

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, September 14, 2009**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Recognition—FCCLA National Convention Results
4. Report—2009-2010 General Fund Budgets
5. Discussion—Facilities Review
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

8. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

10. Minutes of the August 24, 2009, Regular Board Meeting

**APPROVAL OF CLAIMS**

11. Claims

**CONSENT GROUP ITEMS**

12. Approve Substitute(s)

**INDIVIDUAL ITEMS**

13. Approve Personnel Report
14. Approve ARRA Part B Federal Flow-Through Application to CMLRCC for Special Education Expenses
15. Approve ARRA Part B Federal Flow-Through Application to CMLRCC for Speech Services per IEP

**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**

09/14/2009

**Agenda Item No.**

3

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

**ITEM TITLE:** RECOGNITION—FCCLA NATIONAL CONVENTION RESULTS

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 09/14/2009

**SUMMARY:**

The Board of Trustees would like to recognize the members of the FHS FCCLA that attended the National Convention in Florida this past summer.

Taylor Machler—1<sup>st</sup> Place in the Nation in Fashion Construction  
 Julie Spika—Gold Medal—Career Investigation  
 Marian Ferry—Gold Medal—Interior Design  
 Ali Fox, Kerry Lombard and Katy Donaldson attended as Student Evaluators

**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**

09/14/2009

**Agenda Item No.**

4

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

**ITEM TITLE:** REPORT—2009-2010 GENERAL FUND BUDGETS

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 09/14/2009

**SUMMARY:**

The levy amounts have been set for the 2009-2010 Fiscal Year. The Board of Trustees needs to review the General Fund Budgets as presented on the attachments.

**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						



**Budget Report  
 FY2009-10  
 14 Fergus  
 0258 Lewistown Elem**

**Submit ID: 0258-81184696**

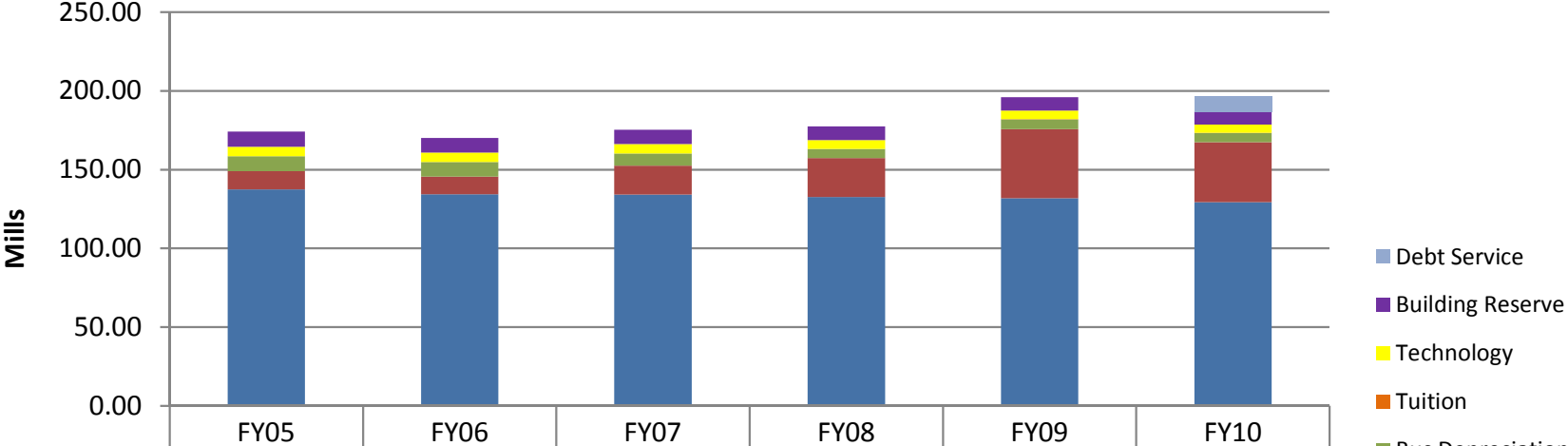
**Summary**

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
<b>01 General</b>	5,526,429.92	411,772.38	10%	7.45%	0.00	4,005,423.19	1,521,006.73	129.40
<b>10 Transportation</b>	845,000.00	89,985.25	20%	10.65%	227,573.74	171,371.79	446,054.47	37.95
<b>11 Bus Depreciation</b>	932,348.67	0.00	N/A	0.00%	862,348.67	0.00	70,000.00	5.96
<b>13 Tuition</b>	1,300.00		N/A		0.00	0.00	1,300.00	0.11
<b>14 Retirement</b>	950,000.00	332,500.00	35%	35.00%	208,340.58	741,659.42		
<b>17 Adult Education</b>	0.00	0.00	35%	0.00%	0.00	0.00	0.00	0.00
<b>19 Non-Operating</b>	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
<b>28 Technology</b>	127,521.22	0.00	N/A	0.00%	60,317.43	5,706.16	61,497.63	5.23
<b>29 Flexibility</b>	74,661.55	0.00	N/A	0.00%	60,045.28	14,616.27	0.00	0.00
<b>61 Building Reserve</b>	370,005.19	0.00	N/A	0.00%	272,005.19	0.00	98,000.00	8.34
<b>Total of All Funds</b>	8,827,266.55	834,257.63			1,690,630.89	4,938,776.83	2,197,858.83	186.99

50 Debt Service								
Tax Jurisdiction								
EL2009S	260,906.25	0.00	20-9-438	0.00%	0.00	146,265.63	114,640.62	9.75

# Lewistown Elementary Mills

## FY2005 - FY2009



	FY05	FY06	FY07	FY08	FY09	FY10
Debt Service	0.00	0.00	0.00	0.00	0.00	9.75
Building Reserve	9.60	9.33	9.10	8.80	8.61	8.34
Technology	6.02	6.00	6.00	5.52	5.40	5.23
Tuition	0.00	0.00	0.00	0.00	0.19	0.11
Bus Depreciation	9.41	9.31	7.84	5.85	6.15	5.96
Transportation	11.61	11.14	18.40	24.78	43.83	37.95
General	137.55	134.44	134.11	132.56	131.94	129.40



**Budget Report  
 FY2009-10  
 14 Fergus  
 0259 Fergus H S**

**Submit ID: 0259-58631148**

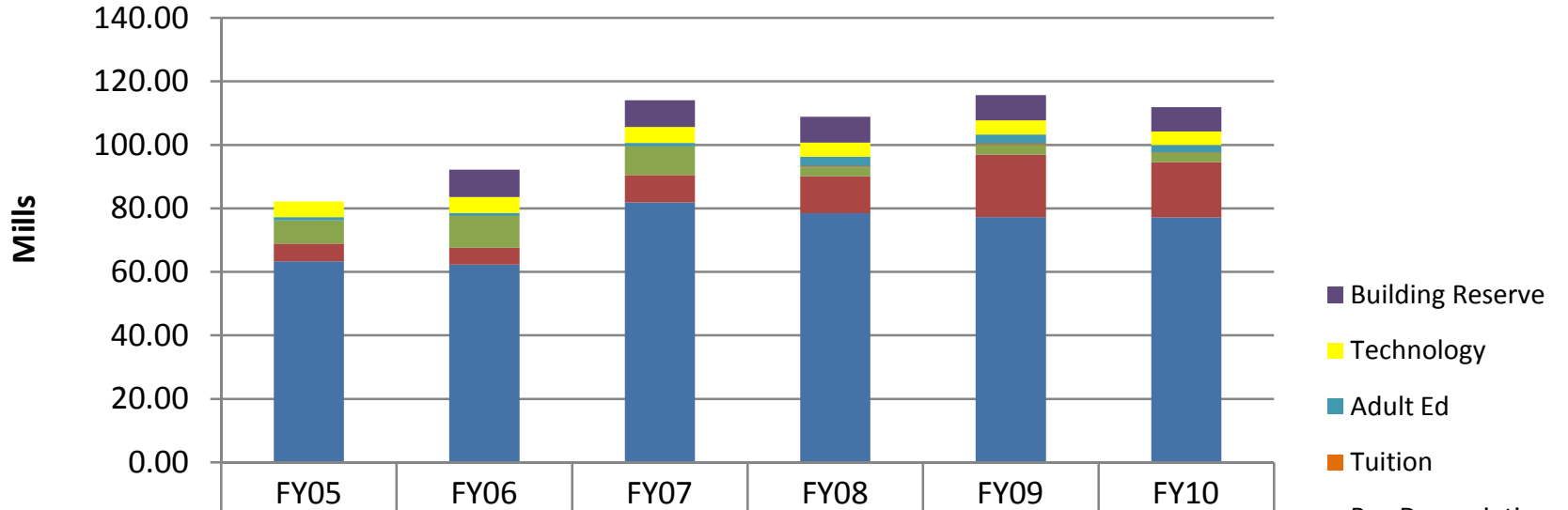
**Summary**

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
<b>01 General</b>	3,269,715.71	288,864.33	10%	8.83%	0.00	2,289,877.76	979,837.95	77.13
<b>10 Transportation</b>	475,000.00	45,673.31	20%	9.62%	164,126.81	88,875.77	221,997.42	17.48
<b>11 Bus Depreciation</b>	497,657.70	0.00	N/A	0.00%	460,157.70	0.00	37,500.00	2.95
<b>13 Tuition</b>	200.00		N/A		0.00	0.00	200.00	0.02
<b>14 Retirement</b>	475,000.00	166,250.00	35%	35.00%	99,847.21	375,152.79		
<b>17 Adult Education</b>	85,000.00	10,000.00	35%	11.76%	24,888.03	30,000.00	30,111.97	2.37
<b>19 Non-Operating</b>	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
<b>28 Technology</b>	111,920.68	0.00	N/A	0.00%	54,434.03	3,321.60	54,165.05	4.26
<b>29 Flexibility</b>	75,411.46	0.00	N/A	0.00%	55,243.20	20,168.26	0.00	0.00
<b>61 Building Reserve</b>	503,686.27	0.00	N/A	0.00%	405,686.27	0.00	98,000.00	7.72
<b>Total of All Funds</b>	5,493,591.82	510,787.64			1,264,383.25	2,807,396.18	1,421,812.39	111.93

<b>50 Debt Service</b>								
<b>Tax Jurisdiction</b>								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

# Fergus High School Mills

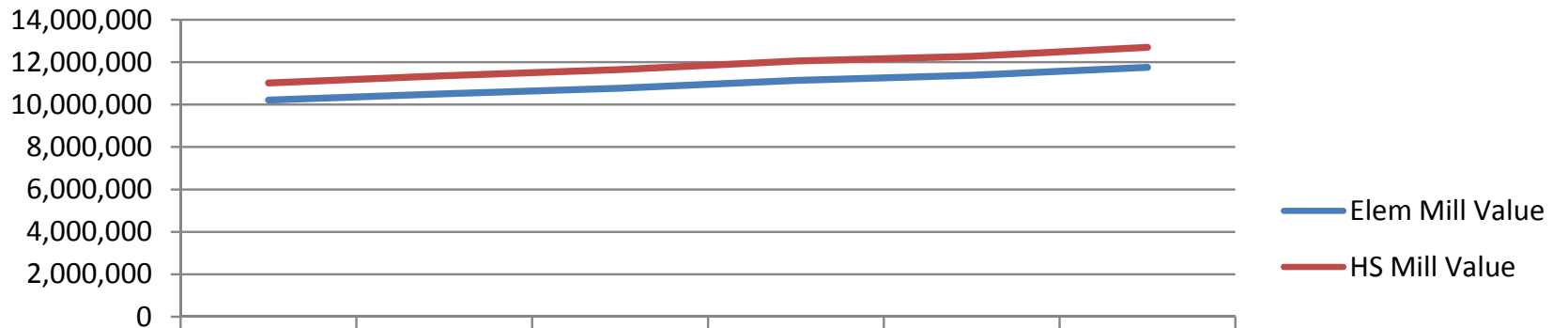
## FY2005 - FY2009



	FY05	FY06	FY07	FY08	FY09	FY10
Building Reserve	0.00	8.62	8.41	8.13	7.98	7.72
Technology	4.92	5.00	5.00	4.49	4.41	4.26
Adult Ed	1.00	1.00	1.00	3.00	2.96	2.37
Tuition	0.00	0.00	0.00	0.29	0.36	0.02
Bus Depreciation	7.27	10.03	9.16	2.79	3.05	2.95
Transportation	5.64	5.25	8.57	11.65	19.71	17.48
General	63.31	62.31	81.89	78.50	77.22	77.13

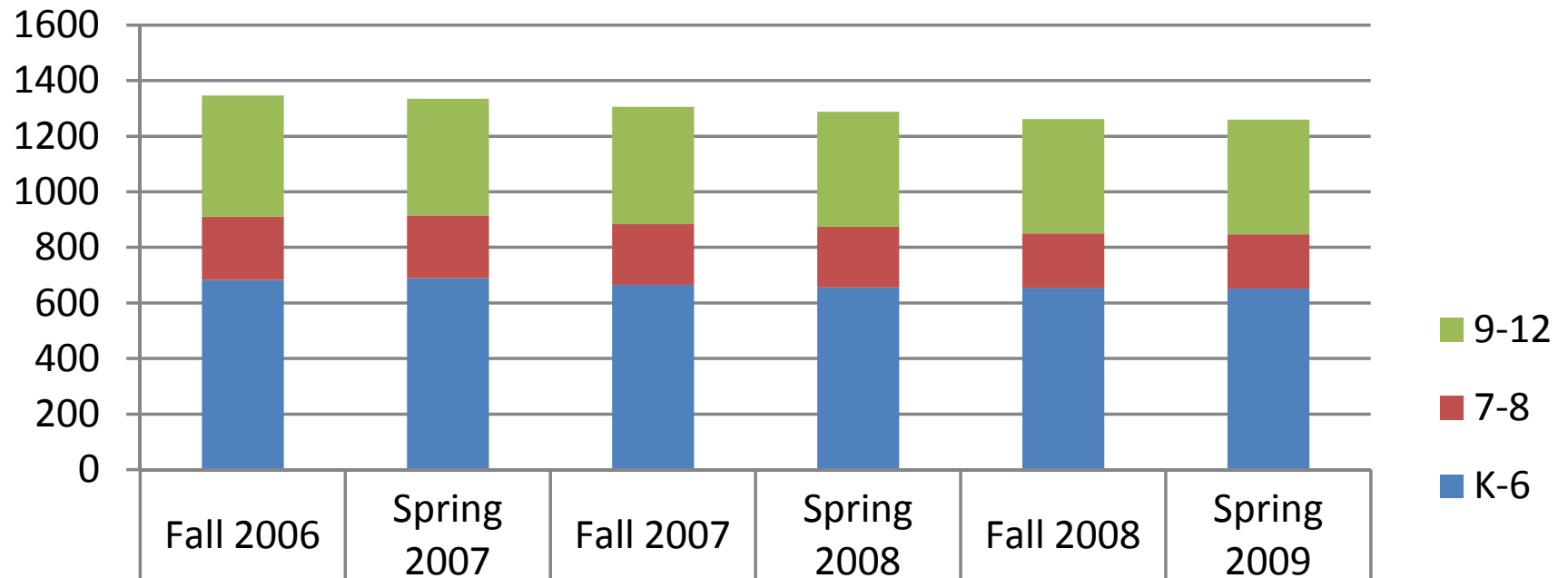


## Lewistown Public Schools Taxable Value History



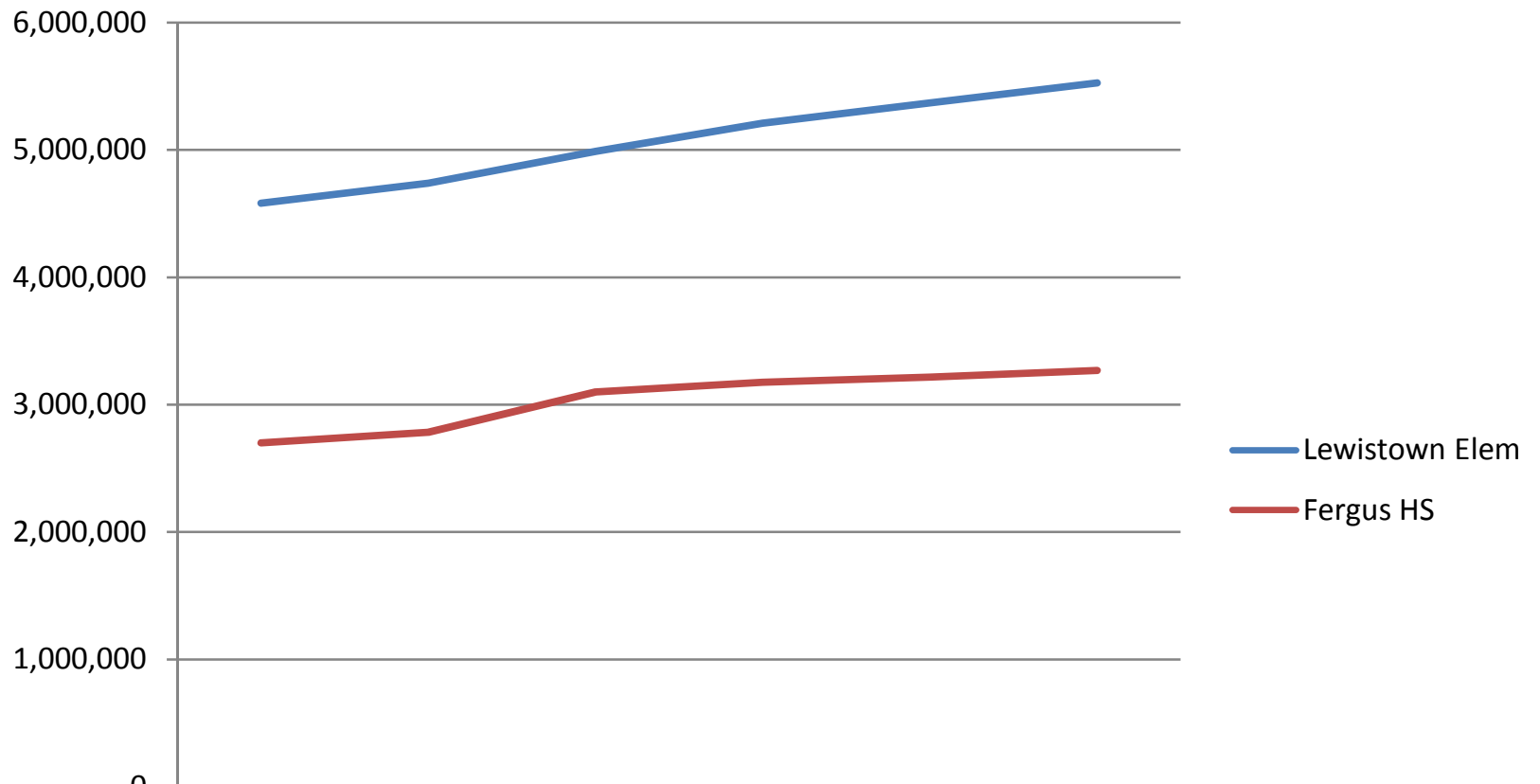
	FY05	FY06	FY07	FY08	FY09	FY10
Elem Mill Value	10,208,739	10,506,844	10,769,744	11,140,316	11,381,411	11,754,250
HS Mill Value	11,020,136	11,364,273	11,652,966	12,056,600	12,275,770	12,701,820

# Enrollment by Funding Level



	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009
■ 9-12	436	421	422	414	411	412
■ 7-8	228	225	218	219	196	196
■ K-6	683	690	666	656	655	652

## General Fund Budgets FY05 - FY10



	FY05	FY06	FY07	FY08	FY09	FY10
<span style="color: blue;">—</span> Lewistown Elem	4,581,940.8	4,738,997.5	4,987,698.7	5,209,995.5	5,368,811.0	5,526,429.9
<span style="color: red;">—</span> Fergus HS	2,700,382.4	2,783,804.5	3,099,497.8	3,176,127.1	3,216,812.0	3,269,715.7

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**Agenda Item No.**

5

- 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:** 09/14/2009

**SUMMARY:**

The Board of Trustees would like to continue the discussion regarding the Facilities Master Plan and recommendations made by the Facilities Steering Committee. Attached is the schedule for presentations that will be made to the community and staff.

**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 Facilities Review Schedule

September 2, 2009

Below are the tentative dates and times of upcoming facilities presentations. I will update this list as more are scheduled.

<b>Date</b>	<b>Time</b>	<b>Place</b>	<b>Group</b>
✓ August 21, 2009	8:30AM	Fergus	District Staff
✓ August 24, 2009	12:00PM	Yogo Inn	Rotary
✓ August 24, 2009	6:00PM	Highland Park	Open House
✓ September 1, 2009	5:30PM	Lewis and Clark	Open House
✓ September 3, 2009	6:40PM	Garfield	Open House
✓ September 8, 2009	7:00AM	Chamber Office	Chamber Board
✓ September 8, 2009	12:00PM	Yogo Inn	Kiwanis
✓ September 8, 2009	6:00PM	Junior High	Open House
✓ September 9, 2009	8:00AM	Lincoln Board Rm.	Local Pastors
✓ September 9, 2009	1:00PM	Council on Aging	Public Forum
✓ September 10, 2009	7:00PM	Fergus	Open House
✓ September 13, 2009	2:00PM	Cheadle	Cheadle Group
September 16, 2009	7:00AM	Basin State Bank	Port Authority
October 6, 2009	12:00AM	Yogo Inn	Board of Realtors

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**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:** 09/14/2009

**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**

09/14/2009

**Agenda Item No.**

7

- 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:** 09/14/2009

**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**

09/14/2009

**Agenda Item No.**

8

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 09/14/2009

**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.

- ❖ Enrollment
- ❖ CRT Analysis
- ❖ Gaining Training
- ❖ Board Tours—Tuesday, November 3, 2009
- ❖ Construction Academy—Possible Buyer
- ❖ Human Rights Bureau—Results of Findings
- ❖ Montana Quality Education Coalition (MQEC) General Membership Meeting—Monday, October 5, 2009—Lewistown—Yogo Inn
- ❖ MCEL—October 14-16, 2009—Missoula—Need Rooms Reserved by September 18, 2009
- ❖ Home Athletic Games/Meets:
  - FB vs. Dawson County—Friday, September 18, 2009—7:00 p.m.
  - CC – Fergus High Invitational—Friday, September 18, 2009
  - VB vs. Hardin/Laurel—Saturday, September 19, 2009—TBA
  - GO – Fergus High Invitational—Saturday, September 26, 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 SCHOOL**  
**215 7th Avenue South**  
**Lewistown, Montana 59457**

**FIRST DAY ENROLLMENTS**

**August 25, 2009**

	<u>Year</u>	<u>Highland Park</u>	<u>Garfield</u>	<u>Lewis &amp; Clark</u>	<u>Junior High</u>	<u>Fergus High</u>	<u>Total</u>	<u>Difference</u>
	2009-2010	223	240	184	166	420	<b>1233</b>	-66
	2008-2009	270	212	185	205	427	<b>1299</b>	-26
	2007-2008	284	205	180	222	434	<b>1325</b>	-22
	2006-2007	301	185	193	232	436	<b>1347</b>	-18
	2005-2006	278	179	215	234	459	<b>1365</b>	-5
	2004-2005	263	187	218	234	468	<b>1370</b>	-61
	2003-2004	275	204	234	251	467	<b>1431</b>	-3
	2002-2003	278	218	229	224	485	<b>1434</b>	-48
Gr. Level	2001-2002	291	223	243	223	502	<b>1482</b>	-63
	2000-2001	295	180	290	257	523	<b>1545</b>	-39
	1999-2000	309	186	286	268	535	<b>1584</b>	-7
	1998-1999	316	185	297	247	546	<b>1591</b>	-28
	1997-1998	327	194	283	272	543	<b>1619</b>	-23
	1996-1997	312	181	310	300	539	<b>1642</b>	-34
	1995-1996	337	<b>194</b>	333	291	521	<b>1676</b>	30
	1994-1995	329	<b>185</b>	343	299	490	<b>1646</b>	-60
	1993-1994	355	<b>203</b>	353	280	515	<b>1706</b>	34
	1992-1993	359	<b>225</b>	360	283	445	<b>1672</b>	66
	1991-1992	353	<b>215</b>	329	264	445	<b>1606</b>	65
	1990-1991	322	224	332	238	425	<b>1541</b>	-5
	1989-1990	325	217	330	225	449	<b>1546</b>	35
	1988-1989	301	216	343	198	453	<b>1511</b>	-48
	1987-1988	296	220	339	224	480	<b>1559</b>	-56
	1986-1987	326	203	334	240	512	<b>1615</b>	93
	1985-1986	313	201	290	246	472	<b>1522</b>	-36
	1984-1985	293	191	324	256	494	<b>1558</b>	42
	1983-1984	296	197	320	253	450	<b>1516</b>	-63
	1982-1983	286	204	341	251	497	<b>1579</b>	2
	1981-1982	292	232	305	252	496	<b>1577</b>	-96
	1980-1981	319	238	329	233	554	<b>1673</b>	0

**NOTE:** Numbers italicized and bolded reflect years Head Start had some former pre-school population.

## SCHOOL BOARD TOURS

November 3, 2009

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**Agenda Item No.**

9

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 09/14/2009

**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**

09/14/2009

**Agenda Item No.**

10

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:** 09/14/2009

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the August 24, 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  
AUGUST 24, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, August 24, 2009, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

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

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne

OTHERS PRESENT: Debbie Parsons, Merrill Rygg McKenna-Lewistown News-Argus, Joe Zahler-KXLO/KLCM Radio, and other interested parties

TRUSTEES ABSENT: Jeremy Bristol

Meryl Rygg McKenna led the group in the Pledge of Allegiance. PLEDGE

Members of the Board discussed a proposed timetable for presentations that will be made to the community and staff regarding the Facilities Master Plan and recommendations made by the Facility Steering Committee. DISCUSSION -  
FACILITIES  
REVIEW

The Buildings and Grounds Committee will meet at 11:00 a.m. on August 27, 2009. REPORT -  
COMMITTEES OF  
THE BOARD

The Board reviewed a preliminary agenda for the Montana Conference of Education Leadership being held in Missoula in October, and also discussed a recent meeting of the Montana School Boards Association. CALENDAR ITEMS

Superintendent Jason Butcher went over the roundtable schedule for the 2009-10 school year noting that building tours will be held at the same time. OTHER ITEMS

Debbie Parsons asked how the members of the Board felt about the ongoing facilities discussion. Chairman Dave Byerly stated that no decisions had been made. Individual trustees also gave their impressions of the situation. PUBLIC  
PARTICIPATION

Minutes of the Regular Board Meeting of August 10, 2009, were approved unanimously (Granot/Schelle). APPROVAL OF  
MINUTES

The claims referenced in the 2009-10 Bill Schedule and submitted through August 20, 2009, were approved unanimously (Monger/Weeden). APPROVAL OF  
CLAIMS

A motion to approve consent group items 10-15 was approved unanimously (Monger/Weeden).

CONSENT GROUP  
ITEMS

- |     |  |  |
|-----|--|--|
| 10. | Approve adding Jodi Kindzerski, Carol Lombard, Whitney Miller, Julia Send, and Bard Tiegen to the Substitute Teachers/Assistants List; adding Leslie Leap and Dennis Noel to the Substitute Bus Drivers List; and adding Marlaina Kelly to the Substitute Food Service List. | APPROVE<br>SUBSTITUTES   |
| 11. | Approve the Substitute Teachers/Assistants List for the 2009-10 school year.   | APPROVE<br>SUBSTITUTE<br>TEACHERS/<br>ASSISTANTS LIST  |
| 12. | Approve a request by Tracy and Jeffrey Huck to allow their son to attend Fergus High School.   | APPROVE STUDENT<br>ATTENDANCE<br>AGREEMENT   |
| 13. | Approve the Lewistown Junior High School General Ledger Report for the 2008-09 school year.  | APPROVE<br>LEWISTOWN<br>JUNIOR HIGH<br>SCHOOL GENERAL<br>LEDGER REPORT<br>FOR THE 2008-09<br>SCHOOL YEAR |
| 14. | Approve the Fergus High School General Ledger Report for the 2008-09 school year.  | APPROVE FERGUS<br>HIGH SCHOOL<br>GENERAL LEDGER<br>REPORT FOR THE<br>2008-09 SCHOOL<br>YEAR              |
| 15. | Approve the Lewistown Junior High School General Ledger Report for June and July, 2009.  | APPROVE<br>LEWISTOWN<br>JUNIOR HIGH<br>SCHOOL GENERAL<br>LEDGER REPORTS                                  |
| 16. | Approve the Personnel Report - see Exhibit A (Granot/Monger - unanimous). Justin Guyer was removed from the report due to a mistake in offering the position to more than one individual.  | APPROVE<br>PERSONNEL<br>REPORT   |
| 17. | Approve the Certified Personnel Handbook for the 2009-10 school year (Monger/Jackson - unanimous).   | APPROVE<br>CERTIFIED<br>PERSONNEL<br>HANDBOOK FOR<br>THE 2009-10<br>SCHOOL YEAR                          |
| 18. | Approve reissuing lost Payroll Fund warrants #17994 and #18146, in the amounts of \$449.58 and \$671.76 respectively, both payable to Brenda Gruener (Monger/Jackson - unanimous).   | APPROVE<br>REISSUING<br>WARRANTS   |

The meeting was adjourned at 8:00 p.m. The next regular meeting will be held on September 14, 2009, at 7:00 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

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DAVE BYERLY  
BOARD CHAIRMAN

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MIKE WATERMAN  
BUSINESS MANAGER/CLERK

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** August 24, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>GERTGE, Mary</b>	Playground Aide/Resource Paraprofessional	Lewis & Clark Elementary	Approve revision of contract to reflect actual hours worked	August 24, 2009	See attached memo.
<b>WOODHALL, Holly</b>	Second Grade Teacher	Highland Park Elementary	Accept letter of resignation	August 10, 2009	See attached letter.
<b>THAYNE, Melinda</b>	Food Server	Lewis & Clark Elementary	Approve appointment on schedule— FOOD SERVER Step 0 for up to 3 hours per day for 181 days per year	August 24, 2009	See attached hiring recommendation.
<b>KING, Branigan</b>	Food Server/Cashier	Lewistown Junior High School	Approve appointment on schedule— FOOD SERVER Step 0 for up to 3.50 hours per day for 181 days per year	August 24, 2009	See attached hiring recommendation.
<b>BASZCZUK, Rebecca</b>	Bus Route Driver	School District #1	Approve appointment on schedule— TRANS II Step 1 for up to 2 hours per day for 180 days per year	August 24, 2009	See attached hiring recommendation.
<b>BASZCZUK, Rebecca</b>	Delivery Van Driver	School District #1	Approve appointment on schedule— MAINT II Step 0 for up to 6 hours per day for 190 days per year	August 24, 2009	See attached hiring recommendation.
<b>BROWN, Anthony</b>	First Assistant Football Coach	Lewistown Junior High School	Approve appointment on schedule— (0.057)	August 24, 2009	See attached memo.
<b>BUCKENTIN, Paul</b>	Assistant Football Coach	Lewistown Junior High School	Approve appointment on schedule— (0.050)	August 24, 2009	See attached memo.
<b>BURNHAM, Jedadiah</b>	Assistant Football Coach	Lewistown Junior High School	Approve appointment on schedule— (0.050)	August 24, 2009	See attached memo.
<b>FUZESY, Jolene</b>	Assistant Girls Basketball Coach	Lewistown Junior High School	Approve appointment on schedule— (0.055)	August 24, 2009	See attached memo.



**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** August 24, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>GUYER, Justin</b>	Assistant Boys Basketball Coach	Fergus High School	Approve appointment on schedule—(0.090)	August 24, 2009	See attached memo.
<b>WATERMAN, Mike</b>	Business manager/District Clerk	Central Office	Approve out-of-state travel to attend the National Association of School Business Officials Conference in Chicago, IL	October 23-27, 2009	See attached memo and travel request.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**Agenda Item No.**

11

- 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:** 09/14/2009

**SUMMARY:**

Approve claims paid through September 10, 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**

09/14/2009

**Agenda Item No.**

12

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

**SUGGESTED ACTION:** Approve All Items

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**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**Agenda Item No.**

12

- 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:** 09/14/2009

**SUMMARY:**

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

Substitute Teacher/Aide List:

Barbara Bayley	Nursing Degree
Keenan Blake	B.A. Physical Education/Finance
Margaret Caldwell	M.A. History
Kar Conner	B.S. Psychology/Sociology
Carl "Steve" Dawson	Associates in Biblical Studies
Sheila Dyck	Previous Aide for the District
Anna Graham	High School Graduate
Sereta Heser	College Student
Brandy Knerr	Taking College Courses in Business
Nancy Osburn-Cauffman	B.S. Human Services/Psychology
Corey Pedersen	B.S. History/Science
Jeffrey Russell	B.A. Outdoor Recreation & Multiple Subject Instruction
Allison Solinger	B.A. Marketing/Economics

Substitute School Food List:

Ava Heser  
Branigan King

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

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**Agenda Item No.**

13

- 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:** 09/14/2009

**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:** September 14, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>KING, Branigan</b>	Food Server/Cashier	Lewistown Junior High School	Accept letter of resignation	August 10, 2009	See attached letter.
<b>HOLLAND, Barb</b>	Food Server	Highland Park Elementary	Approve appointment on schedule— FOOD SERVER Step 1+45 for up to 3 hours per day for 181 days	September 14, 2009	See attached memo.
<b>MANE, Jan</b>	Food Server/Cashier	Lewistown Junior High School	Approve appointment on schedule— FOOD SERVER Step 0 for up to 3.50 hours per day for 167 days	September 14, 2009	See attached hiring recommendation.
<b>MANGOLD, Mike</b>	Head Girls Softball Coach	Fergus High School	Approve appointment on schedule— (0.125)	September 14, 2009	See attached memo.
<b>GORDON, Emily</b>	Assistant Girls Softball Coach	Fergus High School	Approve appointment on schedule— (0.085)	September 14, 2009	See attached memo.
<b>CECRLE, Gary</b>	Assistant Boys Basketball Coach	Fergus High School	Approve appointment on schedule— (0.090)	September 14, 2009	See attached memo.
<b>TEDESCO, Matt</b>	Volunteer Football Coach	Fergus High School	Approve appointment on a volunteer basis	September 14, 2009	See attached memo.
<b>RUTHERFORD, Jim</b>	Volunteer Golf Coach	Fergus High School	Approve appointment on a volunteer basis	September 14, 2009	See attached memo.
<b>FLENTIE, Kala</b>	Volunteer Cross Country Coach	Fergus High School	Approve appointment on a volunteer basis	September 14, 2009	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** September 14, 2009

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>MANGOLD, Mike</b>	Weight Room Coordinator	Fergus High School	Approve revision of contract to reflect correct salary—112 hours at \$15.00 per hour for a total of \$1,680	September 14, 2009	See attached memo.
<b>ANDERSON, Betty</b>	Adult Basic Education Instructor	Central Montana Education Center	Accept letter of resignation	November 1, 2009	See attached letter.
<b>DUBBS, Scott</b>	Principal	Fergus High School	Approve out-of-state travel to attend the National Association of Secondary School Principals Annual Convention in Phoenix, AZ	March 11-14, 2010	See attached memo.
<b>MARTIN, Justin</b>	Custodian	Fergus High School	Approve appointment on schedule—MAINT II Step 0 for up to 8 hours per day for 260 days per year (207 days for remainder of 2009-2010)	September 14, 2009	See attached hiring recommendation.
<b>TALKINGTON, Amie</b>	Title I Para-Educator	Highland Park Elementary	Approve appointment on schedule—AIDE II Step 0 + Para for up to 7 hours per day for 168 days	September 14, 2009	See attached hiring recommendation.
<b>RECOMMENDATIONS FOR EXTRA DUTY CONTRACTS</b>	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	September 14, 2009	See attached list.
<b>RECOMMENDATIONS FOR EXTRA DUTY CONTRACTS</b>	Extracurricular Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	September 14, 2009	See attached list.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** September 14, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>ANDERSON, Betty</b>	Adult Basic Education Instructor	Central Montana Education Center	Approve appointment on schedule at \$15.00 per hour for up to 810 hours for a total of \$12,150	August 18, 2009 through June 30, 2010	See attached memo. This recommendation is a revision to the original contract due to a reduction in funds from the ABLÉ Grant.
<b>REA, Mike</b>	Adult Basic Education Instructor	Central Montana Education Center	Approve appointment on schedule at \$15.00 per hour for up to 810 hours for a total of \$12,150	August 18, 2009 through June 30, 2010	See attached memo. This recommendation is a revision to the original contract due to a reduction in funds from the ABLÉ Grant.
<b>MENTZER, Paula</b>	Adult Basic Education Instructor	Roundup, MT	Approve appointment on schedule at \$15.00 per hour for up to 675 hours for a total of \$10,125	August 18, 2009 through June 30, 2010	See attached memo. This recommendation is a revision to the original contract due to a reduction in funds from the ABLÉ Grant.
<b>SCHNITZMEIER, KC</b>	Para-Educator	Lewis & Clark Elementary	Approve appointment on schedule—AIDE II Step 1 for up to 1.25 hours per day for 168 days	September 14, 2009	See attached memo.
<b>GERLINGER, Anita</b>	Playground Aide	Garfield Elementary	Approve appointment on schedule—AIDE III Step 0 for 1 hour per day for 167 days	September 14, 2009	See attached memo.



09/03/09

Dear Cindy

This is a letter informing you that I am resigning from the food server position, but I would like to remain on the substitute list. Let me know if you need anything else.

Thanks Branigan King

# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Cindy Giese, School Food Director  
**Date:** September 9, 2009  
**Re:** Contract Revision

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

Barb Holland

Current Contract	Kitchen Aide	KA Step 1+45	up to 1.50 hours per day
Revised Contract	Food Server	FS Step 1+45	up to 3.00 hours per day

Barb's position as kitchen aide at Highland Park is now being handled by a high school student as part of the work study program. The student receives an earned lunch for her help since she is away from Fergus during her own lunch there.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Jan Mane

For:

Job Title Food Server/Cashier

Classification FOOD SERVER

Step 0

Work location Lewistown Junior High

Date to begin work September 14, 2009

Days per yr/Hrs per day 167 days per year / up to 3.50 hours per day

SELECTION COMMITTEE: Cindy Giese

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on September 14, 2009.



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: September 9, 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:**

**Fergus High School**

**Girls Softball**

Mike Mangold	Head Coach	(0.125)	\$3,761.63
Emily Gordon	Assistant Coach	(0.085)	\$2,557.91

**Boys Basketball**

Gary Ceerle	Assistant Coach	(0.090)	\$2,708.37
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**Volunteer Coaches**

Matt Tedesco	Football
Jim Rutherford	Golf
Kayla Flentie	Cross Country

**Revision of Contract:**

Mike Mangold	Weight Room Coordinator	\$1,680.00
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The Eagle Booster Club donated \$1,680.00 this year for the Weight Room Coordinator. Therefore, the contract for Mike Mangold will need to be revised to reflect the increase. The amount previously approved was \$1,200.00.

**Thank you!**

145 Carroll Trail  
Lewistown, Montana 59457

September 1, 2009

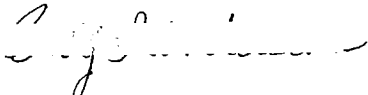
Diane Oldenburg, Director  
Central Montana Education Center  
773 Airport Road  
P.O. Box 1143  
Lewistown, Montana 59457

Dear Diane Oldenburg,

I am submitting my letter of resignation as an instructor at the Adult Learning Center effective November 1, 2009.

My time at the Adult Learning Center has been very rewarding and I appreciate having had the opportunity to work for a wonderful director and experience the various aspects of this program.

Sincerely,

A handwritten signature in cursive script, appearing to read "Betty L. Anderson", written in dark ink.

Betty L. Anderson

# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**CC:** Jason Butcher, Supt., Mike Waterman, Business Managers  
**From:** Scott A. Dubbs, Principal  
**Date:** September 9, 2009  
**Re:** National Convention

---

This is an out-of-state travel request to attend the National Association of Secondary School Principals Annual Convention, in Phoenix, Arizona, from March 11-14, 2010.

The NASSP Annual Convention is one of the most valuable and pertinent educational experiences I have attended. Many of the positive programs and changes that have occurred in the past 15 or 16 years have been initially spurred by workshops I have attended at this convention.

When I have attended in the past I have typically been able to offset costs to the District through direct support from my state association or by finding ways to offset a large part of the expense by staying with family. This would be the case as well this year as I will be able to stay with my daughter, cutting hotel costs in half and transportation will be very reasonable with Allegiant Air and a car rental. Convention registration is also very reasonable.

Should I attend, one of my objectives would be to attend a preconference workshop on long-term school reform and school safety. There are also several additional sessions where I can find out how to optimize the effectiveness of our stimulus funding.

Thank you for your consideration. If need be I would be happy to answer any questions you may have.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Justin Martin

For:

Job Title

Custodian

Classification

MAINT II

Step

0

Work location

Fergus High School

Date to begin work

September 15, 2009

Days per yr/Hrs per day

260 days per year / 8 hours per day

SELECTION COMMITTEE:

Randy Barber

Scott Dubbs

Steve Kelly

Dan Konert

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on September 14, 2009.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Amie Talkington

For:

Job Title Elementary Title I Para-Educator

Classification AIDE II

Step 0 + Para

Work location Highland Park Elementary School

Date to begin work September 15, 2009

Days per yr/Hrs per day 168 days per year / up to 7 hours per day

SELECTION COMMITTEE: Dale Lambert

Matt Lewis

John Moffatt

Sharon Redfern

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on September 14, 2009.



**LEWISTOWN PUBLIC SCHOOLS**

**EXTRA DUTY CONTRACTS**

September 14, 2009

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Lantzer	Lee	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Leap	Leslie "Bud"	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Noel	Dennis	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis

**LEWISTOWN PUBLIC SCHOOLS**

**EXTRA DUTY CONTRACTS**

September 14, 2009


LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Lantzer	Lee	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Leap	Leslie "Bud"	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Noel	Dennis	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)



# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Diane Oldenburg, ABLE Director  
**Date:** August 19, 2009  
**Re:** Adult Basic and Literacy Education Contracts

---



I am requesting the Board of Trustees approval to hire Betty Anderson, Mike Rea, and Paula Mentzer to instruct the Adult Basic and Literacy Education Program in 2009-2010. They each possess the appropriate credentials to hold these positions in the operation of our Adult Learning Centers in Lewistown and Roundup. The State/Federal ABLE Grant that provides this program requires that we serve Fergus, Judith Basin, Musselshell, Petroleum, Golden Valley, and Wheatland counties.

Approximate dates of employment and approximate contract amounts:

Betty Anderson	August 18-June 30, 2010 (810 hours)	\$12,150
Mike Rea	August 18-June 30, 2010 (810 hours)	\$12,150
Paula Mentzer	August 18-June 30, 2010 (675 hours)	\$10,125

The Adult Learning Centers in Lewistown and Roundup are open Tuesdays, Wednesdays, and Thursdays each week. The rate of pay will be \$15.00 per hour.

Thank you for your consideration.

# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Matt Lewis, Lewis & Clark Principal  
**Date:** September 10, 2009  
**Re:** Contract Revision

---

Following is a recommendation for a contract revision for KC Schnitzmeier to reflect her actual duties at Lewis & Clark:

AIDE II Step 1

Up to 1.25 hours per day

Up to 168 days

KC is currently contracted for 2.50 hours per day as a playground aide. This recommendation is an addition in hours to allow her to help with a one-on-one student before lunch to allow his main one-on-one aide to have lunch and then KC is with the same student after lunch for Math.

Thank you.

# Memorandum

---

**To:** Jason Butcher, Superintendent  
**From:** John Moffatt, Garfield Principal  
**Date:** August 20, 2009  
**Re:** Hiring Recommendation

---

Following is the hiring recommendations for Playground Assistant:

Anita Gerlinger      AIDE III Step 0      1 hour per day for 167 days

Last year Mrs. Gerlinger was hired as a substitute playground assistant for 2-3 mornings per week at Garfield. This left Garfield without a second morning playground assistant much of the time. To rectify the situation, I have requested and gained approval for Mrs. Gerlinger to be hired for one (1) hour per day for the remaining instructional days for the 2009-2010 School Year.

Thank you for your consideration of this request.

John Moffatt  
Principal

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE ARRA PART B FEDERAL FLOW-THROUGH APPLICATION TO  
CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE FOR  
EXPENSES FOR SPECIAL EDUCATION TEACHERS AND ASSISTANTS

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 09/14/2009

**SUMMARY:**

As in previous years, Lewistown Public Schools will apply for Federal Special Education Funds from Central Montana Learning Resource Center Cooperative (CMLRCC). These funds will be used to pay partial salaries and health insurance for Special Education Teachers and Assistants.

The Board of Trustees needs to consider and approve the School District's application for these needed funds.

**SUGGESTED ACTION:** Approve Flow-Though Application to CMLRCC

**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						

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**CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE**

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215 7th Avenue South  
Lewistown, MT 59457

Director (406) 535-7454  
Staff (406) 535-9012

**CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE  
APPLICATION FOR  
ARRA FUNDS FLOW THROUGH**

2009-2010 **SCHOOL YEAR**

**Section I**

School Superintendent Jason Butcher Telephone 535-8777  
School District Name Lewistown Public Schools Number #1  
Address 215 Seventh Avenue South  
Lewistown MT 59457  
County Fergus

**SECTION II**

I, the undersigned authorized official of \_\_\_\_\_  
School District Number \_\_\_\_\_ located in \_\_\_\_\_  
County submit this application to the Central Montana Learning Resource Center  
Cooperative for ARRA Part B Flow-Through Funds. I also agree to provide Central  
Montana Learning Resource Center Cooperative with an end of the year evaluation on  
expenditures of all funds and data regarding student outcomes as a result of this funding.

\_\_\_\_\_  
Superintendent or Authorized District Official

\_\_\_\_\_  
School Board Chairperson

**SECTION III (Central Montana Learning Resource Center Cooperative Use Only)**

Project Number \_\_\_\_\_  
Budget Code \_\_\_\_\_  
Amount \_\_\_\_\_ Date \_\_\_\_\_

SERVING SPECIAL STUDENTS IN  
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND  
JUDITH BASIN COUNTIES

**Section IV**

Please give a brief description of how you intend to use this money and a brief description of how you will evaluate or document the expenditure of funds to improve student achievement.

ARRA Funds Requested	ARRA Funds are to be used for	Documentation/ Student Outcomes <small>(What data will be collected to document gains in student achievement?)</small>
<p>Salaries      <u>\$35,100.00</u></p> <p>Benefits      <u>23,400.00</u></p> <p>Travel      _____</p> <p>Materials      _____</p> <p>Equipment      _____</p> <p>Supplies      _____</p> <p>Other      _____</p>  <p>TOTAL ARRA Part B FUNDS APPLIED FOR <u>          \$58,500.00</u></p>	<p>Salary &amp; benefits for paraprofessionals to provide instructional &amp; behavioral supports to students in intervention programs such as Read Naturally, Rewards, Corrective Reading &amp; Language!</p>	<p>Outcomes will be assessed based on curriculum-based measures such as AIMSWEB &amp; on instructional materials progress monitoring data.</p>



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/14/2009

**Agenda Item No.**

15

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

**ITEM TITLE:** APPROVE ARRA PART B FEDERAL FLOW-THROUGH APPLICATION TO  
CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE FOR  
EXPENSES FOR SPEECH SERVICES

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 09/14/2009

**SUMMARY:**

As in previous years, Lewistown Public Schools will apply for Federal Special Education Funds from Central Montana Learning Resource Center Cooperative (CMLRCC). These funds will be used to pay partial salaries and health insurance for Speech Services as required per IEP.

The Board of Trustees needs to consider and approve the School District's application for these needed funds.

**SUGGESTED ACTION:** Approve Flow-Though Application to CMLRCC

**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						

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**CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE**

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215 7th Avenue South  
Lewistown, MT 59457

Director (406) 535-7454  
Staff (406) 535-9012

**CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE  
APPLICATION FOR  
ARRA FUNDS FLOW THROUGH**

2009-2010 SCHOOL YEAR

**Section I**

School Superintendent Jason Butcher Telephone 535-8777  
School District Name Lewistown Public Schools Number #1  
Address 215 Seventh Avenue South  
Lewistown MT 59457  
County Fergus

**SECTION II**

I, the undersigned authorized official of \_\_\_\_\_  
School District Number \_\_\_\_\_ located in \_\_\_\_\_  
County submit this application to the Central Montana Learning Resource Center  
Cooperative for ARRA Part B Flow-Through Funds. I also agree to provide Central  
Montana Learning Resource Center Cooperative with an end of the year evaluation on  
expenditures of all funds and data regarding student outcomes as a result of this funding.

\_\_\_\_\_  
Superintendent or Authorized District Official

\_\_\_\_\_  
School Board Chairperson

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**SECTION III (Central Montana Learning Resource Center Cooperative Use Only)**

Project Number \_\_\_\_\_  
Budget Code \_\_\_\_\_  
Amount \_\_\_\_\_ Date \_\_\_\_\_

SERVING SPECIAL STUDENTS IN  
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND  
JUDITH BASIN COUNTIES

**Section IV**

Please give a brief description of how you intend to use this money and a brief description of how you will evaluate or document the expenditure of funds to improve student achievement.

ARRA Funds Requested	ARRA Funds are to be used for	Documentation/ Student Outcomes <small>(What data will be collected to document gains in student achievement?)</small>																		
<table> <tr> <td>Salaries</td> <td><u>\$15,744.75</u></td> </tr> <tr> <td>Benefits</td> <td><u>6,326.25</u></td> </tr> <tr> <td>Travel</td> <td>_____</td> </tr> <tr> <td>Materials</td> <td>_____</td> </tr> <tr> <td>Equipment</td> <td>_____</td> </tr> <tr> <td>Supplies</td> <td>_____</td> </tr> <tr> <td>Other</td> <td>_____</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">TOTAL ARRA Part B FUNDS APPLIED FOR <u>\$22,071.00</u></td> </tr> </table>	Salaries	<u>\$15,744.75</u>	Benefits	<u>6,326.25</u>	Travel	_____	Materials	_____	Equipment	_____	Supplies	_____	Other	_____	 		TOTAL ARRA Part B FUNDS APPLIED FOR <u>\$22,071.00</u>		<p>Salary &amp; benefits for paraprofessional to provide Speech &amp; Language services to students in Grades 3 - 8.</p>	<p>Documentation of student outcomes based upon student progress as recorded by fall &amp; spring student progress reports as required by IDEA.</p>
Salaries	<u>\$15,744.75</u>																			
Benefits	<u>6,326.25</u>																			
Travel	_____																			
Materials	_____																			
Equipment	_____																			
Supplies	_____																			
Other	_____																			
TOTAL ARRA Part B FUNDS APPLIED FOR <u>\$22,071.00</u>																				

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**

<b>First Semester</b>	<b>89 Days</b>	<b>Second Semester</b>	<b>91 Days</b>
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<b>FIRST QUARTER</b>	<b>DAYS</b>	<b>THIRD QUARTER</b>	<b>DAYS</b>
First Week	Aug 25 -- Aug 28 4	First Week	Jan 25 -- Jan 29 5
Second Week	Aug 31 -- Sept 4 5	Second Week	Feb 1 -- Feb 5 5
Third Week	Sept 8 -- Sept 11 4	Third Week	Feb 8 -- Feb 12 5
Fourth Week	Sept 14 -- Sept 18 5	Fourth Week	Feb 15 -- Feb 19 5
Fifth Week	Sept 22 -- Sept 25 4	Fifth Week	Feb 22 -- Feb 25 4
Sixth Week	Sept 28 -- Oct 2 5	Sixth Week	Mar 1 -- Mar 5 5
Seventh Week	Oct 5 -- Oct 9 5	Seventh Week	Mar 8 -- Mar 12 5
Eighth Week	Oct 12 -- Oct 14 3	Eighth Week	Mar 15 -- Mar 19 5
Ninth Week	Oct 19 -- Oct 23 5	Ninth Week	Mar 22 -- Mar 26 5
Tenth Week	Oct 26 -- Oct 30 5	Tenth Week	Mar 29 -- Mar 30 2
	<b>45</b>		<b>46</b>

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

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

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 <b>(Evening on 4th, All Day on 5th)</b>	1.5
January 18	PIR	1.0
April 8	Parent Teacher Conference <b>(Evening ONLY--Regular School Day for Students)</b>	0.5
Floating	One Day PIR (or Two 1/2 Days)	0.5
		<b>9.0</b>

**Totals**

<b>2009-2010</b>		
<b>Regular Board Meetings</b>		
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 ( <b>Vacation Day for Students</b> )
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