

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Garfield Elementary Gymnasium
415 East Boulevard
Lewistown, Montana 59457**

Monday, November 9, 2009

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

ACTION ITEMS

MINUTES

3. Minutes of the October 26, 2009, Regular Board Meeting

APPROVAL OF CLAIMS

4. Claims

CONSENT GROUP ITEMS

5. Substitute(s)
6. Approve Lewistown Junior High School Activity Fund Report for September 2009
7. Approve Fergus High School Student Activity Fund Account for the Art Club

INDIVIDUAL ITEMS

8. Approve Personnel

SUPERINTENDENT'S REPORT

9. Other Items

PUBLIC PARTICIPATION

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

BOARD OF TRUSTEES

11. Report—Student Representative
12. Report—Committees of the Board
13. Calendar Items, Concerns, Correspondence, Etc.
14. Recognition—Dave Pillar, Pamida Foundation
15. Discussion—Facilities Review

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

11/09/2009

Agenda Item No.

3

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: 11/09/2009

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 26, 2009, 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
OCTOBER 26, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, October 26, 2009, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Sandi Chamberlain, Andrea Payne

OTHERS PRESENT: Student Representative Taylor Machler, Lyle Gorman, Joe Zahler-KXLO/KLCM Radio, David Murray-Lewistown News-Argus, and other interested parties

TRUSTEES ABSENT: Stan Monger, Jeremy Bristol

Andrea Payne led the group in the Pledge of Allegiance.

PLEDGE

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

REPORT -
STUDENT
REPRESENTATIVE

The Collective Gaining Committee has not had a meeting yet, but surveys have been sent to certified staff members asking for discussion items.

REPORT -
COMMITTEES OF
THE BOARD

Chairman Dave Byerly mentioned that he will be out of town and miss the next meeting of the Faculty Council being held on Monday, November 2, 2009. Becky Jackson volunteered to attend and represent the Board. Mr. Byerly also reminded everyone that facilities discussion will be part of the regular meeting on November 9, 2009. John Eisen and the Facility Steering Committee have been invited and Superintendent Jason Butcher will facilitate. Any questions need to be given to Mr. Butcher ahead of time to ensure the information will be available for the meeting.

CALENDAR ITEMS

The Food Allergy Committee plans to meet again on Thursday, October 29, 2009. Attendees provided a recap of the Montana Conference of Education Leadership in Missoula. Mr. Butcher noted that the first of the roundtables will precede the next regular meeting and be held at Garfield Elementary School on November 9, 2009. Board tours are scheduled for Tuesday, November 17, 2009.

OTHER ITEMS

Andrea Payne commented on how well the budget presentations that Mike Waterman recently offered to staff were done.

PUBLIC
PARTICIPATION

Lyle Gorman asked the Board members if the stimulus bonds are sold to the public and if the school district is required to use D.A. Davidson. He was referred to Mr. Waterman who could answer his questions upon returning from the annual meeting of the Association of School Business Officials.

PUBLIC
PARTICIPATION
- CONTINUED

Minutes of the Board Work/Study Session of October 12, 2009, were approved unanimously (Schelle/Weeden). Minutes of the Regular Board Meeting of October 12, 2009, were approved unanimously (Granot/Weeden).

APPROVAL OF
MINUTES

The claims referenced in the 2009-10 Bill Schedule and submitted through October 22, 2009, were approved unanimously (Jackson/Schelle).

APPROVAL OF
CLAIMS

A motion to approve consent group item 11 was approved unanimously (Granot/Jackson).

CONSENT GROUP
ITEMS

11. Approve adding Rosemary Lafever to the Substitute Food Service List.

APPROVE
PERSONNEL
REPORT

12. Approve the Personnel Report - see Exhibit A (Schelle/Granot - unanimous).

APPROVE
PERSONNEL
REPORT

13. Approve Agreement with Central Montana Head Start, Inc. to provide student transportation for the 2009-10 school year (Jackson/Weeden). With Trustee Jennifer Granot abstaining from discussion and voting, the motion passed unanimously (Byerly - aye, Jackson - aye, Schelle - aye, Weeden - aye).

APPROVE
AGREEMENT WITH
CENTRAL MONTANA
HEAD START,
INC.

The meeting was adjourned at 7:35 p.m. The next regular meeting will be held on November 9, 2009, at 7:00 p.m. in the Garfield Elementary School Gymnasium (Jackson - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

SANDI CHAMBERLAIN
ACTING CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 26, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
NETTE-RAU, Lisa	Behavioral Aide	Garfield Elementary	Approve appointment on schedule— BEHAVIORAL AIDE III Step 0 for up to 7.5 hours per day	October 26, 2009	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2009

Agenda Item No.

4

- 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:** 11/09/2009

SUMMARY:

Approve claims paid through November 5, 2009, 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

11/09/2009

Agenda Item No.

5 - 7

<u>Agenda Items</u>	<u>Additional Information</u>
5. Approve Substitute(s) 6. Approve Lewistown Junior High School Activity Fund Report for September 2009 7. Approve Fergus High School Student Activity Fund Account for the Art Club	

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

11/09/2009

Agenda Item No.

5

- 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:** 11/09/2009

SUMMARY:

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

Substitute Teacher List:

Monte Bawden

PhD in Zoology – Previous Sub

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

11/09/2009

Agenda Item No.

6

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

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

Requested By: Board of Trustees **Prepared By:** Christy Rogers **Date:** 11/09/2009

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for September 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: 09/01/2009
 To : 09/30/2009

General Ledger Report

From Account: 1
 To Account: 190

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1846.68	0.04	0.00	0.00	1846.72	0.00	1846.72
000105 Builder's Club	106.16	0.04	0.00	0.00	106.20	0.00	106.20
000115 Cheerleaders	1272.80	862.14	-1521.88	0.00	613.06	0.00	613.06
000120 Consumer Tech	459.69	0.03	0.00	0.00	459.72	0.00	459.72
000125 FACS	220.97	0.03	0.00	0.00	221.00	0.00	221.00
000130 BC,SC Store	1564.21	614.43	-687.94	0.00	1490.70	0.00	1490.70
000135 Music	99.61	0.03	0.00	0.00	99.64	0.00	99.64
000140 Photo Club	1850.68	803.03	-20.99	0.00	2632.72	0.00	2632.72
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	557.36	0.03	0.00	0.00	557.39	0.00	557.39
000155 Ski Club	1551.73	0.03	0.00	0.00	1551.76	0.00	1551.76
000160 Student Council	1055.33	0.03	0.00	0.00	1055.36	0.00	1055.36
000180 NEWS	53.88	0.03	0.00	0.00	53.91	0.00	53.91
000190 COMPUTER SERV LEARNING	128.95	0.03	0.00	0.00	128.98	0.00	128.98
Group Total	10768.05	2279.92	-2230.81	0.00	10817.16	0.00	10817.16
Grand Total	10768.05	2279.92	-2230.81	0.00	10817.16	0.00	10817.16

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: 10/08/09
 Principal: _____ Date: 10/09/09

Approved by: _____

Date: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2009

Agenda Item No.

7

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY FUND ACCOUNT FOR THE ART CLUB

Requested By: Board of Trustees **Prepared By:** Robin Moline **Date:** 11/09/2009

SUMMARY:

The Board of Trustees needs to approve the request by the newly formed Art Club at Fergus High School to set up a student account with the Fergus High School Activity Funds. Please see the attached memo for further information.

SUGGESTED ACTION: Approve Fergus High School Student Activity Fund Account for the Art Club

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: Mike Waterman
CC: Jason Butcher; Sandi Chamberlain; Robin Moline, Kate Ruland
From: Scott A. Dubbs, Principal
Date: November 2, 2009
Re: New Account

Please forward this request to the School Board for a new Student Activity Account at Fergus High School for a new Art Club. The Art Club is a new club that has recently had their Club Constitution & Bylaws approved by the Fergus High School Student Council. They have already had their first fundraising effort so need an account as they intend to deposit and spend funds for dues and for club related activities.

As an organization their goals not only include appreciation and promotion of art on a school-wide basis, but also involvement and leadership and within the student body. Other goals may include funding of field trips and materials for art students.

Mrs. Kate Ruland has agreed to advise the club on a volunteer basis.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2009

Agenda Item No.

8

- 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: 11/09/2009

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: November 9, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
JENNESS, Ashley	First Assistant Coach	Lewistown Junior High School	Approve appointment on schedule—(0.057)	November 9, 2009	See attached memo.
WATERMAN, Lisa	Keyboarding Instructor	Garfield Elementary Lewis & Clark Elementary	Approve appointment on schedule—AIDE III Step 4 for grades 3-6 for up to 252 hours (70 days) on a flexible schedule for the 2009-2010 School Year	November 9, 2009	Lisa has served as the Keyboarding Instructor for the past two years.



FERGUS HIGH SCHOOL
Jim Daniels, Athletic Director
Wendy Pfau, Athletic Secretary
(406) 535-2321 Fax: (406) 535-3835

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels A.D.
DATE: October 26, 2009
RE: Coaches

Please recommend to the Board of Trustees the following individual(s) for extracurricular activities for the 2009-2010 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Athletic Coaches:

Lewistown Junior High School

Girls Volleyball

Ashley Jenness	First Assistant Coach	(0.057)	\$1,715.30
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Thank you!

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2009

Agenda Item No.

9

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 11/09/2009

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.

- ❖ Food Allergy Guidelines
- ❖ Weekly News Paper Article—"Inside our Schools"
- ❖ Parent/Teacher Conferences
- ❖ Lewistown Property Tax Mills
- ❖ Board Tours—Tuesday, November 17, 2009
- ❖ Veteran's Day Presentation—Wednesday, November 11, 2009—Junior High School
- ❖ Board Roundtable—Monday, November 23, 2009—5:00-7:00 p.m.—Lewis & Clark
- ❖ VB—State Class A Tournament—November 12-14, 2009—Bozeman
- ❖ Early Release—Wednesday, November 18, 2009—Assessments/MAPS
- ❖ WR—First Day of Practice—Thursday, November 19, 2009
- ❖ BBB/GBB—First Day of Practice—Monday, November 23, 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						

Lewistown Public Schools

Food Allergy Guidelines

October 29, 2009

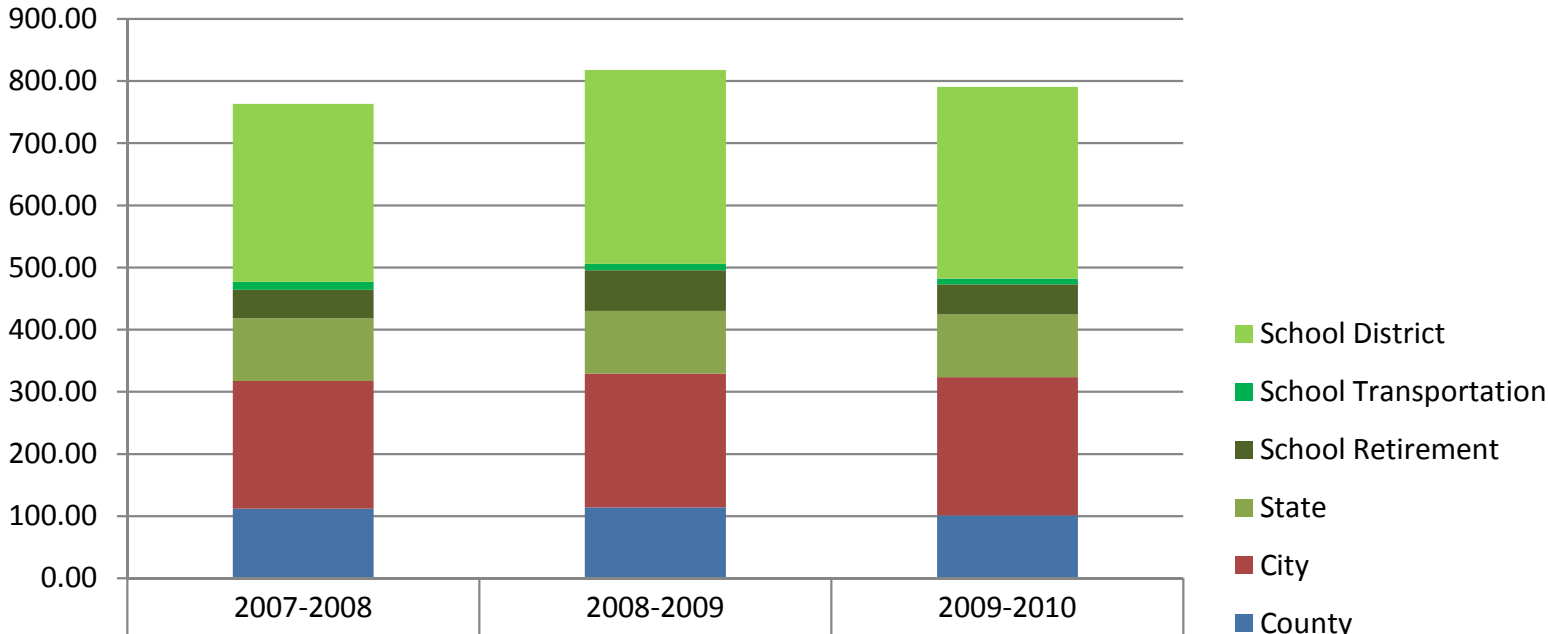
The following are guidelines that the Lewistown School District will work to follow to address the needs of a number of students with specific food allergies.

- Food zones: Due to the configuration of each cafeteria and how lunch is served in each building, food zones will be as follows:
 - Highland Park School will have students who bring cold lunch sit at a “cold lunch table”.
 - Garfield and Lewis and Clark schools will establish “safety zones” where nuts will not be consumed by children who have brought or choose to consume nut products as a part of their lunches. Each “safety zone” will consist of one half of the tables in the lunch room.
 - Fergus High School and Lewistown Junior High School will look to implement “Safety Zones” in the fall of 2010.
- Cleaning-Food Service staff will take appropriate measures to clean the tables with an approved cleaner that is proven to remove all residue.
- Students will be encouraged to wash their hands with soap and water after lunch if possible and when they return from recess.
- Training-The District plans provide training to each elementary building at a staff meeting to further educate all staff about the issues related to food allergies. The District then plans to provide time at the opening all staff meeting each Fall to reinforce the above mentioned training.

The District also plans to have the FCCLA students from Fergus High School provide training to the students in each school and explain the “Safety Zone”.

- The Food Service program will not serve foods containing nuts like Peanut Butter cookies, Peanut Butter bars, Peanut Butter sandwiches, etc. in grades K-6.
- Lewistown Public Schools will encourage treats to be healthy and/or pre-packaged so that labels can be seen and read to assure that they are safe for all students.

Lewistown (Proper) Property Tax Mills



	2007-2008	2008-2009	2009-2010
School District	286.36	311.81	308.67
School Transportation	12.53	10.29	8.98
School Retirement	46.10	65.28	48.43
State	101.00	101.00	101.00
City	205.02	215.08	222.51
County	112.44	114.47	101.41

SCHOOL BOARD TOURS

November 17, 2009

7:45 – 8:05		FHS - Meet with Scott Dubbs
8:10 – 9:03		Classroom Visitations
9:03 – 9:10		Travel to Highland Park
9:10 – 9:20		Highland Park - Meet with Sharon Redfern
9:20 – 10:20		Classroom Visitations
10:20 – 10:30		Travel to Garfield
10:30 – 10:40		Garfield - Meet with John Moffatt
10:40 – 11:35		Classroom Visitations
11:40 – 12:00		Lunch with Students
12:00 – 12:10		Travel to Lewis & Clark
12:10 – 12:20		Lewis & Clark – Meet with Matt Lewis
12:20 – 1:20		Classroom Visitations
1:20 – 1:30		Travel to Junior High
1:30 – 1:40		Junior High - Meet with Jerry Feller
1:40 – 2:40		Classroom Visitations

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

11/09/2009

Agenda Item No.

10

- 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:** 11/09/2009

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

11/09/2009

Agenda Item No.

11

- 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:** 11/09/2009

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

11/09/2009

Agenda Item No.

12

- 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:** 11/09/2009

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

11/09/2009

Agenda Item No.

13

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 11/09/2009

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

11/09/2009

Agenda Item No.

14

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

ITEM TITLE: RECOGNITION—DAVE PILLAR, PAMIDA FOUNDATION

Requested By: Board of Trustees
Prepared By: Jason Butcher
Date: 11/09/2009

SUMMARY:

The Board of Trustees would like to recognize Dave Pillar, Manager of the Pamida Discount Center in Lewistown, and the Pamida Foundation for their generous donation of \$635.00 to help cover the cost of student supplies.

Pamida Foundation matches up to the first \$250. The remaining amount was raised through the sales of the store clerks to the local customers. The Board would like to thank the local store clerks and customers for their commitment and generosity.

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

11/09/2009

Agenda Item No.

15

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

ITEM TITLE: DISCUSSION—FACILITIES REVIEW

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 11/09/2009

SUMMARY:

The Board of Trustees would like to continue the discussion regarding the Facilities Master Plan and recommendations made by the Facilities Steering Committee. The Board will take into consideration the results of the survey.

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 ELEMENTARY DISTRICT
FERGUS COUNTY HIGH SCHOOL DISTRICT
ESTIMATED DEBT LIMITATION CALCULATIONS**

<u>DEBT LIMITATION CALCULATION:</u>	<u>Elementary</u>	<u>High School</u>
2009/10 Statewide Average TV Per ANB	\$29,040	\$60,370
X ANB for 2009/10 Budget	<u>913</u>	<u>436</u>
Total	\$26,513,520	\$26,321,320
X Debt Limit Rate (50%)	<u>.50</u>	<u>.50</u>
Maximum Debt Capacity	<u>\$13,256,760</u>	<u>\$13,160,660</u>
Less: 2009 QZAB Bonds Outstanding (8-Year Term)	<u>2,087,250</u>	<u>0</u>
Debt Capacity Remaining	<u>\$11,169,910</u>	<u>\$13,160,660</u>
Less: Building Reserve Levy (if applicable)	<u>686,000</u>	<u>686,000</u>
Debt Capacity Remaining Considering Reserve	<u>\$10,483,910</u>	<u>\$12,474,660</u>

LEWISTOWN ELEM DISTRICT
Estimated MILL LEVY IMPACT ANALYSIS
16-Year QSCB Bonds (estimated 0%, 1% and 1.5%)
\$10,000,000 General Obligation

Mill Levy Computation:	QSCB 16 Year Term (1.5%)	QSCB 16 Year Term (1%)	QSCB 16 Year Term (0%)	Tax-Exempt 16-Year Term 4.0%
Principal Amount of Bonds:	<u>\$10,000,000</u>	<u>\$1,000,000</u>	<u>\$10,000,000</u>	<u>\$10,000,000</u>
Total Interest Over Life of Bonds (1):	\$2,400,000	\$1,600,000	\$0	\$3,732,600
Estimated Annual Bond Payment (1):	\$775,000	\$725,000	\$625,000	\$858,288
LESS: Estimated Annual State Aid for Debt Service (2):	<u>\$16,543</u>	<u>\$16,543</u>	<u>\$16,543</u>	<u>\$16,543</u>
EQUALS: Estimated Net Annual Debt Service:	\$758,457	\$708,457	\$608,457	\$841,745
DIVIDED BY: FY 2009/10 Mill Value:	<u>\$11,381.411</u>	<u>\$11,381.411</u>	<u>\$11,381.411</u>	<u>\$11,381.411</u>
EQUALS: Estimated Number of Mills Required:	66.64	62.25	53.46	73.96

Estimated Tax Increase for Individual Residential Taxpayer:

2009/10 Tax Year "Phase-In Value" of Residential Property(3)	2009/10 Tax Year "Taxable Market Value" of Residential Property (3)	2009/10 Tax Year "Taxable Value" of Residential Property(3)	Estimated ANNUAL Tax (4)	Estimated ANNUAL Tax (4)	Estimated ANNUAL Tax (4)	Estimated ANNUAL Tax (4)
\$25,000	\$15,800	\$463	\$30.85	\$28.82	\$24.75	\$34.24
\$50,000	\$31,600	\$926	\$61.70	\$57.63	\$49.50	\$68.48
\$75,000	\$47,400	\$1,389	\$92.55	\$86.45	\$74.25	\$102.71
\$100,000	\$63,200	\$1,852	\$123.40	\$115.27	\$99.00	\$136.95
\$150,000	\$94,800	\$2,778	\$185.10	\$172.90	\$148.49	\$205.43
\$200,000	\$126,400	\$3,704	\$246.80	\$230.53	\$197.99	\$273.90
\$250,000	\$158,000	\$4,629	\$308.50	\$288.17	\$247.49	\$342.38

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

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

- (1) Qualified School Construction Bonds "QSCB" are tax-credit bonds and although they have the potential to be 0%, the mill levy impact information should factor in a small supplemental rate (estimated above at 1.5% and 1% for example). Investment earnings on the Sinking Fund for the Bonds have not been factored into the above mill levy impact analysis. Annual investment earnings on the accumulated Sinking Fund deposits over the 16-year term of the Bonds will reduce the annual tax levies accordingly and so the above taxpayer estimates are maximum tax impacts. The estimates for the 16-year tax-exempt bond are based on an estimated interest rate of 4.00%, which is slightly conservative based on current market conditions in October of 2009.
- (2) The estimated effects of State support for debt service have been calculated using the current estimates from the Office of Public Instruction concerning the amount of reimbursement that districts statewide are eligible for and the estimated amount to be appropriated by the legislature for the biennium. As additional qualifying districts sell bonds, the amount of State aid for individual districts will decrease each year without an offsetting increase in the total amount appropriated by the State. THE AMOUNT, IF ANY, OF FUTURE BIENNIAL APPROPRIATIONS CANNOT BE ESTIMATED.
- (3) Based upon Class 4 residential property. The "Phase-In Valuation" and the "Taxable Market Value" for tax purposes will be different than the valuation of most residential real property for resale purposes. To better calculate the estimated tax impact of the bond issue, property owners should look up their exact taxable value as shown on their personal tax statement from the County Treasurer and use the formula shown below.
- (4) Tax Impacts are based on property tax legislation applicable for 2009/10. Recently enacted property tax legislation implementing the 2008 reappraisal are effective commencing with the 2009/10 tax year and are utilized above with the release of new valuations by the Department of Revenue the first of September 2009. Tax Impacts will vary every year depending on such factors as District Mill Value, State reimbursement (if any), method of calculating taxable valuation, and actual debt service.

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

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

Lewistown Elementary District
\$10,000,000 General Obligation School Building Bonds
 Estimated Tax Impact Calculation for *Residential, Commercial and Ag* Property*

	16-Year Traditional Tax-Exempt Bonds 73.96 Mills	1.50% 16-Year QSCB 66.64 Mills	1.00% 16-Year QSCB 62.25 Mills	0% 16-Year QSCB 53.46 Mills
2009/10 Taxable Market Value For Residential Property Owner (and Commercial Property)* From Website – Steps Listed Below: http://gis.mt.gov a. “Parcel Search” b. Select “Owner” c. Type County and Owner Name	\$ _____	\$ _____	\$ _____	\$ _____
Short-cut Factor* *The Short-cut Factor equals the 2009/10 tax year Assessment Rate to convert Taxable Market Value for Residential Property, Commercial Property and Ag Property to Taxable Value (MCA 15-6-134) of 2.93% times the Estimated Mills for the Bonds of _____(mills) X.001.	X .00216703	X .00195256	X .00182393	X .00156638
Total Estimated Annual Tax Impact for Residential Property	\$ _____	\$ _____	\$ _____	\$ _____
Annual Tax Divided by 12 Equals Estimated MONTHLY TAX IMPACT	Divided by 12 \$ _____	Divided by 12 \$ _____	Divided by 12 \$ _____	Divided by 12 \$ _____
Annual Tax Divided by 365 Equals Estimated DAILY TAX IMPACT	Divided by 365 \$ _____	Divided by 365 \$ _____	Divided by 365 \$ _____	Divided by 365 \$ _____

* Other Property Classifications will have different tax rates and therefore the formula above does not work for such properties.

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