

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, February 22, 2010**

**BOARD ROUNDTABLE DISCUSSION—LEA**

**6:00 P.M. TO 7:00 P.M.**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

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

**SUPERINTENDENT'S REPORT**

7. Report—Election Update
8. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

10. Minutes of the February 8, 2010, Regular Board Meeting
11. Minutes of the February 10, 2010, Special Board Meeting

**APPROVAL OF CLAIMS**

12. Claims

**CONSENT GROUP ITEMS**

13. Approve Substitute(s)
14. Approve 2010-2011 School Calendar
15. Approve Lewistown Junior High School Activity Fund Report for January 2010

**INDIVIDUAL ITEMS**

16. Approve Personnel Report
17. Second Reading—Policy #5333—Holidays

**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**

02/22/2010

**Agenda Item No.**

3

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

**ITEM TITLE:** DISCUSSION—FACILITIES

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 02/22/2010

**SUMMARY:**

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

**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						

## February 8, 2010 Board Discussion – DRAFT Notes

- Space Needs
  - All grade levels in one building
  - Developmentally appropriate spaces – restrooms needed in all kindergarten rooms
  - Adequate teacher workspace/conference room facilities
  - Adequate library/media center space
  - Storage space needed
  - Inadequate spaces to deliver behavior interventions
  - Need flexibility to accommodate STAR classroom in elementary buildings
  - Space requirements of potential NCLB reauthorization
  - Accommodate small groups, differentiated instruction, and personal tutoring
    - Highland Park
      - 3 resource groups meeting simultaneously in one space
      - 2 Title groups meeting simultaneously in one space
      - School counselor sharing space with school psychologist
      - Speech and occupational therapists share space, music specialist on cart
      - Computer lab reduced to accommodate speech therapy
      - One classroom divided into three separate instructional areas
      - Inadequate office space for PE & music teachers, school nurse
      - Instructional groups in library
      - One-on-one classroom-based assessment tasks completed in hallways
      - One teacher and up to 3 assistants in resource rooms
      - Kindergarten/small groups class meet in computer lab reducing time lab is available
      - No space for employee personal or professional materials/belongings
    - Garfield
      - MAP testing, Dibels assessments displace classes to hallway
      - Music in gym

- Two teachers and up to 3 assistants in resource room
- Counselor office in closet
- Inadequate office space for PE & music teachers
- School nurse, sick space in foyer
- School counselor sharing space with school psychologist at the same time
- Inadequate office space
- Kindergarten/small groups class meet in computer lab reducing time lab is available
- Lewis & Clark
  - MAP testing, Dibels assessments displace classes to hallway
  - Band class space inadequate and disrupts other classes
  - Two teachers and up to 3 assistants in resource room
  - Counselor office in closet
  - Inadequate office space for PE & music teachers
  - School counselor sharing space with school psychologist at the same time
  - Groups class meet in computer lab reducing time lab is available
  - Additional space for PE activity, storage, and locker room space needed
  - Lack of privacy for counselors
- LJHS
  - Psychologist meets students in walk-in office safe
  - Speech meets in closet
  - Groups class meet in computer lab reducing time lab is available
  - Science and music classrooms are inadequate
  - Athletic activities on stage
  - Activities in gym and on stage disruptive to one another
  - Handicap accessibility
  - Restrooms needed on both floors
  - No vocational ed programs or spaces for them
  - Inadequate parking for special events
  - Field overused and difficult to maintain

- Safety and health issues
  - LHS student drop off and pick up on Main Street,
  - Dead end hallways at LHS create significant fire hazard
  - Cafeteria on LHS stage creates potential for falls
  - LC gym flooring and tables are unsafe
  - Sick child area in Garfield foyer
  - Significant drainage problems at Lewis and Clark cause ice buildup
  - Athletic activities on LHS stage
  - ADA accessibility

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/22/2010

**Agenda Item No.**

4

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

**ITEM TITLE:** REPORT—STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** Taylor Machler    **Date:** 02/22/2010

**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  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/22/2010

**Agenda Item No.**

5

- 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:** 02/22/2010

**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**

**Meeting Date**

02/22/2010

**Agenda Item No.**

6

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 02/22/2010

**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**

02/22/2010

**Agenda Item No.**

7

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

**ITEM TITLE:** REPORT—ELECTION UPDATE

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 02/22/2010

**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:**

**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</p> <p>(1) a first-class district located in a county with populations of 15,000 or more, <b>OR</b></p> <p>(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.</p> <p>(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></p> <p>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></p> <p>(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.)	



Distributed by:  
**Montana**  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/22/2010

**Agenda Item No.**

8

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 02/22/2010

**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.

- ❖ Administrators—Restructuring
- ❖ Montana Association of School Superintendents (MASS) Presidency
- ❖ Lewistown Public Schools 5-year Plan
- ❖ Board Roundtable—Monday, March 8, 2010—5:00-7:00 p.m.—FHS Students
- ❖ LJHS/FHS Jazz Night—Tuesday, February 23, 2010—7:00 p.m.—FCPA
- ❖ BBB/GBB—Central A Divisional Tournament—February 25-27, 2010—Great Falls
- ❖ Eagle Booster Meeting—Monday, March 1, 2010—7:00 p.m.—Yogo
- ❖ First Grade Music Program—Thursday, March 4, 2010—7:00 p.m.—FCPA
- ❖ BBB—State Class A Tournament—March 4-6, 2010—Butte

**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						

**BOARD OF TRUSTEES ROUNDTABLE SCHEDULE**  
**2009-2010**

Date	Group	Time	Meeting Site
November 9, 2009	Garfield Elementary	5:00-7:00 p.m.	Garfield Elementary School
November 23, 2009	Lewis & Clark Elementary	5:00-7:00 p.m.	Lewis & Clark Elementary School
December 14, 2009	Highland Park Elementary	5:00-7:00 p.m.	Highland Park Elementary School
January 11, 2010	FHS Staff	5:00-7:00 p.m.	Fergus High School
January 25, 2010	Junior High School	5:00-7:00 p.m.	Junior High School
February 8, 2010	Classified Staff	5:00-7:00 p.m.	Lincoln Board Room
February 22, 2010	LEA	5:00-7:00 p.m.	Lincoln Board Room
March 8, 2010	FHS Students	5:00-7:00 p.m.	Fergus High School
March 22, 2010	Admin Council	5:00-7:00 p.m.	Lincoln Board Room



**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/22/2010

**Agenda Item No.**

9

- 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:** 02/22/2010

**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**

02/22/2010

**Agenda Item No.**

10 - 11

- 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:** 02/22/2010

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the February 8, 2010, Regular Board Meeting
- Minutes of the February 10, 2010, Special Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
FEBRUARY 8, 2010

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, February 8, 2010, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Stan Monger, ROLL CALL  
Becky Jackson, Jeremy Bristol,  
Mary Schelle

STAFF PRESENT: Superintendent Jason Butcher,  
Business Manager/Clerk Mike Waterman,  
Mary Kynett, Sandi Chamberlain, Tim  
Majerus, Andrea Payne, Jerry Feller,  
Sharon Redfern, Nancy Mattheis, Scott  
Dubbs, Pat Weichel, Bobbie Atchison,  
John Moffatt, Matt Lewis, Paul Stengel

OTHERS PRESENT: Larry Vanek, Marjorie Miller, Kevin  
Kepler, Debbie Parsons, Dale Lambert,  
Student Representative Taylor  
Machler, David Murray-Lewistown  
News-Argus, Joe Zahler-KXLO/KLCM  
Radio, and other interested parties

TRUSTEES ABSENT: Jennifer Granot, Monte Weeden

Mary Kynett led the group in the Pledge of Allegiance.

PLEDGE

Members of the Board recognized Mary Kynett for being named Teacher of the Year for grades six through eight by the local chapter of the Veterans of Foreign Wars.

RECOGNITION -  
MARY KYNETT

Discussion was continued regarding facility options available. The trustees, administration, and public reviewed space issues and needs at each building. The Board intends to refine this data and use it to develop a list of criteria against which to evaluate each of the construction options.

DISCUSSION -  
FACILITIES

Mike Waterman provided information to the Board on proposed budget cuts from the Office of Public Instruction.

DISCUSSION -  
PROPOSED  
OFFICE OF  
PUBLIC  
INSTRUCTION  
CUTS

Taylor Machler, student representative to the Board, reported on upcoming activities at Fergus High School.

REPORT -  
STUDENT  
REPRESENTATIVE

There was no report.

REPORT -  
COMMITTEES OF  
THE BOARD

No items were discussed.

CALENDAR ITEMS

The Board reviewed the timetable for the upcoming School Election to be held on Tuesday, May 4, 2010. Petitions for Nomination of School Board Trustee are to be turned into the Business Office by 5:00 p.m. on March 25, 2010. The election will be held at Fergus High School.

REPORT -  
ELECTION  
UPDATE

Investment earning for January was reported with \$3,294.45 in the elementary funds and \$1,629.36 in the high school funds for a total of \$4,923.81.

REPORT -  
INVESTMENT

The roundtable with the Lewistown Education Association was moved to 6:00 p.m. on February 22, 2010, with no meal being served. It was also noted that Superintendent Jason Butcher and Chairman Dave Byerly have been summoned to appear in front of the Montana Board of Public Education on May 14, 2010.

OTHER ITEMS

There was no public input.

PUBLIC  
PARTICIPATION

Minutes of the Regular Board Meeting of January 25, 2010, were approved unanimously (Bristol/Schelle). Minutes of the Board Work/Study Session of February 4, 2010, were approved unanimously (Jackson/Monger).

APPROVAL OF  
MINUTES

The claims referenced in the 2009-10 Bill Schedule and submitted through February 4, 2010, were approved unanimously (Monger/Bristol).

APPROVAL OF  
CLAIMS

A motion to approve consent group item 16 was approved unanimously (Jackson/Schelle).

CONSENT GROUP  
ITEMS

16. Approve adding Virginia Ross to the Substitute Teachers/Assistants List.
17. Approve the Personnel Report - see Exhibit A (Monger/Bristol - unanimous). Melinda Thayne was changed to a KITCHEN AIDE Step 0.
18. Approve the Collective Bargaining Agreement for the 2010-11 and 2011-12 school years (Jackson/Monger - unanimous).
19. Approve a request from Gary Gebert to obtain three graduate credits from California State University which are outside of his teaching field and will be used to move across the salary schedule (Bristol/Monger - unanimous).
20. Approve a request from Vic Feller to obtain three graduate credits from California State University which are outside of his teaching field and will be used to move across the salary schedule (Jackson/Schelle - unanimous).

APPROVE  
SUBSTITUTE

APPROVE  
PERSONNEL  
REPORT

COLLECTIVE  
BARGAINING  
AGREEMENT  
DECISION

APPROVE  
REQUEST TO  
OBTAIN COLLEGE  
CREDITS  
OUTSIDE OF  
TEACHING FIELD

APPROVE  
REQUEST TO  
OBTAIN COLLEGE  
CREDITS  
OUTSIDE OF  
TEACHING FIELD

21. Approve first reading - Holidays Policy - #5333  
(Monger/Bristol).

APPROVE FIRST  
READING -  
HOLIDAYS  
POLICY

The meeting was adjourned at 8:50 p.m. The next regular meeting will be held on February 22, 2010, at 7:00 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

---

DAVE BYERLY  
BOARD CHAIRMAN

---

MIKE WATERMAN  
BUSINESS MANAGER/CLERK

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** February 8, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>BORGREEN, LaVonne</b>	Foreign Language Instructor	Fergus High School	Accept letter of resignation	June 30, 2010	See attached letter.
<b>BROSSEAU, Richard</b>	Science Teacher	Fergus High School	Accept letter of resignation	June 30, 2010	See attached letter.
<b>MAXWELL, Shannon</b>	P.M. Kitchen Aide	Central Kitchen	Accept letter of resignation	January 29, 2010	See attached letter. Shannon will continue her position as a Food Server at Garfield Elementary.
<b>THAYNE, Melinda</b>	P.M. Kitchen Aide	Central Kitchen	Approve appointment on schedule—KITCHEN AIDE Step 1 for up to 3 hours per day	February 8, 2010	See attached memo. Melinda is currently a Food server at Lewis & Clark Elementary.
<b>HEMSATH, Tiffany</b>	Resource Aide	Fergus High School	Approve revision of contract to reflect new assignment—AIDE II Step 1, add up to one (1) hour per day to contract for remainder of 2009-2010 School Year	February 8, 2010	See attached memo.
<b>FELLER, Vic GEBERT, Gary HUDSON, Troy</b>	Football Coaches	Fergus High School	Approve Out-of-State Travel to the Frank Glazier Mega Clinic for Football in Las Vegas, Nevada	March 3-6, 2010	See attached Travel Request.
<b>MOFFATT, John</b>	Principal	Garfield Elementary	Accept letter of resignation	June 30, 2010	See attached letter.
<b>COMBS, Karen</b>	First Grade Teacher	Highland Park Elementary	Accept letter of resignation	June 30, 2010	See attached letter.

MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
FEBRUARY 10, 2010

The Board of Trustees of School District Number One and High School District Number One held a Special Board Meeting Wednesday, February 10, 2010, at 12:00 noon in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Monte Weeden,  
Jeremy Bristol, Becky Jackson,  
Stan Monger

ROLL CALL

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

OTHERS PRESENT: Tom Scott

TRUSTEES ABSENT: Jennifer Granot, Mary Schelle

The Pledge of Allegiance was not recited.

PLEDGE

There was no public input.

PUBLIC  
PARTICIPATION

Members of the Board reviewed the bids received for the upgrades of the heating, ventilation, and air conditioning systems in the elementary schools. It was noted that the bids came in significantly lower than expected.

4. Approve awarding the Lewis & Clark Elementary School HVAC Revisions Bid to Central Plumbing & Heating, Inc. - see Exhibit A (Monger/Weeden).

APPROVE  
LEWIS & CLARK  
ELEMENTARY  
SCHOOL HVAC  
REVISIONS BID  
RECOMMENDATION

5. Approve awarding the Garfield Elementary School HVAC Revisions Bid to Central Plumbing & Heating, Inc. - see Exhibit B (Jackson/Bristol).

APPROVE  
GARFIELD  
ELEMENTARY  
SCHOOL HVAC  
REVISIONS BID  
RECOMMENDATION

6. Approve awarding the Highland Park Elementary School HVAC Revisions Bid to Williams Plumbing and Heating, Inc. - see Exhibit C (Bristol/Weeden).

APPROVE  
HIGHLAND PARK  
ELEMENTARY  
SCHOOL HVAC  
REVISIONS BID  
RECOMMENDATION

The meeting was adjourned at 12:10 p.m. (Jackson - unanimous).

ADJOURNMENT

---

DAVE BYERLY  
BOARD CHAIRMAN

---

MIKE WATERMAN  
BUSINESS MANAGER/CLERK



# “EXHIBIT A”

## Bid Tabulation

### Lewis & Clark Elementary

### HVAC Revisions

February 10, 2010

<b>Contractor</b>	<b>License</b>	<b>Bid Bond</b>	<b>Addendum #1</b>	<b>Base Bid</b>	<b>Deduct Alt #1</b>	<b>Deduct Alt #2</b>
A. T. Klemens	1891	10%	X	\$792,000.00	\$23,400.00	\$41,700.00
Central Plumbing	4443	10%	X	\$670,800.00	\$22,200.00	\$40,800.00
Williams Plumbing & Heating	8395	10%	X	\$699,000.00	\$21,000.00	\$31,000.00
Star Service	1373	10%	X	\$752,400.00	\$21,000.00	\$42,850.00
4G	2403	10%	X	\$736,708.00	\$25,475.00	\$33,000.00
Tri County	3485	10%	X	\$793,786.00	\$25,413.00	\$55,531.00

**“EXHIBIT B”**

**Bid Tabulation  
Garfield Elementary  
HVAC Revisions  
February 10, 2010**

<b>Contractor</b>	<b>License</b>	<b>Bid Bond</b>	<b>Addendum #1</b>	<b>Base Bid</b>	<b>Deduct Alt #1</b>
A. T. Klemens	1891	10%	X	\$651,470.00	\$32,200.00
Central Plumbing	4443	10%	X	\$538,147.00	\$22,000.00
Williams Plumbing & Heating	8395	10%	X	\$663,000.00	\$23,000.00
Star Service	1373	10%	X	\$594,400.00	\$22,000.00
Nault Plumbing & Heating	46285	10%	X	\$647,778.00	\$22,000.00
4G	2403	10%	X	\$567,113.00	\$22,044.00
Tri County	3485	10%	X	\$597,048.00	\$22,015.00

**“EXHIBIT C”**

**Bid Tabulation**

**Highland Park Elementary**

**HVAC Revisions**

**February 10, 2010**

<b>Contractor</b>	<b>License</b>	<b>Bid Bond</b>	<b>Addendum #1</b>	<b>Base Bid</b>	<b>Deduct Alt #1</b>
A. T. Klemens	1891	10%	X	\$571,000.00	\$26,260.00
Central Plumbing	4443	10%	X	\$564,609.00	\$22,000.00
Williams Plumbing & Heating	8395	10%	X	\$549,000.00	\$22,000.00
Star Service	1373	10%	X	\$610,840.00	\$22,000.00
Nault Plumbing & Heating	46285	10%	X	\$632,084.00	\$22,000.00
4G	2403	10%	X	\$696,884.00	\$22,000.00
Tri County	3485	10%	X	\$595,076.00	\$20,000.00

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/22/2010

**Agenda Item No.**

12

- 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:** 02/22/2010

**SUMMARY:**

Approve claims paid through February 18, 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**

02/22/2010

**Agenda Item No.**

13 - 15

<u>Agenda Items</u>	<u>Additional Information</u>
13. Approve Substitute(s)  14. Approve 2010-2011 School Calendar  15. Approve Lewistown Junior High School Activity Fund Report for January 2010	

**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**

02/22/2010

**Agenda Item No.**

13

- 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:** 02/22/2010

**SUMMARY:**

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

Substitute Custodial List:

Chase Doney

**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**

02/22/2010

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE 2010-2011 SCHOOL CALENDAR

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 02/22/2010

**SUMMARY:**

The Board of Trustees needs to approve the 2010-2011 School Calendar.

**SUGGESTED ACTION:** Approve 2010-2011 School Calendar

**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

## 2010-2011 School Calendar (Draft 02/22/2010)

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	18	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		







April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)**

- August 23 All Staff Orientation
- August 24 PIR
- October 14-15 Staff Development Days - Teachers Convention
- November 3-4 Parent Teacher Conferences  
(Evening on the 3rd, All Day on the 4th)
- January 17 PIR
- April 7 Parent Teacher Conference  
(Conference-Evenings ONLY--Regular School Day for Students)

-  New Teacher Orientation
-  First/Last Day of School  
(Last day - out @ 1:30 p.m.)
-  End of Quarter  
(1st & 3rd Quarters)
-  End of Semester  
(2nd & 4th Quarters)
-  Early Release Days  
(1:30 p.m.)
-  School Dismissed at 1:30 p.m.

**Holidays/Vacations**

- September 6 Labor Day
- October 14-15 Fall Vacation (Teachers - Convention)
- November 4 Parent Teacher Conferences (Vacation Day for Students)
- November 5 Vacation Day
- November 24-26 Thanksgiving Vacation
- December 22-31 Christmas Vacation
- January 17 PIR (Vacation Day for Students)
- February 25 Vacation Day
- April 21-25 Spring Break
- May 30 Memorial Day



**LEWISTOWN PUBLIC SCHOOLS  
2010-2011 SCHOOL CALENDAR**

(DRAFT 02/22/2010)

**A. Pupil Instruction**

First Semester					91 Days	Second Semester					89 Days
<b>FIRST QUARTER</b>					<b>DAYS</b>	<b>THIRD QUARTER</b>					<b>DAYS</b>
First Week	Aug	25 -- Aug	27	3		First Week	Jan	24 -- Jan	28	5	
Second Week	Aug	30 -- Sept	3	5		Second Week	Jan	31 -- Feb	4	5	
Third Week	Sept	7 -- Sept	10	4		Third Week	Feb	7 -- Feb	11	5	
Fourth Week	Sept	13 -- Sept	17	5		Fourth Week	Feb	14 -- Feb	18	5	
Fifth Week	Sept	20 -- Sept	24	5		Fifth Week	Feb	21 -- Feb	24	4	
Sixth Week	Sept	27 -- Oct	1	5		Sixth Week	Feb	28 -- Mar	4	5	
Seventh Week	Oct	4 -- Oct	8	5		Seventh Week	Mar	7 -- Mar	11	5	
Eighth Week	Oct	11 -- Oct	13	3		Eighth Week	Mar	14 -- Mar	18	5	
Ninth Week	Oct	18 -- Oct	22	5		Ninth Week	Mar	21 -- Mar	25	5	
Tenth Week	Oct	25 -- Oct	29	5						<b>44</b>	
					<b>45</b>						
<b>SECOND QUARTER</b>					<b>DAYS</b>	<b>FOURTH QUARTER</b>					<b>DAYS</b>
First Week	Nov	1 -- Nov	3	3		First Week	Mar	28 -- Apr	1	5	
Second Week	Nov	8 -- Nov	12	5		Second Week	Apr	4 -- Apr	8	5	
Third Week	Nov	15 -- Nov	19	5		Third Week	Apr	11 -- Apr	15	5	
Fourth Week	Nov	22 -- Nov	23	2		Fourth Week	Apr	18 -- Apr	20	3	
Fifth Week	Nov	29 -- Dec	3	5		Fifth Week	Apr	26 -- Apr	29	4	
Sixth Week	Dec	6 -- Dec	10	5		Sixth Week	May	2 -- May	6	5	
Seventh Week	Dec	13 -- Dec	17	5		Seventh Week	May	9 -- May	13	5	
Eighth Week	Dec	20 -- Dec	21	2		Eighth Week	May	16 -- May	20	5	
Ninth Week	Jan	3 -- Jan	7	5		Ninth Week	May	23 -- May	27	5	
Tenth Week	Jan	10 -- Jan	14	5		Tenth Week	May	31 -- Jun	2	3	
Eleventh Week	Jan	18 -- Jan	21	4						<b>45</b>	
					<b>46</b>						

**B. Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)**

		<b>Totals</b>
August 23	All Staff Orientation/PIR	1.0
August 24	PIR	1.0
October 14-15	Staff Development Days - Teachers Convention	2.0
November 3-4	Parent Teacher Conferences <b>(Evening on 3rd, All Day on 4th)</b>	1.5
January 17	PIR	1.0
April 7	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Days for Students)	0.5
		<b>7.0</b>

**Holidays / Vacations (Dates Inclusive)**

September 6	Labor Day
October 14-15	Fall Vacation (Teachers - Convention)
November 4	Parent Teacher Conferences ( <b>Vacation Day for Students</b> )
November 5	Vacation Day
November 24-26	Thanksgiving Vacation
December 22-31	Christmas Vacation
January 17	PIR (Vacation day for Students)
February 25	Vacation Day
April 21-25	Spring Break
May 30	Memorial Day

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/22/2010

**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  
JANUARY 2010

**Requested By:** Board of Trustees   
**Prepared By:** Christy Rogers   
**Date:** 02/22/2010

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for January 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: 01/01/2010  
To : 01/31/2010

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	1846.84	0.04	0.00	0.00	1846.88	0.00	1846.88
000105 Builder's Club	106.32	0.04	0.00	0.00	106.36	0.00	106.36
000115 Cheerleaders	2411.57	0.04	0.00	0.00	2411.61	0.00	2411.61
000120 Consumer Tech	459.84	0.04	0.00	0.00	459.88	0.00	459.88
000125 FACS	281.61	0.04	0.00	0.00	281.65	0.00	281.65
000130 BC,SC Store	792.22	166.43	-354.25	0.00	604.40	0.00	604.40
000135 Music	99.75	0.05	0.00	0.00	99.80	0.00	99.80
000140 Photo Club	2895.91	376.05	-311.73	0.00	2960.23	0.00	2960.23
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	287.50	0.05	0.00	0.00	287.55	0.00	287.55
000155 Ski Club	3800.87	4595.55	-4815.00	0.00	3581.42	0.00	3581.42
000160 Student Council	1355.83	0.05	-38.09	0.00	1317.79	0.00	1317.79
000180 NEWS	16.04	777.62	-761.57	0.00	32.09	0.00	32.09
000190 COMPUTER SERV LEARNING	129.08	0.05	0.00	0.00	129.13	0.00	129.13
Group Total	14483.38	5916.05	-6280.64	0.00	14118.79	0.00	14118.79
Grand Total	14483.38	5916.05	-6280.64	0.00	14118.79	0.00	14118.79

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**

02/22/2010

**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:** 02/22/2010

**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:** February 22, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>WOLTERMANN, Rebecca</b>	Third Grade Teacher	Garfield Elementary	Accept letter of resignation	June 30, 2010	See attached letter.
<b>HUTCHINS, Mandie</b>	Special Education Paraprofessional	Lewis & Clark Elementary	Approve revision of contract to reflect additional duties—AIDE II Step 1 up to 1.5 hours per day	February 22, 2010	See attached email memo.
<b>BROWN, Robert A.</b>	Custodian	Lewistown Junior High School	Accept letter of resignation	June 18, 2010	See attached letter.

114 Hawthorne  
Lewistown, MT 59457  
February 12, 2010

Board of Trustees  
Lewistown School District #1  
215 7<sup>th</sup> Avenue South  
Lewistown, MT 59457

Dear Board Members:

This letter is written to inform you of my decision to retire from my teaching position with School District #1 as a third grade teacher at Garfield Elementary. This resignation will be effective at the end of this, the 2009-2010 school year.

I want to thank the District for allowing me to make a difference in the lives of third graders here in Lewistown for the last 26 years. I know I will miss the students and the wonderful dedicated staff we have at Garfield. I wish you and everyone associated with School District #1 nothing but the best as you continue to pursue "excellence today for our students' success tomorrow".

Sincerely yours,



Rebecca N. Woltermann

CC: Jason Butcher, Superintendent  
TRS

Memorandum

**To:** Certified Staff  
**From:** Jason Butcher, Superintendent  
**Date:** January 12, 2010  
**Re:** Early Retirement Incentive

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**RETIREMENT:**

According to the Collective Bargaining Agreement, teachers with eight (8) years or more in the District are eligible for one-quarter (1/4) of their accumulated sick leave upon retirement, which is recognized by Teachers Retirement System (TRS) as termination pay. Teachers wishing to retire should submit the Irrevocable Form to Teachers Retirement at least **ninety (90) days before the last day of instruction** in order to have pre-taxed termination pay contributions.

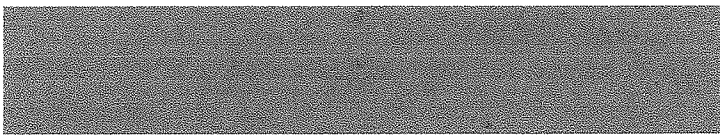
**RETIREMENT INCENTIVE:**

This is a one-time offering from the District to Certified Staff. This offering is only available from **January 12, 2010, until February 15, 2010**, for the 2009-2010 School Year. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Monday, February 15, 2010**. After that date the incentive program for this year will become void. The incentive being offered to teachers eligible for retirement is attached.

I agree that by signing this form I am accepting the district's proposal and that this form serves as my formal letter of resignation effective June 30, 2010.

Rebecca N. Woltermann      2-12-10  
NAME (PRINTED)      DATE

[Handwritten Signature]  
SIGNATURE



## Sandi Chamberlain

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**From:** Dale Lambert  
**Sent:** Wednesday, February 17, 2010 6:52 PM  
**To:** Sandi Chamberlain; Jason Butcher  
**Subject:** change in aide hours

I need to ask that the contract for Mandy Hutchins be changed. Mandy is currently contracted for 5.5 hours per day, or up to 27.5 hours per week. She is currently working 7 hours per day, or 35 hours per week. This time is being used to cover special education services and should be paid out of ARRA funds.

Thanks,

Dale



19 Feb 2010

Lewistown School Board

This letter is to advise you, that it is my intention to retire on the 18<sup>th</sup> day of June 2010.

A handwritten signature in black ink, appearing to read "Robert A. Brown". The signature is written in a cursive style with some loops and flourishes.

Robert A Brown  
Custodian  
Junior High School

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/22/2010

**Agenda Item No.**

17

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

**ITEM TITLE:** SECOND READING—POLICY #5333—HOLIDAYS

**Requested By:** Board of Trustees   
**Prepared By:** Mike Waterman   
**Date:** 02/22/2010

**SUMMARY:**

The Board of Trustees needs to conduct the second and final reading of Board Policy #5333—Holidays and consider the adoption of said policy.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #5333—Holidays

**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						

# SECOND READING

## Lewistown School District PERSONNEL

5333

### Holidays

Holidays for certified staff are dictated in part by the school calendar. Temporary employees shall not receive holiday pay. Part-time employees shall receive holiday pay on a prorated basis.

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

Twelve-(12)-month employees will be granted an additional two (2) floating days per year.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

In cases where one of the above holidays falls on Sunday, the following Monday shall not be a holiday. In those cases where one of the above holidays falls on Saturday, the preceding Friday shall not be a holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

All classified employees will receive ~~five (5)~~ **six (6)** paid holidays per school year as follows:

1. Labor Day
2. Thanksgiving Day
3. **Day After Thanksgiving**
4. Christmas Day
5. New Year's Day
6. Memorial Day

Legal Reference: § 20-1-305, MCA School holidays

### Policy History:

Adopted on: June 28, 2004

Revised on: January 23, 2006 (The effective date of this policy revision is December 2005 and will include Christmas Day 2005 and New Year's Day 2006.)

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