

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, February 8, 2010**

**BOARD ROUNDTABLE DISCUSSION—CLASSIFIED STAFF**

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

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Recognition—Mary Kynett, Junior High Social Studies Teacher
4. Discussion—Facilities
5. Discussion—Proposed Office of Public Instruction Cuts
6. Report—Student Representative
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

9. Report—Election Update
10. Report—Investment
11. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

13. Minutes of the January 25, 2010, Regular Board Meeting
14. Minutes of the February 4, 2010, Board Work/Study Session

**APPROVAL OF CLAIMS**

15. Claims

**CONSENT GROUP ITEMS**

16. Approve Substitute(s)

**INDIVIDUAL ITEMS**

17. Approve Personnel Report
18. Decision and Ratification or Denial of the 2010-2012 Collective Bargaining Agreement
19. Approve Request for College Credits Outside the Candidate's Teaching Field
20. Approve Request for College Credits Outside the Candidate's Teaching Field
21. Approve First 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

02/08/2010

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—MARY KYNETT, JUNIOR HIGH SOCIAL STUDIES TEACHER

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 02/08/2010

**SUMMARY:**

The Board of Trustees would like to recognize and congratulate Mary Kynett, Social Studies teacher at Lewistown Junior High School, for being named **Teacher of the Year for grades 6-8 from the Veterans of Foreign Wars (VFW)** organization.

Mary was nominated this fall by Margorie Miller who is a member of the Ladies Auxiliary for the VFW. Margorie has been a guest in Mary's classroom for the past six years to present flag etiquette to her 8th grade students on Veterans Day. Mary's information and resume will also be sent on to the national level as this is a national organization.

**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 AGENDA ITEM**

Meeting Date

02/08/2010

Agenda Item No.

4

☐ 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: 02/08/2010

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/08/2010

Agenda Item No.

5

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

ITEM TITLE: DISCUSSION—PROPOSED OFFICE OF PUBLIC INSTRUCTION CUTS

Requested By: Board of Trustees    Prepared By: Mike Waterman    Date: 02/08/2010

**SUMMARY:**

Mike Waterman, Business Manager/District Clerk, would like to present to the Board of Trustees information regarding possible Office of Public Instruction (OPI) budget cuts. Please see attachment for details.

**SUGGESTED ACTION:** Informational

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

NOTES:

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

# Memorandum

**To:** Board of Trustees  
**From:** Mike Waterman, Business Manager/District Clerk  
**Date:** February 4, 2010  
**Re:** Office of Public Instruction Proposed Budget Cuts

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As you likely know, Governor Schweitzer asked all state agencies to propose cuts that would enable the state to reduce its general fund costs by 5%. The Office of Public Instruction (OPI) recently announced their proposals. In total, the 5% reductions translate into a reduction of about \$4.4 million: \$461,000 for OPI's state level activities and \$3.9 million for distributions to schools. These cuts, if implemented, will occur during fiscal years 2010 and 2011 (this current year and next year).

The \$461,000 in state level activity reductions will simply streamline OPI's operations and will not have a noticeable impact on Lewistown.

To meet the target \$3.9 million reduction in state general fund distributions to schools, OPI has proposed a reduction of \$1.8 million in School Facilities Payments and \$2.1 million from School District Block Grants. In contrast to the state level reductions, these proposed cuts may well impact our District and our taxpayers.

The legislature budgeted about \$19.5 million for School Facility Payments to school districts during this biennium. However, current estimates indicate only about \$17.7 million is required to fund the state's obligations. As a result, the state will save about \$1.8 million out of this budget with no impact to schools. Note that this money is the source that finances about 56 percent of our QZAB bond. Our bond is included in the current budget and there is no danger of not receiving that payment. If this reduction becomes permanent, however, our taxpayers could end up paying a larger percentage of the QZAB debt service in future years.

The second proposed cut involves non-levy revenue called "Block Grants" in our General, Transportation, and flexibility Funds. The proposed reductions will not affect our legal spending authority in the General and Transportation funds, but it will place more of the burden for funding our budgets on the local taxpayers. Block Grants are not a major funding source for our General and Transportation Funds, and considering the cut will be prorated over the state's 420 school districts, the proposed \$2.1 million cut will not have a significant impact on our taxpayers. Nonetheless, this proposal would mean an increased burden on local taxpayers.

I will attempt to clarify these proposals at Monday's meeting. Please contact me if you have any questions.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/08/2010

Agenda Item No.

6

☐ 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: 02/08/2010

**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

02/08/2010

Agenda Item No.

7

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee    Date: 02/08/2010

**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

02/08/2010

Agenda Item No.

8

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 02/08/2010

**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

02/08/2010

Agenda Item No.

9

☐ 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: 02/08/2010

**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:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
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**

December 20, 2009 through March 25, 2010	<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>
End of January	<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>
**Updated in 2009** (SB 276) Changes	<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>
February 18, 2010	<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>
March 25, 2010	<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>
March 30, 2010	<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>
April 4, 2010 (Next Business Day is April 5, 2010)	<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>

April 4 – April 14, 2010	<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]
April 8, 2010 (By 5 p.m.)	<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]
April 8, 2010 (After 5 p.m.)	<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)
By April 9, 2010	<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.  [not less than 25 days before election] 13-12-201, 20-20-401, and 15-10-425, MCA
April 14, 2010	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <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> (20-20-401, MCA) [at least 20 days prior to election]
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 Commission of Political Practices. (13-37-226 (4), MCA) [12 days before and 20 days after the school election]
April 24, 2010	<b>Last day to notify election judges of appointment.</b> (20-20-203, MCA) [not less than 10 days before election]
February 18 until noon May 3, 2010	<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.  *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)
May 3, 2010 (By 5 p.m.)	<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.

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

02/08/2010

Agenda Item No.

10

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Mike Waterman    Date: 02/08/2010

**SUMMARY:**

Attached is the report on the interest earned and distributed for January 2010.

The first column of the report reflects the cash balance in various funds as of January 1, 2010.

**SUGGESTED ACTION:** Informational

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

NOTES:

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

**INVESTMENT INCOME DISTRIBUTION REPORT**  
**SCHOOL DISTRICT NO.1, FERGUS COUNTY**  
January 31, 2010

Following is a distribution report of the income from the investment of school funds for the current reporting period.  
Distribution is prorated on the cash balance of each fund at the beginning of the period.

**REPORTING PERIOD:** 1/1/2010 - 1/31/2010  
**ELEM INVESTMENT INCOME:** \$3,294.45  
**HS INVESTMENT INCOME:** \$1,629.36

<b>FUND</b>	<b>CASH BALANCE</b>	<b>%</b>	<b>CURRENT INTEREST</b>	<b>YTD INTEREST</b>
<b>ELEMENTARY DISTRICT:</b>				
101 GENERAL	984,949.92	17.83%	587.33	4,906.01
110 TRANSPORTATION	418,767.52	7.58%	249.72	2,322.82
111 BUS DEPRECIATION	901,309.50	16.31%	537.47	5,575.14
112 FOOD SERVICE	141,376.52	2.56%	84.31	914.40
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	740,071.88	13.40%	441.32	4,180.42
120 RENTAL	7,065.34	0.13%	4.21	48.91
121 COMPENSATED ABSENCES	50,284.12	0.91%	29.99	317.19
124 METAL MINES	83,504.11	1.51%	49.80	526.74
128 TECHNOLOGY	79,017.81	1.43%	47.12	439.61
129 FLEXIBILITY	70,163.61	1.27%	41.84	415.23
150 DEBT SERVICE	56,458.43	1.02%	33.67	184.55
160 BUILDING	1,622,119.09	29.36%	967.31	10,291.17
161 BUILDING RESERVE	329,412.83	5.96%	196.44	1,923.63
184 STUDENT ACTIVITIES	40,109.65	0.73%	23.92	225.96
<b>ELEMENTARY TOTAL</b>	<b>5,524,610.33</b>	<b>100.00%</b>	<b>3,294.45</b>	<b>32,271.78</b>
<b>HIGH SCHOOL DISTRICT:</b>				
201 GENERAL	643,759.34	21.90%	356.83	3,056.27
210 TRANSPORTATION	266,483.23	9.07%	147.70	1,409.44
211 BUS DEPRECIATION	481,712.94	16.39%	267.00	2,785.82
213 TUITION	190.89	0.01%	0.11	0.59
214 RETIREMENT	349,256.23	11.88%	193.58	1,920.97
217 ADULT EDUCATION	26,721.75	0.91%	14.81	174.66
218 DRIVERS EDUCATION	26,306.22	0.89%	14.58	175.75
220 RENTAL	11,385.39	0.39%	6.31	64.83
221 COMPENSATED ABSENCES	24,745.20	0.84%	13.72	145.92
224 METAL MINES	159,832.09	5.44%	88.59	942.47
228 TECHNOLOGY	75,273.78	2.56%	41.72	387.83
229 FLEXIBILITY	69,358.27	2.36%	38.44	374.35
260 BUILDING	64,295.28	2.19%	35.64	379.13
261 BUILDING RESERVE	463,301.61	15.76%	256.79	2,588.98
281 ENDOWMENT FUNDS	87,672.19	2.98%	48.59	512.61
282 INTERLOCAL AGREEMENT	144,648.13	4.92%	80.17	996.71
284 STUDENT ACTIVITIES	44,713.90	1.52%	24.78	359.06
<b>HIGH SCHOOL TOTALS</b>	<b>2,939,656.44</b>	<b>100.00%</b>	<b>1,629.36</b>	<b>16,275.39</b>
<b>GRAND TOTALS</b>	<b>8,464,266.77</b>		<b>4,923.81</b>	<b>48,547.17</b>



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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2010

**Agenda Item No.**

11

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 02/08/2010

**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.

- ❖ Montana Board of Public Education
- ❖ Board Roundtable—Monday, February 22, 2010—5:00-7:00 p.m.—LEA
- ❖ State All Class Wrestling Tournament—Friday/Saturday, February 12-13, 2010—Billings
- ❖ Early Release—Wednesday, February 17, 2010—1:30 p.m.—Bullying
- ❖ First Grade Music Program—Thursday, February 18, 2010—7:00 p.m.—FCPA
- ❖ Home Athletic Games/Meets:
  - BBB vs. Butte Central— Friday, February 12, 2010—4:15/5:30/7:00 p.m.
  - GBB vs. Browning—Saturday, February 13, 2010—4:00/5:30/7:00 p.m.
  - GBB vs. Billings Central—Monday, February 15, 2010—4:15/5:30/7:00 p.m.
  - BBB vs. Park High—Tuesday, February 16, 2010—4:15/5:30/7:00 p.m.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
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

02/08/2010

Agenda Item No.

12

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 02/08/2010

**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

02/08/2010

Agenda Item No.

13 - 14

☒ 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: 02/08/2010

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the January 25, 2010, Regular Board Meeting
- Minutes of the February 4, 2010, Board Work/Study Session

**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  
JANUARY 25, 2010

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, January 25, 2010, at 7:00 p.m. in the Lewistown Junior High School Gymnasium, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Monte Weeden,  
Jennifer Granot, Becky Jackson, Mary  
Schelle, Jeremy Bristol

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher,  
Business Manager/Clerk Mike Waterman,  
Sandi Chamberlain, Andrea Payne,  
Karen Durbin, Chad Armstrong, Vic  
Feller, Jeff Friesen, Jim Daniels,  
Paul Stengel, Kathleen Schaeffer,  
Mary Kynett, Michelle Trafton, Scott  
Dubbs, Jerry Feller, Bobbie Atchison

OTHERS PRESENT: Dick Rath, John Turner, Bill Larson,  
Toni Gies, Jaxson Allen, Jim Fox,  
Debbie Parsons, Hal Machler, Student  
Representative Taylor Machler, David  
Murray-Lewistown News-Argus, Joe  
Zahler-KXLO/KLCM Radio, and other  
interested parties

TRUSTEES ABSENT: Stan Monger

Kathleen Schaeffer led the group in the Pledge of Allegiance.

PLEDGE

Members of the Collective Gaining Committee presented their recommendations for the upcoming contract period to the Board.

PRESENTATION -  
COLLECTIVE  
GAINING  
COMMITTEE

The trustees continued discussion on facilities beginning with public comments. Dick Rath stated he would like to see the school district retain the existing junior high building and noted that he intends to lead a group to oppose new construction. John Turner, Bill Larson, and Toni Gies all spoke in favor of a new building, but wished it be located elsewhere and keep the open space at the Frog Ponds. Jaxson Allen asked for some clarification on enrollment declines and overcrowding issues. He pointed out that low interest rates do not necessarily make it a good time to construct a new building. Debbie Parsons invited people to come see the schools before judging their circumstances. Jim Daniels said he personally is in favor of the proposed site at the Frog Ponds but that the members of the Lewistown Parks and Recreation Board have not yet decided whether to support the building location.

DISCUSSION -  
FACILITIES

Chairman Dave Byerly reported on the latest meeting of the Lewistown City Commission. As a result of the arguments provided by the opponents to the building location, Mr. Byerly stated he did not believe the community would support the project. He proposed Board discussion to consider alternatives. Trustee Becky Jackson agreed noting that the school district needs to position itself for the future.

DISCUSSION  
CONTINUED -  
FACILITIES

Taylor Machler, student representative to the Board, reviewed upcoming events taking place at Fergus High School.

REPORT -  
STUDENT  
REPRESENTATIVE

There was no report.

REPORT -  
COMMITTEES OF  
THE BOARD

Trustee Mary Schelle updated the Board on recent activities of the Montana School Boards Association.

CALENDAR ITEMS

Mike Waterman reviewed calendar dates and procedures for the School Election on May 4, 2010.

REPORT -  
ELECTION  
UPDATE

Investment earning for December was reported with \$17,182.68 in the elementary funds and \$8,800.56 in the high school funds for a total of \$25,983.24.

REPORT -  
INVESTMENT

It was noted that the next early release will be held on January 27, 2010. Superintendent Jason Butcher reported on the recent meetings of the Montana Energy Summit, Montana Quality Education Coalition, and the Montana High School Association. A work/study session was scheduled for 6:00 a.m. on Thursday, February 4, 2010, to examine classified and administrative raises, and also to continue facility discussion.

OTHER ITEMS

Hal Machler stated that due to the economic conditions, voter approval of a new middle school was not likely. He advocated a smaller project that would address the future needs of the school district. Mr. Machler also commended the members of the Board for all their hard work. Jim Fox encouraged the trustees to do what they felt was best for education.

PUBLIC  
PARTICIPATION

Minutes of the Regular Board Meeting of January 11, 2010, were approved unanimously (Granot/Weeden).

APPROVAL OF  
MINUTES

The claims referenced in the 2009-10 Bill Schedule and submitted through January 21, 2010, were approved unanimously (Jackson/Weeden).

APPROVAL OF  
CLAIMS

A motion to approve consent group items 14-16 was approved unanimously (Bristol/Jackson).

CONSENT GROUP  
ITEMS

14. Approve adding Carol Brown, Charles Fanyak, Genesta Luther, and Neal Tucek to the Substitute Teachers/Assistants List, and adding Nancy Bowen to the Substitute Food Service List.

APPROVE  
SUBSTITUTES

- |                                                                                                                                                                                                                                                                                                              |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 15. Approve the Lewistown Junior High School General Ledger Report for student activity accounts during December, 2009.                                                                                                                                                                                      | APPROVE<br>LEWISTOWN<br>JUNIOR HIGH<br>SCHOOL GENERAL<br>LEDGER REPORT                |
| 16. Approve the Fergus High School General Ledger Report for student activity accounts during December, 2009.                                                                                                                                                                                                | APPROVE FERGUS<br>HIGH SCHOOL<br>GENERAL LEDGER<br>REPORT                             |
| 17. Approve the Personnel Report - see Exhibit A (Jackson/Granot - unanimous).                                                                                                                                                                                                                               | APPROVE<br>PERSONNEL<br>REPORT                                                        |
| 18. Approve issuing a contract for Jason Butcher - Superintendent of Schools, effective July 1, 2010, to June 30, 2013 (Weeden/Granot - unanimous).                                                                                                                                                          | APPROVE<br>ISSUING<br>CONTRACT                                                        |
| 19. Approve Call for Bids - Garfield Elementary School HVAC Revisions (Jackson/Bristol - unanimous). It was noted that a bid opening will be conducted at 10:00 a.m. on February 10, 2010. A Special Board Meeting to award bids will be held the same day at 12:00 noon in the Lincoln Building Board Room. | APPROVE CALL<br>FOR BIDS -<br>GARFIELD<br>ELEMENTARY<br>SCHOOL HVAC<br>REVISIONS      |
| 20. Approve Call for Bids - Highland Park Elementary School HVAC Revisions (Bristol/Granot - unanimous).                                                                                                                                                                                                     | APPROVE CALL<br>FOR BIDS -<br>HIGHLAND PARK<br>ELEMENTARY<br>SCHOOL HVAC<br>REVISIONS |
| 21. Approve Call for Bids - Lewis & Clark Elementary School HVAC Revisions (Granot/Weeden - unanimous).                                                                                                                                                                                                      | APPROVE CALL<br>FOR BIDS -<br>LEWIS & CLARK<br>ELEMENTARY<br>SCHOOL HVAC<br>REVISIONS |
| 22. Approve extending the retirement declaration deadline date for certified administrators to February 3, 2010 (Jackson/Schelle - unanimous).                                                                                                                                                               | APPROVE<br>RETIREMENT<br>DECLARATION<br>DEADLINE<br>EXTENSION                         |
| 23. Approve a request from the Fergus High School Symphonic Band to participate in the Magic Music Days in Anaheim, California in March of 2011 (Granot/Schelle - unanimous).                                                                                                                                | APPROVE FERGUS<br>HIGH SCHOOL<br>SYMPHONIC BAND<br>REQUEST                            |
| 24. Approve Notice of Resolution of Intent to Sell for the purpose of disposing of multiple items - see Exhibit B (Bristol/Schelle - unanimous). A chest freezer and two microwaves were added to the list after sending out the agenda.                                                                     | APPROVE<br>DECLARING<br>SURPLUS<br>PROPERTY                                           |

25. Approve addition to the Transportation Policy and Procedures Handbook (Jackson/Weeden - unanimous).

APPROVE  
ADDITION TO  
TRANSPORTATION  
POLICY AND  
PROCEDURES  
HANDBOOK

26. Approve a request from Scott Dubbs on behalf of Fergus High School to sign an agreement with Channel One Network (Schelle/Jackson - unanimous).

APPROVE  
REQUEST TO SIGN  
AN AGREEMENT  
WITH CHANNEL  
ONE NETWORK

The meeting was adjourned at 9:15 p.m. The next regular meeting will be held on February 8, 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:** January 25, 2010

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>BURNHAM, Andra</b>	Attendance Secretary	Fergus High School	Accept letter of resignation	To be determined	See attached letter.
<b>RUDDY, Ann</b>	Second Grade Teacher	Highland Park Elementary	Accept letter of resignation	June 30, 2010	See attached letter.
<b>RUTHERFORD, Cindy</b>	Special Education Teacher	Fergus High School	Accept letter of resignation	June 30, 2010	See attached letter.

**“EXHIBIT B”**

**NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY**

**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:

**\*\*\* SEE ATTACHED LIST OF SURPLUS PROPERTY \*\*\***

**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 attached 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 25th day of January, 2010.

---

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

**ATTEST:**

---

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

Building	Quantity	Description
FHS	1	EIKI Projector LC-4300
FHS	1	GoldStar TV
FHS	1	IBM ThinkPad model no. 2621
FHS	1	InFocus Projector LitePro 210
FHS	1	JVC VCR HR-S2902U
FHS	1	Micro Design
FHS	1	Panasonic Printer KXP2123
FHS	3	Panasonic Typewriters KE4000
FHS	1	Podium Lectern
FHS	1	Sharp VCR VC-A560
FHS	1	Piano
FHS	1	Panasonic Typewriter Word Processor KX-E4000
FHS	1	HP960 Deskjet Printer
FHS	1	Rockwell 10 inch 220 volt Unisaw with Bessemer T Rip Fence
Garfield Lab	1	CRT Monitor
Junior High	40	3-foot stools
Junior High	1	Baritone
Junior High	14	Marching Drums
Junior High	4	Snare Drums
Junior High	4	Tubas, Sousaphones
Junior High	5	Compaq CPU (no HD)
Junior High	3	DELL CPU (no HD)
Junior High	7	IBM CPU (no HD)
Junior High	7	IBM CPU (no HD)
Junior High	18	2001 Student Textbooks + Teacher's Edition--Discovering French (Bleu)
Junior High	125	2001 Student Textbooks--Middle Grades Math Course 2 (Prentice Hall)
Junior High	125	2001 Student Textbooks--Middle Grades Math Course 3 (Prentice Hall)
Lewis and Clark	3	15" CRT Monitors
Lewis and Clark	6	HP DeskJet Printers
Lewis and Clark	6	HP DeskJet Printers
Lewis and Clark	1	Image Writer II Printer
Lewis and Clark	1	Mac Color Classic Computer
Lewis and Clark	16	Overhead Projectors
Lewis and Clark	1	Podium Lectern
Lewis and Clark	1	Power Mac
Lewis and Clark	1	Pro Screen Projector
Lewis and Clark	1	Satellite Dish
Lewis and Clark	1	Sony mega bass radio
Lincoln	34	512 mb 512 200 PIN DDR2 SO DIMMS (PC2-5300S - RAM FOR NETBOOK)
Lincoln	1	Dell CRT Monitor
Lincoln	5	Dell Inspiron Laptops,
Lincoln	3	Dell PowerEdge (no HD)
Lincoln	2	HP DeskJet 692
Lincoln	15	DELL CPU (no HD)
Lincoln (Lynne)	1	Dell Latitude Laptop
School Food	1	General Brand Chest Freezer – 21½"Dx35"Wx34"H
School Food	1	Panasonic Commercial Microwave – 15½"Dx21"Wx12½"H
School Food	1	Amana Microwave – 17"Dx 21½"Wx12"H

MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
FEBRUARY 4, 2010

The Board of Trustees of School District Number One and High School District Number One held a Board Work/Study Session Thursday, February 4, 2010, at 6:00 a.m. in the Lincoln Building Board Room, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher,  
Business Manager/Clerk Mike Waterman,  
Andrea Payne, Sandi Chamberlain, Vic  
Feller, Matt Lewis, Bobbie Atchison,  
Jill Reed, Cindy Giese, Scott Dubbs,  
Diane Lewis, Tammy Wynne, Paul  
Stengel, Julie Comes

OTHERS PRESENT: Dale Lambert, John Turner, Debbie  
Parsons, Ron & Jesse Skipper

There was no public input.

PUBLIC  
PARTICIPATION

The Board reviewed the proposal presented by the Collective Gaining Committee at the last regular meeting. Administrative and classified staffs have also suggested no increase for each of the next two years and the addition of the Friday after Thanksgiving as a paid holiday.

DISCUSSION -  
COLLECTIVE  
GAINING PROPOSAL

Due to the public opposition being received concerning the construction of a new middle school at the State Home, the members of the Board discussed their options at this point. Trustees Bristol, Granot, Jackson, and Monger believe a new middle school is the best choice for the long-term educational needs of the school district. They also do not think the site at the State Home is supported in the community so they advocate pursuing an alternative location. Trustees Byerly and Jackson felt expanding Lewis & Clark Elementary School would address the space issues in the elementary buildings. Trustee Weeden liked the existing proposal of a new middle school at the State Home site. Trustee Schelle noted that whatever direction the Board pursued should be focused on student achievement.

DISCUSSION -  
FACILITIES

Parent Debbie Parsons proposed that the Board present detailed options to the community, and thought a middle school/high school combination might be supported. John Turner noted that he supports a new middle school, but does not think the community will embrace it at the proposed State Home location. Andrea Payne agreed that a middle school/high school combination indicates forward-thinking, fiscally responsible management. Ron Skipper also thought a middle school/high school was feasible and suggested another opinion poll with limited options.

Based on this feedback, the Board requested information on the educational impacts of several building options at the next regular meeting. School principals will be asked to attend to facilitate discussion and answer questions. Staff and members of parent teacher support groups also offered to help explain existing and future space needs.

DISCUSSION  
CONTINUED -  
FACILITIES

The meeting was adjourned at 7:15 a.m. (Jackson - unanimous).

ADJOURNMENT

---

DAVE BYERLY  
BOARD CHAIRMAN

---

MIKE WATERMAN  
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/08/2010

Agenda Item No.

15

☒ 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: 02/08/2010

**SUMMARY:**

Approve claims paid through February 4, 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**

02/08/2010

**Agenda Item No.**

16

<u>Agenda Items</u>	<u>Additional Information</u>
16. Approve Substitute(s)	

**SUGGESTED ACTION:** No Items to Approve

---

**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

02/08/2010

Agenda Item No.

16

☐ 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: 02/08/2010

**SUMMARY:**

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

Substitute Teacher List:

Virginia Ross

Retired Elementary Teacher

**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

02/08/2010

Agenda Item No.

17

☐ 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: 02/08/2010

**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 8, 2010

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></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.

# Memorandum

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

---

## 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:

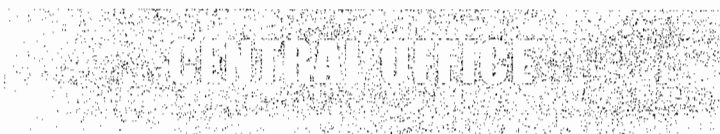
This is a one-time offering from the District to Certified Staff. This offering is only available from **January 12, 2010, until February 15, 2010**, for the 2009-2010 School Year. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Monday, 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.

LaVonne Borgreen  
NAME (PRINTED)

1-22-2010  
DATE

[Signature]  
SIGNATURE



Jason Butcher  
School Superintendent  
Lewistown, Montana 59457  
1/28/10

Mr. Butcher,

I have already submitted the form stating my intentions to retire at the end of the 2009-10 school year but I felt that I need to say more than just state my intentions.

I want to thank you and the Lewistown School Board for giving me the opportunity to achieve my own personal goals. I love learning about other cultures and always wanted to share this with students. I wanted to open their eyes to new possibilities and other lifestyles. I have greatly enjoyed teaching and sharing with the students at Fergus High. Every year has been different and each new group of students has brought their own personalities to the classroom. I believe that is what I'm going to miss the most. I feel blessed to have been a small part of their education.

Even though I will miss the students and the staff members at Fergus I believe that it is now time to spend more time with my mother, children, grandchildren and my husband. I plan to continue supporting the education system in our community and if there is any way I can be of service, please don't hesitate to contact me.

Thank you again,

Sincerely,

A handwritten signature in dark ink, appearing to read 'La Vonne Borgreen', with a stylized flourish at the end.

La Vonne Borgreen

# Memorandum

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

## 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-tax 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.

W. Richard Brosseau  
NAME (PRINTED)

2/2/2010  
DATE

[Signature]  
SIGNATURE

**CENTRAL OFFICE**

2.1.10

Lewistown Public School.

Re: Food Service Department.

I Shannon Maxwell, on 1.29.10  
have resigned from the duties of  
the Central Kitchen as a full time  
dishwasher employee.

Shannon Maxwell.

# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Cindy Giese, School Food Director  
**Date:** February 2, 2010  
**Re:** Contract Revision

Please recommend to the Board of Trustees the following revision of contract for Melinda Thayne to reflect new duties assigned.

Melinda Thayne

Current Contract	Food Server	FS Step 1	up to 3.00 hours per day
Revised Contract	Add Kitchen Aide	KA Step 1	up to 3.00 hours per day

The Kitchen Aide position at Central Kitchen became available with the resignation of Shannon Maxwell on 01/29/10.

# Memorandum

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**To:** Jason Butcher, Superintendent  
**CC:** Mike Waterman, Business Manager; Sandi Chamberlain, Admin. Secretary  
**From:** Scott A. Dubbs, Principal  
**Date:** February 2, 2010  
**Re:** After School Aide Recommendation

---

Tiffany Hemsath is currently working as a resource aide here at the high school. Her hours are being expanded to fill the after school portion of the position vacated by Gloria Wahl, who resigned in December. Those hours will be paid for through Title I.

This recommendation would increase her day to 8 hours and it would be classified as an Aide II on Step 1 for Tiffany retroactive to January 5, 2010. It would also be for the remainder of this school year which would be 105 school days total.



## IN-STATE/OUT-OF-STATE TRAVEL REQUEST

and

## REQUEST FOR USE OF SCHOOL VEHICLE

NAME Victor Feller ADDRESS FHS TODAY'S DATE 1/28/10**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:** Glazier Clinic **LOCATION:** Las Vegas

Conference Starts:	Date: <u>March 4, 2010</u>	Time: <u>5:00</u>	(A.M./P.M.)
Conference Ends:	Date: <u>March 6, 2010</u>	Time: <u>3:00</u>	(A.M./P.M.)
Departure:	Date: <u>March 3, 2010</u>	Time: <u>4:00</u>	(A.M./P.M.)
Return:	Date: <u>March 7, 2010</u>	Time: <u>8:00</u>	(A.M./P.M.)

2. **Transportation:** (check one)

Is a school vehicle available on district website?  
(<http://www.lewistown.k12.mt.us> -- Request District Vehicles)

Did you reserve a vehicle on district website? \_\_\_\_\_

Driver's Name: \_\_\_\_\_

☐ Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_  
(Distance) (Rate)

☐ 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 \$ — 0 —

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>	
_____ Breakfast	(\$ 5.00)	_____ Breakfast	(\$ 6.00)	
_____ Lunch	(\$ 6.00)	_____ Lunch	(\$ 8.00)	
_____ Dinner	(\$12.00)	_____ Dinner	(\$14.00)	

Total Meals \$ — 0 —

5. **Registration Fee:** Requisition #/P. O. # \_\_\_\_\_ (attach copy of registration forms) **OR** Registration \$ — 0 —

6. **Other Expenses:** (Receipts required for \$5.00 or more) Other Expenses \$ — 0 —  
(Taxi, bus, etc.)

**TOTAL TRIP EXPENSE** \$ — 0 —

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ — 0 —

APPROVED ☒ MODIFIED ☐ DISAPPROVED ☐

Building Administrator Recommendation

2-3-10

Date

ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE41 Feb 10

Date

Superintendent and/or Board of Trustees

**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

## IN-STATE/OUT-OF-STATE TRAVEL REQUEST

and

## REQUEST FOR USE OF SCHOOL VEHICLE

NAME Gary Gebert ADDRESS FHS TODAY'S DATE 1/28/10Part 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:** Glazier Clinics **LOCATION:** Las Vegas

Conference Starts:	Date: <u>March 4, 2010</u>	Time: <u>5:00</u>	(A.M. / <u>P.M.</u> )
Conference Ends:	Date: <u>March 6, 2010</u>	Time: <u>3:00</u>	(A.M. / <u>P.M.</u> )
Departure:	Date: <u>March 3, 2010</u>	Time: <u>4:00</u>	(A.M. / <u>P.M.</u> )
Return:	Date: <u>March 7, 2010</u>	Time: <u>8:00</u>	(A.M. / <u>P.M.</u> )

2. **Transportation:** (check one)

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

Did you reserve a vehicle on district website? \_\_\_\_\_  
Driver's Name: \_\_\_\_\_

☐ Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_  
(Distance) (Rate)

☐ 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 \$ — 0 —

Maximum Reimbursement: In-State: Reimbursed at Current State Rate  
Out-of-State: Reservation will be made at Conference location, if possible

4. **Meals:**

<u>In-State:</u>	<u>Out-of-State:</u>	Total Meals	\$ <u>— 0 —</u>
Breakfast (\$ 5.00)	Breakfast (\$ 6.00)		
Lunch (\$ 6.00)	Lunch (\$ 8.00)		
Dinner (\$12.00)	Dinner (\$14.00)		

5. **Registration Fee:** Requisition #/P. O. # 299.00 (attach copy of registration forms) OR Registration \$ 299.00

6. **Other Expenses:** (Receipts required for \$5.00 or more) Other Expenses \$ — 0 —  
(Taxi, bus, etc.)

**TOTAL TRIP EXPENSE** \$ — 0 —

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ 299.00

APPROVED ☒ MODIFIED ☒ DISAPPROVED ☐

ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE

Building Administrator Recommendation \_\_\_\_\_ Date 2-3-10

Superintendent and/or Board of Trustees \_\_\_\_\_ Date 4 Feb 10

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: \_\_\_\_\_

284-60-720-3501-582-000

Budget Code for Fuel Expense: \_\_\_\_\_

White—Employee, Post-Travel

Canary—Accounts Payable

Pink—Employee, Pre-Travel

Goldenrod—Supervisor

# IN-STATE/OUT-OF-STATE TRAVEL REQUEST

and

## REQUEST FOR USE OF SCHOOL VEHICLE

NAME Troy Hudson ADDRESS FHS TODAY'S DATE 1/28/10

### 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\*\*\*\*

- CONFERENCE/MEETING:** Glazier Clinic **LOCATION:** Las Vegas  
 Conference Starts: Date: March 4, 2010 Time: 5:00 (A.M. /P.M.)  
 Conference Ends: Date: March 6, 2010 Time: 3:00 (A.M. /P.M.)  
 Departure: Date: March 3, 2010 Time: 4:00 (A.M. /P.M.)  
 Return: Date: March 7, 2010 Time: 8:00 (A.M. /P.M.)
- Transportation:** (check one) Is a school vehicle available on district website? \_\_\_\_\_  
 (http://www.lewistown.k12.mt.us -- Request District Vehicles)  
 Did you reserve a vehicle on district website? \_\_\_\_\_  
☐ Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_ Driver's Name: \_\_\_\_\_  
 (Distance) (Rate)  
☐ Airline: Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost) Total Travel \$ -0-
- Lodging:** (Receipts Required) Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost)  
 OR  
 Number of Nights: \_\_\_\_\_ Rate = \$ \_\_\_\_\_ Total Lodging \$ -0-  
 Maximum Reimbursement: In-State: Reimbursed at Current State Rate  
Out-of-State: Reservation will be made at Conference location, if possible
- Meals:** In-State: Out-of-State: Total Meals \$ -0-  
 Breakfast (\$ 5.00) Breakfast (\$ 6.00)  
 Lunch (\$ 6.00) Lunch (\$ 8.00)  
 Dinner (\$12.00) Dinner (\$14.00)
- Registration Fee:** Requisition #/P. O. # \_\_\_\_\_ (attach copy of registration forms) OR Registration \$ -0-
- Other Expenses:** (Receipts required for \$5.00 or more) Other Expenses \$ -0-  
 (Taxi, bus, etc.)

**TOTAL TRIP EXPENSE** \$ -0-

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ -0-

APPROVED ☒ MODIFIED ☐ DISAPPROVED ☐

ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE

Building Administrator Recommendation \_\_\_\_\_ Date 2-3-10

Superintendent and/or Board of Trustees \_\_\_\_\_ Date 1 Feb 10

### 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

- Meals: \$ \_\_\_\_\_
- 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: = \_\_\_\_\_
- Lodging: (Attach receipts) \$ \_\_\_\_\_
- Registration: (Attach receipts) \$ \_\_\_\_\_
- 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

Feb. 2, 2010

To: Supt. Butcher; Board of Trustees  
From: John Moffatt  
Re: Notice of resignation

This letter is to notify you of my intention to resign from my position as Principal at Garfield School at the completion of the current contract year. This decision is a very difficult one as I had intended to serve one more year at the school I love. However, proposed budget cuts in the District's elementary administration would place me not in a school building working with kids but rather in a Central Office position. While I believe my background in curriculum, staff development, and educational research would be valuable assets in such a job, my heart has always been with the kids.

I have often told our team at Garfield that our work in education is all about relationships, and I will treasure forever the relationships I have developed during my tenure with our parents, my staff, the community, the administrative team, and, most importantly, with our students.

It would be nearly impossible to thank every staff member I have worked with at Garfield in the last twenty three years who has assisted in creating a welcoming, positive climate for children and parents. While no school can ever claim to be 100 % successful in that effort, I have heard repeatedly through the years that as our students get older, they invariably recall their experience at Garfield with a special fondness because of the connections they made with caring adults. It has been my great fortune to work with those people.

Though the majority of my time in Lewistown has been spent at Garfield, I would be remiss in not expressing my appreciation for my initial assignment in the District which was as the Assistant Principal at Fergus High School. Again, the relationships with students and staff stand out in my mind. In fact, many of my former FHS students are now parents of children I work with at Garfield.

I am grateful, too, for the challenges and opportunities my position as Curriculum Director afforded me. Over the years I have worked with virtually every teacher in the District at every grade level and in every subject area. I have grown a great deal from my exposure to this group of dedicated professionals.

To the current Board of Trustees and to your predecessors may I extend my heartfelt thanks and gratitude for providing me the opportunity to work with the children of Lewistown. As a family at Garfield School we sought to "Reach In" to be the best people we could be, to "Reach Out" to others who were less fortunate, and to "Reach Up" to achieve more than we thought was possible.

Sincerely,

John Moffatt, Principal  
Garfield School

# Memorandum

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

## 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.

Karen A. Combs  
NAME (PRINTED)

Feb. 4, 2010  
DATE

[Signature]  
SIGNATURE

**CENTRAL OFFICE**

February 4, 2010

Mr. Dave Byerly  
Chair, Board of Trustees  
Lewistown Public Schools  
Lewistown, Mt. 59457

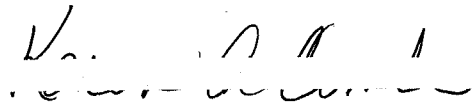
Dear Mr. Byerly and Trustees:

I have appreciated the opportunity to be a part of the Lewistown schools for the past 20 years. After much deliberation, I am submitting my letter of resignation. I have very much enjoyed my years as a first grade teacher and will truly miss the children and the challenges of teaching. I have been able to work with outstanding colleagues and leadership.

At this time, I am looking forward to time outside the restrictions of the classroom. I want to spend time with my grandchildren while they are small and have a little more freedom of time for travel and family.

I will be resigning at the end of the current school year. I wish to thank you and the Lewistown School Board for the opportunities I have had teaching at Highland Park Elementary School.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Combs', with a long horizontal flourish extending to the right.

Karen Combs

First Grade Teacher

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2010

**Agenda Item No.**

18

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

**ITEM TITLE:** DECISION AND RATIFICATION OR DENIAL OF THE 2010-2012 COLLECTIVE BARGAINING AGREEMENT

**Requested By:** Board of Trustees    **Prepared By:** Committee    **Date:** 02/08/2010

**SUMMARY:**

The Board of Trustees needs to make a decision and call for a vote to ratify or decline the proposal for the 2010-2012 Collective Bargaining Agreement as presented by the Collective Gaining Committee at the January 25, 2010, Regular Board Meeting.

**SUGGESTED ACTION:** Call for a Vote to Ratify or Decline Proposal for the 2010-2012 Collective Bargaining Agreement

☐ 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**

02/08/2010

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE REQUEST FOR COLLEGE CREDITS OUTSIDE OF CANDIDATE'S  
TEACHING FIELD

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 02/08/2010

**SUMMARY:**

The Board of Trustees needs to approve the request from Gary Gebert, FHS Science Teacher, to apply and take three (3) graduate credits from California State University – Monterey Bay at the Glazier Football Clinic in Las Vegas, Nevada. These credits, which are outside of the candidate's teaching field, will be used to move across the salary schedule. Therefore, approval by the Board of Trustees is required. Attached is information regarding requirements needed to receive these credits. Gary is currently the Head Football Coach for Fergus High School.

**SUGGESTED ACTION:** Approve Request for College Credits Outside of Candidate's Teaching Field

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

**NOTES:**

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





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for Teachers*

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CSUMB*

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*New Courses*

*Clinic Credits*

*Catalog  
Request*

*How to  
Enroll*

*No Child  
Left Behind*

## *Credit for Coaches at Glazier Football Clinics*

California State University, Monterey Bay is offering one (1) and/or three (3) semester units of graduate-level credit\* toward professional development through CSUMB's Office of Extended Education to those attending GLAZIER FOOTBALL CLINICS. **Tuition is \$95 for 1-credit, \$285 for 3 credits (which includes books and tapes.)**

[Download Credit Enrollment Form](#) for 2010 Clinics

[Download Credit Enrollment Form](#) for 2009 Clinics

### **REQUIREMENTS TO RECEIVE ONE CREDIT:**

**Course Number & Title: ESPX 712 - GLAZIER FOOTBALL CLINIC 2010**

The participant must attend a minimum of 13 hours at the clinic. From notes taken at the clinic, participants will write a two- to three-page paper listing the sessions and events they attended, what they learned and how they can incorporate what they learned to their coaching experience. A minimum of 15 hours of combined attendance and course work is required to earn one semester unit of graduate-level credit toward professional development for this course.

### **REQUIREMENTS TO RECEIVE THREE CREDITS:**

**Course Number & Title: ESPX 759 - FOOTBALL TECHNIQUES (3 credits)**

Attend a minimum of 13 hours at the clinic. From notes taken at the sessions, write a two- to three-page paper (typed and double-spaced) listing the sessions you attended, what you learned at the sessions and how you can apply what you learned to your coaching. Upon receipt of your enrollment and tuition, you will be sent two videos and a book related the sport of football together with related assignments and a final project. Upon your completion of all assignments and the clinic paper, return them all together for grading in an envelope that will be provided with your materials. The book and videos are included in the tuition and are yours to keep. A minimum of 45 hours of combined attendance and course work is required to earn three semester units of graduate-level credit toward professional development for this course.

**\*CREDIT:** The credit awarded is **semester units of graduate-level credit** toward professional development through CSUMB's Office of Extended Education. In the California State University System, these credits are awarded for a minimum of 15 hours of coursework per credit earned. They are not applicable toward a degree at CSUMB. Students meeting course requirements will earn a **LETTER GRADE**. Those not meeting course requirements will receive a grade of NC (no credit.) Grades are recorded in the term COMPLETED. Official transcripts are issued upon request. Grades are recorded in the term coursework is completed. Official transcripts are issued upon request. California State University, Monterey Bay is accredited by the Western Association of Schools and Colleges.

***Call 1-800-916-2818 for more information***

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2010

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE REQUEST FOR COLLEGE CREDITS OUTSIDE OF CANDIDATE'S  
TEACHING FIELD

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 02/08/2010

**SUMMARY:**

The Board of Trustees needs to approve the request from Vic Feller, FHS Math Teacher, to apply and take three (3) graduate credits from California State University – Monterey Bay at the Glazier Football Clinic in Las Vegas, Nevada. These credits, which are outside of the candidate's teaching field, will be used to move across the salary schedule. Therefore, approval by the Board of Trustees is required. Attached is information regarding requirements needed to receive these credits. Vic is currently an Assistant Football Coach for Fergus High School.

**SUGGESTED ACTION:** Approve Request for College Credits Outside of Candidate's Teaching Field

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

**NOTES:**

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



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*Clinic Credits*

*Catalog  
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*How to  
Enroll*

*No Child  
Left Behind*

## *Credit for Coaches at Glazier Football Clinics*

California State University, Monterey Bay is offering one (1) and/or three (3) semester units of graduate-level credit\* toward professional development through CSUMB's Office of Extended Education to those attending GLAZIER FOOTBALL CLINICS. **Tuition is \$95 for 1-credit, \$285 for 3 credits (which includes books and tapes.)**

[Download Credit Enrollment Form](#) for 2010 Clinics

[Download Credit Enrollment Form](#) for 2009 Clinics

### **REQUIREMENTS TO RECEIVE ONE CREDIT:**

**Course Number & Title: ESPX 712 - GLAZIER FOOTBALL CLINIC 2010**

The participant must attend a minimum of 13 hours at the clinic. From notes taken at the clinic, participants will write a two- to three-page paper listing the sessions and events they attended, what they learned and how they can incorporate what they learned to their coaching experience. A minimum of 15 hours of combined attendance and course work is required to earn one semester unit of graduate-level credit toward professional development for this course.

### **REQUIREMENTS TO RECEIVE THREE CREDITS:**

**Course Number & Title: ESPX 759 - FOOTBALL TECHNIQUES (3 credits)**

Attend a minimum of 13 hours at the clinic. From notes taken at the sessions, write a two- to three-page paper (typed and double-spaced) listing the sessions you attended, what you learned at the sessions and how you can apply what you learned to your coaching. Upon receipt of your enrollment and tuition, you will be sent two videos and a book related the sport of football together with related assignments and a final project. Upon your completion of all assignments and the clinic paper, return them all together for grading in an envelope that will be provided with your materials. The book and videos are included in the tuition and are yours to keep. A minimum of 45 hours of combined attendance and course work is required to earn three semester units of graduate-level credit toward professional development for this course.

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***Call 1-800-916-2818 for more information***

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/08/2010

Agenda Item No.

21

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

ITEM TITLE: APPROVE FIRST READING—POLICY #5333—HOLIDAYS

Requested By: Board of Trustees    Prepared By: Mike Waterman    Date: 02/08/2010

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #5333—Holidays.

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

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

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

**NOTES:**

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

# FIRST 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-- <u>Regular School Day for Students</u> )		0.5
Floating	One Day PIR (or Two 1/2 Days)		0.5
			<b>9.0</b>

**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 ( <u>Vacation Day for Students</u> )
November 6	Vacation Day
November 25-27	Thanksgiving Vacation
December 21-January 1	Christmas Vacation
January 18	PIR (Vacation Day for Students)
February 26	Vacation Day
April 2-5	Spring Break
May 31	Memorial Day

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