

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Lewistown Junior High School
914 West Main Street
Lewistown, Montana 59457**

Monday, January 25, 2010

BOARD ROUNDTABLE DISCUSSION

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

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

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

SUPERINTENDENT'S REPORT

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

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

12. Minutes of the January 11, 2010, Regular Board Meeting

APPROVAL OF CLAIMS

13. Claims

CONSENT GROUP ITEMS

14. Approve Substitute(s)
15. Approve Lewistown Junior High School Activity Fund Report for December 2009
16. Approve Fergus High School Activity Fund Report for December 2009

INDIVIDUAL ITEMS

17. Approve Personnel Report
18. Approve Superintendent Contract
19. Approve Invitation to Bidders for the HVAC Revisions at Garfield Elementary
20. Approve Invitation to Bidders for the HVAC Revisions at Highland Park Elementary
21. Approve Invitation to Bidders for the HVAC Revisions at Lewis & Clark Elementary
22. Approve Extension of Deadline for Retirement Notice for Certified Administrators
23. Approve Request for the FHS Symphonic Band to Participate in the Magic Music Days
24. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
25. Approve Addition to the Transportation Policy and Procedures Handbook
26. Approve Request from FHS to Sign Agreement with Channel One Network

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

01/25/2010

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—COLLECTIVE GAINING COMMITTEE

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 01/25/2010

SUMMARY:

The Lewistown Public Schools Collective Gaining Committee members would like to present the recommendations for the upcoming contract period.

Committee members include: Chad Armstrong, Scott Dubbs, Karen Durbin, Vic Feller, Pat Giedd, Jennifer Granot, Becky Jackson, and Stan Monger.

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

01/25/2010

Agenda Item No.

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- 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:** 01/25/2010

SUMMARY:

The Board of Trustees would like to continue the discussion on facilities and get a report on the results of the City Commission meeting.

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

01/25/2010

Agenda Item No.

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- 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:** 01/25/2010

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

01/25/2010

Agenda Item No.

6

- 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:** 01/25/2010

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

01/25/2010

Agenda Item No.

7

- Minutes/Claims
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 Action - Consent
 Action - Indiv.

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 01/25/2010

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

01/25/2010

Agenda Item No.

8

- Minutes/Claims
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ITEM TITLE: REPORT—ELECTION UPDATE

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 01/25/2010

SUMMARY:

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

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

SUGGESTED ACTION: Informational

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

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

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

_____ 3 year term (to expire in 2013)

_____ 3 year term (to expire in 2013)

Petitions Filed for Nomination of School Board Trustee:

MAY 4, 2010
SCHOOL ELECTION CALENDAR

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

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

May 3, 2010	Deliver certified copy of the lists of registered electors for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls. (20-20-313, MCA)
May 4, 2010	Notify election judges of the names of write-in candidates
May 4, 2010	ELECTION DAY. (20-20-105, MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13, and 20-20-203, 20-20-401, and 20-20-411, MCA)
April 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 AND By May 19, 2010 (Next regular or special board meeting following the election)	Trustees canvass votes, issue certificates of election and publish results. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. (20-20-415 and 416, MCA) [within 15 days after the election]
Within 15 days after receipt of certificate of election. (20-20-416 MCA)	Candidate completes and files oath of office with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307, 20-1-202, 1-6-101, MCA)
May 15, 2010	Deadline for trustees to hold organizational meeting. (20-3-321, MCA)[not later than the third Saturday in May]
June 1, 2010	Deadline for trustees to request county election administrator to conduct school election for next year. (20-20-417, MCA)
Additional References:	
Sample forms can be found at this address. http://www.opi.mt.gov/SchoolFinance/ElecHB.html	
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

01/25/2010

Agenda Item No.

9

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 01/25/2010

SUMMARY:

Attached is the report on the interest earned and distributed for December 2009.

The first column of the report reflects the cash balance in various funds as of December 1, 2009.

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						

INVESTMENT INCOME DISTRIBUTION REPORT
SCHOOL DISTRICT NO.1, FERGUS COUNTY
December 31, 2009

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: 12/01/2009 - 12/31/09
ELEM INVESTMENT INCOME: \$17,182.68
HS INVESTMENT INCOME: \$8,800.56

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
ELEMENTARY DISTRICT:				
101 GENERAL	1,071,325.39	19.10%	3,281.10	4,318.68
110 TRANSPORTATION	428,360.64	7.64%	1,311.92	2,073.10
111 BUS DEPRECIATION	894,108.12	15.94%	2,738.34	5,037.67
112 FOOD SERVICE	145,438.49	2.59%	445.43	830.09
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	759,763.76	13.54%	2,326.89	3,739.10
120 RENTAL	7,636.69	0.14%	23.39	44.70
121 COMPENSATED ABSENCES	50,130.59	0.89%	153.53	287.20
124 METAL MINES	83,249.15	1.48%	254.96	476.94
128 TECHNOLOGY	75,983.29	1.35%	232.71	392.49
129 FLEXIBILITY	69,949.38	1.25%	214.23	373.39
150 DEBT SERVICE	49,265.67	0.88%	150.88	150.88
160 BUILDING	1,617,166.27	28.82%	4,952.82	9,323.86
161 BUILDING RESERVE	322,181.31	5.74%	986.73	1,727.19
184 STUDENT ACTIVITIES	35,834.10	0.64%	109.75	202.04
ELEMENTARY TOTAL	5,610,392.85	100.00%	17,182.68	28,977.33
HIGH SCHOOL DISTRICT:				
201 GENERAL	691,628.87	22.87%	2,012.91	2,699.44
210 TRANSPORTATION	270,857.00	8.96%	788.30	1,261.74
211 BUS DEPRECIATION	477,854.50	15.80%	1,390.75	2,518.82
213 TUITION	165.32	0.01%	0.48	0.48
214 RETIREMENT	365,941.88	12.10%	1,065.04	1,727.39
217 ADULT EDUCATION	31,079.29	1.03%	90.45	159.85
218 DRIVERS EDUCATION	27,586.40	0.91%	80.29	161.17
220 RENTAL	11,476.75	0.38%	33.40	58.52
221 COMPENSATED ABSENCES	24,673.39	0.82%	71.81	132.20
224 METAL MINES	159,368.26	5.27%	463.83	853.88
228 TECHNOLOGY	73,613.80	2.43%	214.25	346.11
229 FLEXIBILITY	69,157.00	2.29%	201.27	335.91
260 BUILDING	64,108.70	2.12%	186.58	343.49
261 BUILDING RESERVE	455,531.21	15.06%	1,325.78	2,332.19
281 ENDOWMENT FUNDS	87,043.86	2.88%	253.33	464.02
282 INTERLOCAL AGREEMENT	161,694.43	5.35%	470.60	916.54
284 STUDENT ACTIVITIES	52,049.73	1.72%	151.49	334.28
HIGH SCHOOL TOTALS	3,023,830.39	100.00%	8,800.56	14,646.03
GRAND TOTALS	8,634,223.24		25,983.24	43,623.36

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

10

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 01/25/2010

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.

- ❖ PIR Day—January 18, 2010
- ❖ Energy Summit II
- ❖ Montana Quality Education Coalition (MQEC)
- ❖ MHSA Annual Meeting Update
- ❖ Board Roundtable—Monday, February 8, 2010—5:00-7:00 p.m.—Classified Staff
- ❖ FHS Jazz Concert—Tuesday, January 26, 2010—7:00 p.m.—FCPA
- ❖ Early Release—Wednesday, January 27, 2010—1:30 p.m.—Assessment/MAPS
- ❖ State Speech and Drama—Friday-Saturday, January 29-30, 2010—Corvallis High School
- ❖ Eastern A Band Festival—Monday-Tuesday, February 1-2, 2010—Lewistown
- ❖ Central A Divisional Wrestling Tournament—Saturday, February 6, 2010—Livingston
- ❖ Junior Cheer Camp—Saturday, February 6, 2010—FHS Fieldhouse
- ❖ Home Athletic Games/Meets:
 - BBB vs. Laurel—Friday, January 29, 2010—4:15/5:30/7:00 p.m.
 - GBB vs. Butte Central—Saturday, January 30, 2010—4:00/5:30/7:00 p.m.
 - GBB vs. Havre—Friday, February 5, 2010—4:15/5:30/7:00 p.m.
 - BBB vs. Belgrade—Saturday, February 6, 2010—2:00/3:30/5:00 p.m.

SUGGESTED ACTION: Informational

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

NOTES:

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

Subject: MQEC General Membership Meeting (January 19, 2010)

I'd like to introduce myself and let you know what transpired at today's Montana Quality Education Coalition General Membership Meeting. More than 30 districts were represented at today's meeting at the Colonial Hotel in Helena.

Supt. Bruce Messinger of Helena discussed MQEC's Energized Plan Document (the organization's strategic plan to enlist the support of stakeholders and communities throughout Montana to address key education issues like adequate funding for K-12 public education). The document is a result of a facilitated process that developed a new mission statement and plan to change perceptions about education issues and MQEC itself in order to ensure success in our public schools.

I delivered a report on MQEC activities since my contract was initiated on January 1, 2010 (see attached) and gave a brief overview of the MQEC FY Sept. 1, 2008 to Aug. 31, 2009 financial report.

I went through a practice run of a presentation about MQEC and its strategic plan to solicit comments from the superintendents and others who attended the meeting. I will be holding public stakeholder meetings throughout Montana this year to gather input on the plan and to capture ideas to address funding and other issues. I received over 20 suggestions that will help tighten up the presentation.

After the conclusion of the general membership meeting, superintendents caucused to select nominees for the MQEC Board of Directors. In addition, a proposal was submitted to add four members to the Board to increase B and C school, Indian Impact School and Independent Elementary School representation. The proposal was approved unanimously.

Supt. Andy Holmlund of Ronan was selected to resume his duties as Chairman of the MQEC Board of Directors and Supt. Harry Cheff of Colstrip was selected as Vice Chair.

Supt. Cheryl Crawley of Great Falls was selected to represent AA schools. Supt. Dan Farr of Sidney and Supt. Jerry House of Whitefish will represent A schools. B schools will be represented by Supt. Harry Cheff of Colstrip and Supt. Al Sipes of Columbus. Supt. Peter Marchi of White Sulphur Springs and Supt. Tim Tharp of Dutton-Brady will represent C schools. The Independent Elementary Districts selected Supt. Lynn Scalia of Monforton (Bozeman) and Supt. Joel Voytoski of Evergreen School (KalisPELL) while the American Indian School Districts (IISM) selected Supt. Andy Holmlund of Ronan and Supt. Mary Johnson of Browning. Eric Feaver and Marco Ferro will continue to represent MEA-MFT, Darrel Ruud will remain as representative of SAM and Lance Melton will represent MTSBA.

The Board also decided that I would take over Board Secretary duties from the School Board Association's Lance Melton and Kim Harris of the Helena School District would assume financial duties.

I look forward to working with all of you in the near future when I hold stakeholder meetings in your area and welcome your questions and suggestions anytime.

Those of you I have yet to meet may be wondering who I am and how I came to be associated with MQEC.

I was selected to serve as MQEC Executive Director in December of 2009 and started work the 1st of January. I have over 20 years of experience working in public policy--primarily in natural resource, energy and environmental policy. For the past four years I was Regulatory Affairs Manager for PPL Montana. I've also worked for Robert Peccia & Associates-a Helena civil engineering firm; the MSU TechLink Center in Bozeman; the MT Department of Environmental Quality in Helena and U.S. Senator Max Baucus in Washington, D.C. I have a Master's Degree in Natural Resource Policy from the University of Montana College of Forestry and a Bachelor's Degree in Political Science from Gonzaga University.

I'm a member of the Board of Directors for Montana Energy Share and also volunteer my time as a youth wrestling and football coach. My wife Amy (past President of Helena Public Montessori Parents) and I can often be found anywhere between Yaak and Alzada camping, hunting, fishing, boating or skiing with our two sons.

Mark Lambrecht
Executive Director
MT Quality Education Coalition
1082 Crestwood Lane
Helena, MT 59602
(406) 594-2955
marklambrecht@bresnan.net
www.mqec.org

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

01/25/2010

Agenda Item No.

11

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 01/25/2010

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

01/25/2010

Agenda Item No.

12

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 01/25/2010

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 11, 2010, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
JANUARY 11, 2010

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, January 11, 2010, at 7:00 p.m. in the Fergus High School Library, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Beau Wright, Sue Lutke, Rich Kuntzelman, Andrea Payne, Paul Stengel, Karen Combs, Ann Ruddy, Cindy Rutherford, Vic Feller, Robin Moline, Richard Brosseau, LaVonne Borgreen, Bobbie Atchison, Jeff Friesen, Jerry Feller, Scott Dubbs, Wendy Pfau, Diane Lewis, Karen Durbin, Tim Majerus

OTHERS PRESENT: Lucas Berg, Shannon McKinney, Brady Benson, Rachel Stansberry, Kevin Myhre, Student Representative Taylor Machler, David Murray-Lewistown News-Argus, Joe Zahler-KXLO/KLCM Radio, and other interested parties

Monte Weeden led the group in the Pledge of Allegiance.

PLEDGE

Beau Wright provided the Board with information on the Fulbright Teacher Exchange Program. Mr. Wright has made it through the first step of the selection process and has been recommended for further consideration. Once identification of an exchange teacher is made, approval will be sought for participation in the program.

PRESENTATION -
BEAU WRIGHT

A presentation was given by Lucas Berg, Shannon McKinney, and Brady Benson, members of the Fergus High School Symphonic Band, on preparations they are making to audition for competition next March at the Magic Music Days in Anaheim, California. Action will take place on this item at the next regular meeting.

PRESENTATION -
RICH
KUNTZELMAN

The site options that are being considered for a new middle school building were discussed by the trustees. Kevin Myhre, Lewistown City Manager, reviewed the property deed for the Frog Ponds and discussed the City's interests in the location. He noted that constructing a school on the property would be consistent with its intended use and encouraged the school district to approach the Lewistown City Commission with the idea at its next scheduled meeting on January 19, 2010.

DISCUSSION -
FACILITIES

Community members Rachel Stansberry and Beau Wright expressed concern with the site at the Frog Ponds noting the loss of open space and the relative difficulty of sharing resources among buildings compared to adding to the existing high school.

DISCUSSION
CONTINUED -
FACILITIES

Taylor Machler, student representative to the Board, reported on current events taking place at Fergus High School.

REPORT -
STUDENT
REPRESENTATIVE

The Buildings and Grounds Committee plans to meet to discuss the heating, ventilation, and air conditioning system upgrades in the elementary schools on Wednesday, January 13, 2010. The Collective Gaining Committee will make a recommendation to the Board and Lewistown Education Association on January 25, 2010.

REPORT -
COMMITTEES OF
THE BOARD

Representatives of the Montana School Boards Association will hold a Human Resources Seminar in Lewistown on January 22, 2010. The trustees also discussed the process used to develop the school calendar.

CALENDAR ITEMS

The Board reviewed the timetable for the School Election which is to take place on May 4, 2010.

REPORT -
ELECTION
UPDATE

Superintendent Jason Butcher examined various proposals on the agenda for the annual meeting of the Montana High School Association. Members of the Board also checked the upcoming roundtable schedule and noted various activities that are taking place in January. Superintendent Butcher further explained efforts to market the home currently being built by the Construction Academy.

OTHER ITEMS

There was no public input.

PUBLIC
PARTICIPATION

Minutes of the Regular Board Meeting of December 14, 2009, were approved unanimously (Jackson/Monger). Minutes of the Special Board Meeting of December 29, 2009, were approved unanimously (Bristol/Schelle).

APPROVAL OF
MINUTES

The claims referenced in the 2009-10 Bill Schedule and submitted through January 7, 2010, were approved unanimously (Monger/Weeden).

APPROVAL OF
CLAIMS

A motion to approve consent group items 15-17 was approved unanimously (Granot/Bristol).

CONSENT GROUP
ITEMS

15. Approve adding Julia Johnson, Devin Nelson, and Ronald Tilzey to the Substitute Teachers/Assistants List.

APPROVE
SUBSTITUTES

16. Approve the Lewistown Junior High School General Ledger Report for student activity accounts during November, 2009.

APPROVE
LEWISTOWN
JUNIOR HIGH
SCHOOL GENERAL
LEDGER REPORT

- | | |
|--|---|
| 17. Approve the Fergus High School General Ledger Report for student activity accounts during November, 2009. | APPROVE FERGUS
HIGH SCHOOL
GENERAL LEDGER
REPORT |
| 18. Approve the Personnel Report - see Exhibit A (Jackson/Granot - unanimous). | APPROVE
PERSONNEL
REPORT |
| 19. Approve offering certified staff an early retirement incentive (Jackson/Monger). The motion was amended as shown in Exhibit B (Weeden/Monger - unanimous). The original amended motion was approved unanimously. | APPROVE EARLY
RETIREMENT
INCENTIVE |

Chairman Dave Byerly called for an Executive Session at 8:45 p.m. for superintendent evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

EXECUTIVE
SESSION

The meeting was called back into regular session at 10:50 p.m. and adjourned. The next regular meeting will be held on January 25, 2010, at 7:00 p.m. in the Lewistown Junior High School Gymnasium (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 11, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
REDFERN, Sharon	Principal	Highland Park Elementary	Accept letter of resignation	June 30, 2010	See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

13

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 01/25/2010

SUMMARY:

Approve claims paid through January 21, 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

01/25/2010

Agenda Item No.

14 - 16

<u>Agenda Items</u>	<u>Additional Information</u>
14. Approve Substitute(s) 15. Approve Lewistown Junior High School Activity Fund Report for December 2009 16. Approve Fergus High School Activity Fund Report for December 2009	

SUGGESTED ACTION: Approve All Items

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

01/25/2010

Agenda Item No.

14

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

ITEM TITLE: APPROVE SUBSTITUTE(S)

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 01/25/2010

SUMMARY:

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

Substitute Teacher List:

Carol Brown	Special Education – Previous Employee
Charles Fanyak	Retired English Teacher
Genesta Luther	B.S. Elementary Education/Reading Specialist
Neal Tucek	B.A. Business Administration—Finance

Substitute School Food List:

Nancy Bowen

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

01/25/2010

Agenda Item No.

15

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

ITEM TITLE: APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORT FOR DECEMBER 2009

Requested By: Board of Trustees **Prepared By:** Christy Rogers **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for December 2009.

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

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

NOTES:

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

From: 12/01/2009
 To : 12/31/2009

General Ledger Report

From Account: 1
 To Account: 190

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1845.68	1.16	0.00	0.00	1846.84	0.00	1846.84
000105 Builder's Club	105.16	1.16	0.00	0.00	106.32	0.00	106.32
000115 Cheerleaders	3435.41	1.16	-1025.00	0.00	2411.57	0.00	2411.57
000120 Consumer Tech	458.68	1.16	0.00	0.00	459.84	0.00	459.84
000125 FACS	1039.88	23.91	-782.18	0.00	281.61	0.00	281.61
000130 BC,SC Store	881.42	374.34	-513.54	50.00	792.22	0.00	792.22
000135 Music	98.59	1.16	0.00	0.00	99.75	0.00	99.75
000140 Photo Club	2665.09	313.65	-82.83	0.00	2895.91	0.00	2895.91
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	276.35	11.15	0.00	0.00	287.50	0.00	287.50
000155 Ski Club	1550.72	2250.15	0.00	0.00	3800.87	0.00	3800.87
000160 Student Council	1165.32	429.35	-188.84	-50.00	1355.83	0.00	1355.83
000180 NEWS	14.89	1.15	0.00	0.00	16.04	0.00	16.04
000190 COMPUTER SERV LEARNING	127.93	1.15	0.00	0.00	129.08	0.00	129.08
Group Total	13665.12	3410.65	-2592.39	0.00	14483.38	0.00	14483.38
Grand Total	13665.12	3410.65	-2592.39	0.00	14483.38	0.00	14483.38

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

Bookkeeper: [Signature]
 Principal: [Signature]

Date: 01/19/2010
 Date: 01/19/2010

Approved by: _____

Date: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

16

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY FUND REPORT FOR
DECEMBER 2009

Requested By: Board of Trustees **Prepared By:** Robin Moline **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve the Fergus High School Activity Fund report for December 2009.

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

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

NOTES:

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

From: 12/01/2009
 To : 12/31/2009

General Ledger Report

From Account: 1
 To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	6774.23	0.00	0.00	0.00	6774.23	0.00	6774.23
002010 CLASS OF 2010 SENIOR	1313.85	0.00	0.00	0.00	1313.85	0.00	1313.85
002011 CLASS OF 2011 JUNIOR	440.00	0.00	0.00	0.00	440.00	0.00	440.00
002012 FCCLA/CULINARY	-49.64	0.00	0.00	49.64	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	-31.37	0.00	0.00	31.37	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	125998.35	12562.38	-6567.90	0.00	131992.83	0.00	131992.83
	-----	-----	-----	-----	-----	-----	-----
Grand Total	125998.35	12562.38	-6567.90	0.00	131992.83	0.00	131992.83

From: 12/01/2009
To : 12/31/2009

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	85659.83	12562.38	-6567.90	0.00	91654.31	0.00	91654.31
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50	0.00	353.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16	0.00	17586.16
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	132174.12	12562.38	-6567.90	0.00	138168.60	0.00	138168.60
Grand Total	132174.12	12562.38	-6567.90	0.00	138168.60	0.00	138168.60

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

Bookkeeper : _____ Date: __/__/__

Principal : _____ Date: __/__/__

Board Chairman : _____ Date: __/__/__

Bank Reconciliation Report

From: 12/01/2009

Checking Account

To : 12/31/2009

CHECK ACCOUNT

Ending Balance on statement dated 12/31/2009 ->	95355.80
Add: Outstanding Deposits (Bank Deposits) -> +	0.00
Less: Outstanding Checks -> -	3701.49

Cash Balance as of 12/31/2009 ->	91654.31

Cash Balance for CHECK ACCOUNT as of 12/01/2009 ->	85659.83
Add: Total Deposits (Bank Deposits) -> +	12562.38
Less: Total Checks and Withdrawls -> -	6567.90

Cash Balance as of 12/31/2009 ->	91654.31

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	85659.83	12562.38	6567.90	0.00	91654.31
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50
000997 TRAVEL ACCOUNT	17586.16	0.00	0.00	0.00	17586.16
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
Asset Totals	132174.12	12562.38	6567.90	0.00	138168.60

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

knowledge. Bookkeeper : _____ Date: ___/___/___

Principal : _____ Date: ___/___/___

Board Chairman : _____ Date: ___/___/___

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

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: 01/25/2010

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: January 25, 2010

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

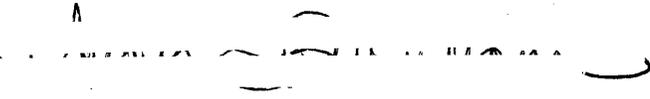
January 11, 2010

Scott,

After much pondering, going back and forth on my decision, I have decided that I am resigning my position at Fergus High School. There are a lot of things about this job that I am going to miss, and a lot that I won't. I am not going to go into any detail in this letter, but would be willing to meet with you to discuss details, if necessary or desired.

I will stay here while my position is filled and replacement trained if that is allowed. If not, please let me know and we can determine when my last day will be.

Sincerely,

A handwritten signature in black ink, appearing to read "Andra S Burnham". The signature is somewhat stylized and includes a long horizontal flourish at the end.

Andra S Burnham

Memorandum

DELETED INFORMATION IS UNCLASSIFIED TO PROTECT PRIVACY

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.

Ann Ruddy
NAME (PRINTED)

1/15/10
DATE

[Handwritten Signature]
SIGNATURE



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.

Cindy L. Rutherford
NAME (PRINTED)

1-15-2010
DATE

[Handwritten Signature]
SIGNATURE



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

18

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

ITEM TITLE: APPROVE ISSUING CONTRACT FOR SUPERINTENDENT

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 01/25/2010

SUMMARY:

Jason Butcher, Superintendent of Schools, was verbally offered a three-year contract following the Executive Session held on Monday, January 11, 2010. The Board of Trustees needs to approve issuing this contract for a term of three (3) years from July 1, 2010 to June 30, 2013.

SUGGESTED ACTION: Approve Issuing Contract for Superintendent

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

01/25/2010

Agenda Item No.

19

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

ITEM TITLE: APPROVE INVITATION TO BIDDERS FOR THE HVAC REVISIONS AT GARFIELD ELEMENTARY

Requested By: Board of Trustees **Prepared By:** Paul Stengel **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve the Invitation to Bidders for the HVAC revisions at Garfield Elementary School as per attached.

SUGGESTED ACTION: Approve Invitation to Bidders for the HVAC Revisions at Garfield Elementary

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						

INVITATION TO BIDDERS

FOR

HV&AC REVISIONS – GARFIELD ELEMENTARY SCHOOL

415 East Boulevard

LEWISTOWN MT 59457

LEWISTOWN SCHOOL DISTRICT #1

215 7TH AVENUE SOUTH

LEWISTOWN MT 59457

Notice is hereby given that the Board of Trustees, Fergus County School District #1, Lewistown, Montana, will receive bids until the 10th day of February, 2010, at 10 o'clock a.m., current Mountain Time of said day in accordance with the plans and specifications, which may be obtained from the Engineers at the office of Design 3 Engineering, 1211 24th Street West Suite 7, Billings, Montana, 59102.

A pre-bid walk-thru of the project will be conducted at 4 o'clock p.m. on the 4th day of February, 2010. It is mandatory that any Contractor wishing to bid the project as Prime Contractor must attend this walk-thru. No proposal will be considered from Prime Contractors who do not attend this walk thru. All interested parties are to meet at the front entry of the Garfield Elementary School, 415 East Blvd, Lewistown, Montana, 59457, at above time and walk through will proceed from there.

CONTRACTOR and any of the CONTRACTOR'S subcontractors doing work on this project will be required to obtain registration with the Montana Department of Labor and Industry (DLI). Forms for registration are available from the Department of Labor and Industry, P.O. Box 8011, 1805 Prospect, Helena, Montana, 59604-8011. Information on registration can be obtained by calling 1-800-556-6694. CONTRACTORS are required to have registered with the DLI prior to bidding on this project.

All laborers and mechanics employed by CONTRACTORS or subcontractors in performance of the construction work shall be paid wages at rates required by the laws of the State of Montana. The CONTRACTOR must ensure that employee and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Bid security in the amount of not less than ten percent (10%) of the amount of the bid which shall be either: (1) lawful money of the United States, or (2) a Cashier's Check, Certified check, Bank Money Order, or Bank Draft drawn upon a lawful Montana Banking Corporation authorized to do business in the State of Montana, or (3) a bid bond by a surety corporation authorized to do business in the State of Montana.

All proposals shall be delivered to the Office of Business Manager/Clerk, School District #1, Lewistown, Montana, at the Lincoln Elementary School Building, 215 7th Avenue South, Lewistown, Montana, 59457, at or prior to above specific time and thereafter opened and publicly read. Bids not submitted on the required form or without the proper bid bond or proper contractor's registration will not be considered. No bidder may withdraw his bid for at least thirty (30) days after the scheduled time for receipt of bids. Successful bidder will be required to furnish approved insurance certificates, performance and payment bonds, each in the amount of 100% of the contract.

Contract Documents may be examined without charge at the office of Design 3 Engineering, 1211 24th Street West Suite 7, Billings, Montana, 59102. A complete set of plans may be secured from the office of Engineer for a deposit of \$25.00, which is refundable upon return of the Plans and Specifications in good condition. Should plan holders fail to return plans before bid date and not submit a bid, the entire deposit shall be forfeited.

Lewistown School District #1 reserves the right to waive any formalities or technicalities and to reject any or all bids or portion thereof in the best interest of the Owner.

By Order of Office of Business Manager/Clerk
Mike Waterman
Lewistown School District #1, Fergus County
Lewistown, Montana

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

20

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

ITEM TITLE: APPROVE INVITATION TO BIDDERS FOR THE HVAC REVISIONS AT HIGHLAND PARK ELEMENTARY

Requested By: Board of Trustees **Prepared By:** Paul Stengel **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve the Invitation to Bidders for the HVAC revisions at Highland Park Elementary School as per attached.

SUGGESTED ACTION: Approve Invitation to Bidders for the HVAC Revisions at Highland Park Elementary

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						

INVITATION TO BIDDERS

FOR

HV&AC REVISIONS – HIGHLAND PARK ELEMENTARY

**1312 7th Avenue North
LEWISTOWN MT 59457**

LEWISTOWN SCHOOL DISTRICT #1

**215 7TH AVENUE SOUTH
LEWISTOWN MT 59457**

Notice is hereby given that the Board of Trustees, Fergus County School District #1, Lewistown, Montana, will receive bids until the 10th day of February, 2010, at 10 o'clock a.m., current Mountain Time of said day in accordance with the plans and specifications, which may be obtained from the Engineers at the office of Design 3 Engineering, 1211 24th Street West Suite 7, Billings, Montana, 59102.

A pre-bid walk-thru of the project will be conducted at 3 o'clock p.m. on the 4th day of February, 2010. It is mandatory that any Contractor wishing to bid the project as Prime Contractor must attend this walk-thru. No proposal will be considered from Prime Contractors who do not attend this walk thru. All interested parties are to meet at the front entry of Highland Park Elementary School, 1312 7th Avenue North, Lewistown, Montana, 59457, at above time and walk through will proceed from there.

CONTRACTOR and any of the CONTRACTOR'S subcontractors doing work on this project will be required to obtain registration with the Montana Department of Labor and Industry (DLI). Forms for registration are available from the Department of Labor and Industry, P.O. Box 8011, 1805 Prospect, Helena, Montana, 59604-8011. Information on registration can be obtained by calling 1-800-556-6694. CONTRACTORS are required to have registered with the DLI prior to bidding on this project.

All laborers and mechanics employed by CONTRACTORS or subcontractors in performance of the construction work shall be paid wages at rates required by the laws of the State of Montana. The CONTRACTOR must ensure that employee and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Bid security in the amount of not less than ten percent (10%) of the amount of the bid which shall be either: (1) lawful money of the United States, or (2) a Cashier's Check, Certified check, Bank Money Order, or Bank Draft drawn upon a lawful Montana Banking Corporation authorized to do business in the State of Montana, or (3) a bid bond by a surety corporation authorized to do business in the State of Montana.

All proposals shall be delivered to the Office of Business Manager/Clerk, School District #1, Lewistown, Montana, at the Lincoln Elementary School Building, 215 7th Avenue South, Lewistown, Montana, 59457, at or prior to above specific time and thereafter opened and publicly read. Bids not submitted on the required form or without the proper bid bond or proper contractor's registration will not be considered. No bidder may withdraw his bid for at least thirty (30) days after the scheduled time for receipt of bids. Successful bidder will be required to furnish approved insurance certificates, performance and payment bonds, each in the amount of 100% of the contract.

Contract Documents may be examined without charge at the office of Design 3 Engineering, 1211 24th Street West Suite 7, Billings, Montana, 59102. A complete set of plans may be secured from the office of Engineer for a deposit of \$25.00, which is refundable upon return of the Plans and Specifications in good condition. Should plan holders fail to return plans before bid date and not submit a bid, the entire deposit shall be forfeited.

Lewistown School District #1 reserves the right to waive any formalities or technicalities and to reject any or all bids or portion thereof in the best interest of the Owner.

By Order of Office of Business Manager/Clerk
Mike Waterman
Lewistown School District #1, Fergus County
Lewistown, Montana

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

21

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

ITEM TITLE: APPROVE INVITATION TO BIDDERS FOR THE HVAC REVISIONS AT LEWIS AND CLARK ELEMENTARY

Requested By: Board of Trustees **Prepared By:** Paul Stengel **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve the Invitation to Bidders for the HVAC revisions at Lewis and Clark Elementary School as per attached.

SUGGESTED ACTION: Approve Invitation to Bidders for the HVAC Revisions at Lewis and Clark Elementary

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						

INVITATION TO BIDDERS

FOR

**HV&AC REVISIONS – LEWIS AND CLARK ELEMENTARY
212 Crystal Drive
LEWISTOWN MT 59457**

**LEWISTOWN SCHOOL DISTRICT #1
215 7TH AVENUE SOUTH
LEWISTOWN MT 59457**

Notice is hereby given that the Board of Trustees, Fergus County School District #1, Lewistown, Montana, will receive bids until the 10th day of February, 2010, at 10 o'clock a.m., current Mountain Time of said day in accordance with the plans and specifications, which may be obtained from the Engineers at the office of Design 3 Engineering, 1211 24th Street West Suite 7, Billings, Montana, 59102.

A pre-bid walk-thru of the project will be conducted at 5 o'clock p.m. on the 4th day of February, 2010. It is mandatory that any Contractor wishing to bid the project as Prime Contractor must attend this walk-thru. No proposal will be considered from Prime Contractors who do not attend this walk thru. All interested parties are to meet at the front entry of the Lewis and Clark Elementary School, 212 Crystal Drive, Lewistown, Montana 59457 at above time and walk through will proceed from there.

CONTRACTOR and any of the CONTRACTOR'S subcontractors doing work on this project will be required to obtain registration with the Montana Department of Labor and Industry (DLI). Forms for registration are available from the Department of Labor and Industry, P.O. Box 8011, 1805 Prospect, Helena, Montana, 59604-8011. Information on registration can be obtained by calling 1-800-556-6694. CONTRACTORS are required to have registered with the DLI prior to bidding on this project.

All laborers and mechanics employed by CONTRACTORS or subcontractors in performance of the construction work shall be paid wages at rates required by the laws of the state of Montana. The CONTRACTOR must ensure that employee and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Bid security in the amount of not less than ten percent (10%) of the amount of the bid which shall be either: (1) lawful money of the United States, or (2) a Cashier's Check, Certified check, Bank Money Order, or Bank Draft drawn upon a lawful Montana Banking Corporation authorized to do business in the State of Montana, or (3) a bid bond by a surety corporation authorized to do business in the State of Montana.

All proposals shall be delivered to the Office of Business Manager/Clerk, School District #1, Lewistown, Montana at the Lincoln Elementary School Building, 215 7th Avenue South, Lewistown, Montana, 59457 at or prior to above specific time and thereafter opened and publicly read. Bids not submitted on the required form or without the proper bid bond or proper contractor's registration will not be considered. No bidder may withdraw his bid for at least thirty (30) days after the scheduled time for receipt of bids. Successful bidder will be required to furnish approved insurance certificates, performance and payment bonds, each in the amount of 100% of the contract.

Contract Documents may be examined without charge at the office of Design 3 Engineering, 1211 24th Street West Suite 7, Billings, Montana, 59102. A complete set of plans may be secured from the office of Engineer for a deposit of \$25.00, which is refundable upon return of the Plans and Specifications in good condition. Should plan holders fail to return plans before bid date and not submit a bid, the entire deposit shall be forfeited.

Lewistown School District #1 reserves the right to waive any formalities or technicalities and to reject any or all bids or portion thereof in the best interest of the Owner.

By Order of Office of Business Manager/Clerk
Mike Waterman
Lewistown School District #1, Fergus County
Lewistown, Montana

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

22

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

ITEM TITLE: APPROVE EXTENSION OF DEADLINE FOR RETIREMENT NOTICE FOR CERTIFIED ADMINISTRATORS

Requested By: Board of Trustees **Prepared By:** Superintendent **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve extending the deadline date for notification of retirement for Certified Administrators from January 5, 2010, to February 3, 2010. This extension is for this year only and is not a revision to School Board Policy #6417.

SUGGESTED ACTION: Approve Extension of Deadline for Retirement Notice for Certified Administrators

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

01/25/2010

Agenda Item No.

23

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

ITEM TITLE: APPROVE REQUEST FOR THE FERGUS HIGH SCHOOL SYMPHONIC BAND TO PARTICIPATE IN THE MAGIC MUSIC DAYS

Requested By: Board of Trustees **Prepared By:** Superintendent **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve the request from the Fergus High School Symphonic Band to participate in the Magic Music Days in Anaheim, California. This event will take place March 2011 and will be funded by the students through fundraisers. The band must submit an audition tape by March 2010.

SUGGESTED ACTION: Approve Request for FHS Symphonic Band to Participate in the Magic Music Days

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

01/25/2010

Agenda Item No.

24

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

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

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 01/25/2010

SUMMARY:

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

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

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

NOTES:

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

NOTICE OF RESOLUTION OF INTENT TO SELL/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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

25

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

ITEM TITLE: APPROVE ADDITION TO THE TRANSPORTATION POLICY AND PROCEDURES HANDBOOK

Requested By: Board of Trustees **Prepared By:** Kathleen Schaeffer **Date:** 01/25/2010

SUMMARY:

The Transportation Department has completed the policies and procedures for transporting students with disabilities. The Board of Trustees needs to approve this addition to the Transportation Policy and Procedures Handbook.

SUGGESTED ACTION: Approve Addition to the Transportation Policy and Procedures Handbook

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

STUDENTS WITH DISABILITIES

Transportation Policies and Procedures

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Lewistown School District Special Education Transportation Policy and Procedures

Transportation shall be provided as a related service, when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement.

Transportation is defined as:

- a) travel to and from school and between schools;
- b) travel in and around school buildings or to those activities which are a regular part of the student's instructional program;
- c) specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

The Evaluation Team who develops the disabled student's Individualized Education Program (IEP) will determine, on an individual basis, when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment".

As a related service for students with disabilities, the goal of Lewistown Transportation Department is to provide safe access to education, in the best interest of the student. The overriding concern will always be to provide for the safety and well being of the student and this will require total cooperation amongst the various parties involved; the student, the parent(s)/responsible party, school personnel and the Transportation personnel.

If it is anticipated that transportation, as a related service, will be required and/or the IEP Team may recommend a bus aide, vehicle adaptation's, adaptive bus equipment, non-routine transportation schedule including transportation to extracurricular or non-academic activities, precautions for medical conditions, etc. Transportation personnel will be invited to the IEP meeting to discuss all alternatives that may be considered.

The Special Education Department and/or appropriate schools and/or the IEP Team must allow sufficient time for the Transportation Department to arrange special bus service and acquire specialized equipment or staff as specified in the IEP.

The IEP can only be changed by the IEP Team and written information, regarding transportation as a related service, will provide all necessary specificity so the Transportation Director, bus driver, bus aide, school, parent and student know what services to expect.

The IEP Team will submit a completed LPS Students with Disabilities Transportation and Confidential Emergency Information form, hereafter called the Transportation Information Form, (see appendix #8),

to the Transportation Department. The written information will be submitted five (5) days prior to date that the transportation services are expected to begin.

The IEP team can be reconvened at any time and by any team member who deems it necessary. Transportation services personnel should initiate such a meeting if, after implementing the program, they find they need more information or assistance from team members or if they find the program to be in any way unsafe.

MODE OF TRANSPORTATION

One of the District's special or adapted buses, with a lift or ramp, will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space, or distance from school may seriously impact bus scheduling. In such situations, other arrangements, such as an individual transportation contract, may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Door-to-door transportation services will be provided for students with disabilities as specified on the student's Individual Education Plan (IEP). Other transportation components can include, specialized equipment i.e., child safety seat systems (harness, safety vest, car seats), walkers, wheelchairs, etc. and personnel to assist students, as specified on the IEP.

The bus driver and the bus aide are authorized and will be trained to operate any specialized equipment, as specified on the IEP, that the student may need for a safe and prudent ride on the bus. The use of any specialized equipment, including Child Safety Restraint Systems, will comply with the manufacturer's specifications and the Federal Motor Vehicle Safety Standards, where such standards are applicable.

GENERAL RESPONSIBILITIES OF THE TRANSPORTATION DIRECTOR AND/OR THE SPECIAL EDUCATION DIRECTOR

Provide each school bus driver, *confidential emergency information* for each student to include at least the following information:

1. Student's name and address.
2. Nature of student's disability.
3. Emergency health care information.
4. Name and telephone number of student's physician, parent, guardian and/or custodians who can be contacted in case of an emergency.
5. Provisions for student's welfare when and if the student is unable to be met at the designated bus stop (i.e. additional drop off location(s)).
6. A small photograph of the student (1 1/2" X 2") attached to Transportation Information Form (see appendix #8).
7. Any and all other pertinent information deemed necessary by the IEP Team.

Suspend or terminate student transportation services upon the submission of appropriate documentation for the following reasons, with parents having the right to initiate due process proceedings:

1. When the child's unacceptable bus behavior is not related to the disability, and the local disciplinary policies and procedures provide for suspension or termination of school bus transportation.
2. When the child's unacceptable bus behavior is related to the child's disability, and a mutually agreed upon alternative method of transportation will be implemented.
3. When parents(s) or appointed designee does not assume responsibilities as outlined in Responsibility of Parents Section.

The Transportation Director (or designee) shall make a reasonable and timely effort to provide notification when it is known that there will be an interruption in bus service or a change in the bus schedule.

GENERAL RESPONSIBILITIES OF THE BUS DRIVER AND THE BUS AIDE

Assure that students with disabilities are supervised on board at all times.

Ensure that the protective safety devices are in use and fastened properly. (In instances where an attendant is not available, this shall be the responsibility of the bus operator.)

Assist students on and off the bus at the designated bus stop when it is necessary for their safe entrance and exit from the bus.

Conduct a post-trip inspection of the bus checking for passengers, special equipment, medications and other personal items that may have been left on board the bus.

Maintain on his/her vehicle *confidential* emergency information for each student and assure that the confidential information is accessible only to authorized personnel.

The bus operator shall deliver the students to the same bus stop from which they were picked up. Special circumstances may allow a change in this procedure, but it must be approved by the Transportation Director (or designee).

The attendant must be on the school bus at all times during the bus route if required by the IEP. Exceptions are to be made only by the Transportation Director.

The bus driver will be responsible for providing the parent with appropriate emergency phone numbers to contact the driver or the Transportation Department.

GENERAL RESPONSIBILITIES OF THE PARENTS/GUARDIAN OR THE APPOINTED DESIGNEE

Provide the local educational agency with pertinent written information regarding any special care the student may need while on the bus.

Have the child at the designated bus stop at the regularly scheduled time and provide the necessary supervision until the bus arrives.

Secure the child into any specialized carrying equipment or assistive device prior to the arrival of the bus; equipment must be in safe working order.

Meet the bus upon its return to the designated bus stop at the scheduled time, if specified in the IEP, or make appropriate provisions for the student's welfare when and if the student is unable to be met at the designated bus stop.

Make a reasonable and timely effort to notify the bus operator prior to the beginning of the morning run if the child is unable to attend school.

Keep the bus loading area free of debris and other obstacles.

Any parent of a student with disabilities who believes that the transportation services provided for that student are not in compliance with regulations, may request an IEP meeting to address their concerns and/or may utilize the due process procedure as established by Law.

TRANSPORTION OF STUDENTS WITH DISABILITIES

DRIVER RESPONSIBILITIES:

In addition to Lewistown Public Schools general transportation policies and responsibilities, drivers transporting students with disabilities will:

1. Run routes and in consultation with the Transportation Director, establish bus stops in locations that do not require backing the bus. If backing is required, back the bus only when the student is on board and with adult assistance at hand.
2. In the school bus, maintain a current route description including; stop locations and times, student rosters, seating charts, student records with emergency contact information and other pertinent information.
3. Supervise and assist in the loading and unloading of students as specified on the students' Transportation Information Form (see Appendix #8), using the step-well or wheelchair lift.
4. In cases of school bus equipment failure, contact Transportation staff as soon as possible and make every effort to provide alternative transportation for the students assigned to your bus. Because of the requirement to have student supervision at the AM and PM bus stop, parents should be notified well in advance of a change in times and/or stop locations.
5. Become acquainted with each student's special needs and adjust your job performance accordingly.
6. Provide parents with a current telephone number where the driver or the Transportation Department can be reached in times of emergency.

7. Arrange bus stops to accommodate the students' special needs by providing curb-to-curb service and a right side pick-up whenever practical. When required by the student's disability, service will be located as close to the house as is practical. In cases such as dead end streets, the closest stop safe for the bus shall be used. Buses may not back down streets, roads or onto private property without prior authorization from the Transportation Director (or designee).
8. In an emergency, drivers shall determine if a bus evacuation is required and instruct the bus aide accordingly. When an evacuation is ordered, the driver shall direct and assist students to the steps, wheelchair lift or other emergency exit in a manner that will ensure the safe evacuation of all students from the bus.
9. Assure that no student is left on the bus at the end of any route.
10. Ensure that required protective safety devices are in use and are fastened properly as specified on the student's Transportation Form. The driver shall provide all services and care when an attendant is not available. If a child matures or develops beyond the need of the specified safety device, the driver shall report this to the Transportation Director.
11. In the absence of a bus attendant, the driver must ensure that required protective devices specified on the student's Transportation Form (wheel chair tie-downs, safety vests, youth seats with seat belts, etc) are in use and are fastened properly.
12. Maintain on the bus, an accurate and current copy of the Transportation Information Form (see appendix #8) and Lewistown Public School Emergency Evacuation Plan (see appendix #9), for each student with disabilities. Data should include but not limited to, the following:
 - Student's name, address and telephone number(s);
 - Nature of student's needs;
 - Emergency health care information, including the student's current medication;
 - Name and telephone number of student's physician, parent(s), guardian(s), custodian(s) or designee(s) who can be contacted in case of an emergency;
 - Provisions for the student's welfare when and if the parent or designee is unable to meet the bus at the designated bus stop. The driver is responsible for the child's welfare and should continue to make every effort to contact the parents or guardian, the Transportation Department and the School Administrator as soon as the student is undeliverable.
 - Student's photograph.
 - Any other information deemed necessary by the student's IEP, the Transportation Department and is in the best interest of the student.
 - Emergency Evacuation Plan specifics as detailed in the Emergency Evacuations of Students with Disabilities Policy (see page #10).

NOTE: Updating this information is a cooperative effort involving students, parents, teachers, administrators and drivers. **The information must remain confidential for each student's protection.** When the driver becomes aware of a change in any information, the driver shall contact

the Transportation Director with the new information. The appropriate person will contact the home to verify the changes, and updates and revisions will be provided to the Driver upon verification.

13. The driver is ultimately responsible for the safety of all passengers aboard his/her bus. This responsibility **cannot** be delegated and requires that the driver and the bus aide complete their assigned tasks in a safe and proper manner. In the absence of a bus attendant, the driver will assume the attendants' duties as well as his/her own responsibilities.

BUS AIDE RESPONSIBILITIES:

In addition to the duties specified in the Lewistown Public Schools Bus Assistant Job Description, the bus aide shall perform the following duties:

1. Meet the bus at the scheduled time and location. Attendants are to arrive five minutes before the scheduled departure.
2. Assist the school bus driver.
3. Be on the school bus at all times during the bus route, except as authorized by the Transportation Department.
4. Occupy a seat on the bus where student riders can easily be assisted.
5. Ensure that required protective safety devices are in use and are fastened properly as specified on the student's Transportation Form and in compliance with the manufacturer's specifications. If a child matures or develops beyond the need of the specified safety device, the attendant shall report this to the driver.
6. Attendants and drivers shall not bring students to or from the school classroom unless so directed by the Transportation Director (or designee).
7. Assist students on and off the bus at school, at designated bus stops, and when it is necessary for their safe entrance and exit from the bus. When necessary, the bus aide shall exit the bus for this purpose and escort the student to the extent required for the student's safety and well being.
8. Attendants shall, when necessary for student safety, assist students in crossing the street. If a student is capable of walking independently and is required to cross the street in order to load or unload from the bus, the bus attendant should take care in seeing that the proper crossing procedures are followed.
9. In instances where the student is unable to cross the street independently and a crossing must be made, the bus attendant should assist the student across the street to a safe predetermined point where the student's parent or guardian will meet the student.

CONFIDENTIALITY OF INFORMATION:

The LPS Transportation Department respects the privacy rights of individuals and disability related information will be treated with *strict confidentiality*.

Bus drivers will maintain confidential emergency information, as provided by the IEP Team, for each special needs student assigned to their bus. This information will be maintained under the direct supervision of the Bus Driver and will be kept separate from the regular Route Book that is maintained in each bus. The confidential information on each student will only be made available to School District/Transportation Department employees and/or Emergency Medical personnel on a need to know basis.

Upon the termination of Transportation services for any student with disabilities, the Bus Driver will immediately submit all written records/forms to the Transportation Director, who will send the records to the appropriate personnel at the School District office.

TRAINING – SPECIFIC TO SPECIAL EDUCATION TRANSPORTATION

GENERAL TOPICS:

Training for the Bus Driver and Bus Aide will include, but not be limited to, the following components:

1. A review of appropriate educational and training materials and policy and procedures covered in this manual, in addition to receiving “hands-on” training in the field with a veteran driver and/or bus aide.
2. Introduction to the special education process, including characteristics of disabling conditions, the student referral, assessment, IEP process, and protecting confidentiality of student information.
3. Legal issues, including federal and state law, administrative rules, and local policy.
4. Operational Policies and Procedures, including:
 - Loading/unloading, pick up/drop off (curb-to- curb and door-to-door)
 - Evacuation procedures
 - Lifting procedures
 - Student accountability and observations including evidence of neglect and/or abuse
 - Post-trip vehicle interior inspections for students
 - Medicine and other articles left prior to parking vehicle
 - Reporting procedures and report writing
 - Record keeping
 - Lines of responsibility relative to role as educational team member
 - Lines of communications including parents and educational staff
 - Route management- including medical emergencies
 - No adult at home
 - Inclement weather
 - Behavior management - including techniques for the development of appropriate behavior

5. Special Equipment Use and Operation; medical/health issues including, precautionary handling, characteristics of contagious and communicable diseases, disease management techniques, use of protective equipment and devices.

FIRST AID:

In addition to the standard first aid training, bus drivers and bus aides may be required to complete additional first aid training when assigned students with specific needs that require additional training.

LENGTH OF BUS RIDE

Every effort will be made to restrict the special needs student's actual travel time on the bus to a minimum and it will not exceed sixty (60) minutes one way. A variance of this may apply, upon the specifications of the IEP, and with consultation of the Transportation Department.

HEALTH CARE INTERVENTION AND MANAGEMENT

It is the general policy of the Transportation Department that drivers and/or bus aides only provide routine/customary, non-medical transportation assistance, as needed and as specified on the IEP. Those issues which require either ongoing care or diagnosis should be handled by a trained medical professional.

For the student with disabilities who is medically fragile, technology-assisted and/or highly disruptive, a care plan specific to these needs while on the bus, will be developed by the IEP Team and included on the LPS Transportation Information Form (appendix #8). The information will include:

1. A brief description of the medical/health care intervention that will be necessary during transportation, including frequency required.
2. A description of who should provide the care; medical personnel or transportation staff.
3. The type and extent of additional training or skills necessary for the driver and/or bus aide .

MEDICATION

TRANSPORTING:

Medication should *not* be transported on the bus and neither the bus driver and/or the bus aide will take custody of any medication presented to them for transport. Parents or guardian should bring any medication to the appropriate school office.

ADMINISTERING:

Drivers or bus attendants shall not administer medication of any kind without written approval and training from the school nurse. This includes topical creams, ointments and over-the-counter medications. Drivers and bus attendants may apply ice and/or first aid should an injury require it.

DISCIPLINE AND SUSPENSION PROCEDURES

At no time is the Driver authorized to suspend students from transportation services.

Inappropriate behavior of students with disabilities should be documented and reported to the Transportation Director and the School Administrator in accordance with regular student discipline procedures using the standard Bus Violation Report Form (appendix #2). Proper reporting of the frequency and severity of misbehavior is an important tool in determining what actions are appropriate.

According to the provisions of IDEA Amendment, students with disabilities will be disciplined in a manner consistent with non-disabled students, provided their actions are not related to their disability. The item of concern in all disciplinary action of children with disabilities (special needs) is the relationship between the student action and the disabling condition.

In the interest of a safe bus environment, discipline procedures apply to all students including students with disabilities unless there is a specific statement in the student's IEP supporting why the student cannot be held responsible for abiding by the regular bus behavior code of conduct.

If a special needs student has a behavioral intervention plan, the IEP Team will plan for implementation by the transportation department. The bus driver and bus aide will follow the behavior intervention plan as directed by the IEP Team.

Disciplinary action will follow the established discipline policies and procedures for non-disabled students. In the event that a student with disabilities (special needs) demonstrates inappropriate or unacceptable student behavior that creates emergency conditions or poses a risk to health and/or safety on the bus, the procedure is the same as managing the same behavior from a non special needs student. The driver will contact the Transportation Director (or designee) informing of the situation and will follow the directives as specified in the LPS Transportation Policy & Procedure Handbook. If the special needs students' behavior escalates to a critical or unsafe status, a proper authority (Transportation Director, School Administrator, or Law Enforcement) can remove the disruptive student from the bus and they will be held in a safe environment for parents/responsible party to transport for that bus run.

To protect a student, and others, from serious injury or to safeguard physical property a student can be physically restrained according to the specifications of emergency intervention, as documented on the students IEP or Behavioral Intervention Plan (BIP) as developed by the IEP Team. This information will be shared with the Transportation Department and kept with the students other pertinent confidential information on the bus.

A special needs student may be suspended from school and/or transportation services for no more than ten (10) days during a school year. The student may be suspended for up to 10 days even if the behavior is related to the disability. The student may be suspended for more than 10 days if the behavior is not a manifestation of the disability, but the District must continue to provide special education services. Suspended students will not be denied access to educational services. Alternative transportation services or alternative educational placement may need to be considered by the school Administrator and the Transportation Director. Transportation personnel will be invited to all meetings regarding transportation concerns.

LIFT BUS BREAKDOWN PROCEDURE

The safety and the needs, in the best interest of the students, is the priority.

Due to the small number of lift-equipped buses and special accommodations required to transport students requiring a lift, the driver will take special care to report any delay that is mechanical in nature. This requirement applies to the wheelchair lift in addition to the bus itself.

The driver will call the Transportation Director or 'Base' dispatch and alert him/her of the situation as soon as possible. The Transportation Department personnel will work together to formulate a timely response to ensure that all students receive transportation services in a timely manner. Parents will be asked to assist, only with the Transportation Director's (or designee's) approval.

In case of the special needs bus break down or lift malfunction, the following procedure will apply:

1. The driver will contact the Transportation Director (or designee) as to the situation and the bus aide will remain with the students.
2. The Transportation Director (or designee) will dispatch another bus to transport the mobile students. If it is available, the other bus with a lift will be used. If another lift bus is not available, a regular (non-lift) bus will be provided to transport those students who are mobile. The *bus aide* will accompany these students if a regular bus must be used.
3. The non-mobile students (wheelchair, inability to sit up, etc.) will remain on the bus as arrangements are made for parents to transport them, if the other lift bus is unavailable. The *bus driver* will remain with these children.
4. The Transportation Director (or designee) will contact the School Administrator at the appropriate school. The parents of the non-mobile students will be contacted, requesting that they help by transporting their child from the address given, if necessary.
5. If the parents cannot be contacted, the School Administrator will notify the Transportation Director (or designee) and provisions will be made to pick up the non-mobile students and transport him/her either to school or home through the safest and best means possible.

MEDICAL EMERGENCY ON THE BUS

In the event that a student with disabilities experiences a medical emergency on the bus, the following procedure will apply:

1. The Bus Aide will administer necessary first aide.
2. The Bus Driver will radio the Transportation Director and/or Base Dispatch and advise them of the emergency.
3. If the Transportation office is unavailable, the driver will call 911 or utilize the emergency radio procedure, as outlined in the LPS Transportation Policy Manual, to contact local Law Enforcement and advise them of the emergency.
4. The Transportation office will call 911 and provide Emergency Services with necessary information and will advise the driver whether to direct the bus towards the Central Montana Medical Center or to wait for Medical Emergency personnel.

Expenses incurred for securing medical aide or emergency transportation will be the responsibility of the person and/or responsible party that required the emergency medical attention.

EMERGENCY EVACUATION OF STUDENTS WITH DISABILITIES

In an actual emergency bus evacuation the goal will be to evacuate all students in the quickest and safest possible means. Each bus will have a written Emergency Evacuation Plan (see Appendix #9).

This plan will include an accurate assessment of each student's ability to evacuate the bus. To facilitate successful evacuation and quick reference during an emergency, the plan will be color coded to indicate the level of need for each student.

The plan for each bus will include specific vital information on each student to assure successful evacuation in an emergency, (i.e. car seat, safety vest or wheelchair, do they have to stay in the car seat or wheelchair or can a blanket be used to evacuate and drag to exit, etc.). The plan will be specific to the bus the student is riding in relation to the emergency exits; (front exit, side exit, or rear exit) and based on that exit evacuation and each plan will note the numerical order of how the students will exit the bus.

Each bus will have a 'belt cutter' (preferably two belt cutters) and an emergency transport or fire blanket and possibly a rescue/tether rope with hand loops, to keep a group of students together.

Substitute Drivers and all Bus Aides will be informed of the location and details of the Evacuation Plan (see appendix #9) and the location of the Transportation Information Forms (see Appendix #8).

The local Lewistown emergency response team will be provided information regarding the evacuation plans and will be invited to participate in the evacuation drills.

Emergency bus evacuation drills of students with disabilities will be conducted a minimum of twice a year, the first drill is to be completed within the first week of school and the second drill is to be completed within the first week of the second semester.

LIFTING PASSENGERS PROCEDURES

The purpose of proper lifting is to move the passenger without injury to the passenger or to the person who is performing the lift; therefore, these basic rules should be followed:

1. Tell the passenger what you are going to do.
2. Estimate the weight of the passenger. Never attempt to carry a passenger alone who weighs more than half your own weight unless the passenger is in immediate danger and no assistance is available.
3. Always attempt to get help if you have any doubts about your ability to lift the passenger. If there is only a driver in the bus and the necessity for an emergency evacuation arises, activate the alternately flashing red lights (because this is an unloading procedure). Such action may draw attention from someone who can provide assistance.
4. Be sure the pathway off the bus is clear.
5. Stand with both feet firmly planted about shoulder-width apart for good balance.
6. Always bend from the knees, not from the back, so that you use thigh muscles and buttock muscles rather than back muscles to do the lifting.
7. When lifting and carrying, keep the person as close to your own body as possible.

8. Shift the position of your feet to move. Do not twist your body. Take small steps to turn.

Driver and attendants should practice the following lifting techniques:

SINGLE-PERSON LIFT:

1. Follow the basic lifting rules noted above. Most strains, fatigue and back injuries caused by lifting are due to using the wrong muscles. Use your strong leg and buttock muscles (by bending at the knees and hips). Do not rely on your back muscles. Maintain the normal curves of the spine when lifting, and avoid rounding the upper back.
2. Keep equal weight on both feet, and lower yourself to the level of the child by bending your knees and hips before lifting.
3. Once in position, put one arm around the child's upper back and the other arm under both knees.

TWO-PERSON LIFT:

1. Follow the basic lifting rules noted above. Care should be taken by both parties to communicate continuously during the lifting procedure.
2. To lift from a wheelchair, these procedures are recommended:
 - Position the wheelchair as close to your destination as possible.
 - ** If a rapid evacuation of the bus is required (emergency evacuation), save time and congestion by leaving the chair where it is strapped and blanket-pull or carry the child to the appropriate exit location. See below for additional instructions on Blanket Lift.
 - One person stands to the side in front; the other stands to the rear.
 - The person in front removes the armrest (if detachable) and folds up the footrest.
 - The person in back removes or cuts the seat belt and any other positioning device(s).
 - Bending from the knees and hips, the person in front lowers himself/herself to place one arm under the child's knees and the other arm under the child's thighs.
 - The person in the rear places his/her arms under the child's armpits, reaching forward to grasp both wrists of the child firmly (right hand grasps right wrist; left hand grasps left wrist).
 - Lift together on the count of three. (Remember to use legs and buttock muscles to lift!)
 - Walk to the area where the child is to be placed, and lower on the count of three, bending from the knees and hips.

BUS SEAT LIFT:

To lift from a bus seat, use the same procedure for lifting from a wheelchair, but first slide the child to the edge of the bus seat near the aisle.

BLANKET LIFT:

Using a blanket to perform an evacuation reduces stress on the student's body and the chance of injury. The blanket drag is also a way to move heavier students and may be an option for fragile

students who might be hurt by lifting. However, the blanket drag is not always a good choice for the medically fragile; when you are in doubt, consult with the school nurse or physical therapist for guidance.

1. Use a blanket that has been approved for this purpose by the manufacturer.
2. Fold the blanket in half and place it on the floor as close to the child as possible.
3. Follow basic lifting rules noted above, and lower the child onto the blanket.
4. Place the child's head toward the direction of the exit.
5. Lift the blanket (under the child's head) and pull the child to safety.

EMERGENCY PROCEDURES FOR SENDING BUSES HOME EARLY

The decision to send buses home early, due to inclement weather or other emergencies, will be made by the Transportation Director and/or the Superintendent of Schools.

Persons to be notified are as follows:

1. Transportation Director
2. All radio stations in the area
3. School Food Service Director
4. The Transportation Director will notify:
 - a. Bus Drivers
 - b. All School Administrators
 - c. Key persons on rural route
 - d. Parents and/or designees of each student with disabilities riding the bus to assure that someone will meet the student at their destination at the early arrival time.

SCHEDULES: AFTERNOON PICK-UPS AT SCHOOLS

In order to prevent students from being left on campus when a parent or guardian has transported a student to school after the morning bus route, drivers must go to all schools on their route each day; even when only one child attends that school and the child has not ridden the bus in the morning. Due to the limited number of attendants and lift-equipped vehicles, this is an especially important procedure for bus drivers transporting students with disabilities to observe.

GENERAL LOADING/UNLOADING PROCEDURES

Upon arrival at school each morning, special needs students must be released into the care of a designated staff member at the school unless written instructions direct the lift bus staff to do otherwise. Students with disabilities must not be left unattended at the school stop.

If the designated staff is not present, the bus attendant shall go to the office to request that the office summon someone to take responsibility for the student(s).

In the afternoon, the arrival of the lift bus does not signal the end of the school day for its passengers. The lift bus will wait until all students have received the appropriate amount of instructional time as stated in their IEP. Attendants and drivers shall not go to the classroom to pick up students. School based staff will bring students from the school classroom to the loading area and supervise the

students until they have boarded the bus. Exceptions to this policy must receive approval from the Transportation Director (or designee).

If issues arise with the bus schedule, the School Administrator or the lift bus driver is to contact the Transportation Director (or designee) to review the matter.

WHEELCHAIR PASSENGERS: LOADING/UNLOADING PROCEDURES

In most situations, the Driver's responsibility is the operation of the bus and the loading/unloading of the lift at ground level. The Bus Aide is usually responsible for the children on the bus, restraining the wheelchair and taking the student(s) on/off the lift at bus level. However, each bus team may choose to reverse roles or slightly alter procedures due to specific circumstances. Regardless of how duties are assigned, the Driver is still responsible for the safety of everyone on the bus; therefore, the Driver will make the final safety check before leaving a student's pick up location. Remember, when there is an accident, the Driver is ultimately responsible for all passengers. A Bus Aide should never feel insulted when the Driver makes his/her required final safety checks including the post-trip inspection. This is only done for the safety of the children.

During the loading and unloading of any student, both the Ground Person and the Bus Person should observe and communicate to be sure that all of the following procedures are followed. The bus team must be on guard against distractions that may shift focus away from the loading process. This system of double checks is designed to ensure that no step is forgotten. ***Safety is the top priority!***

Text in () indicates verbal confirmations that must be made by the Bus Person and or Ground Person as each part of the loading/unloading process is completed:

1. Shift to Park or Neutral and set the parking brake. Leave the engine running if it is required to operate the lift.
2. The Driver is to participate with the Bus Aide in the loading and unloading of lift dependent students both at home and the school. The Ground Person exits the bus and opens the door for the lift. The lift door is secured in the open position.
3. The Ground Person monitors the area where the lift descends to ensure the lift will clear the student and any surrounding objects. If the area is clear, the Ground Person gives the O.K. to lower the lift (Lift Open/Lift Down) to the Bus Person or lowers the lift himself/herself using the hand control from outside the bus. Except in an emergency, never leave children alone on the bus or outside the bus unattended.
4. Bus Person/Ground Person confirms and repeats the signal (Lift Open/Lift Down) before lowering the lift. If confirmation is not received, both staff members will assume that a safety concern needs to be addressed such as a distracted team member or danger in the lift zone. Once the concern is addressed, the procedure is repeated.
5. The Ground Person verifies that the parent or school staff has secured the student with the wheelchair's lap belt or other applicable safety restraints. Once the student is secured in the wheelchair, the parent or school staff member will give control of the chair to the Ground Person. Once the Ground Person has control of the chair, all bystanders should step back.
6. The Ground Person backs students into lift, then secures the wheelchair wheel locks and engages or verifies that the "roll stop" on the front edge of the lift is in the up position. On motorized chairs, the power supply should be switched off and remain off while the child is riding the bus or using the lift to prevent accidental engagement of power to the wheels. In

addition, the wheels must remain in “lock mode” while the student is raised or lowered in order to prevent the motorized wheels from turning freely. When the wheelchair is at bus level, the wheelchair may be switched to “neutral” so that the wheelchair can be rolled to the riding location. Power may be restored once the chair returns to ground level as required. Power should not be used inside the bus without the approval of the Transportation Director.

7. The Ground Person/Bus Person raises the lift (Lift Up) after verbally confirming (Lift Up) that the child is ready to be lifted while the ground person keeps one hand on wheelchair for stability during the lift operation. The ground person must face the chair at all times and should maintain eye contact with the student and the area around the lift. Both team members are to be on the lookout for any movement of the chair on the lift as well as keeping themselves and the student from being pinched or grabbed by the lift.
8. When the lift is fully elevated, the ground person confirms (Ready to Load) while the bus staff releases the wheel locks and brings the student into the bus after confirming (Loading Now). When loading powered wheelchairs, when the wheelchair is at bus level, the wheelchair shall be switched to “neutral” so that the wheelchair can be rolled into the bus without use of the motor. When loading more than one wheelchair at a school stop, the lift operator should confirm that the lift is to be lowered (Ready Down) after the first wheelchair has been backed away from the door to reduce the time spent at the stop. However, the Bus Person should remain between the wheelchair and the lift door opening in order to prevent a wheelchair passenger from accidentally rolling out of the open lift door while the lift platform is in the open or down position.
9. The Bus Person backs the student into the bus and closes the lift after confirming that all passengers are clear of the lift (Ready to fold) and the last wheelchair passenger is loaded. The Bus Person straps the wheelchair(s) into the wheelchair tracks. Always use the tie down system provided by the Transportation Department to secure the wheelchair and its passenger. Whenever in doubt, consult the Transportation Director (or designee) responsible for lift buses. They will work with the child’s physical therapist, special education specialist, school and parents to address any problems that may prevent the use of the approved wheelchair tie down. The Transportation Department must be notified immediately if any situation exists that may prevent the immobilization of the wheelchair. A properly secured wheelchair will only have a small amount of movement after being properly secured.
10. The Ground Person secures the lift door and boards the bus by the steps while the Bus Person is securing the student. The Ground Person will check to see that the Bus Person has secured all straps and safety devices correctly before the bus leaves the stop. The Ground Person shall offer assistance as needed.

WARNING: *Students may not ride the bus with a lap tray on the wheelchair. Seatbelts must be free from any obstruction that would prevent their proper use. Lap trays, assistive devices or equipment must be removed and stored securely on the bus in a manner that prevents that equipment from movement in the event of an accident.*

11. The Bus Person and Ground Person agree that the student is secure before the Driver pulls off from the stop. The Bus Aide or other passengers could be seriously injured by an unsecured passenger if the Driver does not allow time for passengers to be properly situated.

NOTE: *The school bus parking/emergency brake should be tested by the driver on a regular basis to ensure holding power. The holding power of the brake can be tested on an inclined surface or by placing the bus in gear and lightly accelerating. If the brake does not have sufficient holding power, the bus must be serviced immediately.*

UNDELIVERABLE STUDENT WITH DISABILITIES BUS PASSENGER

Bus drivers and schools shall take the following measures in regard to students with disabilities that are not met by a responsible individual when delivered to home after school:

1. If a student is not met at the bus stop, the driver may go on to the next stop and return to the stop of the undeliverable student later in the route. This procedure is to be followed only when the next stop is not more than a few minutes away and a safe place for the bus to turnaround is available in the immediate area.
2. As a first response, the driver shall pull the bus to a safe location and secure the bus, then the driver or Transportation Dispatch will use the emergency contact numbers listed on the Transportation Form in an attempt to reach the home or another listed contact, (if the driver makes the phone calls he/she will advise the Transportation office of the situation). The driver shall not release the child to an individual whose name is not on the list. Alternately, parents may be requested for additional names or locations to be kept on file. Non-custodial individuals must show proper identification before the student is released to that individual unless the individual is positively known by the driver.
3. If the child is still undeliverable, the driver will keep the child on the bus and continue on the route after notifying the Transportation office. The Transportation office will contact the appropriate School Administrator (or designee) and advise that the student will be brought back to the school. The School Administrator (or designee) will attempt to reach a responsible individual using information from school records and ask that person to come to the school to pick up the child. The driver and/or the Transportation office and/or the School office will continue the attempt to reach the home and make arrangements to return the child to the parent or a designated individual at the agreed upon location*. The School Administrator (or designee) will obtain the Bus Driver's cell phone number, or communicate via radio relay through the Transportation Department, in order to notify the bus in the event a responsible individual becomes available to take charge of the child.

*Individuals are to be discouraged from trying to "catch" the bus. The driver must direct the parent to a location where both the parent and child can safely approach the bus.
4. If the last passenger is released from the bus before contact is made for the undeliverable student, the Bus driver will return the child to the school's care. The School Administrator (or designee) will remain with the student until the parent/guardian or other responsible individual is able to pick up the child.
5. By direction of the Transportation Director, as a measure of last resort, when the driver can not reach the school or a school administrator, local law enforcement may be contacted to report that the child has been abandoned and ask for assistance.

ADMINISTRATIVE PROCEDURES:

1. On the day following the incident, the School Administrator (or designee) will attempt to reach the individual responsible for the child and review their responsibilities under the Transportation Policies emphasizing that the student may lose transportation service if the problem continues. The incident will be documented by the school and placed with the student's records. The school should take this opportunity to review emergency contact names and phone numbers with the parent/guardian.
2. If a second incident occurs, the School Administrator (or designee) will notify the Central Montana Learning Resource Center Cooperative (CMLRCC) for assistance. CMLRCC shall meet with the parent/guardian to explain that they must meet the bus faithfully or face the possible loss of transportation services. The safety of the student is the primary concern.
3. If a third incident should occur, Transportation services will be suspended until a conference is held to ensure the safety of the student. The parent/guardian, the School Administrator, the Transportation Director and CMLRCC personnel will work to coordinate a safe and dependable stop location for the student. Services may be resumed when dependable arrangements are made.
4. During this process, the Transportation Department will be notified by the school via letter or memorandum when transportation services have been suspended and when they are to resume. All meetings and correspondence between school officials, the home, the bus driver and the Transportation Department shall be documented by the school and placed with the student's records.

TIPS FOR SUCCESS FOR DRIVERS AND BUS AIDES

The following tips for drivers and bus aides apply to students of all exceptionalities:

1. Let the parent know the bus schedule and how to contact you or the Transportation Department in advance if the child may be off the bus.
2. Be friendly and polite to the child when the child enters the bus. Riding the bus can be an unsettling experience for some children.
3. Children should be allowed the opportunity to be as independent as possible when getting on and off the bus.
4. Students are never to be left unattended or alone on the bus.
5. Regardless of the incident, remain calm.
6. Document and share information about the child's behavior, (good behavior as well as undesirable behavior), with the Transportation Director, teachers and parents.
7. Be consistent, be reasonable and be supportive while correcting a child. Speak slowly and clearly with a calm voice.
8. Make a list of rules for behavior that the children can understand.
9. After each bus run, check the bus to see if any students or items are left on the bus.
10. Report any information to the parent or school that could help determine if a child needs medical assistance.
11. The children on the bus will reflect your feelings; do your best to keep a positive attitude.

BEHAVIOR MANAGEMENT

LPS Transportation Department promotes the use of positive interventions in all behavior management procedures. Determining what students expect from the bus staff (driver/bus aide) and what the bus staff expects from the students is the key to creating a positive environment.

Students relate to the bus staff and the bus staff relates to the students. When and if students choose to relate to authority through misbehavior, the bus staff needs to be able to recognize the goal or purpose of that behavior, and know how to respond to it both immediately and consistently.

The ideas associated with behavior management are simple. Students, whether or not they are disabled, need a structured, well-managed environment to facilitate compliance. In order to deal effectively with misbehavior, it is important to understand these basic concepts:

1. The ultimate goal of all behavior is to “belong”.
2. Students misbehave to achieve one of four immediate goals:
 - Attention – to get attention
 - Power – to be in control
 - Revenge – to lash out for real or imagined hurts
 - Avoid Failure – “it’s better to be bad than stupid.”

Whenever a student misbehaves, the bus staff responds. If the bus staff can identify the goal of the student behavior, they can interact capably and redirect the behavior by using an intervention that suits the misbehavior. Hopefully, by using encouragement techniques that build self-esteem on a regular basis, the bus staff can eliminate the misbehavior. The idea is to catch students doing “good” and reward the desired behavior with praise and affirmation.

There are basically four steps to deal with behavior.

1. Define the behavior that is causing concern. Be specific. Describe the behavior that can be seen or heard. One should be able to count the number of times the behavior occurs (hitting, for instance) or to time the behavior (holding his/her breath) to determine how long it last.
2. Identify the goal of the behavior. Is the student seeking attention? Is he trying to take charge? Is the student angry? Is the student trying to get out of doing something unpleasant to her/him or something he feels is too difficult?
3. Choose an intervention to use when the behavior occurs.
 - An intervention is not punishment.
 - Think of a way to stop the behavior and to teach the student another way to respond to the situation.
 - Be sure the intervention is appropriate. (Example: a timeout is good for an attention seeker but would be a bad choice for a child trying to avoid work).
 - Be consistent – make sure that expectations and consequences are clear and consistent.
4. Give the student a word of encouragement such as “Good Job!” or “You did that very well”. It is up to the adults working with the student to assist them in understanding that they are capable of good things, that they want to be with them and to work with them, and that they have special talents and abilities that should be shared.

INTERVENTIONS FOR ATTENTION SEEKING BEHAVIOR

General Strategy

Techniques

Minimize attention to inappropriate behavior

Ignore the behavior
Give “The Eye”
Stand close by
Mention the student’s name
Send a secret signal
Give written notice
Give an “I” message (i.e. “I don’t like it when you call me names”)

Legitimize the behavior

Teach an appropriate way to gain attention, e.g. raise hand
Provide more opportunities to practice appropriate skills and receive attention

Do the Unexpected

Play a musical sound
Lower your voice
Change your voice
Talk to the wall
Use unrelated comments

Distract the student

Ask a direct question
Ask a favor

INTERVENTIONS FOR POWER AND REVENGE BEHAVIORS

General Strategy

Techniques

Make a graceful exit

Acknowledge students’ power
Remove the audience
Table the matter
Make a date to talk it over
Agree with the student
Change the subject

SUPPLIES

On buses transporting students with disabilities, drivers should maintain the following supplies on their bus to provide for various unplanned incidents. Drivers and/or Bus Aides will maintain the supplies in a secure fashion and re-stock as needed. The Transportation Department will provide the following supplies:

- Commercial or locally prepared clean-up kit
- Facial tissue
- Paper towels
- Cleaning tissues or alcohol rinse
- Disinfectant spray
- Water container
- Latex or vinyl gloves
- Small garbage bags
- Absorbent granules

UNIVERSAL PRECAUTIONS

Drivers and attendants should make every effort to avoid contact with body fluids of all kinds.

Following these guidelines will help to ensure your safety and well being:

1. Assume that all body fluids are contaminated.
2. Avoid direct skin contact by removing contaminated gloves in accordance with the following technique:
 - With the right hand, pinch the palm of the glove on the left hand and pull the left glove with a downward motion and remove the glove from the fingers.
 - Insert two fingers of the left hand under the inside rim of the right glove on the palm side.
 - Push the glove inside out onto the fingers to cover the other glove, then down and off the fingers.
 - Grasp both gloves with the left hand, and completely remove them from the right hand.
 - Dispose of gloves and all soiled items in plastic bags.
3. Clean body fluid spills on surfaces in accordance with these steps:
 - Put on protective gloves.
 - Sprinkle absorbent materials (commercial powder, absorbent granules, etc.) on the spill.
 - Using a spatula or brush and dustpan, scoop up materials and place them in a disposable plastic bag.
 - Clean the area with a commercially prepared disinfectant or with a freshly mixed solution of one part household bleach and ten parts cold water and dry the area with paper towels.
 - Wash hands thoroughly in a circular motion, using warm, running water and a liquid soap. Rinse and dry hands.
 - Dispose of all materials as soon as possible.

ON BUS VIDEO/AUDIO CAMERAS

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

Advisory statements to all school bus passengers and parents/guardians are included in the Parents Transportation Handbook, as well as notice of video surveillance being posted on each bus. All tapes containing material captured by the various recording equipment shall be the property of Lewistown Public Schools.

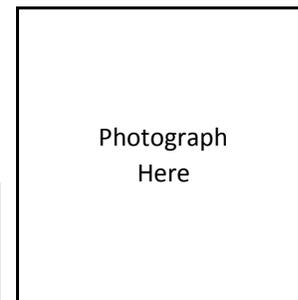
The purpose of the audio/video equipment is to monitor the behavior and conduct of student riders and for providing evidence relative to adherence or non-adherence to Board policies. Parents are allowed to view only the portion of the tape showing their child's behavior.

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

POLICY REVIEW

The Lewistown Public Schools Special Education Transportation Policies will be reviewed, with potential for revisions, on an annual basis.

Lewistown Public Schools
 Students with Disabilities
 Transportation and Confidential Emergency Information



The following information must be provided by parent/guardian for students requiring special transportation

Student Name:	Birth Date:
Address (Street Address, City, State, Zip):	Home Phone:

A. IDENTIFYING INFORMATION

Height:	Weight:	Hair Color:	Eye Color:	Visually Impaired: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing Impaired: <input type="checkbox"/> Yes <input type="checkbox"/> No	Verbal: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Physical Handicap: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe the physical handicap:				<input type="checkbox"/> Ambulatory <input type="checkbox"/> Non-ambulatory	
Mentally Handicapped: <input type="checkbox"/> Yes <input type="checkbox"/> No		Emotional Behavior Present: <input type="checkbox"/> Yes <input type="checkbox"/> No		Severe: <input type="checkbox"/> Yes <input type="checkbox"/> No		Can child be dropped off without parental supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No	

B. SPECIALIZED EQUIPMENT

<input type="checkbox"/> Wheelchair	<input type="checkbox"/> Crutches	<input type="checkbox"/> Eye Glasses
<input type="checkbox"/> Walker	<input type="checkbox"/> Ventilator	<input type="checkbox"/> Communication Device (specify) _____
<input type="checkbox"/> Braces	<input type="checkbox"/> Hearing Aid	<input type="checkbox"/> Other Assistive Device (specify) _____
Other special transportation considerations/recommendations:		

C. FAMILY INFORMATION

Name: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian	Address:	Phone:
Alternate contact/Relationship:	Address:	Phone:

D. EMERGENCY MEDICAL INFORMATION

Student's Doctor:	Phone:
Emergency Contact:	Phone:

E: MEDICAL HISTORY

Does the student have seizures? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Petit Mal/Absentia _____ Grand Mal/Tonic Clonic	If yes, describe symptoms
Does student take medications? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list medications and possible adverse effects:
Is student allergic to? <input type="checkbox"/> Food <input type="checkbox"/> Medication <input type="checkbox"/> Insect Bites <input type="checkbox"/> Other <input type="checkbox"/> None	Specify:
Does student have a bleeding disorder? <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Information:
List other impairments/diagnosis, disease or condition that we should know about to best serve the student (for example, diabetes, behavior concerns/intervention strategies) appropriate to the bus:	

F. CONSENT

I, _____, father, mother or legal guardian of _____ in the event of accident, injury or serious illness to him/her, do voluntarily hereby give consent to and authorize the Lewistown Public Schools to secure medical aid or transportation to a medical facility. I understand that neither the Lewistown Public Schools nor the individual responsible for obtaining medical aid will be responsible for expense incurred.

Parent/Guardian Signature _____	Date _____
---------------------------------	------------

EMERGENCY EVACUATION PLAN

Driver Name: _____ **Bus #** _____

Bus Aides: _____ **Route #** _____

Date: _____

Driver		
A	B	C
A		
B		
C		

Door		
D	E	F
D		
E		
F		

A
B
C

D
E
F

A
B
C

D
E
F


R


R

RER EXIT DOOR

LIFT DOOR

A
B
C

D
E
F

A
B
C

D
E
F

A
B
C

D
E
F

A
B
C

Color Code:	
	Without Help
	Some Help
	Totally Dependent

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/25/2010

Agenda Item No.

26

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

ITEM TITLE: APPROVE REQUEST FOR FERGUS HIGH SCHOOL TO SIGN AGREEMENT WITH CHANNEL ONE NETWORK

Requested By: Board of Trustees **Prepared By:** Scott Dubbs **Date:** 01/25/2010

SUMMARY:

The Board of Trustees needs to approve the request from Fergus High School to sign an agreement with the Channel One Network. Fergus High School has been showing Channel One to the students since 1991. By signing this agreement to continue showing Channel One at least 90% of the time, FHS could receive a new satellite system with video equipment at no charge. A memo from Mr. Dubbs and a copy of the agreement are attached.

SUGGESTED ACTION: Approve Request for FHS to Sign Agreement with Channel One Network

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

NOTES:

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

Memorandum

To: Jason Butcher, Supt. & Board of Trustees

CC: Mike Waterman, Bus. Manager

From: Scott A. Dubbs, Principal

Date: January 22, 2010

Re: Channel One Agreement

Fergus High School is asking for permission to sign an agreement with the Channel One Network that could ultimately provide a new satellite system with video equipment to schools that end up being selected. The equipment and installation is free under the condition that the school shows their news program at least 90% of the time. Essentially, should we be selected it would bring free equipment into the school to continue sharing the news cast on the basis that we are sharing it now.

We were an original Channel One school approved back around 1991 or 1992 and used the system consistently until a couple of years ago when our equipment no longer qualified for maintenance and we were dropped from the agreement. They donated the old equipment to the school at that time and we continued to voluntarily continue with their online programming.

Mr. Friesen asked for input from staff and of the respondents an overwhelming percentage felt the program should be continued.

School Agreement

Return by fax to (770) 613.0222
Sent to Mr. Scott Dubbs at Fergus High School in MT



Channel One Network®

Fergus High School
School Name (the "School")

1001 Casino Creek Dr.
Street Address

Lewistown, MT 59457
Mailing Address (if different)

(406) 535-2321
City/ST/Zip

Telephone Number

sdubbs@lewistown.k12.mt.us
Main Fax Number

Scott Dubbs
E-mail Address (if applicable)

Jeff Friesen
Principal's Name

Lewistown School District
Key Operator's Name (person who will operate equipment)

Jason Butcher
School District Name

District Superintendent Name

Lewistown MT 59457
District Address

(406) 535-8777
District City/ST/Zip

District Telephone Number

Are any other district schools presently receiving Channel One service?
Yes No

Students will view CHANNEL ONE NEWS daily at 9:00 am pm on at least 90% of school days. If CHANNEL ONE NEWS is not to be shown in a single showing or at the same time every day, please describe viewing schedule in detail:

During early release days channel one may be shown in the afternoon. Other days may have modified schedules as well

Comments:

The School and Channel One Communications Corporation ("COCC") hereby enter into this School Agreement. The School will participate in the Channel One Network in compliance to the TERMS & CONDITIONS OF NETWORK PARTICIPATION, which must be reviewed prior to signing. TERMS can be reviewed online at www.ChannelOneHelp.com or call 888.467.3784 to request by mail.

[Signature]
Eddie Forster, COCC Representative

Please return to: Channel One Network
3100 Breckinridge Blvd., Suite 529
Duluth, GA 30098
T. 888.467.3784 | F. 770.613.0222
Eforster@ChannelOne.com
ChannelOneHelp.com

School Authorization Signature

Print Name/Title

Authorization Date

**COCC USE: FAX011310
PID: 00601692**

Fax Memorandum

(please respond by 2/12/10)



Channel One Network*

TO: Mr. Scott Dubbs
(Or the current decision-maker for
Fergus High School in MT)

FROM: Eddle Forster & Tom Stlnar
Membership Coordinators
888.467.3784; schoolsales@channelone.com

RE: Deadline extension (code 00601692)

DATE: January 12, 2010

BY REQUEST: Deadline to Join Network Extended to February 12, 2010

● **Act quickly.** As conveyed earlier through our holiday 2009 snowflake mailer, Channel One is installing a complete satellite system, including video equipment and educational content, at schools all across America. Since we received literally hundreds of phone calls from schools requesting additional time to get their signed Agreement to us, we are officially extending the deadline for an additional four weeks.

● **No charge; it's free.** As always, Channel One is a cost-free service. We provide the equipment, perform the installation, transmit the content, and maintain the entire system at no charge to member schools. If you have ever considered signing up for Channel One, we encourage you to do so now.

● **How does it work?** Channel One brings the world into 250,000 American classrooms and a world of resources to more than 8,000 schools. We empower students with news and information through our Peabody award-winning current events program called Channel One News. Transmitted daily via satellite, Channel One News is viewed by 6 million teens in classrooms from coast-to-coast. Ten minutes of Channel One News is devoted to informative news content tailored for teens; two minutes are sponsored segments enabling us to bring the video equipment and this amazing content to schools without charge. Further, we provide member schools with hundreds of free educational programs annually. This remarkable service is called Channel One Connection because it connects teachers to learning-rich curriculum videos. And since many schools may not have the infrastructure needed to utilize video in class, we equip schools with a campus-wide satellite system, including classroom televisions. Best of all, Channel One is, and always has been, a totally free service!

● **It's a unique offer, so apply today.** If you are ready to move forward, we've attached a Sign Up form for your convenience. Simply send via fax to [\(770\) 613.0222](tel:7706130222), and we'll reserve equipment and labor resources for your school upon receipt.

● **Need more info?** Call us at [888.467.3784](tel:8884673784), or visit www.ChannelOneHelp.com today.

SPECIAL P.S.

Return this page or the attached form by fax to [\(770\) 613-0222](tel:7706130222), and we'll send you a cool desk set...it's a clock, calculator, and pen holder all-in-one...just for you!



Name: _____

Organization: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

TO OPT OUT OF FUTURE OFFERS, SIMPLY WRITE "REMOVE" AND RETURN THIS PAGE BY FAX TO 770.613.0222 OR CALL US TOLL FREE AT 1.888.467.3784. THANK YOU!

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
				45					46

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

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

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

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

C. Holidays (Dates Inclusive)

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