permanent absentee ballot list.</p>
<p style="text-align: center;">February 18, 2010</p>	<p><b>First day elector can request an absentee ballot.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person starting at this date until noon the day before the election. Remember to include the following on the application for absentee ballot:</p> <ul style="list-style-type: none"> <li>● A section on the form allowing the voter to become part of the permanent absentee list</li> </ul> <p>(13-13-211 and 13-13-214, MCA) [75 days before election]</p>
<p style="text-align: center;">March 25, 2010</p>	<p><b>Trustees call for an election.</b> At least 40 days before the election, the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. 20-20-401, 20-20-201, and 20-20-203, MCA</p>
<p style="text-align: center;">March 30, 2010</p>	<p><b>Last day to file resolutions for school election with county election administrator.</b>  (20-20-201(2), MCA) [no later than 35 days before election]</p>
<p style="text-align: center;">April 4, 2010 (Next Business Day is April 5, 2010)</p>	<p><b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration. (20-20-311 and 20-20-312, MCA) [30 days before election]</p>

<p>April 4 – April 14, 2010</p>	<p><b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may supplement the notice. The notice must include 1) the date and polling places of the election, 2) polling place hours, 3) each proposition to be considered by the electorate, 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions and 5) where and how absentee ballots may be obtained. (20-20-204, MCA) [not less than 20 days or more than 30 days before election]</p>
<p>April 8, 2010 (By 5 p.m.)</p>	<p><b>Deadline for write-in candidate for a trustee position on a school board to file declaration of intent.</b> (13-10-211(3), MCA) [not less than 26 days before the election]</p>
<p>April 8, 2010 (After 5 p.m.)</p>	<p><b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. (20-3-313, MCA)</p>
<p>By April 9, 2010</p>	<p><b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. <b>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</b> This resolution must include the durational limit, if any, on the levy.</p> <p>[not less than 25 days before election] 13-12-201, 20-20-401, and 15-10-425, MCA</p>
<p>April 14, 2010</p>	<p><b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package.</p> <ul style="list-style-type: none"> <li>● The ballot</li> <li>● Instructions for voting and returning the ballot</li> <li>● A secrecy envelope, free of any marks that would identify the voter</li> <li>● A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul> <p>(20-20-401, MCA) [at least 20 days prior to election]</p>
<p>April 22-May 24, 2010</p>	<p>Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commission of Political Practices. (13-37-226 (4), MCA) [12 days before and 20 days after the school election]</p>
<p>April 24, 2010</p>	<p><b>Last day to notify election judges of appointment.</b> (20-20-203, MCA) [not less than 10 days before election]</p>
<p>February 18 until noon May 3, 2010</p>	<p><b>Deadline for absentee requests.</b> Absentee ballots may be requested 75 days before the election but no later than noon the day before the election.</p> <p>*If the voter has a health emergency between 5 p.m. the Friday before the election (April 30) and noon on the election day (May 4), an emergency request for an absentee ballot may be made by noon on the election day (May 4.) (13-13-211, MCA)</p>
<p>May 3, 2010 (By 5 p.m.)</p>	<p><b>Absolute last day for write in candidates to file a declaration of intent</b> (13-10-211, MCA) A declaration of intent may be filed after the deadline and until 5 pm the day before the election only if a candidate for the office that the write in candidate is seeking: dies, withdraws from the election or is charged with a felony offense.</p>

May 3, 2010	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls. (20-20-313, MCA)
May 4, 2010	<b>Notify election judges of the names of write-in candidates</b>
May 4, 2010	<b>ELECTION DAY.</b> (20-20-105, MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13, and 20-20-203, 20-20-401, and 20-20-411, MCA)
April 22-May 24, 2010	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices. (13-37-226 (4), MCA) [12 days before and 20 days after the school election]
Following receipt of the tally sheets from all polls <b>AND By May 19, 2010</b> (Next regular or special board meeting following the election)	<b>Trustees canvass votes, issue certificates of election and publish results.</b> The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. (20-20-415 and 416, MCA) [within 15 days after the election]
Within 15 days after receipt of certificate of election. (20-20-416 MCA)	<b>Candidate completes and files oath of office</b> with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307, 20-1-202, 1-6-101, MCA)
May 15, 2010	<b>Deadline for trustees to hold organizational meeting.</b> (20-3-321, MCA)[not later than the third Saturday in May]
June 1, 2010	<b>Deadline for trustees to request county election administrator to conduct school election for next year.</b> (20-20-417, MCA)
<b>Additional References:</b>	
Sample forms can be found at this address. <a href="http://www.opi.mt.gov/SchoolFinance/ElecHB.html">http://www.opi.mt.gov/SchoolFinance/ElecHB.html</a>	
1-1-307, MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.	
20-3-205, MCA. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of 20-3-307.	
1-6-101, MCA. Every court, judge, clerk of any court, justice, notary public, and officer or person authorized to take testimony in any action or proceeding or to decide upon evidence has power to administer oaths or affirmations.	
(MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)	



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**Office of Public Instruction**  
Denise Juneau, State Superintendent

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

10

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 04/26/2010

**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
- ❖ MAPS Training
- ❖ Office of Public Instruction—Race to the Top
- ❖ Retirement Party—Wednesday, June 2, 2010.
- ❖ Early Release—Wednesday, April 28, 2010—Assessment/Curriculum/MAPS
- ❖ Eagle Booster Club Meeting—Monday, May 3, 2010—7:00 p.m.—Yogo Inn
- ❖ Garfield Fourth Grade Science Fair—May 6-7, 2010
- ❖ Second Grade Music Program—Thursday, May 6, 2010—7:00 p.m.—FCPA
- ❖ State Music Festival—May 7-8, 2010—Billings
- ❖ Home Athletic Games/Meets:
  - TR – Golden Eagle Invitational – Saturday, May 1, 2010 – TBA
  - SB vs. Havre – Friday, May 7, 2010 – 4:00/6:00 p.m.
  - SB vs. Belgrade – Saturday, May 8, 2010 – 2:00 p.m./4:00 p.m.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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



## Montana Will Apply For Race to the Top Funds

4/11/2010

### Frequently Asked Questions

#### **Why did Montana decide to apply for the second round of grants?**

We believe that we can submit a competitive plan that could bring as much as \$50 to \$75 million to Montana school districts. School districts can choose to participate or not, it is completely voluntary. After a great deal of self examination based on RTTT criteria and a review of plans submitted by other states it became clear that the right thing to do was to make application for Phase II. Also, we already know that RTTT is a major roadmap for the administration's plans for the reauthorization of ESEA. Having a Montana RTTT plan will only help us be prepared to respond to whatever comes from that Congressional effort and would benefit our congressional delegation in their support of us in that process.

#### **Will Montana be establishing Charter Schools?**

No. Montana already has administrative rule that speaks to Charter Schools (10.55.604 (2) (a-e)). We have no intention of pursuing any changes to this language or introducing legislation on this issue.

#### **If Montana does receive RTTT funding will LEAs be required to submit an application and if so, will these be awarded based on a competitive process?**

No. The requirements of RTTT are such that at least half of the allocation awarded to a SEA must go to participating LEA's and is not to be a competitive process. Our hope is to produce a state plan that is attractive and flexible for all school systems and that they can find a way to use the funds in a meaningful manner to enact innovation and/or implement reform as they see fit within the context of the state plan.

#### **Will collective bargaining agreements have to be changed to meet the requirements of the grant?**

No. This has been one of the most contentious issues around the nation regarding RTTT. We are committed to developing a plan that will NOT require a local CBA to be opened for any reason regarding teacher evaluation.

#### **Will local school districts have to adopt the Common Core Standards?**

No. The role of the BPE is to make decisions regarding adopting, aligning with, or ignoring the Common Core Standards (CCS). The implications for local school systems will be to continue to align their local curricula with state standards set by the BPE.



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**If the Montana RTTT application is funded, with this require another layer of reporting for local school systems?**

We are making every effort to not require any additional reporting or data collection as a result of this application process. We believe that we are already collecting all of the data we will need to write a competitive application.

**Will the Board of Public Education need to change any existing rule or create any new rule before the application is completed?**

No. We are committed to not changing the normal course of doing business in Montana regarding changing or creating rule that should allow for adequate public input and engagement in the process.

**Will any BPE rule need to be changed as a result of writing a RTTT application?**

Yes. In particular we will be exploring ways to increase the size of the teacher application pool across the state by finding ways to be more flexible in licensing teachers and administrators and still maintaining the quality we currently enjoy. Also, we will be looking at a rule change that will be intended to bring greater consistency and expectation to the evaluation of teachers and principals. There will be no statewide evaluation tool or process pursued, only a rule that outlines the broader elements of meaningful and effective evaluation.

**Has the 'Montana Plan' for a RTTT application already been written?**

Not Entirely. Although the Governor's Office, the Office of Public Instruction, and the Board of Public Education have discussed their respective interests and positions relative to most of the issues relative to RTTT and future of public education for Montana, the details of a 'Montana Plan' will be put into writing in the coming weeks. This will occur with input from our education partners and stakeholders.

**When is the RTTT Grant Application Due?**

June 1, 2010. The completed application is due at the Department of Education on this date. Local districts that choose to participate in the RTTT program will need to remit a completed Memorandum of Understanding (MOU) sometime around mid-May so that the application can be completed in order to meet the June 1 deadline.

**VI. SIGNATURES**

**LEA Superintendent** (or equivalent authorized representative) – (required):

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Signature/Date

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Print Name/Title

**President of Local School Board of Trustees:** (required):

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Signature/Date

---

Print Name/Title

**Local Teachers' Union Leader** (required, if applicable):

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Signature/Date

---

Print Name/Title

**EXHIBIT I – PRELIMINARY SCOPE OF WORK**

LEA hereby agrees to participate in implementing the State Plan in each of the areas identified below.

Elements of State Innovation and Reform Plans	LEA Participation (Y/N)	Comments from LEA (optional)
<b>1. Standards and Assessments</b>		
Support the transition to enhanced standards and high-quality assessments through alignment to accreditation standards.		
<b>2. Data Systems to Support Instruction, Using data to improve instruction</b>		
Use local data driven instructional improvement processes		
Provide professional development on use of data to improve instruction		
<b>3. Great Teachers and Leaders, Improving teacher and principal effectiveness based on performance:</b>		
Implement evaluation systems that are aligned with state standards		
Conduct regular evaluations		
<b>4. Providing effective support to teachers and principals:</b>		
Provide quality and purposeful professional development		
Measure effectiveness of professional development		



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## **Montana Race to the Top State Plan Overview**

### **Montana's Plan for Race to the Top**

Montana will be requesting between \$50,000,000 and \$75,000,000 in funding from Race to the Top where at least half of the award will go to participating LEAs. If funded, the portion of the award going to the SEA will primarily be used to assist schools and districts in carrying local plans and the state plan.

### **Response to RTTT Assurance Areas**

The Secretary of Education has centered the RTTT initiatives on four priority assurance areas:

1. Standards and assessments
2. Data systems to support instruction
3. Great teachers and leaders
4. Turning around the lowest-achieving schools.



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- The **standards and assessments** assurance includes the consideration of the adoption of internationally benchmarked standards and assessments that prepare students for success in college and the workplace.

The OPI has been engaged in the Common Core State Standards Initiative lead by the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO). We have convened instructional leaders from around the state to review the draft releases of both the Career and College Ready Standards and the K-12 English/Language Arts and Mathematics Standards. We have conducted state-level alignment processes along the way and have found that the present Learner Standards in Montana already meet or exceed the Common Core Standards for both Career and College Ready and K-12 English/Language Arts and Mathematics Standards. The process of bringing these standards into Montana classrooms will make its way into the structure of our Board of Public Education decision making process, which embraces public participation and provides meaningful leadership along the way.

Montana has also been an active participant in the RTTT Assessment Program, the guidelines for this program were recently released by the ED, is committed to participating in this program as it is clearly tied to the Common Core Standards work and will be critical to measuring our progress and success along the way as these changes occur in Montana.

In order to provide a rich and complete set of course offerings to all corners of a large and sparsely populated state like Montana distance learning, dual credit, dual enrollment, and concurrent enrollment can play a huge role in providing greater access to opportunity for all students.



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- The **data systems** assurance includes building a longitudinal data system that measures student success and informs teachers and principals how they can improve their practices in concert with analyzing student data.

Montana is planning to write a proposal to build a data system that will allow for the tracking of student assessment data over time. If funded, data in this system will be available for local use by teachers and leaders to use toward directing instruction as they deem appropriate in their setting.

The OPI is working toward developing a three-tier system to assist schools and districts through a statewide system of support, based on their individual needs as determined by a multifaceted, data-driven process. One tier will be those schools and districts that are leaders in education in Montana. Another will be those that need assistance in specialized areas or help leveraging their limited resources to attend to a goal or need. The final tier will be those schools and districts that are persistently low-achieving.



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- The **great teachers and leaders** assurance includes recruiting, developing, retaining and rewarding effective teachers and principals. Additionally, it calls for changes in teacher and principal preparation and training programs.

There are many researched based models available to local school systems as they work with their teachers collaboratively on this topic, but what is missing is a clear Montana direction around this issue. A recommendation, to the Montana Board of Public Education, will be developed, with input from all stakeholders that will provide a clear direction that all school systems in Montana will use to ensure that there is a minimum of consistency and expectation in the performance of those who lead and teach in our schools. It should be noted that Montana is a collective bargaining state. As such, both the LEA and its bargaining units have the authority to deliberate and decide equally on any issues like evaluation systems and procedures.

Flexibility in licensing teachers, while keeping a high level of expectation of ability and ensuring quality to address the need in hard-to-fill content areas and hard-to-place geographic areas in the state, is a priority across a rural/frontier state like Montana. We will be looking for ways to make this happen without sacrificing the quality of teachers that work with our students.

Teacher and Administrator preparation in Montana should parallel the needs and directions of the future of education in Montana schools to ensure that future and practicing teachers and leaders have the skills to make this come to fruition where they live and work. We will be seeking support from all teacher and administrator preparation programs across the state.



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The **lowest-achieving schools** assurance calls for action to be taken in turning around persistently underperforming schools.

Greater authority is needed to assist and direct schools and districts that are persistently low-achieving in Montana. There must be a balance found and maintained to protect the interests of local control, but when local control has not worked for too long there must be a path that will allow others outside the local community to temporarily intervene, provide assistance, and give responsibility and authority back to the community once the learning and supporting environments are back in place.

Response to intervention (RTI) integrates assessment and intervention within a multi-level prevention system to potentially maximize student achievement. It is imperative that resources necessary to implement the RTI across the state of Montana be made accessible in order to ensure that meaningful interventions take place where and when they are necessary to maximize the local resources and time constraints in serving Montana public school students.



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- **Optional Application Priority**

Effective STEM education programs at all levels including K-12, undergraduate, graduate, continuing education, and vocational is a priority for an energy-resource rich state like Montana. We will accomplish this by supporting new and innovative initiatives that will help improve the content knowledge skills and professional development of the K-12 teacher workforce and informal educators and improve the resources available in classrooms and other learning environments.



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## RTTT Funding For LEAs

Criteria To Receive Funding – A Participating LEA, Title I eligible, and signed MOU.

Participating means that all three signatories have signed the MOU. LEAs that are not Title I eligible can still participate and receive funding. It will come through the SEAs portion of the grant.

The Title I allocations for all LEAs that meet the criteria noted above are totaled and the percentage of that total for each LEA is determined. That becomes the percentage of the total state award that all participating LEAs would receive.

Based on current Title I allocations the total Title I state allocation is just over \$40 million. If all Title I eligible LEAs participated the largest percentage is 6.51% and the smallest percentage is .0034%.

The grant period is 4 years, so of a total state award of \$75,000,000 (maximum allowable award for Montana in Phase II), at least \$37,500,000 (a minimum of half according to the RTTT guidelines) would go directly to participating Title I eligible LEAs to carry out the Scope of Work over the 4 years.

If all 338 Title I eligible LEAs participated, the largest annual allocation would be about \$610,200, the smallest would be \$318, the median would be \$9,260, and the mean would be \$27,740.

If 20% of the Title I eligible LEAs did not participate (large, medium, and small alike), the largest annual allocation would be about \$762,800, the smallest would be \$2,100, the median would be \$12,000, and the mean would be \$34,850. With the exception of the smallest estimated allocation, these allocations represent about a 25% to 30% increase over the allocations in the previous example.



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We would hope that when the MOU is released, that you are ready to hold the conversation with the stakeholders around whether or not your school system will participate in the RTTT program and State Plan.

Please remember that 3 signatures will be required on the MOU in order for your school system to be considered 'participating'. These 3 signatures are those of the Authorized Representative, the Chair of the School Board, and the President of the local Teachers Union if there is one.

Also, Exhibit I must be completed to the satisfaction of all 3 signatories.

We are hoping that the MOU will be available no later than Friday, April 23 and will due no later than Wednesday, May 19. These dates are our best estimates at this time.

Time for your questions.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

11

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 04/26/2010

**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						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

12

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

**ITEM TITLE:** MINUTES

**Requested By:** Board of Trustees   **Prepared By:** Mike Waterman   **Date:** 04/26/2010

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the April 12, 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						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, April 12, 2010**

**REGULAR BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

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

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman,  
Sandi Chamberlain, Andrea Payne, Paul Stengel, Brandon O'Halloran,  
Jean Rogan, Bobbie Atchison, Nancy Mattheis, Jared & Leslie Long

OTHERS PRESENT:

Fergus High School FFA Ag Mechanics Team, Eric Redfield, Mel Jackson,  
Joe Zahler-KXLO/KLCM Radio, David Murray-Lewistown News-Argus, and  
other interested parties

2. PLEDGE OF ALLEGIANCE

Robbie Jackson led the group in the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. RECOGNITION—FERGUS HIGH SCHOOL FFA AG MECHANICS TEAM

The Fergus High School FFA Ag Mechanics Team was recognized for taking first place at the state competition recently held in Bozeman. Members of the Board also noted that Robbie Jackson received a state proficiency award and Lane Nordlund was elected as the State FFA President for 2010-2011.

4. PRESENTATION—JEAN ROGAN, CENTRAL MONTANA CAREER FAIR

Jean Rogan, the current job coach at Fergus High School, discussed the upcoming Central Montana Career Fair which is scheduled for Wednesday, April 14, 2010. Mrs. Rogan formally invited the trustees to attend the fair.

5. REPORT—STUDENT REPRESENTATIVE

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

6. DISCUSSION—2010-2011 GENERAL FUND BUDGETS

The Board discussed General Fund budget information. Notice was recently received that the Title I allocation would be approximately \$100,000.00 higher than originally anticipated. Nonetheless, the school district still faces budget issues, especially if voters do not approve the operating levy in May. In light of potential shortfalls, a list of possible reductions was reviewed.

7. DISCUSSION—FACILITIES

Members of the Board continued discussion on facility issues and reviewed a plan proposal provided by JGA Architects for a 6-8 middle school at Fergus High School. Consensus was to hold a mail ballot election with an election date of September 24, 2010.

8. REPORT—COMMITTEES OF THE BOARD

The Insurance Committee continues to meet considering alternate health insurance providers following a proposed 52% increase by Montana Unified School Trust to the school district's health insurance costs. The committee is currently exploring Blue Cross and Blue Shield of Montana products available through the Montana Schools Health and Wellness Plan.

9. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

**SUPERINTENDENT'S REPORT**

10. REPORT—INVESTMENT

Interest earned and distributed for March, 2010, was reported with \$11,382.07 in the elementary funds and \$5,601.46 in the high school funds for a total of \$16,983.53.

11. REPORT—ELECTION UPDATE

It was noted that absentee ballots will be mailed by Wednesday, April 14, 2010.

12. OTHER ITEMS

Trustees Dave Byerly and Becky Jackson volunteered to serve on the hiring committees for the open Foreign Language and Special Education positions.

**PUBLIC PARTICIPATION**

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

Brandon O'Halloran commended the members of the Board for their handling of the proposed budget reductions.

**ACTION ITEMS**

**MINUTES**

14. Minutes of the Regular Board Meeting of March 22, 2010, were approved unanimously (Monger/Schelle).

15. Minutes of the Special Board Meeting of March 26, 2010, were approved unanimously (Bristol/Granot).

**APPROVAL OF CLAIMS**

16. The claims referenced in the 2009-10 Bill Schedule and submitted through April 8, 2010, were approved unanimously (Granot/Jackson).

**CONSENT GROUP ITEMS - approved unanimously (Jackson/Schelle).**

17. APPROVE SUBSTITUTE(S)

Substitute Teachers/Assistants List: Austin Weidner

**INDIVIDUAL ITEMS**

18. APPROVE PERSONNEL REPORT – see Exhibit A (Monger/Bristol - unanimous).

19. APPROVE EXTENDED LEAVE OF ABSENCE (Jackson/Granot - unanimous).  
Cindy Gremaux has requested leave following the completion of the standard 30-day maternity leave.

20. APPROVE ACCEPTING “PEP TALK” GRANT FROM THE OFFICE OF PUBLIC INSTRUCTION FOR THE ADULT EDUCATION PROGRAM (Granot/Bristol - unanimous).

21. FIRST READING—FUNDING PROPOSALS AND APPLICATIONS BOARD POLICY - #7215. The motion was defeated unanimously (Monger/Bristol).

**ADJOURNMENT**

The meeting was adjourned at 9:00 p.m. The next regular meeting will be held on April 26, 2010, at 7:00 p.m. in the Lincoln Building Board Room (Jackson – unanimous).

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**DAVE BYERLY**  
**BOARD CHAIRMAN**

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**MIKE WATERMAN**  
**BUSINESS MANAGER/CLERK**

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** April 12, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>NOEL, Dennis</b>	Activity Bus Driver In-Town Bus Driver	School District #1	Accept letter of resignation	April 12, 2010	See attached letter.
<b>MILLER, Jeanette</b>	Resource Bus Aide Sweeper	School District #1	Approve revision of contract to reflect actual duties performed— AIDE II Step 3+15 for up to 4.00 hours per day and MAINT I Step 0+15 for up to 3.00 hours per day	April 12, 2010	See attached memo.
<b>KNAB, Abby</b>	Assistant Tennis Coach	Fergus High School	Approve appointment on schedule— (0.085)	April 12, 2010	See attached memo.
<b>FLENTIE, Kala</b>	Volunteer Track Coach	Fergus High School	Approve appointment on a volunteer basis	April 12, 2010	See attached memo.
<b>FOY, Steve</b>	Volunteer Track Coach	Fergus High School	Approve appointment on a volunteer basis	April 12, 2010	See attached memo.
<b>ELLIOTT, Jeffrey</b>	Assistant Principal / Activities Director	Fergus High School	Approve appointment per recommendation --\$67,500.00 for the 2010-2011 School Year	April 12, 2010	See attached hiring recommendation.
<b>DURBIN, Karen</b>	FCCLA Advisor	Fergus High School	Approve Out-of-State travel to attend the National FCCLA Leadership Conference in Chicago, Illinois	July 4-8, 2010	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** April 12, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>FLENTIE, Susan</b>	Head Cross Country Coach	Fergus High School	Approve appointment on schedule— (0.125)	April 12, 2010	See attached memo.
<b>GEBERT, Gary</b>	Head Football Coach	Fergus High School	Approve appointment on schedule— (0.145)	April 12, 2010	See attached memo.
<b>KYNETT, Mary</b>	Head Golf Coach	Fergus High School	Approve appointment on schedule— (0.090)	April 12, 2010	See attached memo.
<b>TAYLOR, Tara</b>	Head Volleyball Coach	Fergus High School	Approve appointment on schedule— (0.145)	April 12, 2010	See attached memo.
<b>ARMSTRONG, Chad</b>	Head Wrestling Coach	Fergus High School	Approve appointment on schedule— (0.145)	April 12, 2010	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

13

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees    **Prepared By:** Sherry Martin    **Date:** 04/26/2010

**SUMMARY:**

Approve claims paid through April 22, 2010, as approved by the Finance Committee.

**SUGGESTED ACTION:** Approve Claims as Presented

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

14 - 15

<u>Agenda Items</u>	<u>Additional Information</u>
<p>14. Approve Substitute(s)</p> <p>15. Approve Lewistown Junior High School Activity Fund Report for March 2010</p>	

**SUGGESTED ACTION:** No Items to Approve

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE SUBSTITUTE(S)

**Requested By:** Board of Trustees    **Prepared By:** Sandi Chamberlain    **Date:** 04/26/2010

**SUMMARY:**

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

Substitute Teacher List:

Linda Wier

Some College

**SUGGESTED ACTION:** Approve Substitute(s)

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

15

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

**ITEM TITLE:** APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORT FOR MARCH 2010

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers    **Date:** 04/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for March 2010.

**SUGGESTED ACTION:** Approve Lewistown Junior High School Activity Fund Report(s) as Presented

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

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

General Ledger Report

From Account: 1  
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1846.93	0.05	0.00	0.00	1846.98	0.00	1846.98
000105 Builder's Club	106.40	0.04	0.00	0.00	106.44	0.00	106.44
000115 Cheerleaders	1781.65	0.04	0.00	0.00	1781.69	0.00	1781.69
000120 Consumer Tech	459.92	180.04	-30.92	0.00	609.04	0.00	609.04
000125 FACS	783.89	157.44	-606.95	0.00	334.38	0.00	334.38
000130 BC,SC Store	855.19	466.31	-113.88	0.00	1207.62	0.00	1207.62
000135 Music	99.84	0.04	0.00	0.00	99.88	0.00	99.88
000140 Photo Club	2868.60	98.29	-472.99	0.00	2493.90	0.00	2493.90
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	337.59	0.04	0.00	0.00	337.63	0.00	337.63
000155 Ski Club	1799.08	1291.04	-1488.00	0.00	1602.12	0.00	1602.12
000160 Student Council	1659.69	0.04	-55.00	0.00	1604.73	0.00	1604.73
000180 NEWS	32.13	75.09	0.00	0.00	107.22	0.00	107.22
000190 COMPUTER SERV LEARNING	129.17	0.04	0.00	0.00	129.21	0.00	129.21
Group Total	12760.08	2268.50	-2767.74	0.00	12260.84	0.00	12260.84
Grand Total	12760.08	2268.50	-2767.74	0.00	12260.84	0.00	12260.84

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: \_\_\_/\_\_\_/\_\_\_

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

**Requested By:** Board of Trustees   
**Prepared By:** Jason Butcher   
**Date:** 04/26/2010

**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						
Byerly						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** April 26, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>FRIESEN, Jeff</b>	Summer Computer Maintenance	School District #1	Approve appointment on schedule—MAINT II Step 3 for up to 40 hours per week for 10 weeks	April 26, 2010	See attached memo.
<b>MCKEE, Brett</b>	Health Enhancement Instructor	Lewistown Junior High School	Accept letter of resignation	June 30, 2010	See attached letter.
<b>WATERMAN, Mike</b>	Business Manager/District Clerk	School District #1	Approve Out-of-State Travel to attend the National ASBO Convention in Orlando, Florida	September 23-27, 2010	See attached memo and travel request.
<b>BUTCHER, Jason</b>	Superintendent	School District #1	Approve Out-of State Travel to attend the AASA Leadership Conference in Denver, Colorado	April 29 – May 1, 2010	See attached travel request. Jason is the President Elect for the Montana Association of School Superintendents and all expenses will be paid by the School Administrators of Montana.
<b>NORDLUND, Shonny 6 Students</b>	BPA Chaperone	Fergus High School	Approve Out-of-State Travel to attend the National BPA Leadership Conference in Anaheim, California	May 3-10, 2010	See attached memo, letter and cost estimates.
<b>RULAND, Kate 1 Student</b>	SkillsUSA Chaperone	Fergus High School	Approve Out-of-State Travel to attend the SkillsUSA National Leadership and Skills Conference in Kansas City, MO	June 20-25, 2010	See attached letter and memo.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** April 26, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>SCHNITZMEIER, KC</b>	Playground/Resource Aide	Lewis & Clark Elementary	Approve revision of contract to reflect additional hours needed— increase from 2.5 hours per day to 3.5 hours per day	April 26, 2010	See attached memo.
<b>SAUBY, Barb</b>	Resource Aide	Lewistown Junior High School	Approve revision of contract to reflect additional hours needed— increase from 37.5 hours per week to 39.5 hours per week	April 26, 2010	See attached memo.



# Memorandum

---

**To:** Jason Butcher, Superintendent  
**From:** Pat Weichel, Technology Supervisor  
**Date:** April 13, 2010  
**Re:** Summer Computer Maintenance

---

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

Jeff Friesen      MAINT II Step 3      Up to 40 hours per week for 10 weeks

Thank you,

Pat Weichel

April 14, 2010

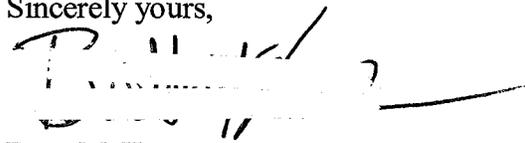
Mr. Jerry Feller  
Principal  
Lewistown Junior High School  
914 West Main Street  
Lewistown, MT 59457

Dear Mr. Feller,

I am writing to formally notify you that I am resigning from my position as 7/8 Health Enhancement Teacher/Junior High Activities Coordinator at Lewistown Junior High School. My last day of employment will be June 30, 2010 under the terms of my employment contract.

I want to thank you for the opportunities you and the staff at LJHS have given me and for your professional guidance and support. I feel it is in my best interest personally and professionally to move on to a new challenge in my life and in my professional career. I wish you, the staff, and students at LJHS the best in the future.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Brett McKee", with a long horizontal flourish extending to the right.

Brett McKee

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

NAME MIKE WATERMAN ADDRESS 34 CASTLE RIDGE TODAY'S DATE 4/16/10

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

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

1. **CONFERENCE/MEETING:** ASBO NATIONAL CONVENTION **LOCATION:** ORLANDO, FL

Conference Starts: Date: 9/23/10 Time: 1200 (A.M.  P.M.   
 Conference Ends: Date: 9/26/10 Time: 1900 (A.M.  P.M.   
 Departure: Date: 9/23/10 Time: 0600 (A.M.  P.M.   
 Return: Date: 9/27/10 Time: 1800 (A.M.  P.M.

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

Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_  
(Distance) (Rate) Did you reserve a vehicle on district website?  
Driver's Name: \_\_\_\_\_

Airline: Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost) Total Travel \$ \_\_\_\_\_

3. **Lodging:** (Receipts Required) Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost)

**OR**

Number of Nights: \_\_\_\_\_ Rate = \$ \_\_\_\_\_ Total Lodging \$ \_\_\_\_\_  
 Maximum Reimbursement: **In-State:** Reimbursed at Current State Rate  
**Out-of-State:** Reservation will be made at Conference location, if possible

4. **Meals:**

<b>In-State:</b>	<b>Out-of-State:</b>	<b>Total Meals</b>	\$ _____
_____ Breakfast (\$ 5.00)	_____ Breakfast (\$ 6.00)		
_____ Lunch (\$ 6.00)	_____ Lunch (\$ 8.00)		
_____ Dinner (\$12.00)	_____ Dinner (\$14.00)		

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

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

ASBO PAYS ALL  
**TOTAL TRIP EXPENSE** \$ -0-

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ \_\_\_\_\_

APPROVED  MODIFIED  DISAPPROVED  A. B. ... 16 April 10  
 Building Administrator Recommendation Date  
**ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE**

\_\_\_\_\_  
 Superintendent and/or Board of Trustees Date

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

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

**Actual Travel Costs:** **Payment to You**

1. Meals: \$ \_\_\_\_\_

2. Travel: (Attach airline ticket if applicable) \$ \_\_\_\_\_  
 Date/Time of Departure \_\_\_\_\_ Date/Time of Return \_\_\_\_\_  
 School Vehicle **Ending** Odometer Reading: \_\_\_\_\_ Credit Card Used?  Yes  No  
 School Vehicle **Beginning** Odometer Reading: - \_\_\_\_\_ (If YES, attach receipts)  
 Total Miles Traveled: = \_\_\_\_\_

3. Lodging: (Attach receipts) \$ \_\_\_\_\_

4. Registration: (Attach receipts) \$ \_\_\_\_\_

5. Other Local Transportation (taxi, bus, etc.): (Attach receipts) \$ \_\_\_\_\_

**TOTAL PAYMENT DUE EMPLOYEE** \$ \_\_\_\_\_

Claimant's Signature \_\_\_\_\_ Position \_\_\_\_\_

**ADMINISTRATORS USE ONLY**

**CENTRAL OFFICE USE ONLY**

Travel Request Number: \_\_\_\_\_ Date: \_\_\_\_\_  
 Budget Code for Travel: \_\_\_\_\_  
 Budget Code for Fuel Expense: \_\_\_\_\_

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

NAME Jason Butcher ADDRESS 439 Stendal Rd TODAY'S DATE 16 Apr 10

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

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

1. **CONFERENCE/MEETING:** AASA Leadership **LOCATION:** Denver Co.  
 Conference Starts: Date: April 29, 2010 Time: \_\_\_\_\_ (A.M. / P.M.)  
 Conference Ends: Date: May 1, 2010 Time: \_\_\_\_\_ (A.M. / P.M.)  
 Departure: Date: April 29, 2010 Time: \_\_\_\_\_ (A.M. / P.M.)  
 Return: Date: May 1, 2010 Time: \_\_\_\_\_ (A.M. / P.M.)

2. **Transportation:** (check one) Is a school vehicle available on district website?  
(http://www.lewistown.k12.mt.us -- Request District Vehicles)  
 Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_ Did you reserve a vehicle on district website? \_\_\_\_\_  
 (Distance) (Rate) Driver's Name: \_\_\_\_\_  
 Airline: Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost) Total Travel \$ 0

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

4. **Meals:** **In-State:** **Out-of-State:** Total Meals \$ \_\_\_\_\_  
 \_\_\_\_\_ Breakfast (\$ 5.00) \_\_\_\_\_ Breakfast (\$ 6.00)  
 \_\_\_\_\_ Lunch (\$ 6.00) \_\_\_\_\_ Lunch (\$ 8.00)  
 \_\_\_\_\_ Dinner (\$12.00) \_\_\_\_\_ Dinner (\$14.00)

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

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

**TOTAL TRIP EXPENSE** \$ 0  
**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ 0

APPROVED  MODIFIED  DISAPPROVED  J Butcher 16 Apr 10  
 Building Administrator Recommendation Date  
**ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE**  
   J Butcher 16 Apr 10  
 Superintendent and/or Board of Trustees Date

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

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

**Actual Travel Costs:** Payment to You

1. Meals: \$ \_\_\_\_\_  
 2. Travel: (Attach airline ticket if applicable) \$ \_\_\_\_\_  
 Date/Time of Departure \_\_\_\_\_ Date/Time of Return \_\_\_\_\_  
 School Vehicle **Ending** Odometer Reading: \_\_\_\_\_ Credit Card Used?  Yes  No  
 School Vehicle **Beginning** Odometer Reading: - \_\_\_\_\_ (If YES, attach receipts)  
 Total Miles Traveled: = \_\_\_\_\_

3. Lodging: (Attach receipts) \$ \_\_\_\_\_  
 4. Registration: (Attach receipts) \$ \_\_\_\_\_  
 5. Other Local Transportation (taxi, bus, etc.): (Attach receipts) \$ \_\_\_\_\_

**TOTAL PAYMENT DUE EMPLOYEE** \$ \_\_\_\_\_

Claimant's Signature \_\_\_\_\_ Position \_\_\_\_\_

**ADMINISTRATORS USE ONLY** **CENTRAL OFFICE USE ONLY**

Travel Request Number: \_\_\_\_\_ Date: \_\_\_\_\_  
 Budget Code for Travel: \_\_\_\_\_  
 Budget Code for Fuel Expense: \_\_\_\_\_

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

# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**CC:** Jason Butcher, Supt.; Mike Waterman, Business Manager  
**From:** Scott A. Dubbs, Principal  
**Date:** April 23, 2010  
**Re:** Out-of-State Travel Request

---

This memo is written in support of an out-of-state request for our BPA students who qualified for the Business Professionals of America National Leadership Conference to travel with Shonny Nordland this May.

This year's National Leadership Conference will be held in Anaheim. It is scheduled to start on May 5<sup>th</sup> and continue through the May 9<sup>th</sup>, 2010. The students scheduled to attend are Lane Nordlund, Logan Smith, Jacob Singley, Zane Klein, Samantha Larson, and Kaylee Wise.

Ms. Lewis' travel request is forthcoming and purchase authorizations have been taken care of. Student registration and travel expenses to be covered from the BPA student activity fund with many of the expenses to be reimbursed individually. Mrs. Nordland's expenses are budgeted to primarily come out of our business department Carl Perkins or state vocational funds.

April 23, 2010

Lewistown School Board  
215 7<sup>th</sup> Ave. S  
Lewistown, MT 59457

Dear School Board Members:

This letter is to request permission for Shonny Nordlund to chaperone our six Business Professional of American students at their National Leadership Conference in Anaheim California.

*The Business Professionals of America (BPA) Organization's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills for high school students.* The BPA National Convention will be held in Anaheim, CA May 4<sup>th</sup> - 9<sup>th</sup> 2010. Students will leave May 3<sup>rd</sup> and return May 10<sup>th</sup>. Fergus High School BPA students have gone through a rigorous competitive process first at a regional level and then at the state level to obtain an opportunity to compete at the National Level. Only students placing in top positions in their events qualify to contend at this convention. Competitive events are tied to the products and positions found in the business workplace; for example, designing web pages, interviewing for a job, creating video commercials, or computer troubleshooting and networking. Sessions offered include Professional Image, Finding a Job using Social Media, Torch Awards, Going Green, Super Star Leadership, Social Styles and Adapting, Business Etiquette, Exploring the Dark Corners of CS4 in Graphic Design, Expo and College Fair and many educational tours to businesses in the area.

Fergus High School has six students who earned top positions and plan to compete at the national level in their qualifying events. We also have two students that will be recognized nationally for their contributions to their community in the form of an Ambassador Torch Award. This opportunity offers Lewistown students a chance to vie against the top students (over 6,000 in attendance) from 28 states. It also offers them occasions to explore business from a national perspective in an area where large companies are participating in the sessions. Our students will experience firsthand contact with professionals who work in the industry of their product or event. The returning Fergus High School BPA students will bring this experience back to the region, the community and Fergus High School. The students can share experiences to help train and encourage students in our own chapter and area chapters and present workshops at regional and state conventions that can assist additional school BPA chapters. Lane Nordlund, Logan Smith, Zane Klein, Jacob Singley, Samantha Larson, and Kaylee Wise are working very hard to raise money for their trip.

Thank you for considering this as a worthwhile, educational endeavor for these students and allowing us the opportunity to enhance our skills and business knowledge for Business Professionals of America.

Sincerely

*Diane Lewis*

Diane Lewis  
BPA Advisor

Attachment: Cost per Student

ESTIMATED COSTS FOR BPA NATIONAL CONFERENCE

REGISTRATION	\$ 109.00
TOURS	0 - \$140.00
HOTEL	\$ 336.00
AIR FARE	\$ 349.30
TAXIES	\$ 40.00
T-SHIRT	\$ 10.00
TRADING PINS (15)	\$ 26.25
MEALS 6 DAYS@\$60.00	\$ 360.00
MONTANA EVENT	<u>\$ 30.00</u>
	\$1400.55

# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**CC:** Jason Butcher, Supt.; Mike Waterman, Business Manager  
**From:** Scott A. Dubbs, Principal  
**Date:** April 23, 2010  
**Re:** Out-of-State Travel Request

---

This memo is written in support of an out-of-state request for Kate Ruland and student Amber Yaeger who qualified for the SkillsUSA National Leadership and Skills Conference this upcoming June.

The National Leadership and Skills Conference is held annually at Kansas City. It is a showcase of career and technical education students and this year will be held from June 20<sup>th</sup> to June 25<sup>th</sup>, 2010.

Mrs. Ruland works hand in hand with Mr. Drivdahl in supporting our SkillsUSA students, including helping with projects and supervising our students at the state convention in Havre this month. Additionally, Mrs. Ruland is a former SkillsUSA participant (VICA at the time) so she is very familiar with the organization at both the state and national level.

Ms. Ruland's travel request is forthcoming and purchase authorizations have been taken care of. . Their registration and motel expenses to be covered from the SkillsUSA student activity fund with many of the expenses to be reimbursed individually. They will be traveling in a school car.



# ***FERGUS HIGH SCHOOL***

**Scott A. Dubbs, Principal**  
**Jerry L. Feller, Asst. Principal/Activities**

201 Casino Creek Drive  
Lewistown, MT 59457

Phone: (406) 538-2321

Fax: (406) 538-3835

[www.fergus.lewistown.k12.mt.us](http://www.fergus.lewistown.k12.mt.us)

April 15, 2010

To the Board of trustees'

I would like to inform you of our opportunity to compete at the National Skills USA conference in Kansas City MO, over the summer. It will be held June 21-25. We would like your permission to attend the Skills USA conference and competition. Kate Ruland will be chaperoning Amber Yeager.

Our club has the necessary funds to cover the travel and motel rooms the students will dine on their own.

Thank You,

Sincerely,

  
Loren Drivdahl

---

# Central Montana Learning Resource Center Cooperative

215 SEVENTH AVENUE SOUTH, LEWISTOWN, MONTANA 59457  
OFFICE (406) 535-9012 FAX (406) 535-7455

## M E M O

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DT: April 21, 2010

TO: Jason Butcher, Sandi Chamberlain, Lewistown Board of Trustees

FR: Dale Lambert

RE: Restructuring of budget for aide position

While it seems possible that I will stop asking for additional paraprofessional hours, that is not the case. The changes of this school year seemed never-ending. It is my sincere hope this will be the last request to change paraprofessional hours. With diminishing budgets I hope to establish finite hours for all special education paraprofessionals in 2010-2011, unfortunately, we have not yet finished 2009-2010.

Requested changes are as follows:

KC Schnitzmeier

Lewis & Clark Elementary

Up to 3.5 hours per day paid via special education funds

(Increased from 2.5 hours per day)

Barb Sauby

Lewistown Junior High

Up to 39.5 hours per week paid via special education funds

(Increased from 37.5 hours per week)

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

17

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

**ITEM TITLE:** APPROVE FIRST READING—BOARD POLICY #2111—RESPONSE TO INTERVENTION

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #2111—Response to Intervention.

This is a new policy being added to the Lewistown Public Schools Board Policy Manual.

**SUGGESTED ACTION:** Approve First Reading of Board Policy #2111—Response to Intervention

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

# FIRST READING

## Lewistown School District

### INSTRUCTION

2111

#### Response to Intervention

It is the District's policy to ensure that all students receive high quality, scientific, research-based general education core instruction and, as appropriate, strategic and intensive intervention supports matched to student needs. The District utilizes the core principles of the Response to Intervention (RTI) process which combines systematic assessment, decision-making and a multi-tiered services delivery model to improve educational and behavioral outcomes for all students.

The District's process identifies students' challenges early and provides appropriate instruction by ensuring students are successful in the general education classroom. In implementing the RTI process, the district shall apply:

- A. Scientific, research-based interventions in the general education setting;
- B. Measure the student's response to intervention; and
- C. Use RTI data to inform instruction.

The Administrator shall develop procedures to implement student interventions; and use teacher observations, and classroom, school, or district assessments to identify students who are at risk of academic or behavioral problems and thereby in need of scientific, research-based interventions, as required by State and federal law.

Legal Reference: Individuals with Disabilities Education Act §§ 1413(f); 1414(b)(6)(B)  
34 CFR §§ 300.226; 300.307(a)(2)

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

18

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

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

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/26/2010

**SUMMARY:**

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

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

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Denton School District No. 84, Fergus County, and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Denton Public Schools for the 2010-2011 School Year.

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

### Description of bus route:

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

\*\*\* Also picked up is Tayla Snapp, and Ashley & Amanda Hartman \*\*\*

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

Wayne Todd

Board Chairman  
Denton School District #84

Date: 04/13/2010

Board Chairman  
Lewistown School District #1

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

19

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

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

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/26/2010

**SUMMARY:**

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

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

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Moore School District No. 44, Fergus County, and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Moore Schools for the 2010-2011 School Year.

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

### Description of bus route:

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

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

Steven D. Hertel

Board Chairman  
Moore School District #44

Board Chairman  
Lewistown School District #1

Date: 04/13/2010

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

20

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

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

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/26/2010

**SUMMARY:**

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

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

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Moore School District No. 44, Fergus County, and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Moore Schools for the 2010-2011 School Year.

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

Description of bus route: Bus leaves Moore School proceeding north on the Ross Fork Road for 12 miles, turns right for 2.3 miles, makes a left turn onto Spring Creek Colony road for 1.9 miles (Spring Creek Colony Elem. District/Lewistown High School District). Turns around at Spring Creek colony and goes back to Hanover Road, makes a right at the end of the blacktop, turns right and heads north on Danvers Road for 1.7 miles. Turns around at George Morse place, goes south to Hanover Road makes a left and goes 1 mile, makes a right onto Ross Fork Road for 6 miles, then turns left onto Tognetti Road. Proceeds 1 mile and turns right onto Wichman Road for a half mile, turns left onto King Colony Road, goes 2 miles to King Colony (King Colony District). Turns around at King Colony goes 2 miles to Wichman Road, goes 4 miles on Wichman Road to Highway 87 and returning to the Moore School.

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

Steven D. Hertel

Board Chairman  
Moore School District #44

Board Chairman  
Lewistown School District #1

Date: 04/13/2010

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

21

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

**ITEM TITLE:** APPROVE HEALTH INSURANCE PROVIDER FOR THE 2010-2011 SCHOOL YEAR

**Requested By:** Board of Trustees   
**Prepared By:** Insurance Committee   
**Date:** 04/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the recommendation as presented by the Insurance Committee to change the district health insurance coverage to Blue Cross/Blue Shield from Montana Unified School Trust (MUST).

**SUGGESTED ACTION:** Approve Recommendation to Change the District Health Insurance Coverage to Blue Cross/Blue Shield

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

22

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

**ITEM TITLE:** APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell/Dispose of the surplus property as stated on the attached notice.

**SUGGESTED ACTION:** Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

NOTICE OF RESOLUTION OF INTENT TO SELL

WHEREAS, certain personal property owned by School District Number One and High School District Number One, Fergus County, Montana, has been determined by the Board of Trustees of said School Districts to be obsolete, surplus, and unsuitable for school purposes because it is out of date and not usable, being described as follows:

- 98 - Third Grade Harcourt Science Student Editions
- 108 - Fourth Grade Harcourt Science Student Editions
- 1 - IBM Model 6400 Line Printer
- 100 - Fifth Grade Science Books and Teacher Materials
- 100 - Sixth Grade Science Books and Teacher Materials
- 2 - Cases of Sharp Copier Toner - AR-400MT

WHEREAS, an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

THEREFORE BE IT RESOLVED that the Trustees of said School Districts authorize the sale and disposal of the above listed property.

BE IT FURTHER RESOLVED that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

DONE at Lewistown, Montana, this 26th day of April, 2010.

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DAVE BYERLY, CHAIRMAN  
BOARD OF TRUSTEES  
SCHOOL DISTRICT NUMBER ONE  
HIGH SCHOOL DISTRICT NUMBER ONE

ATTEST:

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MIKE WATERMAN  
BUSINESS MANAGER/CLERK  
SCHOOL DISTRICT NUMBER ONE  
HIGH SCHOOL DISTRICT NUMBER ONE

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/26/2010

**Agenda Item No.**

23

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

**ITEM TITLE:** APPROVE ACCEPTING PROPOSAL FROM WALSWORTH FOR THE FERGUS HIGH SCHOOL 2011 YEARBOOK

**Requested By:** Board of Trustees    **Prepared By:** Scott Dubbs    **Date:** 04/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the proposal from Walsworth for the Fergus High School 2011 Yearbook.

**SUGGESTED ACTION:** Approve Proposal from Walsworth for the Fergus High School 2011 Yearbook

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**CC:** Jason Butcher, Supt.; Mike Waterman, Business Manager  
**From:** Scott A. Dubbs, Principal  
**Date:** April 23, 2010  
**Re:** Annual Class Contract

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Mrs. Kuntzelman and I are forwarding a contract proposal for the board to consider for next year, and perhaps longer. We are looking at moving in a different direction with the company that has printed our yearbooks in the past and are excited to have an option to work with Walsworth and their representative Anne Scott.

This selection was the culmination of a process that Mrs. Kuntzelman and her students participated in to look into options and services that are provided by the major yearbook printing companies that work in Montana. Walsworth and Anne Scott came in as their top selection in this process and reference checks were very positive in confirming that product and her service.

The proposal comes in two options, either one of which the class may select when the contract is approved. The contract itself is for one year but there is an incentive for a three year agreement should the board see fit to agree with a contract of that length.

# Yearbookproposal

2011 Yearbook Proposal: Fergus High School

Walsworth proposes to print and bind the 2011 Fergus High School yearbook at the highest industry standards.

## OPTION 1:

Size: 8, August Delivery  
 Copies: 200  
 Pages: 132 color pages  
 4 blank pages  
 Cover: 4 color lithograph, custom or pre-designed OR choose from a classic bookcloth material with one application (die charges extra)  
 Endsheets: Series I, color choice made by school  
 Binding: Smyth-Sewn Binding  
 Includes 16 page full color Year In Review Supplement sewn into books  
 1 Copy Adobe InDesign CS4 - for color correcting photos, red eye, etc.  
 Total Cost: \$9,750.00 (\$48.75/book) + shipping

## OPTION 2:

Size: 8, August Delivery  
 Copies: 200  
 Pages: 128 color pages  
 Cover: 4 color lithograph, custom or pre-designed  
 Endsheets: Material White 90# unprinted  
 Binding: Perfect Casebound  
 Includes full color Year In Review & Autograph Supplements sewn into books  
 1 Copy Adobe InDesign CS4 - for color correcting photos, red eye, etc.  
 Total Cost: \$9,003.00 (\$45.02/book) includes shipping

## **Plus - FREE**

Online Ad/Book Sales  
 High Resolution PDF Proofs  
 Flexible Deadlines  
 Yearbook Exchange Program  
 Technology Learning Center Training  
 In-Class Training  
 Clipart Package  
 Font Package  
 Award Winning Designer Templates  
 Quarterly Issue of Idea File Magazine



**98%**  
 customer  
 satisfaction  
 rating

**Anne Scott**

Walsworth Yearbook Representative

406.210.9010 phone

866.739.2761 fax

anne.scott@walsworth.com

1338 Stetson Road

Helena, MT 59602

### **Additional Incentive:**

In exchange for 3 year Term Agreement, Walsworth will provide the school with a technology credit of \$1000 for cameras, software, workshop training, adviser academy or anything necessary for the yearbook class to function efficiently.

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**

Dave Byerly, Chairman  
 Jeremy Bristol  
 Jennifer Granot  
 Becky Jackson  
 Stan Monger  
 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
				<b>45</b>					<b>46</b>

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
				<b>44</b>					<b>45</b>

**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
		<b>9.0</b>

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.

**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