

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

FERGUS HIGH SCHOOL – LIBRARY

1001 Casino Creek Drive
Lewistown MT 59457

MONDAY, February 13, 2012

BOARD ROUNDTABLE DISCUSSION – FERGUS HIGH STAFF

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

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Recognition—FHS Speech and Drama Team
4. Recognition—Jim and Cindy Moodie Donation
5. Presentation—FHS Student Group, Graduation Matters Montana
6. Presentation—Beau Wright, Digital Academy
7. Introduction of New Student Representative to the Board
8. Report—Student Representative
9. Report—2010-2011 Audit Results
10. Report—Committees of the Board
11. Discussion—2012-2013 Budgets
12. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

13. Report—Election Update
14. Report—Investment
15. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

17. Minutes of the January 9, 2012, Regular Board Meeting

APPROVAL OF CLAIMS

18. Claims

CONSENT GROUP ITEMS

19. Approve Additions to Substitute List for the 2011-2012 School Year
20. Approve 2012-2013 School Calendar

INDIVIDUAL ITEMS

21. Approve Extension of Superintendent's Contract
22. Approve Request for College Credits Outside of the Candidate's Teaching Field
23. Approve First Semester Elementary & High School Claims for Bus Reimbursement
24. Approve First Reading—Board Policy #5328—Family Medical Leave
25. Approve Request to Build Fire Escape at Lewistown Junior High School
26. Approve Memorandum of Understanding Between the Lewistown Public Schools and Montana Team Nutrition Program
27. Approve Personnel Report

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public school board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

CONSENT GROUP ITEMS

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL SPEECH AND DRAMA TEAM

Requested By: Board of Trustees **Prepared By:** Terri Daniels **Date:** 02/13/2012

SUMMARY:

The Board of Trustees would like to recognize and congratulate the Fergus High School Speech and Drama Team plus their coaches for their successes at the Divisional and State Speech and Drama Meets. Fergus finished as the Central A Divisional Champions at the meet in Havre and 4th at the State Meet held in Polson.

Coaches: Terri Daniels and Derree Kamp

Team Members: Brooke Benson, Molly Daniels, John Dyba, Jade Fairchild, Sarah Foster, Jacob Godbey, Nathan Kennedy, Sarah Kohler, Haley McLendon, Karstin Neill, Emily Olson, Shaun Reczek, Sierra Satterfield, Johnny Skipper, Scott Smith, Ingrid Stansberry, Maida Walters, Dillon Westhoff, and Carl Wright

DIVISIONALS: Speech - Humorous Oral Interpretation—Karstin Neill (4th), Carl Wright (6th), Jade Fairchild (7th); Impromptu—Carl Wright (2nd); Drama - Classical Duo—Sarah Foster & Maida Walters (3rd); Emily Olson & Ingrid Stansberry (4th), Molly Daniels & Nathan Kennedy (6th); Serious Duo—Emily Olson & Ingrid Stansberry (1st), Brooke Benson & Haley McLendon (2nd); Humorous Duo—John Dyba & Sierra Satterfield (1st), Nathan Kennedy & Johnny Skipper (2nd), Scott Smith & Dillon Westhoff (5th); Serious Solo—Molly Daniels (1st), Maida Walters (4th), Dillon Westhoff (6th); Humorous Solo—Sarah Kohler (2nd), Jacob Godbey (4th), Johnny Skipper (5th); Pantomime—Shaun Reczek (3rd), Brooke Benson (5th)

STATE: Drama - Classical Duo—Molly Daniels & Nathan Kennedy (1st), Sarah Foster & Maida Walters (6th); Serious Solo—Molly Daniels (1st)

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION—JIM AND CINDY MOODIE DONATION

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/13/2012

SUMMARY:

The Board of Trustees would like to recognize and thank Jim and Cindy Moodie for their generous donation of \$10,000 to the Lewistown Public Schools. Attached is a list of ideas from each of the schools as to how this donation will benefit their students and help to expand their education experiences.

SUGGESTED ACTION: Informational

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

Jim and Cindy Moodie Donation

February 2012

Highland Park/Garfield

Field Trips and Technology Equipment

Lewis and Clark

Playground Equipment and Upgrades

Field Trips

Technology Equipment

Junior High

Technology

8th Grade Field Trip to Museum of the Rockies or Alberta Bair

K-8—Professional Development-RTI Monitoring and Training

Fergus

Music Festival Adjudicator

Donate to clubs such as BPA, FCCLA, Science Olympiad, etc.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

5

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

ITEM TITLE: PRESENTATION—FHS STUDENT GROUP, GRADUATION MATTERS MONTANA

Requested By: Board of Trustees **Prepared By:** Jeff Elliott **Date:** 02/13/2012

SUMMARY:

A group of students from Fergus High School would like to provide information to the Board of Trustees about *Graduation Matters Montana*.

Superintendent Denise Juneau created a Superintendent's Student Advisory Board last school year. The Board consists of forty students from thirty-one communities. The student representatives selected for the first year from Fergus were Cooper Johnston and Nicole Fulbright. Nicole will remain on the Board this year and Simon Doney was selected to replace Cooper who graduated. As a result of the input from the Student Advisory Board, Superintendent Juneau launched a statewide effort to ensure Montana's public schools graduate more students prepared for college and careers. This initiative is called *Graduation Matters Montana*. Fergus students would like to implement a local Graduation Matters initiative at the high school.

SUGGESTED ACTION: Informational

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						



Superintendent Denise Juneau believes we need to set an expectation that every Montana student will graduate from high school. In order for our young people to compete in the 21st Century global economy, a high school diploma is key. Nearly 2,000 Montana students drop out of school each year. We can do better.

What is Graduation Matters Montana?

Superintendent Juneau launched a statewide effort to ensure Montana's public schools graduate more students prepared for college and careers.

Local Graduation Matters Initiatives

Superintendent Juneau supports the implementation of locally-designed Graduation Matters initiatives that engage schools, communities, businesses and families in a focused effort to increase the number of students who graduate prepared for college and careers.

Local Graduation Matters initiatives have already launched in Billings, Belgrade, Bozeman, Butte, Great Falls, Hamilton, Helena, Kalispell, Missoula and Townsend. This Fall, more than half of Montana high school students have a Graduation Matters initiative in their town.

Student-Centered Policies

Oftentimes, adults plan and discuss educational policy, but rarely talk to the people who will be most directly affected by those plans and discussions: the students. To include student ideas and voices in state-level policies, Superintendent Juneau created the first-ever Superintendent's Student Advisory Board.

Forty students from thirty-one communities gathered to discuss ways to improve the state's graduation rate and to address school climate issues.



They reported that they seek relevant coursework and real-world experiences, clear and consistent rules, a positive school climate and meaningful relationships at their schools.

As a result of Student Advisory Board input, Superintendent Juneau launched an "I Pledge to Graduate" campaign to help students set their sights on graduation. Juneau's 2011-2012 Student Advisory Board will hold their first meeting in November, focusing on college and career-readiness.



Objectives of Graduation Matters Montana:

1. Increase the rate of Montana students graduating from high school college- and career-ready.
2. Establish a support network between schools, businesses and community organizations for student success.
3. Create school-based and community-based opportunities for student success.



2011 2012
Superintendent Denise Juneau



Policy Changes

Superintendent Juneau proposed covering the cost of the **ACT for every high school junior** in the Office of Public Instruction's budget at the 2011 Legislature. Funding to cover the cost of the ACT for every junior has been secured through a seven-year grant under the GEAR UP program. This partnership between OPI and the Office of the Commissioner of Higher Education will provide a complete picture of how well our K-12 public education system is preparing all students for life after high school and provide every Montana junior the opportunity to assess their college-readiness.

Superintendent Juneau recommended adoption of the **Common Core State Standards in English Language Arts and Math** to the Board of Public Education, and the BPE adopted these standards. The Montana Common Core Standards are higher and clearer than current state standards and will prepare our students for college and to compete in today's global economy. She also convened a task force to review Montana's **accreditation** standards to make them more performance-based and to provide school districts needed flexibility to focus on results.



During the 2011 Legislative Session, Superintendent Juneau championed bills to **raise the legal drop out age** from "age 16" to "age 18 or upon graduation" and to establish common definitions and procedures for anti-bullying policies for all school districts. Superintendent Juneau will continue to support legislation and administrative policies that set high expectations for students and create safe school climates.

Relevant Coursework and Career Preparation

In Montana, all high school students take at least one career and technical education course, and over half take three or more. Discussions with students make it clear they desire classes that relate to real-world experiences, career preparation and include hands-on learning. Superintendent Juneau supports the expansion of **Big Sky Pathways**, a partnership with the Montana University System, that links students to career coursework paths so they earn college credits and explore careers while they are in high school.

Workforce projections by the U.S. Department of Labor show that by 2018, nine of the 10 fastest-growing occupations that require at least a bachelor's degree will also require significant scientific or mathematical training. Superintendent Juneau is convening education stakeholders and business partners to create a pipeline for students to be prepared for careers in **Science, Technology, Engineering and Math** through OPI's statewide STEM initiative.

Superintendent Juneau is also working with the Montana Department of Labor to expand **Jobs for Montana's Graduates (JMG)**. JMG provides classroom instruction and work-based learning opportunities to students in grades seven through twelve and high school dropouts ages 16-18. Ninety-five percent of students who participate in JMG graduate from high school.

I Pledge to Graduate Campaign

Research shows that students are more likely to reach a goal if they identify their own motivations when committing to meet it. Superintendent Juneau, in partnership with local school districts and the Student Advisory Board, is launching an "I Pledge to Graduate" campaign.

Students pledge to a significant adult that they will graduate and identify specific reasons why graduation is important to them. This high-profile campaign focuses statewide attention on Graduation Matters Montana, engages community and business partners, involves social networking and highlights student voices and ideas.

For more information on **Graduation Matters Montana** contact Deborah Halliday, Policy Advisor, Community Learning Partnerships, at 406-444-3559 or dhalliday@mt.gov.





What YOU Can Do— Students

GET INVOLVED IN **GRADUATION MATTERS MONTANA**

1 TAKE THE PLEDGE TO GRADUATE AND ENCOURAGE OTHERS TO JOIN YOU

2 STAY ON THE RIGHT TRACK

- Know the graduation requirements for your school as well as the requirements for college or career training.
- Do your homework, study hard and don't miss school.

3 GET INVOLVED

- Participate in extracurricular activities at school or through a youth organization in your community.
- Volunteer, get an internship or find a part-time job that gives you skills that will benefit you in the workplace or college.
- Participate in the I Pledge to Graduate campaign at your school or start one if your school doesn't have one.

4 PREPARE FOR THE FUTURE

- Challenge yourself academically and plan out your future.
- Talk to your school counselor and family about your goals and college or career training.
- Find a mentor who can help you plan for your future.
- Take advantage of college preparation and career readiness resources and opportunities.

5 MAKE A DIFFERENCE

- Support your peers to make healthy and safe choices.
- Participate in service learning.
- Consider tutoring or mentoring a peer or younger student.
- Be kind and treat others with respect.

TO LEARN MORE ABOUT WHAT **YOU** CAN DO, PLEASE VISIT THE **GRADUATION MATTERS MONTANA** WEBSITE.

graduationmatters.mt.gov



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

6

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

ITEM TITLE: PRESENTATION—BEAU WRIGHT, DIGITAL ACADEMY

Requested By: Board of Trustees **Prepared By:** Beau Wright **Date:** 02/13/2012

SUMMARY:

Beau Wright, FHS Teacher, will present to the Board information regarding the Montana Digital Academy (MTDA).

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

7

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

ITEM TITLE: INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Requested By: Board of Trustees **Prepared By:** Melanie Smith **Date:** 02/13/2012

SUMMARY:

Melanie Smith, Fergus High School Student Council Co-Advisor, would like to introduce Maddie Comes to the Board of Trustees as the individual who will represent the Fergus High School students on the School Board for the next term.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

8

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Maddie Comes **Date:** 02/13/2012

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

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

FHS School Board Report
Monday, February 13, 2012

Student Council

- Just wrapped up Winter Spirit Week
- Had a Pep Assembly
- Spirit Days

Junior Prom Committee

- Selling Butter Braids for a Fundraiser

Key Club

- New 2012 Officers:
 - President - Kara Mantooth
 - Vice President - Andy Butcher
 - Secretary - Maddie Comes
 - Reporter - Haley McLendon
- Some members will soon be attending Key Club Convention
- Holding a Junior High movie night

Robotics/Science Bowl

- Two Fergus Teams competed in the Science Bowl placing 5th and 13th out of 26 teams
- Robotics Team took 3rd place out of 36 teams. This was the first year for a FHS Robotics Club

FCCLA

- Raised \$1,500 dollars for the Make A Wish Foundation
- Mr. Jeff Elliott had to kiss a pig
- Members are currently preparing for State which is March 25-27
- 15 members are attending

BPA

- All 17 members who went to the regional competition qualified for State, bringing home 61 places from Regionals
- Members are preparing for the State competition with is scheduled for March 11-13
- Doing a Crush Pop Fundraiser for Valentine's Day
- Starting the Morning Coffee Shop

FFA

- Recently attended their Winter Districts in Big Sandy
- The Senior Parley Pro Team consisting of Kyle Patten, Lesley Berg, Alex Watson, Maddie Comes, Joseph Jensen, and Mark Garber placed 2nd which qualifies them for State
- Cody Boyce placed 2nd in Creed Speaking which also qualifies her for State

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

9

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

ITEM TITLE: REPORT—2010-2011 AUDIT RESULTS

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 02/13/2012

SUMMARY:

Attached you will find the summary pages of our FY2010-11 audit report. I am pleased to report that the auditors, Paul Strom and Associates, did not note any findings or material weaknesses in our financial statements or internal control processes. As you know, the central office staff has shrunk by 38% over the past five years, and this exception-free audit testifies to our staff's diligence, attention to detail, and ability to adapt to procedural changes.

Mr. Strom historically attends a Lewistown School Board meeting to present the audit and answer any questions you may have. Because we did not have any findings, however, I did not ask him to travel from Billings to attend our meeting. That said, if you do have questions, I would be happy to invite Mr. Strom to an upcoming meeting.

The audit report is posted in its entirety on the District website. Please contact me with questions.

SUGGESTED ACTION: Informational

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

STROM & ASSOCIATES, PC
P.O. Box 1980
Billings, Montana 59103

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Lewistown School District No. 1
Fergus County
Lewistown, Montana 59457

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Lewistown School District No. 1 as of and for the year ended June 30, 2011, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Lewistown School District No. 1's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Lewistown School District No. 1 as of June 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The government adopted the provisions of Governmental Accounting Standards Board statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions as discussed in note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 25, 2012, on our consideration of Lewistown School District No. 1's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The management's discussion and analysis information on pages 3 through 7 is not a required part of the basic financial statements but is supplemental information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise School District No. 1's basic financial statements. The accompanying schedule of revenues, expenditures, and encumbrances – budget and actual page 25, required by U.S. generally accepted accounting principles, the accompanying Schedule of Expenditures of federal Awards pages 30 - 31 required by U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Non-Profit organizations," and other schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements but are supplemental information. All of these schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Strom & Associates, P.C.

STROM & ASSOCIATES, PC
Billings, Montana
January 25, 2012

STROM & ASSOCIATES, PC
P.O. Box 1980
Billings, Montana 59103

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District No. 1's financial statements as of and for the year ended June 30, 2011.
2. Our audit disclosed no significant deficiencies in internal controls and none that are considered to be material weaknesses relating to internal controls over financial reporting and its operation.
3. Our audit disclosed no noncompliance which was material to the financial statements of School District No. 1.
4. Our audit disclosed no significant deficiencies that are considered to be material weaknesses relating to internal controls over major federal awards programs.
5. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District No. 1's compliance with major federal awards programs as of and for the year ended June 30, 2011.
6. The audit disclosed no audit findings which are required to be reported under section .510 of OMB Circular A-133.
7. The major program for Lewistown School District No. 1 for the year ended June 30, 2011 was Title I Part A and ARRA Title I Part A.
8. The threshold used to distinguish between Type A and type B programs was \$300,000. Lewistown School District No. 1 has Title I Part A and ARRA Title I Part A cluster and ARRA stabilization as a type A programs.
9. This school district does qualify as a low risk audit client.

B. Findings relating to the financial statements which are required to be reported in accordance with "Governmental Auditing Standards."

FINDING NUMBER 1 - STUDENT ACTIVITIES 2010:

This finding was resolved in fiscal year 2011.

C. Findings and questioned costs for Federal awards, as defined in section .510 (a) of OMB Circular A-133.

The audit disclosed no findings or questioned costs relating to federal awards as defined in section .510 (a) of OMB Circular A-133.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

10

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 02/13/2012

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

2/13/2012

Agenda Item No.

11

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

ITEM TITLE: DISCUSSION—2012-2013 GENERAL FUND BUDGETS

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 2/13/2012

SUMMARY:

Mike Waterman, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2012-2013 General Fund Budgets.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS

FY2013 Preliminary General Fund Budget Analysis

February 8, 2012

	Current Law		Veto Overturned	
	Lewistown Elem	Fergus HS	Lewistown Elem	Fergus HS
Total Projected Expenditures	5,615,243	3,271,992	5,615,243	3,271,992
Highest Budget Without a Vote	5,494,892	3,111,972	5,532,684	3,130,208
Highest Budget With a Vote	5,494,892	3,181,424	5,532,684	3,181,424
Maximum Voted Amount	0	69,451	0	51,216
Estimated Additional Mills	0.00	5.35	0.00	3.95
Tax Increase on \$100,000 home	\$0.00	\$8.49	\$0.00	\$6.25
Tax Increase on \$200,000 home	\$0.00	\$16.97	\$0.00	\$12.51
Surplus/(Shortfall) Without a Vote	(120,352)	(160,020)	(82,560)	(141,784)
Surplus/(Shortfall) With a Vote	(120,352)	(90,569)	(82,560)	(90,568)

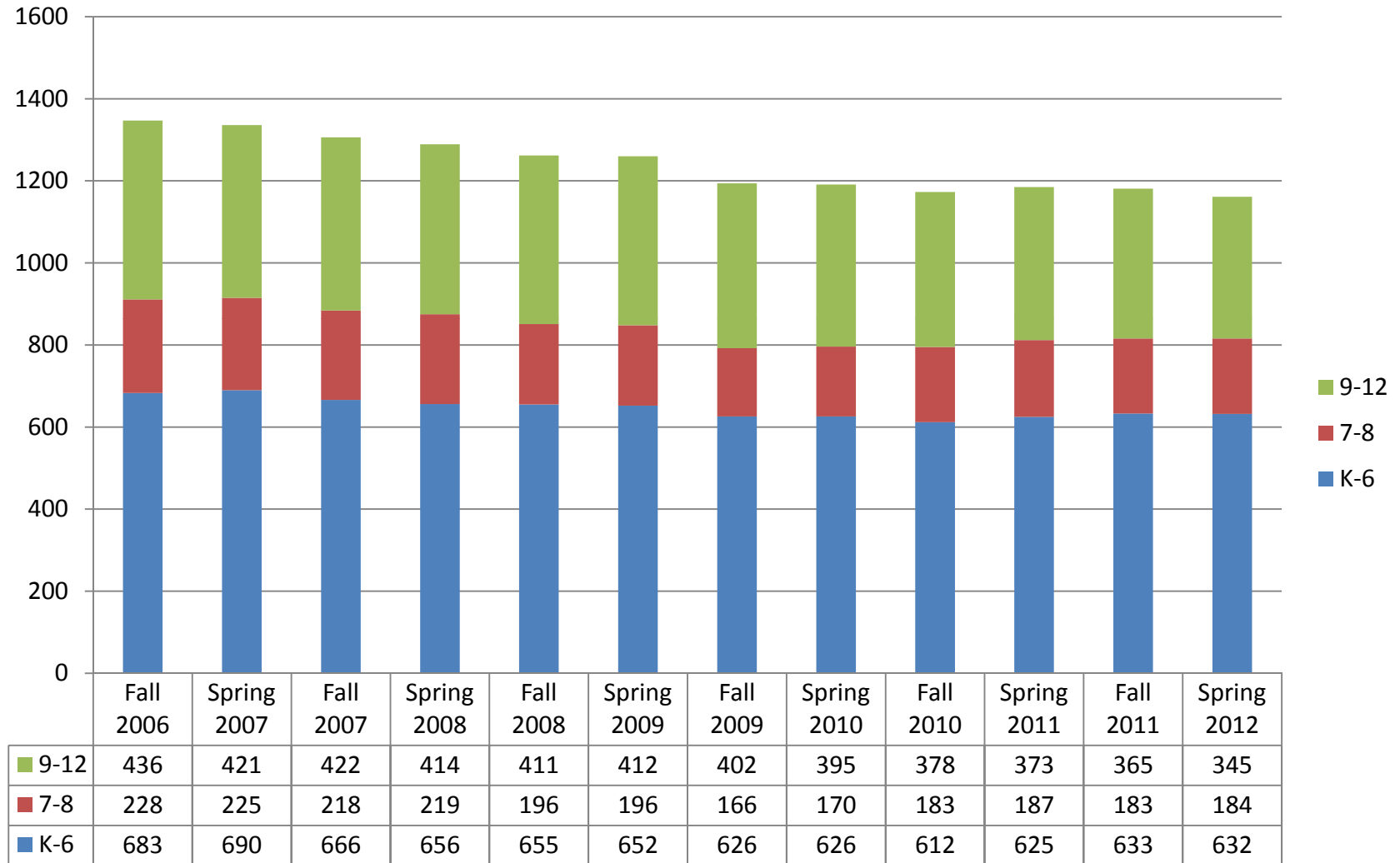
LEWISTOWN PUBLIC SCHOOLS

Enrollment History

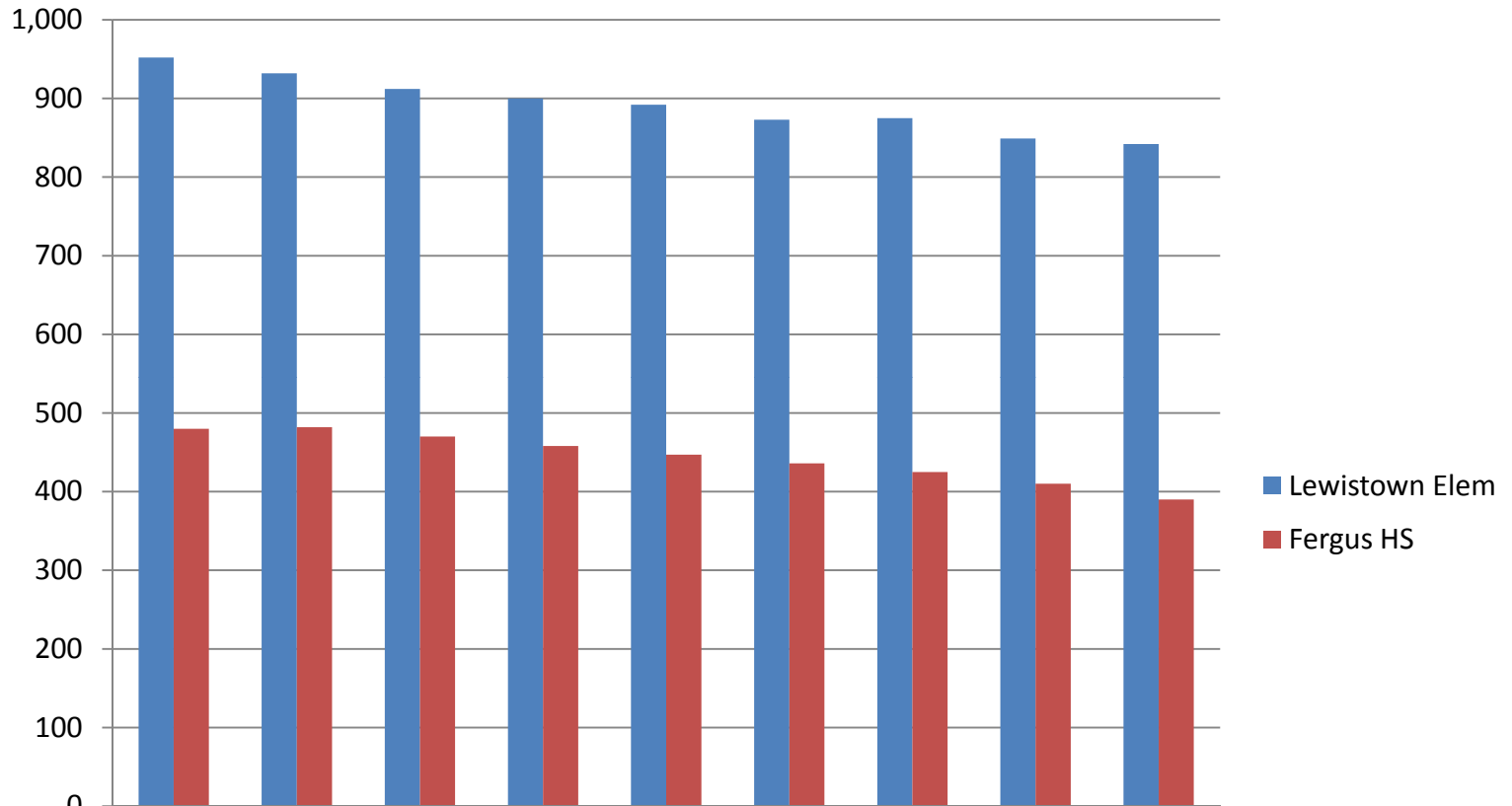
February 8, 2012

Grade	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012
Kindergarten	114	112	94	92	92	95	73	72	85	86	98	98
1st Grade	97	98	107	103	91	91	89	90	72	74	82	84
2nd Grade	90	92	95	94	101	101	90	88	90	99	75	75
3rd Grade	97	100	95	95	97	96	99	99	82	81	99	99
4th Grade	87	88	96	92	93	95	93	94	102	101	85	83
5th Grade	90	92	86	88	89	87	96	97	92	94	99	94
6th Grade	108	108	93	92	92	87	86	86	89	90	95	99
K-6 Subtotal	683	690	666	656	655	652	626	626	612	625	633	632
7th Grade	113	111	110	109	91	90	89	92	90	94	93	94
8th Grade	115	114	108	110	105	106	77	78	93	93	90	90
7-8 Subtotal	228	225	218	219	196	196	166	170	183	187	183	184
9th Grade	116	111	111	109	106	107	103	98	79	79	95	91
10th Grade	106	104	108	104	108	105	100	98	97	97	81	74
11th Grade	115	109	104	102	96	99	105	106	100	100	93	85
12th Grade	99	97	99	99	101	101	94	93	102	97	96	95
9-12 Subtotal	436	421	422	414	411	412	402	395	378	373	365	345
Grand Total	1347	1336	1306	1289	1262	1260	1194	1191	1173	1185	1181	1161

Lewistown Public Schools Enrollment by Funding Level



Lewistown Public Schools Budget Limit ANB



	FY05	FY06	FY07	FY08 (with FTK)	FY09	FY10	FY11	FY12	FY13
■ Lewistown Elem	952	932	912	900	892	873	875	849	842
■ Fergus HS	480	482	470	458	447	436	425	410	390

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

12

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 02/13/2012

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

13

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

ITEM TITLE: REPORT—ELECTION UPDATE

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 02/13/2012

SUMMARY:

Mike Waterman, Business Manager/District Clerk, will report on the election calendar and procedures for 2012.

Attached are the Terms of Office Listing and the 2012 School Election Calendar.

Board members terms of office that are due to expire in 2012 include: Mary Schelle and Monte Weeden. These are both three year terms.

SUGGESTED ACTION: Informational

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2012	Expire 2013	Expire 2014
SCHOOL DISTRICT #1	Mary Schelle Monte Weeden	Jeremy Bristol Lisa Pierce	Joe Irish Stan Monger Barb Thomas

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

_____ 3 year term (to expire in 2015)

_____ 3 year term (to expire in 2015)

Petitions Filed for Nomination of School Board Trustee:

MAY 8, 2012
SCHOOL ELECTION CALENDAR

<p style="text-align: center;">December 25, 2011 through March 29, 2012</p>	<p>Trustee candidates file for election. Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</p> <p>Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office. (13-10-201(6), 13-37-201, 20-3-305 and 20-3-344, MCA) [No earlier than 135 days, or no later than 40 days before election.]</p> <p>Any candidate that has already filed for election, but wishes to withdraw their name, may do so not less than 38 days before the school election by sending a statement of withdrawal to the election administrator. (13-10-325, MCA as amended by HB327 (2011 session) effective 4/22/2011)</p>
<p style="text-align: center;">End of January</p>	<p>Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in</p> <p>(1) a first-class district located in a county with populations of 15,000 or more, OR</p> <p>(2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.</p> <p>(13-37-206, MCA)</p>
<p style="text-align: center;">**Updated in 2009** (SB 276) Changes</p>	<p>County election administrator mails address confirmation forms to electors who have requested absentee ballots for subsequent elections. The county election administrator will mail the address confirmation forms in January. You still must contact your county election administrator for the permanent absentee ballot list.</p>
<p style="text-align: center;">February 23, 2012</p>	<p>First day elector can request an absentee ballot. Voters who wish to vote absentee may request an absentee ballot in writing or in person starting at this date until noon the day before the election. Remember to include the following on the application for absentee ballot:</p> <ul style="list-style-type: none"> ● A section on the form allowing the voter to become part of the permanent absentee list <p>(13-13-211 and 13-13-214, MCA) [75 days before election]</p>
<p style="text-align: center;">March 29, 2012</p>	<p>Trustees call for an election. At least 40 days before the election, the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. 20-20-401, 20-20-201, and 20-20-203, MCA</p>

<p>March 31, 2012</p>	<p>Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so not less than 38 days before the school election by sending a statement of withdrawal to the election administrator. (13-10-325, MCA as amended by HB327 (2011 session) effective 4/22/2011)</p>
<p>April 3, 2012</p>	<p>Last day to file resolutions for school election with county election administrator. (20-20-201(2), MCA) [no later than 35 days before election]</p>
<p>April 8, 2012 (Next Business Day is April 9, 2012)</p>	<p>Voter registration closes. A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration. (20-20-311 and 20-20-312, MCA) [30 days before election]</p>
<p>April 8 – April 18, 2012</p>	<p>Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may supplement the notice. The notice must include 1) the date and polling places of the election, 2) polling place hours, 3) each proposition to be considered by the electorate, 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions and 5) where and how absentee ballots may be obtained. (20-20-204, MCA) [not less than 20 days or more than 30 days before election]</p>
<p>April 12, 2012 (By 5 p.m.)</p>	<p>Deadline for write-in candidate for a trustee position on a school board to file declaration of intent. (13-10-211(3), MCA) [not less than 26 days before the election]</p>
<p>April 12, 2012 (After 5 p.m.)</p>	<p>Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.</p> <p>A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation. (20-3-313, MCA as amended by HB327 (2011 session) effective 4/22/2011.)</p>
<p>By April 13, 2012</p>	<p>Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy.</p> <p>[not less than 25 days before election] 13-12-201, 20-20-401, and 15-10-425, MCA</p> <p>Statement of withdrawal must be received before the ballot is certified by the election administrator. Otherwise, the candidate's name must appear on the ballot.</p>
<p>April 18, 2012</p>	<p>Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package.</p> <ul style="list-style-type: none"> ● The ballot ● Instructions for voting and returning the ballot ● A secrecy envelope, free of any marks that would identify the voter ● A self-addressed, return envelope with affirmation printed on the back of the envelope <p>(20-20-401, MCA) [at least 20 days prior to election]</p>
<p>April 26-May 28, 2012</p>	<p>Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commission of Political Practices. (13-37-226(4), MCA) [12 days before and 20 days after the school election]</p>

April 28, 2012 (Next Business Day is April 30, 2012)	Last day to notify election judges of appointment. (20-20-203 , MCA) [not less than 10 days before election]
February 23 until noon May 8, 2012	Deadline for absentee requests. Absentee ballots may be requested 75 days before the election but no later than noon the day before the election. *If the voter has a health emergency between 5 p.m. the Friday before the election (May 4) and noon on the election day (May 8), an emergency request for an absentee ballot may be made by noon on the election day (May 8.) (13-13-211 , MCA)
May 7, 2012 (By 5 p.m.)	Absolute last day for write in candidates to file a declaration of intent (13-10-211 , MCA) A declaration of intent may be filed after the deadline and until 5 pm the day before the election only if a candidate for the office that the write in candidate is seeking: dies or is charged with a felony offense.
May 7, 2012	Deliver certified copy of the lists of registered electors for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls. (20-20-313 , MCA)
May 8, 2012	Notify election judges of the names of write-in candidates
May 8, 2012	ELECTION DAY. (20-20-105 , MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13 , and 20-20-203 , 20-20-401 , and 20-20-411 , MCA)
April 26-May 28, 2012	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices. (13-37-226 (4) , MCA) [12 days before and 20 days after the school election]
Following receipt of the tally sheets from all polls AND By May 23, 2012 (Next regular or special board meeting following the election)	Trustees canvass votes, issue certificates of election and publish results. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. (20-20-415 and 416 , MCA) [within 15 days after the election]
Within 15 days after receipt of certificate of election. (20-20-416 , MCA)	Candidate completes oath of office and files with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307 , 20-1-202 , 1-6-101 , MCA)
May 23, 2012	Deadline for trustees to hold organizational meeting. (20-3-321 , MCA) [not later than 15 days after the election] as amended by HB327 (2011 session) effective 4/22/2011.)
June 1, 2012	Deadline for trustees to request county election administrator to conduct school election for next year. (20-20-417 , MCA)
Additional References:	
Sample forms can be found at this address. http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7	
1-1-307 , MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.	
20-3-205 , MCA. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of 20-3-307 , MCA.	
1-5-416 , MCA. A notary public shall: take depositions and affidavits, if the notary is knowledgeable of the applicable legal requirements, and administer oaths and affirmations in all matters incident to the duties of the notary public's office or to be used before any court, judge, officer, or board in this state.	
(MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

14

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 02/13/2012

SUMMARY:

Attached is the report on the interest earned and distributed for January 2012.

The first column of the report reflects the cash balance in various funds as of January 1, 2012.

SUGGESTED ACTION: Informational

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2011-2012

Criteria: From Control#: 33 To: 34

Acct Mask: _____

Sort By Acct

Print Internal Accounts Only

Type: Interest Posting Date: 1/31/2012 Amount Distributed: \$4,480.81 Control#: 33
 Posting Description: Interest Distribution 12/31/2011 Entry#: 344

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$982,533.91	31	.2346193	\$1,051.28	\$982,533.91		\$0.00	Yes
110.00.000.0000.101.000	\$715,717.09	31	.1709061	\$765.80	\$715,717.09		\$0.00	Yes
111.00.000.0000.101.000	\$812,272.27	31	.1939625	\$869.11	\$812,272.27		\$0.00	Yes
112.00.000.0000.101.000	\$95,155.96	31	.0227223	\$101.81	\$95,155.96		\$0.00	Yes
113.00.000.0000.101.000	\$0.00	31	.0000000	\$0.00	\$0.00		\$0.00	Yes
114.00.000.0000.101.000	\$595,431.54	31	.1421831	\$637.10	\$595,431.54		\$0.00	Yes
120.00.000.0000.101.000	\$10,616.72	31	.0025352	\$11.36	\$10,616.72		\$0.00	Yes
121.00.000.0000.101.000	\$51,743.29	31	.0123558	\$55.36	\$51,743.29		\$0.00	Yes
124.00.000.0000.101.000	\$85,927.23	31	.0205186	\$91.94	\$85,927.23		\$0.00	Yes
128.00.000.0000.101.000	\$48,709.96	31	.0116315	\$52.12	\$48,709.96		\$0.00	Yes
129.00.000.0000.101.000	\$101,926.69	31	.0243391	\$109.06	\$101,926.69		\$0.00	Yes
150.00.000.0000.101.000	\$193,851.15	31	.0462897	\$207.42	\$193,851.15		\$0.00	Yes
160.00.000.0000.101.000	\$9,112.24	31	.0021759	\$9.75	\$9,112.24		\$0.00	Yes
161.00.000.0000.101.000	\$484,781.07	31	.1157609	\$518.70	\$484,781.07		\$0.00	Yes
Control# 33 Total:	\$4,187,779.12		1.0000000	\$4,480.81	\$4,187,779.12		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 12/31/2011

Type: HS Interest Posting Date: 1/31/2012 Amount Distributed: \$2,863.06 Control#: 34
 Posting Description: Interest Distribution 12/31/2011 Entry#: 345

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$638,915.40	31	.2110098	\$604.13	\$638,915.40		\$0.00	Yes
210.00.000.0000.101.000	\$432,105.98	31	.1427084	\$408.58	\$432,105.98		\$0.00	Yes
211.00.000.0000.101.000	\$207,478.66	31	.0685224	\$196.18	\$207,478.66		\$0.00	Yes
213.00.000.0000.101.000	\$0.00	31	.0000000	\$0.00	\$0.00		\$0.00	Yes
214.00.000.0000.101.000	\$290,339.42	31	.0958882	\$274.53	\$290,339.42		\$0.00	Yes
217.00.000.0000.101.000	\$15,478.03	31	.0051118	\$14.64	\$15,478.03		\$0.00	Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2011-2012

Criteria: From Control#: 33 To: 34

Acct Mask: _____

Sort By Acct

Print Internal Accounts Only

218.00.000.0000.101.000	\$14,716.77	31	.0048604	\$13.92	\$14,716.77	\$0.00	Yes
220.00.000.0000.101.000	\$9,689.92	31	.0032002	\$9.16	\$9,689.92	\$0.00	Yes
221.00.000.0000.101.000	\$25,368.51	31	.0083783	\$23.99	\$25,368.51	\$0.00	Yes
224.00.000.0000.101.000	\$163,858.04	31	.0541162	\$154.94	\$163,858.04	\$0.00	Yes
228.00.000.0000.101.000	\$121,355.19	31	.0400791	\$114.75	\$121,355.19	\$0.00	Yes
229.00.000.0000.101.000	\$112,179.15	31	.0370486	\$106.07	\$112,179.15	\$0.00	Yes
260.00.000.0000.101.000	\$67,602.05	31	.0223264	\$63.92	\$67,602.05	\$0.00	Yes
261.00.000.0000.101.000	\$657,422.97	31	.2171221	\$621.64	\$657,422.97	\$0.00	Yes
281.00.000.0000.101.000	\$91,091.93	31	.0300842	\$86.13	\$91,091.93	\$0.00	Yes
282.00.000.0000.101.000	\$180,293.30	31	.0595441	\$170.48	\$180,293.30	\$0.00	Yes
Control# 34 Total:	\$3,027,895.32		1.0000002	\$2,863.06	\$3,027,895.32	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 12/31/2011

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

15

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 02/13/2012

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.

- ❖ Appreciation Letter—Bret & Marlys Carpenter
- ❖ Superintendent's Goals
- ❖ CRT Testing (Criterion-Referenced Test)
- ❖ MHS Annual Meeting Results
- ❖ Comprehensive School and Community Treatment Services (CSCT)—Working to Implement Services at Lewis & Clark and the Junior High School
- ❖ MT Department of Commerce (MDOC)—Quality Schools Grant Program Planning
- ❖ MTSBA School Finance Symposiums—During the Month of March
- ❖ State Wrestling Results
- ❖ Roundtable Schedule—Monday, March 12, 2012—Junior High School—6:00 p.m.
- ❖ April 9, 2012 Roundtable and Board Meeting—Possible Date Change
- ❖ FHS & LJHS Jazz Night—Thursday, February 16, 2012—7:00 p.m.—FCPA
- ❖ Central A Divisional Boys/Girls Basketball Tournament—February 23-25, 2012—Great Falls
- ❖ No School—Friday, February 24—Vacation Day
- ❖ PIR Day—Monday, February 27, 2012—Emergency Preparedness
- ❖ FHS Band Concert—Tuesday, February 28, 2012 (Moved from March 13)—7:00 p.m.—FCPA
- ❖ FHS School Play—Wednesday, February 29, 2012 (Moved from February 17)
- ❖ First Grade Music Program—Thursday, March 1, 2012—6:00 p.m.—FCPA
- ❖ Eagle Booster Meeting—Monday, March 5, 2012—7:00 p.m.—Yogo Inn
- ❖ FHS Choir Concert—Tuesday, March 6, 2012—7:00 p.m.—FCPA
- ❖ Home Athletic Games/Meets:
 - GBB vs. Billings Ctrl—Tuesday, February 14, 2012—4:15/5:45/7:30 p.m.

SUGGESTED ACTION: Informational

Additional Information Attached

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

To: Lewistown School Board
From: Bret & Marlys Carpenter 
Re: Carley Carpenter health issues

Date: 1-31-2012

We would like to thank the Lewistown Junior High Management and staff for helping with recent 'breathing issues' our daughter has encountered. We are uncertain what causes this issue, but her presence at the Jr. High building is where most problems have been noted. Mr. Majerus and staff have gone to extra lengths and efforts to try to accommodate Carley's needs, which we have greatly appreciated. Recently, we seem to have found a way to deal with this problem, with cooperation from the Jr. High.

Please recognize our appreciation to the staff and management of the Jr. High for their help with this issue. Thanks.

District Superintendent's Goals

- Maintain and improve the quality education that is provided in the Lewistown Public Schools despite the financial setbacks and budget cuts the district is experiencing.
- Continue to foster an excellent relationship with the students, staff, Board and community despite budget constraints.
- Continue to work to make AYP and look for strategies and programs to implement to improve instruction.
- Continue effective communication with the community.
- Stay active in professional organizations at the state level and work to improve education throughout the state.
- Evaluate Lewistown's role with the CMLRCC and work to determine the best course and best action for the Lewistown School District.

Lewistown Public Schools

Intervention and Improvement Strategies

Title I Services - Students are selected on the basis of school-wide screening instruments (Dibels, Math Assessment) and teacher referral points. A priority list is developed and students are selected for the program. In addition, students who demonstrate a need for additional services may be entered into the Title I program upon proper documentation of need.

Title I staff provides second doses of instruction in our RtI model. Students in these groups were Title I students as well as some students who received instruction for a determined length of time.

Title I offers the first step as an additional intervention, providing targeted small group instruction in Reading and/or Mathematics in grades K-I2.

Lewistown Elementary (Grades K-6)

Response to Intervention (RtI) forms the framework for providing for student needs at all grade levels. A core group of teacher leaders provide data analysis and direction for the intervention model. Our school is organized around grade-level teams. These teams of teachers meet regularly to discuss student progress and needs.

Throughout the year, specific interventions are utilized so that each child can experience success in literacy and mathematics. A referral to the Response to Intervention Team generates a school-wide system that allows the student to be placed in an appropriate intervention group. Using monitor progress data, each student is observed to be sure that adequate progress was being made. If the student made good progress, this targeted instruction was continued; if not, the intervention was changed.

Dibels testing is conducted three times each year by the Title I staff. This helped to identify students who were not making expected progress and/or had not yet achieved “benchmark” status. In addition, Dibels progress monitoring provided the data in tracking student successes in intervention groups.

Visual Phonics - providing a visual sign for letter/sounds.

Read Well - This program provides differentiated instruction for not only the readers who need to strengthen their skills, but also for the advanced reader who moves into enrichment reading options.

A+LS is a technology-based, skill-focused program. A newer version of A+LS has been purchased; an advantage of the updated version is that it is appropriate for pre-K, Kindergarten, and First Grade students.

Specific intervention groups are formed in response to student needs. These groups are taught primarily by the Title I and Resource staff. The groups were fluid in nature, designed to close skill gaps so as to allow students to experience success in the classroom.

My Sidewalks - This intervention program which accompanies the Scott Foresman district-adopted reading text is a Tier III intervention; it is being utilized for the Kindergarten, First, and Second Grade students.

After-school tutoring is an excellent intervention for a very limited number of students. If staff and funding are available, this program could be expanded so that students are offered support throughout the school year.

Montana Behavior Initiative (MBI) - Our MBI team consists of a variety of staff members that include the principal, classroom teachers, paraprofessionals, school secretary and counselor. Our school MBI team meets monthly to address a variety of school climate and behavior issues that may be occurring. Student behavior and ways of instilling quality school wide expectations for all our students have been considered. We have also identified those students with high needs and how to positively impact behavior.

Block Scheduling - A block schedule is utilized for our reading and math instructional blocks. This allows for focused instruction within each grade level. All of our classroom teachers, resource and title staff are involved with instruction at this time. Scott Foresman Core Reading Curriculum is utilized along with corrective reading to assist us in meeting student needs.

Walk to Math - This program is data driven. Ten small flexible groups have been created that have focused instructions that meet the students' skills and ability level while at the same time challenge them to grow in their math knowledge. During this process we are utilizing all of our classroom teachers and paraprofessionals to deliver instruction.

Lewistown Junior High (Grades 7-8)

After School Learning Center (ASLC) - This assisted study time is offered two days a week for one hour. Students are assigned to attend depending on daily work completion and academic need. One teacher and one instructional aide work with students. Attendance is anywhere from 5-25 students.

Corrective Reading - Those students identified as Tier Three in Reading are assigned to a 30-minute period focusing on basic reading skills.

English/Language Arts (grades 7 and 8) - This Language curriculum serves as a replacement English for those students identified as Tier Two and Three in Language Usage.

Accelerated Reading - A 30-minute period where every student is focused on reading. The requirements go well beyond simply sitting quietly and reading. Students are expected to read articles, non-fiction, and fiction. With the articles and Non-fiction, students are required to summarize what they have read through note taking. Rewards are given for exceeding set goals.

Ability Level Math Classes - Title I Math, Essentials to Algebra, and Connecting Math Concepts are for tier 2 and 3 students. Algebra is available for those who score in the upper percentile in math.

Study Skills/Computer Applications - This class is new this year for 7th grade. Instead of getting a full year of computer applications, one third of the students rotate between computer applications and study skills. In study skills, students are given instruction on strategies for being successful students. Students also receive supplemental instruction in math, language arts, and reading that will help with test taking skills.

Advisory Groups - During homeroom times each teacher interviews students regarding their successes and struggles with school. Advisory is a proven method of helping keep students accountable for their work and early identifications of struggling students.

Special Education - Both special education teachers are a part of our RtI team and process. Their department utilizes small group instruction in addition to academic support in general education class settings. Co-teach models and use of aides in content classes impact the needs of all students.

The RtI Team has joined the secondary RtI program offered through OPI and is working with the District RtI to assure a consistent process through the grades.

Grade Level Meetings - Staff meets to discuss concerns with students and share intervention strategies.

Department Meetings - Utilized to monitor and discuss curriculum pacing and best practices.

MAP testing - New students are screened for proper academic placement. Testing is used three times during the school year to benchmark all students.

Parent Meetings - Teachers often meet with parents when concerns arise. This team approach allows discussions of where students are successful and where they struggle. The staff believes in the importance of parents in the educational process.

Fergus High School (Grades 9-12)

MAP Testing - One thing Fergus High School is focusing on is the use and review of data from our MAP testing to help:

- 1) Identify students that might be of a concern;
- 2) Insure student placement in courses that will help improve their success rate; and
- 3) Allow teachers more information to be able to differentiate activities within the classroom to address individual student needs as indicated.

Study Back - Sophomore and freshmen students assigned by teachers are required to attend the FHS Study Back until grades improve above a D (77%).

Team Taught Classes - Students who are not proficient in reading are assigned to our team taught classes in all grades of English, Earth Science, Biology, World History, American History and Problems of American Democracy.

Team taught classes are focusing this year on improving their team teaching processes. That work is to help modify instruction and expectations to better meet the needs of the individual students in the class. Reading modifications and help are some of the focus of those courses.

Inclusion of additional research proven programs and assessments into our resource, and English team taught classes. Those include Rewards, Read Naturally, Corrective Reading and Basic Paragraph Writing. Additional assessments beyond MAP testing and Corrective Reading are the Aims Web and parts of the Woodcock-Johnson Achievement Test.

Math Placement - Students not proficient in Math are assessed and placed in the appropriate level in the mathematics progression. Those placements are reviewed annually.

Math courses are focusing on regular efforts of providing students with constructed response and short answer questions within each section of material in order to have consistent opportunities for students to work with and discuss mathematics without just using typical math problem formats.

RtI - Training and use of RtI with Freshmen Academy staff to improve student achievement at that level.

Test Taking Practices - Fergus High School is in the process of looking at the time and way students are tested. In the past we have looked at ways that cause the less conflict school wide and we need to shift gears and take a good look at what is best for the students taking the test.



2012 Annual Meeting Proposals
MONTANA HIGH SCHOOL ASSOCIATION
2012 ANNUAL MEETING

Monday, January 16, 2012
Billings Hotel & Convention Center
Billings, Montana

PROPOSALS

1. Proposal to Amend Membership By-Law -- **FAILED**
Presented by: Manhattan Christian High School
2. Proposal to Amend Participation By-Law -- **FAILED**
Presented by: Bigfork High School
3. Proposal to Allow Wrestling Practice by Eighth Grade Students -- **FAILED**
Presented by: Choteau High School
4. Proposal to Eliminate Master Basketball Scheduling -- **WITHDRAWN**
Presented by: MHSA Executive Board
5. Proposal to Rescind Academic Eligibility Requirements for Major Performing Groups- **PASSED**
Presented by: Malta High School

MONTANA
Department of Commerce

Dore Schwinden, Director

301 S. Park Ave. ★ P.O. Box 200501 ★ Helena, Montana 59620-0501
Phone 406-841-2700 ★ Fax 406-841-2701 ★ TDD: 406-841-2702 ★ <http://commerce.mt.gov>

January 11, 2012

Mr. Jason Butcher
Lewistown Elementary School
215 7th Ave. South
Lewistown, MT 59457

Dear Mr. Butcher:

The Montana Department of Commerce (MDOC) has concluded the review of your application for a Quality Schools Program Planning Grant.

As you know, this program is one of Governor Brian Schweitzer's priority initiatives. The Governor recognizes the need for assistance to schools across Montana. He worked very hard to make these funds available to meet the needs of worthy recipients such as your school.

I am pleased to inform you that your school district has been awarded a planning grant in the amount of \$4000. Your school will be responsible for the remaining \$1000 to complete the planning project, as indicated in your planning grant application.

By accepting this award, you agree to carry out the grant in accordance with the terms and conditions set forth in the Guidelines and Administration Manual for Quality Schools Planning Grants 2013 Biennium.

Maria Jackson, Planning Specialist, will be the Department's liaison for your grant. Please feel free to contact your planning specialist with any questions or concerns you may have concerning your planning grant or the Quality Schools Grant Program.

Congratulations on the award of your Quality Schools Planning Grant. We look forward to working with you.

To contact the Quality Schools team, please call our office by telephone at (406) 841-2770 or email at DOCQualitySchools@mt.gov.

Sincerely,


Dore Schwinden, Director
Montana Department of Commerce

BRIAN SCHWEITZER, GOVERNOR

BOARD OF TRUSTEES ROUNDTABLE SCHEDULE

2011-2012

Date	Group	Time	Meeting Site
November 14, 2011	Highland Park Elementary	6:00-7:00 p.m.	Highland Park Elementary School
December 12, 2011	Lewis and Clark Elementary	6:00-7:00 p.m.	Lewis & Clark Elementary School
January 9, 2012	Garfield Elementary	6:00-7:00 p.m.	Garfield Elementary School
February 13, 2012	FHS Staff	6:00-7:00 p.m.	Fergus High School
March 12, 2012	Junior High School	6:00-7:00 p.m.	Junior High School
April 9, 2012	LEA Executive Board	6:00-7:00 p.m.	Lincoln Board Room

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

16

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 02/13/2012

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

17

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 02/13/2012

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 9, 2012, 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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Garfield Elementary – Gymnasium
415 East Boulevard
Lewistown MT 59457**

MONDAY, January 9, 2012

BOARD ROUNDTABLE DISCUSSION – GARFIELD STAFF

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

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Stan Monger, Barb Thomas, Joe Irish, Mary Schelle, Jeremy Bristol, Lisa Pierce, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne, Jerry Feller, Scott Dubbs, Matt Lewis, Mary Kepler

OTHERS PRESENT:

Student Representative Sydney Stivers, Joe Zahler-KXLO/KLCM Radio; Doreen Heintz-Lewistown News-Argus, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. PRESENTATION—MARY KEPLER, ELEMENTARY MUSIC TEACHER

Mary Kepler, Elementary Music Teacher, along with some of the fourth grade students from Garfield Elementary presented some musical selections to show the Board of Trustees what they have been learning in general music.

4. RECOGNITION—DAVE PILLAR, PAMIDA FOUNDATION

The Board of Trustees recognized Dave Pillar, Manager of the Pamida Discount Center in Lewistown, and the Pamida Foundation for their generous donation of \$1,566.32 to help cover the cost of student supplies.

5. REPORT—STUDENT REPRESENTATIVE

Sydney Stivers, student representative to the Board, reported on upcoming activities at Fergus High School.

6. INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

The new Student Representative to the Board has not yet been chosen, but will be introduced at the February meeting. The Board also recognized Sydney Stivers for her time and devotion to the Board and for doing an excellent job during her term.

7. **REPORT—COMMITTEES OF THE BOARD**
The Curriculum Committee members reported on the ongoing work of their committees. The Collective Gaining Team met on Tuesday, January 3, 2012. The Board Members of the Gaining Team, Jeremy Bristol, Lisa Pierce, and Barb Thomas along with Scott Dubbs met on Thursday, January 6, 2012. The next Gaining meeting is scheduled for Tuesday, January 10, 2012, at 5:30 p.m. Trustee Barb Thomas also reported on the ongoing curriculum meetings.
8. **DISCUSSION—REVIEW DISTRICT GOALS**
The Board of Trustees reviewed the 2010-2015 Goals and Strategic Objectives to see if any changes and/or additions need to be made to any of the goal areas. Minor wording and date changes were made.
9. **CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.**
No items were discussed.

SUPERINTENDENT'S REPORT

10. **REPORT—ELECTION UPDATE**
Mike Waterman, Business Manager/District Clerk, presented to the Board the 2012 School Election Calendar and advised them of the trustee seats that will be up for election in 2012.
11. **REPORT—INVESTMENT**
Interest earned and distributed for December 2011, was reported with \$6,039.36 in the elementary funds and \$3,818.21 in the high school funds for a total of \$9,857.57.
12. **OTHER ITEMS**
Jason Butcher, Superintendent, presented to the Board the proposals that will be discussed at the MHSA Annual meeting scheduled for Monday, January 16, 2012. The next Roundtable will be with the Fergus High School Staff on Monday, February 13, 2012, in the FHS Library. The Board also reviewed dates for upcoming District events.

PUBLIC PARTICIPATION

13. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD**
There was no public input.

ACTION ITEMS

MINUTES

14. **MINUTES OF THE DECEMBER 12, 2011, REGULAR BOARD MEETING** – approved unanimously (Weeden/Thomas).

APPROVAL OF CLAIMS

15. **CLAIMS** – The claims referenced in the 2011-12 Bill Schedule and submitted through January 5, 2012, were approved unanimously (Bristol/Schelle). Finance committee members for January–March 2012 are Trustees Monger, Bristol, Irish, and Schelle.

CONSENT GROUP ITEMS – approved unanimously (Irish/Weeden)

16. **APPROVE ADDITIONS TO SUBSTITUTE LIST FOR THE 2011-2012 SCHOOL YEAR** – Substitute Teacher/Aide List—Melissa Gee, Sarah Kortum-Kuni and Arlene Wagner; Substitute Custodian List—Teran Alaers.

INDIVIDUAL ITEMS

17. **APPROVE ADOPTION OF SCIENCE CURRICULUM** – approved unanimously (Thomas/Bristol).
18. **APPROVE CHANGES TO THE FERGUS HIGH SCHOOL RENAISSANCE HANDBOOK.** The Board discussed the effective date of the proposal, and whether it was fair to change the valedictorian requirements a portion of the way through a class's high school career. FHS Principal Jerry Feller noted that the staff committee that developed the requirements reviewed that issue and that the changes would not negatively affect any current students. Mr. Feller also noted that the staff committee recommended a 2012-2013 effective date for the policy change on a 7-2 committee vote. The Board also discussed 8th grade algebra classes and their potential impact on the valedictorian standing, as well as the community and college

perception of multiple valedictorians. Trustee Irish moved approval of the changes as presented, and Trustee Weeden seconded the motion. The motion passed 6-1, with Trustee Thomas opposed.

19. APPROVE ACCEPTING THE TEAM NUTRITION TRAINING MINI-GRANT FUNDS – approved unanimously (Weeden/Thomas).
20. APPROVE REQUEST FOR EXTENDED LEAVE OF ABSENCE – approved unanimously (Bristol/Pierce).
21. APPROVE APPOINTMENT OF SUPERINTENDENT BUTCHER TO THE CENTRAL MONTANA FOUNDATION BOARD OF DIRECTORS – approved unanimously (Irish/Bristol).
22. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Pierce/Schelle).

EXECUTIVE SESSION

23. SUPERINTENDENT'S EVALUATION
Chair Stan Monger called for an Executive Session at 8:10 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

ADJOURNMENT

The meeting was called back into regular session at 9:55 p.m. and adjourned. The next regular meeting will be held on February 13, 2012, at 7:00 p.m. at Fergus High School (Bristol – unanimous).

STAN MONGER
BOARD CHAIR

MIKE WATERMAN
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: January 9, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
HODGES, Sheryl	Resource Paraprofessional	Fergus High School	Approve letter of resignation	June 1, 2012	See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

18

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 02/13/2012

SUMMARY:

Approve claims paid through February 10, 2012, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2012 include: Stan Monger, Jeremy Bristol, Joe Irish, and Mary Schelle.

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

19 - 20

<u>Agenda Items</u>	<u>Additional Information</u>
<p>19. Approve Additions to the Substitute List for the 2011-2012 School Year</p> <p>20. Approve 2012-2013 School Calendar</p>	

SUGGESTED ACTION: Approve All Items

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

19

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2011-2012 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 02/13/2012

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2011-2012 School Year. The substitutes being added to the list are:

Substitute Teacher/Aide List:

- Holly Barnett
- Aubrey Groneman – Aide Only
- Sarah Knox
- Denise Lund – Office Aide Only
- Stephanie McLean
- Gina Rowland
- Molly Zier

Substitute Bus Driver List:

- William Turner

Substitute School Food Service:

- Denise Lund

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2011-2012 School Year

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

20

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

ITEM TITLE: APPROVE 2012-2013 SCHOOL CALENDAR

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/13/2012

SUMMARY:

The Board of Trustees needs to approve the 2012-2013 School Calendar as presented on the attachment.

SUGGESTED ACTION: Approve 2012-2013 School Calendar

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

Lewistown Public Schools 2012-2013 School Calendar

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

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

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

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

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

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

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

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

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

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

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

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

- August 23-24 PIR
- August 27 All Staff Orientation
- October 18-19 Staff Development Days - Teachers Convention
- November 7-8 Parent Teacher Conferences
(Evening on Nov 7, All Day on Nov 8)
- January 21 PIR
- April 4 **Parent Teacher Conference**
(Conference-Evenings ONLY--Regular School Day for Students)

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

Holidays/Vacations

- September 3 Labor Day
- October 18-19 Fall Vacation (Teachers - Convention)
- November 8 Parent Teacher Conferences (**Vacation Day for Students**)
- November 9 Vacation Day
- November 21-23 Thanksgiving Vacation
- December 24-January 1 Winter Break
- January 21 PIR (**Vacation Day for Students**)
- February 22 Vacation Day
- March 29-April 1 Spring Break
- May 27 Memorial Day

LEWISTOWN PUBLIC SCHOOLS
2012-2013 SCHOOL CALENDAR

A. Pupil Instruction

First Semester	89 Days	Second Semester	90 Days
FIRST QUARTER		THIRD QUARTER	
First Week	Aug 28 -- Aug 31 4	First Week	Jan 22 -- Jan 25 4
Second Week	Sept 4 -- Sept 7 4	Second Week	Jan 28 -- Feb 1 5
Third Week	Sept 10 -- Sept 14 5	Third Week	Feb 4 -- Feb 8 5
Fourth Week	Sept 17 -- Sept 21 5	Fourth Week	Feb 11 -- Feb 15 5
Fifth Week	Sept 24 -- Sept 28 5	Fifth Week	Feb 18 -- Feb 21 4
Sixth Week	Oct 1 -- Oct 5 5	Sixth Week	Feb 25 -- Mar 1 5
Seventh Week	Oct 8 -- Oct 12 5	Seventh Week	Mar 4 -- Mar 8 5
Eighth Week	Oct 15 -- Oct 17 3	Eighth Week	Mar 11 -- Mar 15 5
Ninth Week	Oct 22 -- Oct 26 5	Ninth Week	Mar 18 -- Mar 22 5
Tenth Week	Oct 29 -- Nov 2 5	Tenth Week	Mar 25 -- Mar 28 4
	<u>46</u>		<u>47</u>
SECOND QUARTER		FOURTH QUARTER	
First Week	Nov 5 -- Nov 7 3	First Week	Apr 2 -- Apr 5 4
Second Week	Nov 12 -- Nov 16 5	Second Week	Apr 8 -- Apr 12 5
Third Week	Nov 19 -- Nov 20 2	Third Week	Apr 15 -- Apr 19 5
Fourth Week	Nov 26 -- Nov 30 5	Fourth Week	Apr 22 -- Apr 26 5
Fifth Week	Dec 3 -- Dec 7 5	Fifth Week	Apr 29 -- May 3 5
Sixth Week	Dec 10 -- Dec 14 5	Sixth Week	May 6 -- May 10 5
Seventh Week	Dec 17 -- Dec 21 5	Seventh Week	May 13 -- May 17 5
Eighth Week	Jan 2 -- Jan 4 3	Eighth Week	May 20 -- May 24 5
Ninth Week	Jan 7 -- Jan 11 5	Ninth Week	May 28 -- May 31 4
Tenth Week	Jan 14 -- Jan 18 5		<u>43</u>
	<u>43</u>		

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

	Totals
August 23-24	2.0
August 27 All Staff Orientation/PIR	1.0
October 18-19 Staff Development Days - Teachers Convention	2.0
November 7-8 Parent Teacher Conferences (Evening on Nov 7, All Day on Nov 8)	1.5
January 21 PIR	1.0
April 4 Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Days for Students)	0.5
	<u>8.0</u>

C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 8	Parent Teacher Conferences (Vacation Day for Students)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24-January 1	Winter Break
January 21	PIR (Vacation day for Students)
February 22	Vacation Day
March 29-April 1	Spring Break
May 27	Memorial Day

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

21

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

ITEM TITLE: APPROVE EXTENSION OF SUPERINTENDENT'S CONTRACT

Requested By: Board of Trustees **Prepared By:** Trustees **Date:** 02/13/2012

SUMMARY:

Jason Butcher, Superintendent, was verbally offered a two-year extension on his contract following the Executive Session held on Monday, January 9, 2012. The Board of Trustees needs to approve changing the ending date of the contract from June 30, 2013, to June 30, 2015.

SUGGESTED ACTION: Approve Two-Year Contract Extension for Superintendent

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

22

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

ITEM TITLE: APPROVE REQUEST TO EARN COLLEGE CREDITS OUTSIDE OF THE CANDIDATE'S TEACHING FIELD

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/13/2012

SUMMARY:

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

SUGGESTED ACTION: Approve Request to Earn College Credits Outside of Candidate's Teaching Field

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

Clinic Credit through California State University, Monterey Bay



Coaches attending the **MEGA/Glazier Football Clinics in 2012** may earn 1 and/or 3 graduate level, professional development, salary advancement credits* through California State University Monterey Bay Extension in the manner described below. **Tuition is \$99 for one credit and \$297 for three credits** which includes all materials necessary to complete a course. Tuition is separate from and in addition to clinic fees.

TO RECEIVE ONE CREDIT:

MEGA/Glazier Football Clinic 2012 - # ESPX 719

Attend a minimum of 13 hours at the clinic. From notes taken at the clinic sessions you attend, write a 2 to 3-page paper summarizing the sessions attended, what you learned at the sessions, and how you may apply what you learned to your coaching programs.

TO RECEIVE THREE CREDITS:

FOOBALL 2012 - # ESPX 766

Attend a minimum of 13 hours at the clinic and write a 2 to 3-page paper, typed and double-spaced, identifying the speakers and discussing what you learned and how you can apply what you learned to your program. Additionally, in approximately 3 weeks from your enrollment, you will receive texts and DVDs on sport-specific activities. The cost of the course materials is included in the tuition and the materials are yours to keep and use. The texts and DVDs will be accompanied by an assignment wherein you will analyze what you have read and/or viewed. These analyses will each be 2 to 4 pages in length. Also included is a coaching project.

**CREDIT DEFINITION: The CSUMB coaching courses offer semester units of graduate-level credit toward professional development through CSUMB's Office of Extended Ed. In the California State University System, these credits are awarded for a minimum of 15 hours of coursework per credit earned. They are not applicable toward a degree at CSUMB. Students meeting course requirements will earn a letter grade. Grades are recorded in the term completed. Refer to grade acknowledgement letter mailed to you after grading for official transcript request instructions.*

Keep the top portion of this form. Complete the Registration Form below and return it to the address below with your check or credit card information. For questions or for further information, call 1-800-916-2818

CSUMB ACT & COACHING COURSES - 3151 Airway Ave., #B-2, Costa Mesa, CA 92626

ActProgram.info

ENROLLMENT FORM

1-credit clinic \$ 99
3-credit sports \$297

Please enroll me in: MEGA/GLAZIER FB CLINIC '12 - ESPX 719 (1-credit)
 FOOTBALL '12 - ESPX 766 (3-credits)

Today's Date: _____ Attached is my check in the amount of \$ _____ Payable to **ACPE, Inc.**

Or, I authorize a charge to my credit card (circle one) VISA MASTERCARD DISCOVER

Card # _____ Expiration Date: _____ 3-Digit Code on back: _____

Signature: _____ Print Name as it appears on CC: _____

Name: _____ SS# _____

Street Address: _____ City _____ State: _____

Zip: _____ Phone: (____) _____ Date of Birth: _____

Email Address: _____ School District: _____

I attended the MEGA/Glazier Clinic in _____ (town, state) on _____ (date of clinic)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

23

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

ITEM TITLE: APPROVE FIRST SEMESTER ELEMENTARY AND HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT

Requested By: Board of Trustees **Prepared By:** Cindy Giese/Matt Lewis **Date:** 02/13/2012

SUMMARY:

Attached are the first semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., unvoted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the first semester as presented on the attachments.

SUGGESTED ACTION: Approve First Semester Elementary and High School Bus Route Reimbursement Claims

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						



TR-6
Bus Route Reimbursement Claim
1st Semester 2011-2012
08/24/2011-01/20/2012

14 Fergus
0258 Lewistown Elem

Route #	%	Miles		Driver	Days		Total
		Per Day	Rate		Claimed	Reimbursed	Reimbursement
1	67.00	109.20	1.57	Wayne R. Lelek	90.00	90.00	10,338.07
2	67.00	55.00	1.80	James E. Pearson	90.00	90.00	5,969.70
3	67.00	97.00	1.36	Kathleen A. Schaeffer	90.00	90.00	7,954.78
4	67.00	108.00	1.80	Theodore F. Murray	90.00	90.00	11,722.32
5	67.00	58.00	1.36	Joshua M. Otto	90.00	90.00	4,756.46
6	67.00	98.90	0.95	Fred J. Wood, Jr.	90.00	90.00	5,665.49
7	67.00	114.90	0.95	Robert S. Odermann	90.00	90.00	6,582.05
8	67.00	53.00	1.80	Frank B. Burns	90.00	90.00	5,752.62
9	67.00	128.00	1.36	Rebecca I. Baszczuk	90.00	90.00	10,497.02
10	67.00	46.40	1.36	Lee M. Lantzer	90.00	90.00	3,805.17
11	100.00	44.00	1.36	David B. McConnell	90.00	90.00	5,385.60
Total Bus Route Reimbursement							78,429.28

Board Chair _____
 Signature

* Indicates that OPI needs to prepare an adjustment or re-calculate the payment to include this claim



TR-6
Bus Route Reimbursement Claim
1st Semester 2011-2012
08/24/2011-01/20/2012

14 Fergus
0259 Fergus H S

Route #	%	Miles		Driver	Days		Total
		Per Day	Rate		Claimed	Reimbursed	Reimbursement
1	33.00	109.20	1.57	Wayne R. Lelek	90.00	90.00	5,091.89
2	33.00	55.00	1.80	James E. Pearson	90.00	90.00	2,940.30
3	33.00	97.00	1.36	Kathleen A. Schaeffer	90.00	90.00	3,918.02
4	33.00	108.00	1.80	Theodore F. Murray	90.00	90.00	5,773.68
5	33.00	58.00	1.36	Joshua M. Otto	90.00	90.00	2,342.74
6	33.00	98.90	0.95	Fred J. Wood, Jr.	90.00	90.00	2,790.46
7	33.00	114.90	0.95	Robert S. Odermann	90.00	90.00	3,241.90
8	33.00	53.00	1.80	Frank B. Burns	90.00	90.00	2,833.38
9	33.00	128.00	1.36	Rebecca I. Baszczuk	90.00	90.00	5,170.18
10	33.00	46.40	1.36	Lee M. Lantzer	90.00	90.00	1,874.19
Total Bus Route Reimbursement							35,976.74

Board Chair _____

Signature

* Indicates that OPI needs to prepare an adjustment or re-calculate the payment to include this claim

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

24

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

ITEM TITLE: APPROVE FIRST READING—BOARD POLICY #5328—FAMILY MEDICAL LEAVE

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 02/13/2012

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5328—Family Medical Leave. This change is being made to be consistent with Board Policy #5328P, which is the detailed procedural portion of the policy. Both versions of the policy are attached for your review.

Information being deleted from this policy has been marked with a ~~strike~~through.

SUGGESTED ACTION: Approve First Reading of Board Policy #5328—Family Medical Leave

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

FIRST READING

Lewistown School District

PERSONNEL

5328

Family Medical Leave

In accordance with the provisions of the Family Medical Leave Act of 1993, a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) the birth of a child; 2) the placement of a child for adoption or foster care; 3) because of a serious health condition that makes the employee unable to perform the functions of the job; or 4) to care for the employee's spouse, child, or parent with a serious health condition.

An employee is eligible to take FMLA leave if the employee has been employed for at least twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date when the leave is requested and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Employees will ~~(not)~~ be required to use appropriate paid leave while on FMLA Leave. Workers' Compensation absences will ~~(not)~~ be designated FMLA Leave.

The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is July 1 to June 30.

At the discretion of the Superintendent, medical certification may be required to determine FMLA initial or continued eligibility as well as fitness for duty.

NOTE: This provision applies to school districts with fifty (50) or more employees. Those districts with less than fifty (50) employees must comply with notice and record retention but are not obligated to provide the leave as a benefit of any employee's employment.

Legal Reference: 29 CFR 825, 29 USC 2601, et seq. - Family and Medical Leave Act of 1993
§§2-18-601, et seq., MCA Leave Time
§§49-2-301, et seq., MCA Prohibited Discriminatory Practices

Policy History:

Adopted on: June 28, 2004

Revised on:

Lewistown School District

PERSONNEL

5328P
page 1 of 4

Family Medical Leave

Who Is Eligible

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Benefit

Under certain conditions, eligible employees, if qualified, may be entitled to up to twelve (12) weeks leave with continuing participation in the District's group insurance plan.

Reasons for Taking Leave

Unpaid leave will be granted to eligible employees for any of the following reasons:

- a) to care for the employee's child after birth, or placement for adoption or foster care;
- b) to care for the employee's spouse, child, or parent (does not include parents-in-law) who has a serious health condition; or
- c) for a serious health condition that makes the employee unable to perform the employee's job.

Substitution of Paid Leave

Paid leave will be substituted for unpaid leave under the following circumstances:

- a) Accumulated sick/personal leave will be utilized concurrently with any FMLA leave that is taken for a serious health reason as described in (b) or (c) above.
- b) Accumulated vacation/personal leave will be utilized concurrently with any FMLA leave that is taken for a family reason as described in (a) above.
- c) Accumulated sick leave will be utilized concurrently with FMLA leave, whenever the FMLA leave is taken for reasons which qualify for sick leave benefits pursuant to District policy or an applicable collective bargaining agreement.
- d) Whenever appropriate workers' compensation absences shall be designated FMLA leave.

When Both Parents Are District Employees

If both parents of a child are employed by the District, they each are entitled to a total of twelve (12) weeks of leave per year. However, leave may be granted to only one (1) parent **at a time**,

and only if leave is taken: (1) for the birth of a child or to care for the child after birth; (2) for placement of a child for adoption or foster care, or to care for the child after placement; or (3) to care for a parent (but not a parent-in-law) with a serious health condition.

Advance Notice

Employees must provide thirty (30) days advance notice when the leave is “foreseeable.” In other situations an employee must give notice as soon as practicable. Leave may be allowed in emergency situations when no advance warning is possible. Inexcusable delays in notifying the District may result in the delay or denial of leave.

Requests

A sick leave request form is to be completed whenever an employee is absent from work for more than three (3) days or when an employee has need to be absent from work for continuing treatment by (or under the supervision of) a health care provider.

Medical Certification

The District will require medical certification to support a request for leave or any other absence because of a serious health condition (at employee expense) and may require second or third opinions (at the employer’s expense) and a fitness-for-duty report or return-to-work statement.

Intermittent/Reduced Leave

FMLA leave may be taken “intermittently or on a reduced leave schedule” under certain circumstances. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the approval of the District. Where FMLA leave is taken to care for a sick family member or for an employee’s own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. An employee may be reassigned to accommodate intermittent or reduced leave. When an employee takes intermittent leave or leave on a reduced leave schedule, increments will be limited to the shortest period of time that the District’s payroll system uses to account for absences or use of leave.

Insurance

An employee out on FMLA leave is entitled to continued participation in the appropriate group health plan, but it is incumbent upon the employee to continue paying the usual premiums throughout the leave period. An employee’s eligibility to maintain health insurance coverage will lapse if the premium payment is more than thirty (30) days late. The District will mail notice of delinquency at least fifteen (15) days before coverage will cease.

Return

Upon return from FMLA leave, reasonable effort shall be made to place the employee in the original or equivalent position with equivalent pay, benefits, and other employment terms.

Record Keeping

Employees, supervisors, and building administrators will forward requests, forms, and other material to payroll to facilitate proper record keeping.

Summer Vacation

The period during the summer vacation or other scheduled breaks (i.e., Christmas) an employee would not have been required to work will not count against that employee's FMLA leave entitlement.

SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

Leave More Than Five (5) Weeks Before End of Term

If an instructional employee begins FMLA leave more than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term, if:

- (a) the leave is at least three (3) weeks; and
- (b) the employee's return would take place during the last three-(3)-week period of the semester term.

Leave Less Than Five (5) Weeks Before End of Term

If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than five (5) weeks before the end of term, the District may require the employee to continue taking leave until the end of a semester term, if:

- (a) the leave is longer than two (2) weeks; and
- (b) the employee's return would take place during the last two-(2)-week period of the semester term.

Leave Less Than Three (3) Weeks Before End of Term

If an instructional employee begins FMLA leave for a purpose other than that employee's own serious health condition less than three (3) weeks before the end of term, the District may require

the employee to continue taking leave until the end of the academic term if the leave is longer than five (5) days.

Intermittent or Reduced Leave

Under certain conditions, an instructional employee needing intermittent or reduced leave for more than twenty percent (20%) of the total working days over the leave period may be required by the District to:

- (a) Take leave for a period(s) of particular duration not to exceed the duration of treatment;
or
- (b) Transfer to an alternate but equivalent position.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

25

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

ITEM TITLE: APPROVE RECOMMENDATION TO BUILD A FIRE ESCAPE AT LEWISTOWN JUNIOR HIGH SCHOOL

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 02/13/2012

SUMMARY:

The Board of Trustees needs to approve the recommendation from the Buildings and Grounds Committee to build a fire escape at Lewistown Junior High School.

SUGGESTED ACTION: Approve Recommendation to Build a Fire Escape at Lewistown Junior High School

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

prairie wind architecture

January 23, 2012

Paul Stengel, Maintenance Director
School District No. 1
215 7th Ave. So.
Lewistown, MT 59457

RE: Jr. High Fire Escape

Dear Paul,

Per your request, I've completed the estimate for Fire Escape Option One, on the drawing dated September 12, 2011. I have the costs broken down in pretty good detail, but just to summarize:

- The overall cost, including steel fabrications, opening modifications, new doors and hardware, etc. is about \$24,800 for materials and labor. With general conditions and overhead and profit estimated at about 21.5%, **the project would cost about \$30,110.00.**
- You asked about modifying the design to include a counterweighted fire escape. This alteration would add about \$3,000 to the steel fabrication costs. I've estimated additional \$500 towards installation, and O & P would mean an **addition of about \$4,250 to the budget for a counterweighted fire escape—all else being equal.**

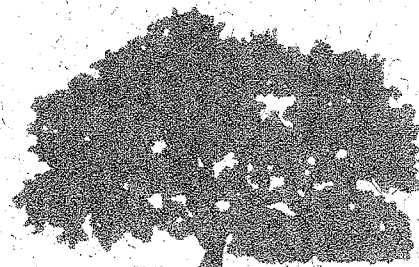
I hope this helps—and let me know if I should proceed with the drawings necessary to complete this work!

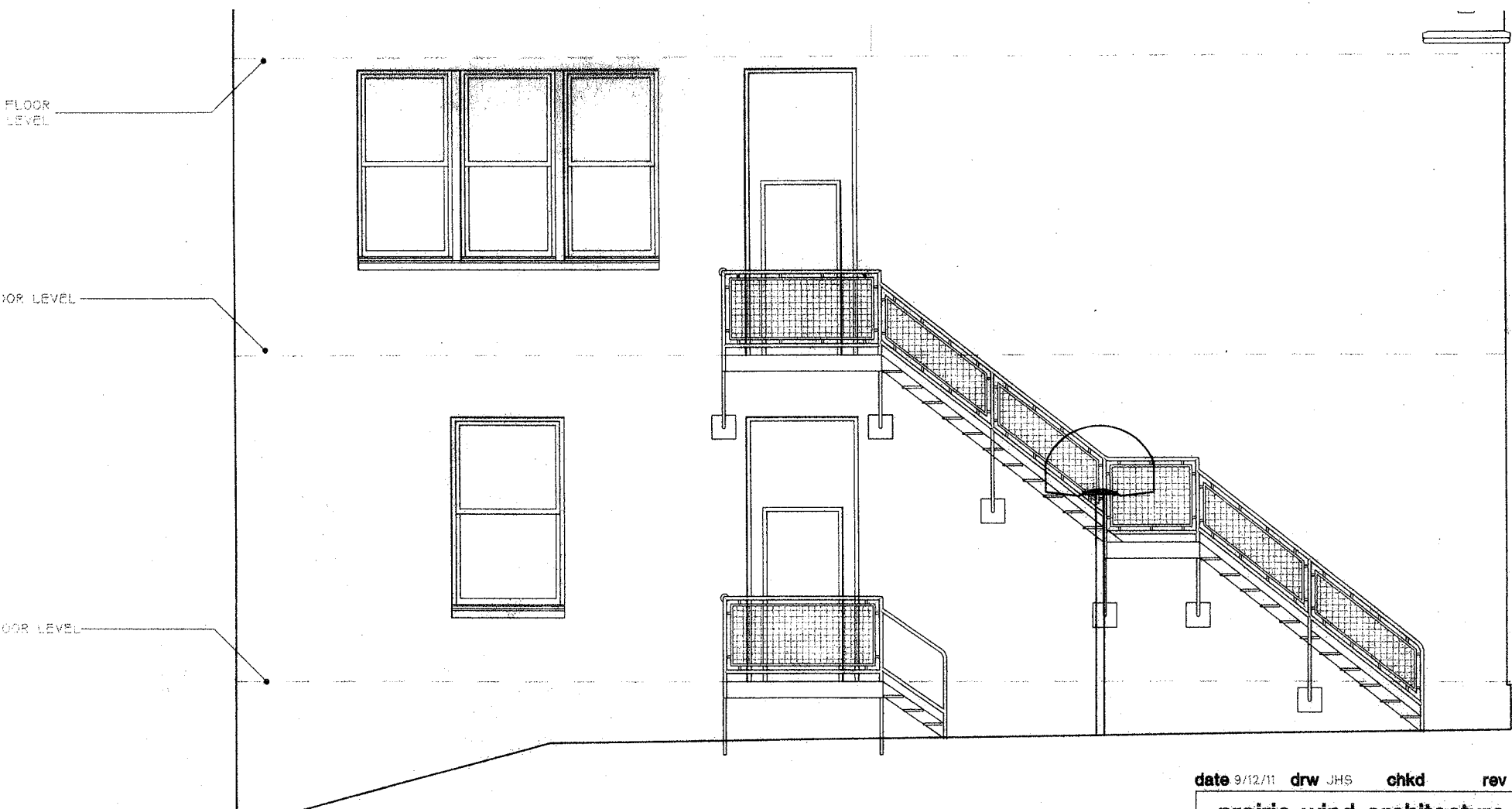
Sincerely,



Jeff Shelden, AIA

JS:cvs





Fire Escape Option Two

SCALE: 1/8" = 1'-0"

date 9/12/11 drw JHS chkd rev

prairie wind architecture, p.c.
 box 626
 lewistown, montana 59457
 [406] 538-2201

Project Title:

Fire Escape Modifications

Proj. No. 7/11

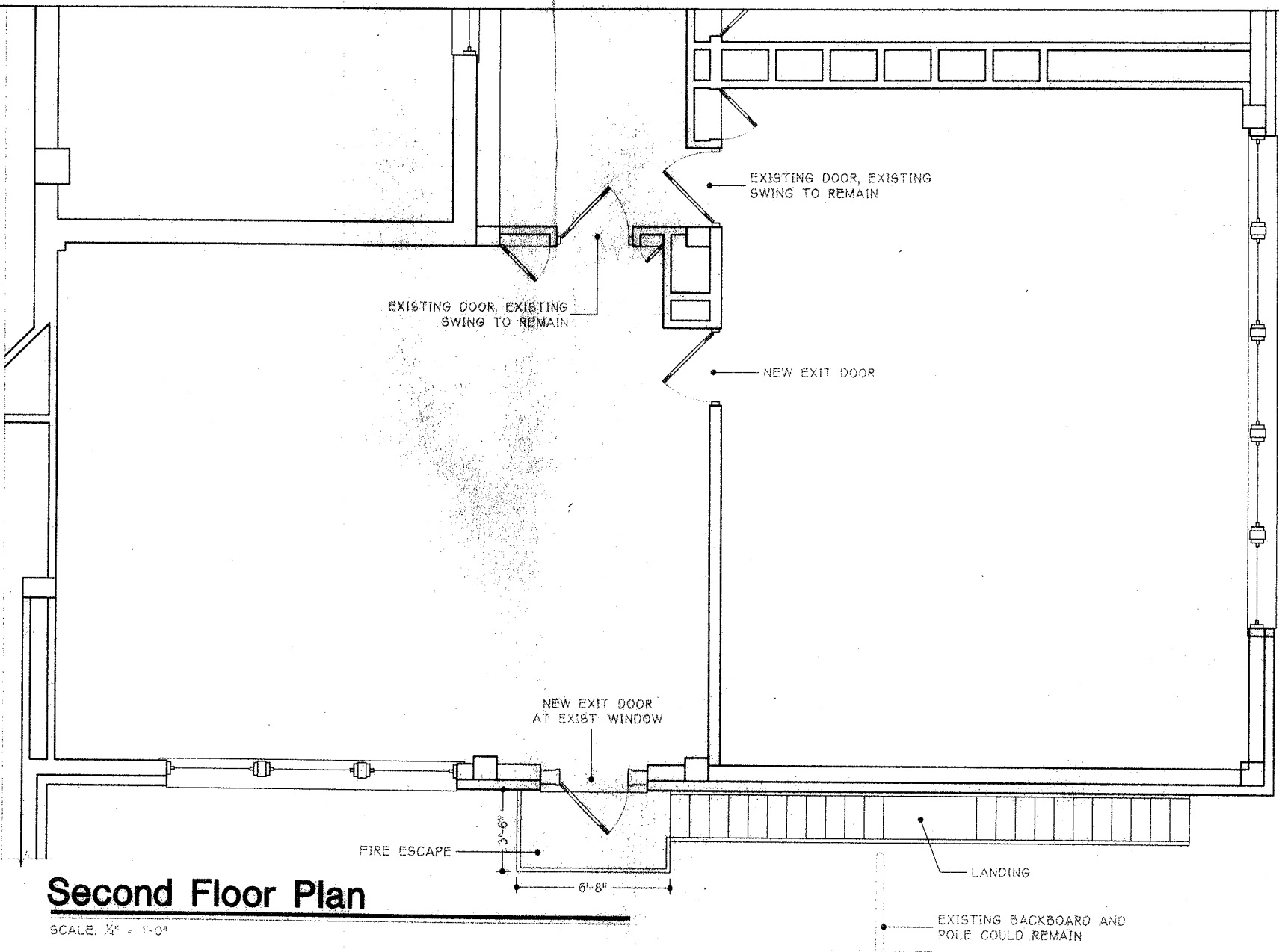
Lewistown Junior High School

Sheet Title:

Plan and Elevations

Sheet

A--1



Second Floor Plan

SCALE: 1/4" = 1'-0"

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

26

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

ITEM TITLE: APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN LEWISTOWN PUBLIC SCHOOLS AND MONTANA TEAM NUTRITION PROGRAM

Requested By: Board of Trustees **Prepared By:** Cindy Giese **Date:** 02/13/2012

SUMMARY:

The Board of Trustees needs to approve the Memorandum of Understanding between the Lewistown Public Schools and Montana Team Nutrition Program as per attachment.

SUGGESTED ACTION: Approve Memorandum of Understanding between the Lewistown Public Schools and Montana Team Nutrition Program

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

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

Memorandum of Understanding between Lewistown School District and Montana Team Nutrition Program regarding intent to apply for the Healthier Montana Menu Challenge (HMMC), Breakfast award.

This award is being granted with the understanding that Lewistown School District will move forward with the Healthier Montana Menu Challenge (breakfast meal) application process during the 2011-2012 school year.

The following schools will be applying for an award: Please list school name(s) and grade levels:

Name of School	Grade Levels
<u>Highland Park Elementary</u>	<u>Kindergarten, First, and Second</u>
<u>Garfield Elementary</u>	<u>Kindergarten, Third, and Fourth</u>
<u>Lewis and Clark Elementary</u>	<u>Fifth and Sixth</u>

Lewistown School District will agree to the following self-determined goals:

Four-week menu review period (specify start & end dates): March 5-30, 2012

Goal date for completion and submission of a HMMC application: March 15, 2012

In order to ensure a team approach and support for the HMMC, please fill in the following information:

Person responsible for compilation of application data: Cindy Giese

Please list the names of additional staff that may be involved in the award application process. These people agree to support the school district's efforts to apply for the HMMC and will provide information for the application or promote it when awarded.

Superintendent: Jason Butcher

Principal(s): Matt Lewis and Michelle Trafton

Food Service Manager: Cindy Giese

Parent or Community Member: Karmen Tesarek

**Department of
Health and Human
Development**

**Montana Team
Nutrition Program**
202 Romney Gym
PO. Box 173370
Bozeman, MT 59717-3370

Tel 406-994-5641
Fax 406-994-7300
Email kbark@mt.gov
www.opi.mt.gov/schoolfood

*In cooperation with
the Montana Office of
Public Instruction*

To support your district in this application process, a mini-grant in the amount of \$ 500.00 will be awarded to your district. Mini-grant funds will be distributed in one payment and occur upon submission of this MOU form from the Montana Team Nutrition Program. *

By signing, this document the district will:

- Expend the funds per the USDA regulations as outlined in Attachment D Guidelines for Expending Team Nutrition Mini-Grant Funds, and
- Expend the funds by September 15, 2012.

Please provide the name and contact information for the district business clerk:

Name: Mike Waterman

Phone: 406-535-8777 x 116 E-mail: mwaterman@lewistown.k12.mt.us

By signing this document, I agree to this Memorandum of Understanding.

Superintendent

Date

For additional information on the Healthier Montana Menu Challenge Award Program please go to the following web site link:

www.opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/HealthyMT.html#gpm1_3



*Funds for this mini-grant program are being provided by a 2010 USDA Team Nutrition Training Grant awarded to the Montana Office of Public Instruction.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/13/2012

Agenda Item No.

27

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/13/2012

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: February 13, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
LUCOTCH, Greg	Social Studies Teacher	Lewistown Junior High School	Approve letter of resignation	June 30, 2012	See attached letter.
SNAPP, Valorie	Math Teacher	Lewistown Junior High School	Approve letter of resignation	June 30, 2012	See attached letter.
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Activity Bus Driver	School District #1	Approve appointment on schedule as presented on the attachment	February 13, 2012	See attached list.
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on the attachment	February 13, 2012	See attached list.
ELLIOTT, Jeff	Assistant Principal	Fergus High School	Approve Out-of-State Travel to attend the R.A.D. Systems Basic Instructor Certification in Glendale, CO	March 7-9, 2012	See attached memo.
FELLER, Vic GEBERT, Gary HUDSON, Troy PAULSON, Steve	Football Coaches	Fergus High School	Approve Out-of-State travel to attend the Glazier Football Clinic in Reno, NV	March 7-10, 2012	See attached memo.
JENSEN, John	Resource Paraprofessional	Lewis & Clark Elementary and Lewistown Junior High School	Approve appointment on schedule— AIDE II Step 0+Para for up to 7.50 hours per day for up to 89 days	January 23, 2012	See attached memo.
HELMER, Sam	First Assistant Tennis Coach	Fergus High School	Approve revision of contract to move Sam from Assistant Coach (0.085) to First Assistant Coach (0.105)	February 13, 2012	See attached memo.

GREGORY J. LUCOTCH

323 Cedar Street, Lewistown, MT 59457
glucotch@lewistown.k12.mt.us

January 31, 2012

Dear Superintendent Butcher:

It is my intention to retire at the end of the school year 2011-2012 and take advantage of the Retirement Incentive Program that has been offered by the District.

I have served Lewistown Junior High School and its students for 32 years. My colleagues and students have been a central part of my life. While I look forward to the opportunities retirement will bring me, it still saddens me to be leaving. I will miss the many personal and professional relationships that I have developed while here.

As I spend my retirement years with my family, I will reflect fondly on my many years at Lewistown Junior High.

Sincerely,


Gregory J. Lucotch

Memorandum

To: Certified Staff
From: Jason Butcher, Superintendent
Date: December 15, 2011
Re: Early Retirement Incentive

RETIREMENT:

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

RETIREMENT INCENTIVE:

This is a one-time offering from the District to Certified Staff. This offering is only available **until February 1, 2012**, for the 2011-2012 School Year. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Wednesday, February 1, 2012**. After that date the incentive program for this year will become void. The incentive being offered to teachers eligible for retirement is attached.

I agree that by signing this form I am accepting the district's proposal and that this form serves as my formal letter of resignation effective June 30, 2012.

Gregory J. Lucotch
NAME (PRINTED)

January 30, 2012
DATE

[Signature]
SIGNATURE



Valorie Snapp
454 Angus Lane
Lewistown, MT 59457
(406)538-3539

January 30, 2012

Jason Butcher
Superintendent of Lewistown Public Schools
215 7th Avenue South
Lewistown, MT 59457

Dear Mr. Butcher:

I would like to inform you that I am retiring from my position as math teacher at Lewistown Junior High effective June 30, 2012.

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for Lewistown Public Schools and appreciate the support provided me during my tenure with the district.

While I look forward to enjoying my retirement, I will miss working for the school district. If I can be of any assistance during this transition, please let me know.

Enclosed is a signed copy of the retirement incentive as required.

Sincerely,



Valorie Snapp

enc

Memorandum

To: Certified Staff
From: Jason Butcher, Superintendent
Date: December 15, 2011
Re: Early Retirement Incentive

RETIREMENT:

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

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This is a one-time offering from the District to Certified Staff. This offering is only available **until February 1, 2012**, for the 2011-2012 School Year. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Wednesday, February 1, 2012**. After that date the incentive program for this year will become void. The incentive being offered to teachers eligible for retirement is attached.

I agree that by signing this form I am accepting the district's proposal and that this form serves as my formal letter of resignation effective June 30, 2012.

Valorie J. Snapp
NAME (PRINTED)

February 1, 2012
DATE

[Signature]
SIGNATURE

CENTRAL OFFICE

LEWISTOWN PUBLIC SCHOOLS

EXTRA DUTY CONTRACTS

February 13, 2012

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Lombard	Pieter	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day minimum)
Turner	William	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day minimum)

LEWISTOWN PUBLIC SCHOOLS

EXTRA DUTY CONTRACTS

February 13, 2012

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Lombard	Pieter	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Turner	William	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Jeff Elliott, Assistant Principal Fergus High School
Date: February 1, 2012
Re: Out-of-State Travel Request

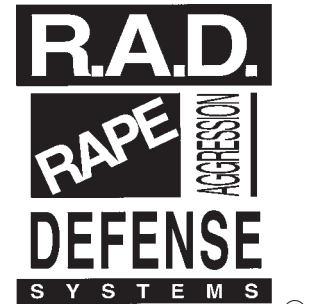
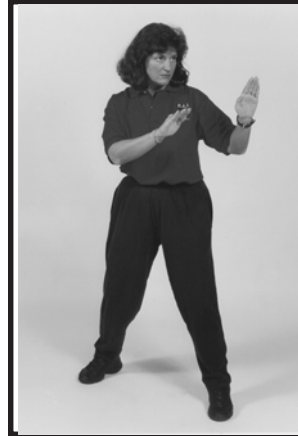
This memo is written to request out-of-state travel to attend a R.A.D. (Rape Aggression Defense) Systems Basic Instructor Certification in Glendale, Colorado. The training is from March 7-9, 2012, and I will be attending the training with our School Resource Officer, Justin Jenness. This training will enable us to teach the RAD System of Basic Physical Defense to not only our staff members, but also community members.

I will be gone March 7th, 8th, and 9th. Thank you for your consideration in this matter.

BASIC PHYSICAL DEFENSE INSTRUCTOR CERTIFICATION

Participants may be certified to teach the R.A.D. System of Basic Physical Defense. This intense, 3 day, 30 hour Instructor Program is a cost effective way to obtain your own Self-Defense Instructor(s), and offer this consistently structured, time tested, proactive program to the women in your community. This is a most comprehensive program and the only one of its kind, and now your agency can utilize its basic, tailored format as an addition to your present crime prevention offering. This course is taught in a relaxed environment, that is conducive to learning tested instructional techniques, proven tactics and unique insights about the problem of violence against women. Our program also includes physical defense workouts for technique development, and an evening exercise that is designed to simulate confrontational circumstances. From awareness and risk reduction to simulation training suits, this program covers all the basics. Registration includes a 200+ page Instructor Curriculum with Participant Manual to copy, Instructor Certificate and one year of The Instructor's Voice Newsletter. **Tuition for this program is \$400.00.** To enroll please complete the registration form below and mail or fax, with purchase order, check or credit card information to:

The R.A.D. Systems of Self-Defense
23305 Hwy 16
Denham Springs, Louisiana 70726
(225) 791-4430



Male/Female Teams
are Highly Recommended

[FAX Registration Available at (225) 791-4431]

R.A.D. SYSTEMS BASIC INSTRUCTOR CERTIFICATION

Please call R.A.D. Headquarters at **1-888-472-3543** to reserve your position in the program. Enrollment is limited, so please act now! Once registration is received, you will be sent location and lodging information.

Name: _____

Address: _____

Dept./Organization: _____

Day Phone: _____ Fax: _____

Police Officer: _____ Qualified Specialist: _____

Male _____ Female _____

Credit Card # _____ Exp. _____

Signature: _____

Please call for more information

**Glendale Police
Department
Glendale, CO**

March 7-9, 2012

Program Instructors:
Kathy Wright
R.A.D. Staff Instructor

(Male substitutions are not permitted for female registrants.)

20% Discount Applies to:
IACLEA Members

*Exclusively endorsed by the International Association of
Campus Law Enforcement Administrators (IACLEA), the
National Self-Defense Institute, RedMan Training Gear, and
the National Academy of Defense Education.*

A 10% discount is available to agencies that register three or more participants. However, all must attend. Payment is due on or before the start of class. Cancellations are subject to a 20% processing charge from the intended tuition. Refunds will not be permitted for cancellations made within one week of the program start. However, credit will be made toward another R.A.D. System Instructor's Program. If the program is cancelled, a full refund of tuition will be given. Male substitutions are not permitted for female registrants. Thank you.

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Jerry Feller, FHS Principal
Date: January 12, 2012
Re: Out-of-State Travel Request

This memo is written in support of an out-of-state travel request from Vic Feller, Gary Gebert, Troy Hudson, and Steve Paulson to attend the Glazier Football Clinic scheduled in Reno, Nevada, March 8-10, 2012. Assistant coaches Matt Tedesco and Rick Wright will also be attending the clinic.

These coaches would miss a half day of school on Wednesday, March 7, 2012, to allow for travel to Reno, plus Thursday and Friday to attend the clinic. Traveling expenses, lodging and registration will be paid for by the coaches.

Memorandum

To: Jason Butcher, Superintendent
From: Michelle Trafton, Lewis & Clark Principal
Tim Majerus, Junior High Principal
Date: January 13, 2012
Re: Hiring Recommendation

Following is a hiring recommendation for John Jensen to work as a one-on-one resource aide with students both at Lewis & Clark and the Junior High. The need for this aide position is a result of IEP requirements.

John Jensen:

AIDE II Step 0+Para

Up to 7.50 hours per day

Up to 89 days

Thank you.



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

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director
DATE: February 1, 2012
RE: Extracurricular Contract Revision

Please recommend to the Board of Trustees the following contract revision for extracurricular activities for the 2011-2012 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Fergus High School:

Tennis

Sam Helmer

Current	Assistant	(0.085)	\$2,557.91
Revision	First Assistant	(0.105)	\$3,159.77

Justin Martin and Sam Helmer were approved as the FHS First Assistant and Assistant Tennis Coaches respectively at the June 13, 2011, Board meeting. However, Justin Martin is unable to coach this season so Sam has been moved to the First Assistant position and the Assistant position has been advertised for hire.

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 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, 2010-2015: *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. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

Goal Area 2: Facilities

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools continues to strive for 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. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

Goal Area 3: Community / Parental Engagement

Statement of Intended Outcome, 2010-2015: *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. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

Goal Area 4: Technology

Statement of Intended Outcome, 2010-2015: *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. Have implemented steps 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.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.
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. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2010-2015: *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. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators, and staff. They are part of the planning and assessment of these opportunities.

Goal Area 6: Fiscal Management/Responsibility

Statement of Intended Outcome, 2010-2015: *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 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 (2013).
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 June 30, 2015, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

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

Stan Monger, Board Chair
 Jeremy Bristol
 Joe Irish
 Lisa Pierce
 Mary Schelle
 Barbara Thomas
 Monte Weeden

**LEWISTOWN PUBLIC SCHOOLS
 2011-2012 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester					90 Days	Second Semester					89 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	24 --	Aug	26	3	First Week	Jan	23 --	Jan	27	5
Second Week	Aug	29 --	Sept	2	5	Second Week	Jan	30 --	Feb	3	5
Third Week	Sept	6 --	Sept	9	4	Third Week	Feb	6 --	Feb	10	5
Fourth Week	Sept	12 --	Sept	16	5	Fourth Week	Feb	13 --	Feb	17	5
Fifth Week	Sept	19 --	Sept	23	5	Fifth Week	Feb	20 --	Feb	23	4
Sixth Week	Sept	26 --	Sept	30	5	Sixth Week	Feb	28 --	Mar	2	4
Seventh Week	Oct	3 --	Oct	7	5	Seventh Week	Mar	5 --	Mar	9	5
Eighth Week	Oct	10 --	Oct	14	5	Eighth Week	Mar	12 --	Mar	16	5
Ninth Week	Oct	17 --	Oct	19	3	Ninth Week	Mar	19 --	Mar	23	5
Tenth Week	Oct	24 --	Oct	28	5						43
					45						

SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct	31 --	Nov	2	3	First Week	Mar	26 --	Mar	30	5
Second Week	Nov	7 --	Nov	11	5	Second Week	Apr	2 --	Apr	4	3
Third Week	Nov	14 --	Nov	18	5	Third Week	Apr	10 --	Apr	13	4
Fourth Week	Nov	21 --	Nov	22	2	Fourth Week	Apr	16 --	Apr	20	5
Fifth Week	Nov	28 --	Dec	2	5	Fifth Week	Apr	23 --	Apr	27	5
Sixth Week	Dec	5 --	Dec	9	5	Sixth Week	Apr	30 --	May	4	5
Seventh Week	Dec	12 --	Dec	16	5	Seventh Week	May	7 --	May	11	5
Eighth Week	Dec	19 --	Dec	20	2	Eighth Week	May	14 --	May	18	5
Ninth Week	Jan	3 --	Jan	6	4	Ninth Week	May	21 --	May	25	5
Tenth Week	Jan	9 --	Jan	13	5	Tenth Week	May	29 --	Jun	1	4
Eleventh Week	Jan	17 --	Jan	20	4						46
					45						

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

		Totals
August 22	All Staff Orientation/PIR	1.0
August 23	PIR	1.0
October 20-21	Staff Development Days - Teachers Convention	2.0
November 2-3	Parent Teacher Conferences (Evening Only on 2nd, All Day on 3rd)	1.5
January 16	PIR	1.0
February 27	PIR	1.0
April 7	Parent Teacher Conference Evening <u>ONLY</u> (Regular School Day for Students)	0.5
		8.0

2011-2012 Regular Board Meetings		
July	25	5:30 p.m.
Aug	8	5:30 p.m.
Aug**	23	7:00 p.m.
Sept	12	7:00 p.m.
Sept	26	7:00 p.m.
Oct	10	7:00 p.m.
Oct	24	7:00 p.m.
Nov	14	7:00 p.m.
Dec	12	7:00 p.m.
Jan	9	7:00 p.m.
Feb	13	7:00 p.m.
Mar	12	7:00 p.m.
Apr	9	7:00 p.m.
May	14	7:00 p.m.
June	11	5:30 p.m.

C. Holidays (Dates Inclusive)

September 5	Labor Day
October 20-21	Fall Vacation (Teachers -- Convention)
November 3	Parent Teacher Conferences (Vacation Day for Students)
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
December 21 - January 2	Christmas Vacation
January 16	PIR (Vacation Day for Students)
February 24	Vacation Day
February 27	PIR (Vacation Day for Students)
April 5-9	Spring Break
May 28	Memorial Day