

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, May 13, 2013

Page One of Two

OATH OF OFFICE (5:30 p.m.)

Rhonda Long, Fergus County Superintendent of Schools, will Administer the
Oath of Office to Jeremy R. Bristol, Phillip R. Koterba, and Jennifer Thompson

ORGANIZATION MEETING

1. Call to Order
2. Roll Call
3. Call for Nominations and Election of Chair
4. Call for Nominations and Election of Vice-Chair
5. Appointment of the District Clerk

ADJOURNMENT

REGULAR BOARD MEETING

CALL TO ORDER (Following the Organizational Meeting)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Recognition—Fergus High School BPA
4. Recognition—Fergus High School Cheerleaders
5. Recognition—Fergus High School FCCLA
6. Recognition—Fergus High School FFA
7. Recognition—Fergus High School Skills USA
8. Presentation—FHS Graduation Matters
9. Presentation—Scott Dubbs, Curriculum Director
10. Report—Student Representative to the Board
11. Report—Committees of the Board
12. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

13. Report—Budget 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 April 8, 2013, Regular Board Meeting
18. Minutes of the April 22, 2013, Board Work/Study Session

APPROVAL OF CLAIMS

19. Claims

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, May 13, 2013

Page Two of Two

REGULAR BOARD MEETING

CONSENT GROUP ITEMS

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

INDIVIDUAL ITEMS

21. Canvass of Election Results—High School District Number One Levy
22. Approve Extension of Lewistown Bus Route into the Grass Range School District
23. Approve Extension of Moore Bus Route to the Entrance of Spring Creek Colony
24. Approve MHSA Membership and Related Payments
25. Approve Classified Personnel Handbook
26. Approve Fergus County Investment Resolution
27. Approve Classified Staff Salary Matrix
28. Approve Contracting with the Fergus County Clerk and Recorder's Office to Act as Election Administrator for School Elections
29. First Reading—Board Policy #4330P—Rental of School Facilities
30. Approve Rate Increases for the Self-Insured Dental Plan
31. Approve Issuing Contracts for the Certified Staff
32. Approve Issuing Contracts for the Certified and Classified Administrators
33. 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

05/13/2013

Agenda Item No.

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action – Consent

☐ Action – Indiv.

ITEM TITLE: OATH OF OFFICE

Requested By: Board of Trustees Prepared By: _____ Date: 05/13/2013

SUMMARY:

Rhonda Long, Fergus County Superintendent of Schools, will administer the Oath of Office to Jeremy R. Bristol, Phillip R. Koterba, and Jennifer Thompson who were elected by acclamation as Trustees of Lewistown School District Number One.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**CERTIFICATE OF ELECTION
OF TRUSTEE
BY ACCLAMATION**

TO Jeremy R. Bristol of Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the 13 day of May 2013, you were duly elected by acclamation to fill the office of Trustee for Lewistown School District Number One for the term of two (2) years, beginning on May 13, 2013 and ending at the Trustee organizational meeting in May 2015.

To qualify for this Trustee position, you must take and sign the oath below and file it in the office of the Fergus County Superintendent of Schools within fifteen (15) days of your receipt of this Certification of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board in accordance with §20-3-324, MCA. You will hold this position until your successor has been qualified.

Stan Monger
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 13 day of May, 2013

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Jeremy R. Bristol
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 13 of May, 2013.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

**CERTIFICATE OF ELECTION
OF TRUSTEE
BY ACCLAMATION**

TO Phillip R. Koterba of Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the 13 day of May 2013, you were duly elected by acclamation to fill the office of Trustee for Lewistown School District Number One for the term of three (3) years, beginning on May 13, 2013, and ending at the Trustee organizational meeting in May 2016.

To qualify for this Trustee position, you must take and sign the oath below and file it in the office of the Fergus County Superintendent of Schools within fifteen (15) days of your receipt of this Certification of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board in accordance with §20-3-324, MCA. You will hold this position until your successor has been qualified.

Stan Monger
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 13 day of May, 2013

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Phillip R. Koterba
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 13 of May, 2013.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

**CERTIFICATE OF ELECTION
OF TRUSTEE
BY ACCLAMATION**

TO Jennifer Thompson of Lewistown, Montana, and to
Rhonda Long, Fergus County Superintendent of Schools,

THIS CERTIFIES that at the Board of Trustees meeting of the Lewistown School District Number One of Fergus County, State of Montana, held on the 13 day of May 2013, you were duly elected by acclamation to fill the office of Trustee for Lewistown School District Number One for the term of three (3) years, beginning on May 13, 2013, and ending at the Trustee organizational meeting in May 2016.

To qualify for this Trustee position, you must take and sign the oath below and file it in the office of the Fergus County Superintendent of Schools within fifteen (15) days of your receipt of this Certification of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board in accordance with §20-3-324, MCA. You will hold this position until your successor has been qualified.

Stan Monger
Printed Name of Board Chair

Signature of Board Chair

Lewistown School District #1
Fergus County, State of Montana
DATED this 13 day of May, 2013

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution of the United States, and the Constitution of the State of Montana, and that I will discharge the duties of my office with fidelity.

Jennifer Thompson
Printed Name of Trustee

Signature of Trustee

SUBSCRIBED and SWORN to before me this 13 of May, 2013.

Rhonda Long
Printed Name of County Superintendent

Signature of County Superintendent

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

1 - 5

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

ITEM TITLE: ORGANIZATION MEETING

Requested By: Board of Trustees Prepared By: _____ Date: 05/13/2013

SUMMARY:

The following will take place for the organizational meeting:

- Call to Order
- Roll Call
- Call for Nominations and Election of the Chair
- Call for Nominations and Election of the Vice-Chair
- Appointment of the District Clerk

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**REPORT OF ORGANIZATION OF BOARD OF TRUSTEES
SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA**

This is to certify that at the annual organizational meeting of the Board of Trustees held
May 13, 2013, a Board Chair and Board Vice-Chair were appointed as follows:

Board Chair

Board Vice-Chair

Address

Address

Phone

Phone

BOARD
OF
TRUSTEES

Dated: May 13, 2013

DISTRICT CLERK CERTIFICATE OF APPOINTMENT

SCHOOL DISTRICT NUMBER ONE FERGUS COUNTY, MONTANA

THIS IS TO CERTIFY THAT, the Trustees of School District Number One have duly appointed REBEKAH RHOADES as Clerk of the District on the 13 day of May, 2013.

School Laws of Montana:

Section 20-3-321

Organization and Officers: (1) the Trustees of each district shall employ and appoint a competent person, who is not a member of the trustees, as the Clerk of the District.

Clerk of the District: As provided in 20-3-321, the trustees shall employ and appoint a clerk of the district. The clerk of the district shall attend all meetings of the trustees to keep an accurate and permanent record of all the proceedings of each meeting. If the clerk is not present at a meeting, the trustees shall have one of their members or a district employee act as clerk for the meeting and such person shall supply the clerk with a certified copy of the proceedings. The clerk of the district also shall be the custodian of all documents, records, and reports of the trustees. Unless the trustees provide otherwise, the clerk shall;

- (1) Keep an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of this title; and
- (2) Prepare the annual trustees' report required under the provisions of 20-9-213(6).

BOARD OF TRUSTEES

REGULAR BOARD MEETING

Lewistown Public Schools

Board of Trustees

May 13, 2013

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL BPA

Requested By: Board of Trustees **Prepared By:** Diane Lewis **Date:** 05/13/2013

SUMMARY:

The Board of Trustees would like to recognize and congratulate Diane Lewis, BPA Advisor, and members of the Fergus High School BPA team for their success at the BPA Montana State Leadership Conference.

BPA Members:

Shelby Alexander, AJ Blackburn, Whitney Bristol, Andy Butcher, Maddie Comes, Elizabeth Finn, Jessica Gapay, Ashley-Ann Goddard, Maria Henderson, McKayla Henson, Taylor Jensen, Kaitlyn Kindzerski, Seth Kremer, Jesses Kynett, Jim Malone, Jacob Moodie, Andrew Olson, Jakob Plagenz, Bailey Rodgers, Agape Setu, Curtis Sibbett, Dylan Stenseth, Hannah Thomas, Kellen Tognetti, Cheran Waltari, Logan Wilcox, Kaylee Wise, Daq Wright, and Elizabeth Wright.

The 2013 Regional and State Results are attached.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

BPA Regionals Fergus High School Placing

Congratulations to the following 17 BPA Members for their 53 placing's at Regionals 2013. They competed against over 300 Central & Northern Montana Schools:

Shelby Alexander

Legal Office Procedures	4 th
Medical Office Procedures	7 th

Andy Butcher

Network Administration Using Microsoft	1 st
Systems Administration Using CISCO	1 st
Computer Network Technology	2 nd
Computer Programming Concepts	6 th

Maddie Comes

Fundamentals of Desktop Publishing	5 th
Information Technology Concepts	9 th

Elizabeth Finn

Video Production Team	1 st
Insurance Concepts	5 th
Legal Office Procedures	6 th
Management/Marketing & Human Resources	7 th

Ashley Ann Goddard

Administrative Support Concepts	4 th
Network Administration Using Microsoft	5 th
Legal Office Procedure	5 th
Information Technology Concepts	7 th

BPA STATE LEADERSHIP CONFERENCE

Fergus High School Placing

Congratulations to the following 12 Fergus BPA Members for their 17 placing's at State Leadership Conference 2013. They competed against over 1700 Montana Students:

Andy Butcher		
Systems Administration Using CISCO		9 th
Ashley Ann Goddard		
Network Administration Using Microsoft		3 rd
Taylor Jensen		
Systems Administration Using CISCO		4 th
Kaitlyn Kindzerski		
Network Administration Using Microsoft		9 th
Systems Administration Using CISCO		8 th
Andrew Olson		
Systems Administration Using CISCO		7 th
Kellen Tognetti		
Computer Security		5 th
Cheran Waltari		
Systems Administration Using CISCO		5 th
Logan Wilcox		
Systems Administration Using CISCO		1 st

Kaylee Wise

Network Administration Using Microsoft

8th

Daq Wright

Systems Administration Using CISCO

6th

Management/Marketing & Human Resources

2nd

Beth Wright

Administrative Support Research Project-Ind.

5th

Prepared Speech

5th

Administrative Support Concepts

9th

Insurance Concepts

3rd

Financial Math & Analysis

1st

MaKayla Henson

Legal Office Procedures 2nd

Management Marketing & Human Resources 3rd

Medical Office Procedure 9th

Taylor Jensen

Systems Administration Using CISCO 3rd

Network Administration Using Microsoft 4th

Kaitlyn Kindzerski

Network Administration Using Microsoft 3rd

Systems Administration Using CISCO 6th

Andrew Olson

Systems Administration Using CISCO 4th

Business Meeting Management 5th

Bailey Rodgers

Insurance Concepts 8th

Hannah Thomas

Video Production Team 1st

Fundamental Desktop Publishing 2nd

Financial Math & Analysis 10th

Kellen Tognetti

PC Servicing and Troubleshooting 2nd

Computer Security 7th

Cheran Waltari

Medical Office Procedures	2 nd
Administration Support Concepts	5 th
Systems Administration Using CISCO	7 th

Logan Wilcox

Business Meeting Management	4 th
Insurance Concepts	5 th
Information Technology Concepts	8 th
Administrative Support Concepts	8 th
Systems Administration Using CISCO	8 th

Kaylee Wise

Network Administration Using Microsoft	2 nd
Information Technology Concepts	3 rd
Computer Network Technology	4 th
Computer Security	9 th

Daq Wright

Systems Administration Using CISCO	5 th
Information Technology Concepts	6 th
Management/Marketing & Human Resources	8 th
Business Meeting Management	9 th

Beth Wright

Administrative Support Research Project-Ind.	1 st
Prepared Speech	1 st
Management/Marketing & Human Resources	1 st
Administrative Support Concepts	2 nd
Insurance Concepts	4 th
Financial Math & Analysis	6 th

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL CHEERLEADERS

Requested By: Board of Trustees Prepared By: Jennifer Pfau Date: 05/13/2013

SUMMARY:

The Board of Trustees would like to recognize and congratulate the Fergus High School Cheerleaders and Coaches for their successes throughout the year and during the 2013 Cheerfest Competition.

Coaches: Jennifer Pfau, Head Coach; Amanda Kase, Assistant Coach; and Megan Blake, Volunteer Coach.

Varsity Squad: CJ Craven, Jessica Gapay, Brooke Gardner, McKayla Henson, Jeanna Mane, Kara Mantooth, Kate Warren, Cheran Waltari, Ashley Wickens. Mascot Kyle Patten, Stuntman Cameran Adkins and Stuntman Ben Bruno.

JV Squad: Zhora Albertson-Gore, Shelby Bales, Dilsah Boz, Shelby Choate, Bethany Cox, Amber Fairchild

The 2013 Cheerfest Competition Results are attached.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



Class A Team Division – 1st Place

All-Around High Point Champion

Stunt Group – 1st Place

(Cameran Adkins, Ben Bruno, Jeanna Mane,
Kara Mantooth, & Ashley Wickens)

Mascot – 2nd Place (Kyle Patten)

Dance Solo – 1st Place (Kara Mantooth);
3rd Place (Brooke Gardner)

Jump-Off Winner – Kara Mantooth

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

5

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL FCCLA

Requested By: Board of Trustees **Prepared By:** Karen Durbin **Date:** 05/13/2013

SUMMARY:

The Board of Trustees would like to recognize and congratulate Karen Durbin, FCCLA Advisor, and members of the Fergus High School FCCLA team for their success at the FCCLA State Leadership Conference.

State Results:

First Place Finishers

Cody Boyce and Rylee Stewart (Team Event) – Focus on Children
Karlie Southworth – Career Investigation
Sydney Wier – Fashion Construction

Second Place Finisher

Maida Walters – Fashion Construction

Gold Medal (and Top 3)

Gena Bass and Katelyn Gremaux – Chapter Service Project Display

Silver Medals

Taylor Dahl, Aubrey Godbey, and Jaree Mane – Chapter Showcase Manual
Jessica Donaldson – Food Innovations
Jenaye Phillips and Taylor Scott – Chapter Service Project Display
Kylee Yaeger – Job Interview

Calli Dixon was elected as the State President. The following members will be attending the National Conference in Nashville this summer: Cody Boyce, Calli Dixon, Karlie Southworth, Rylee Stewart, and Sydney Wier.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

6

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL FFA

Requested By: Board of Trustees Prepared By: Jared Long Date: 05/13/2013

SUMMARY:

The Board of Trustees would like to recognize and congratulate the Fergus High School FFA team and Advisor Jared Long for their successes at the State FFA Convention.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

7

☐ Minutes/Claims

☒ Board of Trustees

☐ Superintendent's Report

☐ Action – Consent

☐ Action – Indiv.

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL SKILLS USA

Requested By: Board of Trustees **Prepared By:** Loren Drivdahl **Date:** 05/13/2013

SUMMARY:

The Board of Trustees would like to recognize and congratulate the Fergus High School Skills USA team and Advisor Loren Drivdahl for their successes at the Skills USA State Conference.

Attached is a recap of events from the group's president, Cameron Moline.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Hello from Skills USA, This year we did many things in our organization. We sponsored the car bash for homecoming week this year. The car had been donated and we picked it up and took the windows out of it and drained all of the fluids out of it. This year we also built calf sheds, salt boxes, and gate openers to sell and earn money for our state conference. We held a silent auction for the Central Montana Winter Fair for one of the calf-sheds. We also sold salt-boxes, gate openers, and homemade chili. Another event that we did was collecting scrap metal from the surrounding area, and we took it to Pacific Steel and Recycling. All of the money we have earned this year went to our state conference in Havre Montana. This year we had 2 people place in the top three Taylor Dengal took 1st place in auto-collision refinishing. And the Cameron Moline took 2nd place in Framing Construction. We also had Ashton Jaynes, Mark Garber, and Quintin McClure compete in welding and place in the top half of the students in the competition, also we had Bethany Cox place in the top ten of job interview. This year we had a lot of fun at our State Competition and hopefully next year we have more people take first at state and take us to nationals, which is held in Kansas City.

President,

Cameron Moline

Thank you for all of your support.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

8

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

ITEM TITLE: PRESENTATION—FHS GRADUATION MATTERS

Requested By: Board of Trustees Prepared By: Debra Slagel Date: 05/13/2013

SUMMARY:

The Fergus High School Chapter of Graduation Matters has created a video that they would like to share with the Board of Trustees.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/13

Agenda Item No.

9

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

ITEM TITLE: PRESENTATION—SCOTT DUBBS, CURRICULUM DIRECTOR

Requested By: Board of Trustees Prepared By: Scott Dubbs Date: 05/13/13

SUMMARY:

Scott Dubbs, Curriculum Director, would like to present to the Board of Trustees a report on the suggested curriculum selected by the Library Curriculum Committee.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

LIBRARY MEDIA/INFORMATION LITERACY
CURRICULUM PROJECT
2011-2013
GRADES K-12



BOARD MEMBERS

Jeremy Bristol
Joe Irish
Stan Monger
Lisa Pierce
Barb Thomas

Jennifer Granot *
Phil Koterba
Tom Balek *
Monte Weeden

* Member during project review or curricular adoption

DISTRICT ADMINISTRATION

Jason Butcher, Superintendent

Rebekah Rhoades, Business Manager

LIBRARY MEDIA/INFORMATION LITERACY CURRICULUM TEAM MEMBERS

Barb Fradley	Lewis & Clark and Lewistown Junior High	Library Media Specialist
Brenda Gruener	Highland Park and Garfield	Library Media Specialist
Jeff Friesen	Fergus High	Library Media Specialist
Scott Dubbs *	Lincoln	Curriculum Director
Barb Thomas	Board Member	

** Co-Chairperson

* Administrative Member

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Lewistown Public Schools

Library Media/Information Literacy Curriculum



Introduction

The purposes of this document are to create a set of standards that align with the District Mission, are articulated in grades kindergarten through high school, and lay a foundation of proficiency for all students in Lewistown Public Schools.

District Mission & Values

Lewistown Public Schools upholds its mission of “*Excellence Today, Success Tomorrow*” by placing 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. 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.

Library Media/Information Literacy Vision Statement

The mission of the Lewistown School District Library Media Program is to empower our students to become literate and responsible members of the 21st Century global society through the promotion of literacy and the ethical application of information retrieved through the problem solving process.

Lewistown School District recognizes technology as an indispensable tool that enhances educational opportunities for both staff and students. It is essential that all members of the learning community interact successfully with a technological environment to achieve their educational and job-related goals.

Library Media/Information Literacy Philosophy

The school library media center is an integral part of every student's education. It is with the help of the Library Media Center that students will learn to love literature and become intellectually curious. In addition, students will develop skills to become ethical and effective consumers and producers of information and ideas through existing and emerging technologies..

The free acquisition and application of knowledge are fundamental to the development of the individual in a democratic society. Thus, the library will advocate for intellectual freedom at all times. An open environment in the library will encourage students and staff to come throughout the day to access information, exchange ideas and read for pleasure. Instructionally, the library media specialist and

classroom teacher will collaborate to teach strategies for problem solving through gathering, organizing, synthesizing, presenting and citing information.

It is the mission of the Lewistown School District library media centers to ensure that all students are able to effectively use libraries to meet their information, research and recreational reading needs. A library program should also network with the resources of the larger community-both material and human-in order to also make these resources available to students and faculty.

Content Standards Framework

The Library Media/Information Literacy content standards for kindergarten through high school are listed with benchmarks and “Essential Learning Expectations” as derived from Montana’s Office of Public Instruction.

In this standards document written for the Lewistown Public Schools, each benchmark is supported by one or more “Essential Learning Expectations” indicating the focus of the standard within each grade level. Within each “Essential Learning Expectations” are “Curriculum Skills & Integration” which indicates one or more specific descriptions or specific concepts in which all students should attain proficiency, along with examples of integration ideas.

Content Standards

The four technology content standards indicate what all students should know, understand, and be able to do in technology. Their purpose is to guide the technology curriculum and to communicate the breadth of the technology to be taught to all students.

Benchmarks

The benchmarks define expectations for students’ technological knowledge and skills along a developmental continuum. They define expectations for proficient students at the end of grade 4, end of grade 8, and upon graduation. Their purpose is to state clearly and specifically what the students should know and be able to do within each content standard. A district’s curriculum should include the entire progression of knowledge contained in the benchmarks.

Essential Learning Expectations

Essential Learning Expectations (ELE) are key ideas and understandings that represent focal points within each grade level/course in science in which all students should become proficient. This is a broad statement that encompasses the specific proficiencies for the target population. ELEs are described in the second box beneath the content standard to which they are tied.

Curriculum Learning Goals

Learning goals target a portion of the Essential Learning Expectations and describe what students will know and be able to do as a result of instructional experiences. The ELE and Curriculum Skill provided within each benchmark are designed to provide teachers and school administrators

with ideas about how the learning is provided in a classroom setting. Integration examples are also provided in the Curriculum Skills and Integration categories within each benchmark.

Essential Vocabulary

Essential vocabulary for specific Essential Learning Expectations or Learning Goals indicates terminology that is vital to the understanding of the corresponding ELE or goal.

Resources

The resource column is provided to help classroom teachers in all curricular areas meet each standard and benchmark. The column heading is a link to a list contained on the District website to support our teaching.

Assessment

The assessment column is provided to guide classroom teachers in the evaluation of student progress in meeting our classroom expectations, content standards and benchmarks.

Cross Curriculum Integration

All courses and grade levels should integrate library and information media skills into instruction on a regular basis as a tool for enhancing and applying understanding of their course specific concepts. It is the goal of Lewistown Public Schools to increase student and teacher use of information literacy and library media with assistance of technology in every course and in every grade level throughout the District.

Professional Development

Professional development is key to ensuring that all students receive the same degree of high level instruction regardless of the background and/or experience of the teacher. Focused professional development will be provided to all teachers and administrators and will target key concepts and instructional strategies necessary to provide quality instruction for all Lewistown Public School students.

Lewistown Public Schools
Library Media & Information Literacy Standards
Grades: Kindergarten, 1st & 2nd Grade



Library Media & Information Literacy Content Standards

Content Standard 1 -- A student must identify the task and determine the resources needed.
 Content Standard 2 -- A student must locate sources, use information and present findings.
 Content Standard 3 -- A student must evaluate the product and learning process.
 Content Standard 4 -- A student must use information safely, ethically and legally.
 Content Standard 5 -- A student must pursue personal interests through literature and other creative expressions.

Library Media & Information Literacy Content Standard 1. A student must identify the task and determine the resources needed.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Define the problem.	A. listen and retell problem or task B. retell keywords C. listen and retell the topic D. listen to the steps needed to solve the problem or task	Recall story details, retell stories and identify main idea	keyword, topic, resource, plan		
Benchmark 2 - Identify the types of information needed.	A. Explore possible resources (print, nonprint, digital, community resources)	Discuss possible resources	print, nonprint, digital, community resources, plan		
Benchmark 3 - Choose from a range of resources.	A. Choose resources from a limited selection		plan, do		

Library Media & Information Literacy Content Standard 2. A student must locate sources, use information and present findings.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Locate a resource needed to solve the problem.	A. Locate major sections in the library (e.g., fiction, nonfiction, biography, reference, periodicals) B. Locate fiction resources using call numbers	recognize library personel and identify major sections of the library, ABC order	fiction, nonfiction, periodicals, biography, reference, Boolean/limiter, library catalog, database, call number, do	Assorted library books	Informal -- Mailman game
Benchmark 2 - Evaluate resources.	A. Explore fiction and nonfiction resources.		relevant, appropriate, detailed, current, authority, biased, do		

Benchmark 3 - Locate information within the source.	A. Discuss parts of a book (e.g., spine, spine label, title page, copyright) B. View and listen for information C. Explore text using guide words/captions/bold words/headings	Introduce parts of a book	spine, spine label, author, illustrator, title page, copyright, table of contents, do		Informal -- Bee Book Smart activity
Benchmark 4 - Extract information from resources needed to solve problems.	A. Demonstrate active listening B. Explore main ideas C. Recognize picture clues D. Listen and view for purpose E. Listen and identify relevant information (e.g., main idea, details) F. Retell key information G. Credit sources	Use Title and pictures to predict, identify main idea and supporting details from stories	skim, scan, guide words, captions, bold words, headings, active listening, main ideas, details, contextual clues, graphic organizer, do		
Benchmark 5 - Organize information to solve problems.	A. Sequence and sort information	Identify beginning, middle and end, put story events in the correct sequence	beginning, middle, end, plot, event, sequence, do		Informal -- How Santa Got His Job, Clever Jack Takes the Cake etc.
Benchmark 6 - Create a product that presents findings.	Design original work following established guidelines		plan, do		

Library Media & Information Literacy Content Standard 3. A student must evaluate the product and learning process.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Assess the quality of the product.	A. Compare product to criteria B. Reflect on final product C. Explore ideas for improvement of the product	Discuss what makes a "good" book, Evaluate illustrations and stories	review	Award winning books	
Benchmark 2 - Describe the process.	A. Retell the steps that were used B. Discuss how well the process worked		review		

Library Media & Information Literacy Content Standard 4. A student must use information safely, ethically and legally.

Montana's Benchmark End of Grade 4	Essential Learning Expectation	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Legally obtain and use information.	A. Define ownership B. Discuss the concept of intellectual property C. Follow school guidelines for responsible use of information resources (e.g., acceptable use policy, checkout policies and library rules)	Respect the property of others, proper library book care	copyright, fair use, district technology use guidelines, plan, do		

Benchmark 2 - Identify the owner of ideas and information.	A. Recognize that an idea has an owner B. Recognize that information comes from a source C. Credit sources (format e.g., book, person, digital resource)	Introduce and explore the idea that an idea can have an owner	author, illustrator, illustrations, artist, composer, plan, do		
Benchmark 3 - Participate and collaborate in intellectual and social networks following safe and effective practices.	A. Interact appropriately in social situations (e.g., blended learning, etc.) B. Explain the need for Internet safety C. Explain appropriate online behavior D. Comply with district technology use policy	Introduced in Classroom computer lab	plan, do, blended learning, intellectual networks, social networks, .com, .edu, .org		
Library Media & Information Literacy Content Standard 5. A student must pursue personal interests through literature and other creative expressions.					
Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Use a variety of digital and print formats for pleasure and personal growth.	A. Identify personal interests B. Locate personal interest print materials according to physical location C. Explore a variety of available resources related to interest	Expose students to a variety of library materials during storytime and library checkout.	fiction, non-fiction, call number, plan, do, review		
Benchmark 2 - Use a variety of genres for pleasure and personal growth.	A. Discover types of genres (e.g., fairy tales, folktales, mysteries, etc.) B. Respond to materials from a variety of genres C. Explore award winning literature (e.g., Caldecott, Treasure State, etc.) D. Explore a variety of genres for pleasure	Listen to and checkout a wide variety of quality children's literature, including books of various genres and award winning books	genre, Caldecott Award, Treasure State Award, Newbery Award, plan, do, review	Award winning books, genre signs	
Benchmark 3 - Access and understand multiple resources from diverse cultures including Montana American Indians.	A. View and listen to available cultural resources (e.g., print, nonprint, database, online references, indexes, community) B. View and listen to a variety of cultural materials (including Montana American Indians)	Listen to stories from many cultures and countries	plan, do, review	various books (ie. Monkey and Crocodile, Two of Everything, Dragon Parade, Anansi, Punia etc.)	
Benchmark 4 - Access libraries to seek information for personal interest.	A. Locate and use community resources (e.g., school library, public library, college library, museum, community members, etc.) B. Explore online and electronic libraries and resources (e.g., ILL, e-books, etc.)	Encourage use of the Lewistown Public Library, including the summer reading program	Inter-library loan (ILL), e-books, plan, do, review	Lewistown Public Library	

Lewistown Public Schools
Library Media & Information Literacy Standards
Grades: 3rd & 4th Grade



Library Media & Information Literacy Content Standards

Content Standard 1 – A student must identify the task and determine the resources needed.
 Content Standard 2 – A student must locate sources, use information and present findings.
 Content Standard 3 – A student must evaluate the product and learning process.
 Content Standard 4 – A student must use information safely, ethically and legally.
 Content Standard 5 – A student must pursue personal interests through literature and other creative expressions.

Library Media & Information Literacy Content Standard 1. A student must identify the task and determine the resources needed.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Define the problem.	A. identify the topic B. restate the problem or task in their own words C. use task related vocabulary and keywords D. formulate questions or steps needed to solve the problem or task	Select topics and plan limited research projects	keyword, topic, resource, plan, task definition		3rd gr. research project (animals) 4th gr. research project (biographies)
Benchmark 2 - Identify the types of information needed.	A. Construct a list of possible resources (e.g., reference materials, newspapers, age appropriate Web sites, nonfiction books, personal interviews, audio files, video files, community resources, databases)	Explore the use of print and nonprint resources	information seeking strategies, task definition, reference materials: newspapers, age appropriate Web sites, nonfiction books, personal interviews, audio files, video files, community resources, databases, etc.	reference materials, periodicals, nonfiction books, web sites etc.	
Benchmark 3 - Choose from a range of resources.	A. Determine relevant resources to solve the problem or task	Choose from a limited selection of resources	relevant, location and access		

Library Media & Information Literacy Content Standard 2. A student must locate sources, use information and present findings.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
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Benchmark 1 - Locate a resource needed to solve the problem.	A. Locate resources using search techniques (e.g., keywords, Boolean/limiter, phrase, title, author, subject) B. Locate resources using a library catalog and/or database C. Locate resources using a call number	Introduce Dewey Decimal System, Library catalog, search techniques	fiction, nonfiction, periodicals, biography, reference, dictionary, encyclopedia, atlas, thesaurus, subject encyclopedias, almanac, Boolean/limiter, library catalog, database, call number, location and access		Various assignments: Dewey, keywords, catalog, ABC order, call numbers, etc.
Benchmark 2 - Evaluate resources.	A. Determine if the resource is useful (relevant, appropriate, detailed, current, authority, biased)		relevant, appropriate, detailed, current, authority, biased, information seeking strategies		Research projects
Benchmark 3 - Locate information within the source.	A. Utilize index/table of contents/glossary if applicable B. Skim and/or scan for information C. Use guide words/captions/bold words/headings	Table of Contents, glossary, index	spine, spine label, author, illustrator, title page, copyright, table of contents, information seeking strategies		Class assignments
Benchmark 4 - Extract information from resources needed to solve problems.	A. Demonstrate active listening B. Recognize main ideas/details C. Recognize and utilize contextual clues D. Construct meaning from text by reading for purpose E. Identify relevant information (e.g., through note taking, graphic organizers, etc.) F. Summarize information G. Cite sources (e.g., title/author/copyright)	Identify main idea and supporting details, select relevant information for project and cite sources	skim, scan, guide words, captions, bold words, headings, active listening, main ideas, details, contextual clues, graphic organizer, use of information		Class assignments and research projects
Benchmark 5 - Organize information to solve problems.	A. Organize and select relevant information (e.g., graphic organizer, sort notes, etc.)		organization: sequence, alphabetical, chronological, cause/effect, etc., synthesis		
Benchmark 6 - Create a product that presents findings.	A. Design original work following established guidelines		synthesis		Project

Library Media & Information Literacy Content Standard 3. A student must evaluate the product and learning process.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Assess the quality of the product.	A. Compare product to criteria B. Judge final product (e.g., self, teacher, peers) C. Generate ideas for improvement of the product		self evaluation, teacher evaluation, peer evaluation, evaluation		

Benchmark 2 - Describe the process.	A. Summarize the steps of the process B. Determine whether the prescribed process was followed C. Describe how well the process worked		evaluation		
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Library Media & Information Literacy Content Standard 4. A student must use information safely, ethically and legally.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Legally obtain and use information.	A. Respect the concept of intellectual property by following copyright and fair use guidelines B. Follow school guidelines for responsible use of information resources (e.g., acceptable use policy, checkout policies and library rules)	Understand and follow library rules and policies	copyright, fair use, district technology use guidelines, intellectual property (copyrights, trademarks, patents), acceptable use policies, location and access, use of information		
Benchmark 2 - Identify the owner of ideas and information.	A. Explain concept of plagiarism B. Credit sources for print and nonprint resources (e.g., title/author/copyright)	Understand what plagiarism is and cite sources used for research project	author, illustrator, artist, composer, task definition, use of information, synthesis		Project
Benchmark 3 - Participate and collaborate in intellectual and social networks following safe and effective practices.	A. Interact appropriately in social situations (e.g., blended learning, etc.) B. explain the need for Internet safety C. Display appropriate online behavior D. Comply with district technology use policy		blended learning, intellectual networks, social networks, .com, .edu, .org, task definition, use of information, synthesis		

Library Media & Information Literacy Content Standard 5. A student must pursue personal interests through literature and other creative expressions.

Montana's Benchmark End of Grade 4	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Use a variety of digital and print formats for pleasure and personal growth.	A. Identify personal interests B. Locate personal interest print materials using call numbers C. Identify available resources related to interest (e.g., print, nonprint, database, online references, indexes)	Check out a variety of library materials, use the library catalog and call numbers to locate materials in the library	task definition, use of information, synthesis		Informal

Benchmark 2 - Use a variety of genres for pleasure and personal growth.	A. Define types of genres in own words (e.g., fairy tales, folktales, mystery, etc.) B. Locate and select materials from a variety of genres C. Identify award winning literature (e.g., Caldecott, Newbery, Treasure State, Young Reader's Choice, Coretta Scott King, etc.) D. Correlate personal interest to a genre	exposure to quality children's literature and become familiar with more awards (ie. Treasure State, Newbery, YRCA, etc.)	genre, Caldecott Award, Treasure State Award, Newbery Award, Young Readers' Choice Award, fairy tales, folktales, mystery, task definition, use of information, synthesis		Class assignments
Benchmark 3 - Access and understand multiple resources from diverse cultures including Montana American Indians.	A. Identify and locate available cultural resources (e.g., print, nonprint, database, online references, indexes, community) B. Compare and contrast a variety of cultural materials (including Montana American Indians)		location and access, use of information		
Benchmark 4 - Access libraries to seek information for personal interest.	A. Locate and use community resources (e.g., school library, public library, college library, museum, community members, etc.) B. Access online and electronic libraries and resources (e.g., ILL, e-books, etc.)	Encourage the use of the Lewistown Public library, e-books, etc.	Inter-library loan (ILL), e-books, information seeking strategies, location and access, use of information, synthesis		

Lewistown Public Schools
Library Media & Information Literacy Standards
Grades: 5th & 6th Grade



Library Media & Information Literacy Content Standards

Content Standard 1 – A student must identify the task and determine the resources needed.
 Content Standard 2 – A student must locate sources, use information and present findings.
 Content Standard 3 – A student must evaluate the product and learning process.
 Content Standard 4 – A student must use information safely, ethically and legally.
 Content Standard 5 – A student must pursue personal interests through literature and other creative expressions.

Library Media & Information Literacy Content Standard 1. A student must identify the task and determine the resources needed.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Define the problem.	A. Formulate questions or steps needed to solve the problem or task B. Summarize task C. Broaden or narrow topic D. List keywords from topic E. List information requirements of the task	Introductory discussion to media projects .	topic, keywords		
Benchmark 2 - Identify the types of information needed.	A. List possible resources to solve the problem or task (e.g., encyclopedias, maps, atlas, almanacs, periodicals, newspapers, Web sites, nonfiction books, personal interviews, audio files, video files, community resources, databases) B. Define primary and secondary sources C. Identify useful resources	Using print and nonprint sources for encyclopedias, maps, atlases, almanacs, databases, and specialized dictionaries, and thesaurus.	print sources, nonprint sources, primary sources, secondary sources, task definition		
Benchmark 3 - Evaluate and select appropriate resources.	A. Determine the currency of resources B. Identify point of view in resources C. Judge authority and usefulness of resources D. Select the best resources	Incorporated into Benchmark 2 above.	authority, point of view, currency, location and access		

Library Media & Information Literacy Content Standard 2. A student must locate sources, use information and present findings.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
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Benchmark 1 - Locate multiple resources using search tools.	A. Utilize library facility B. Use a variety of available search tools and methods to locate resources (e.g., library catalog, indexes, search engines, subject directory, Boolean searches, digital databases, library personnel). C. Use search techniques to locate resources (e.g keywords, Boolean/limiters, phrase, title, author and subject) D. Locate resources (e.g., call number, URL, link)	Library orientation, using Google search, and image searches., library databases. Class work on using the library catalog and the Dewey decimal system.	library catalog, subject directory, Boolean search, database, fiction, nonfiction, periodicals, biography, reference, dictionary, encyclopedia, atlas, thesaurus, subject encyclopedias, almanac, Boolean/limiter, library catalog, database, call number		
Benchmark 2 - Evaluate resources.	A. Identify point of view in resources B. Judge usefulness of resources (relevant, appropriate, detail, currency, authority and bias).	Incorporated into Benchmark 2 above.	relevant, appropriate, detail, currency, authority and bias, information seeking strategies		
Benchmark 3 - Locate information within multiple resources.	A. Use glossaries and tables of contents. B. Use print indexes C. Recognize and use digital indexes (e.g., subject directory) D. Identify keywords and keyword phrases by skimming and scanning E. Record location of information within resources	Parts of the book review;	keyword phrase, skimming, scanning, subject directory, digital indexes, information seeking strategies		
Benchmark 4 - Extract information from a wide variety of resources needed to solve the problem.	A. Read, listen and view with guided purpose to accomplish task B. Locate, summarize and paraphrase relevant information C. Cite each source D. Use note taking to transfer information	Media projects	read with guided purpose, summarize, paraphrase, use of information		
Benchmark 5 - Organize information to solve problems.	A. Transfer information into a prescribed format to accomplish task (e.g., outlines, graphic organizers, note cards)	Media projects	outlines, graphic organizers, note cards, organization: sequence, alphabetical, chronological, cause/effect, etc., synthesis		
Benchmark 6 - Create a product that presents findings.	A. Identify audience B. Construct an original product that meets task criteria C. Present final product in assigned format	Media projects	self-regulation, time management. peer evaluation, synthesis		

Library Media & Information Literacy Content Standard 3. A student must evaluate the product and learning process.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Assess the quality and effectiveness of the product.	A. Describe product's strengths and weaknesses according to task criteria B. Critique final product (e.g., self, teacher, peers) C. Identify areas for improvement in the product	Media project rubrics	evaluation		
Benchmark 2 - Evaluate how the process met the need for information.	A. Examine task completion process (e.g., self-regulation, time management, etc.) B. Identify areas for improvement in the process	incorporated into above.	self-regulation, time management, peer evaluation, evaluation		

Library Media & Information Literacy Content Standard 4. A student must use information safely, ethically and legally.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Legally obtain, store and disseminate text, data, images or sounds.	A. Recognize the elements that comprise intellectual property B. Recognize current laws and policies regarding information use (e.g., plagiarism, copyright, creative commons, fair use, public domain)	Incorporated into introduction to media projects.	intellectual property, plagiarism, copyright, creative commons, fair use, public domain, location and access, use of information		
Benchmark 2 - Appropriately credits ideas and works of others.	A. Use paraphrasing and summarizing correctly B. Produce components for an assigned citation format C. Credit the intellectual property of others (e.g., video, music, website, audio, digital, artwork, photography, interview, presentations) D. Adhere to copyright laws (e.g., fair use, creative commons, plagiarism, public domain)	Grade level research projects. Library staff assists with research bibliographies.	cite, task definition, use of information, synthesis		
Benchmark 3 - Participate and collaborate in intellectual and social networks following safe and effective practices.	A. Use appropriate netiquette in supervised online settings (e.g., cyber bullying, data vandalism, online manners and protocol) B. Follow Acceptable Use Policy (AUP) C. Identify safe practices in social network and online settings D. Collaborates and participates effectively within a safe, social environment (e.g., group work, public spaces, face to face)	Covered in Computer application classes.	netiquette, cyber bullying, data vandalism, AUP, social network, task definition, use of information, synthesis		

Library Media & Information Literacy Content Standard 5. A student must pursue personal interests through literature and other creative expressions.					
Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Use and respond to a variety of print and digital formats for pleasure and personal growth.	A. Express areas of interest B. Locate and select resources in interest areas C. Explore various formats D. Express opinion on selected resources		prompting, task definition, use of information, synthesis		
Benchmark 2 - Use and respond to a variety of genres for pleasure and personal growth.	A. Recognize the characteristics of various genres B. Select resources in assigned genres C. Explain preferred genre	Various library class assignments	genre, task definition, use of information, synthesis		
Benchmark 3 - Analyze and respond to multiple resources and creative expressions from diverse cultures, including Montana American Indians.	A. Recognize that culture impacts creative expression (e.g., religion, family, nationality) B. Identify an author's cultural perspective C. Recognize the diversity of cultural expression		creative expression, cultural perspective, cultural ties, location and access, use of information		
Benchmark 4 - Access and use libraries and other information environments to find information for personal use and to make connections to resources beyond the school library.	A. Access and use available digital resources B. Locate and use available community resources (e.g., presentations, guest speakers, museums, community members, organizations, government resources) C. Access interlocal and/or intralocal resources (e.g., public libraries, other school libraries, bookmobile, infomobile, inter-library loan)	Scheduled library check out, and encouraged use of City Library for research projects.	interlocal, intralocal, digital resources, information seeking strategies, location and access, use of information, synthesis		

Lewistown Public Schools
Library Media & Information Literacy Standards
Grades: 7th & 8th Grade



Library Media & Information Literacy Content Standards

Content Standard 1 – A student must identify the task and determine the resources needed.
 Content Standard 2 – A student must locate sources, use information and present findings.
 Content Standard 3 – A student must evaluate the product and learning process.
 Content Standard 4 – A student must use information safely, ethically and legally.
 Content Standard 5 – A student must pursue personal interests through literature and other creative expressions.

Library Media & Information Literacy Content Standard 1. A student must identify the task and determine the resources needed.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Define the problem.	A. Formulate steps needed to solve the problem or task B. Paraphrase task C. Broaden or narrow topic D. Identify or generate keywords E. Confirm usefulness of keywords F. Identify, list and interpret information requirements of the task	Students will develop research question according to the assignment.	paraphrase, keywords, generate	Big 6.com	English, Science, and Social Studies research projects.
Benchmark 2 - Identify the types of information needed.	A. Identify a variety of resources (e.g., encyclopedias, maps, atlas, almanacs, periodicals, newspapers, Web sites, nonfiction books, personal interviews, audio files, video files, community resources, databases) B. Use primary and secondary sources C. Identify and defend usefulness of resources selected	Students will survey the types of resources needed to complete the project.	print sources, nonprint sources, primary source, secondary source, task definition		Teacher observation.
Benchmark 3 - Evaluate and select appropriate resources.	A. Identify appropriately current resources B. Identify point of view and bias in resources C. Appraise validity, authority and usefulness of resources D. Select the best resources		validity, authority, bias, point of view, appropriately current, location and access		Teacher observation.

Library Media & Information Literacy Content Standard 2. A student must locate sources, use information and present findings.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Locate multiple resources using search tools.	A. Utilize Library facility B. Use a variety of available search tools and methods (e.g., library catalog, indexes, search engines, subject directory, Boolean searches, digital databases, library personnel). C. Use search techniques to locate resources (e.g., keywords, Boolean/limiters, phrase, title, author and subject) D. Locate resources (e.g., call number, URL, link)	Students will learn to find and use available resources, both online and in print.	subject directory, Boolean search, database, URL, Web address, link, location and access	Library staff will be available to assist in research projects when needed.	
Benchmark 2 - Evaluate resources.	A. Identify point of view and bias in resources B. Judge usefulness of resources (relevant, appropriate, detail, currency, authority and bias)	Students will develop critical reading skills for non fiction.	point of view, validity, relevant, appropriate, detail, currency, authority and bias, information seeking strategies		
Benchmark 3 - Locate information within multiple resources.	A. Use glossaries and tables of contents B. Use multiple print and digital indexes C. Identify keywords and keyword phrases by skimming and scanning D. Record location of information within resources	Students will search different types of sources and means for their research information.	keyword phrase, skimming, scanning, subject directory, information seeking strategies	KOHA, World Book Online, Search Engines.	
Benchmark 4 - Extract information from a wide variety of resources needed to solve the problem.	A. Read, listen and view with purpose to accomplish task B. Recognize the differences between summarizing, paraphrasing and/or direct quotation C. Cite each source D. Transfer information through note taking	Students will learn about the need to use many different sources when finding information for research.	read with purpose, summarizing, paraphrasing, direct quotation, use of information		
Benchmark 5 - Organize information to solve problems.	A. Arrange information into a format to accomplish the task (e.g., outlines, graphic organizers)		outlines, graphic organizers, synthesis		
Benchmark 6 - Create a product that presents findings.	A. Design and create an original product appropriate to task criteria and audience B. Present final product in appropriate format	Students will learn how to use different presentation methods.	synthesis		

Library Media & Information Literacy Content Standard 3. A student must evaluate the product and learning process.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Assess the quality and effectiveness of the product.	A. Self-evaluate product's strengths and weaknesses according to task criteria B. Use guidelines to compare self-evaluation to teacher and peer evaluations C. Identify areas for improving the product	Students will assess if their project meets the criteria of the project.	evaluation		

Benchmark 2 - Evaluate how the process met the need for information.	A. Appraise task completion process (e.g., self-regulation, time management, etc.) B. Identify areas for improvement in the process	Students will evaluate the project for possible changes.	self-regulation, time management, peer evaluation, evaluation		
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Library Media & Information Literacy Content Standard 4. A student must use information safely, ethically and legally.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Legally obtain, store and disseminate text, data, images or sounds.	A. Explain the concept of intellectual property. B. Recognize, identify and apply current laws and policies regarding information use (e.g., plagiarism, copyright, creative commons, fair use, public domain)	Students use technology safely, ethically and legally.	plagiarism, copyright, creative commons, fair use, public domain, location and access, use of information	Lewistown School District Acceptable Use Policy.	
Benchmark 2 - Appropriately credits ideas and works of others.	A. Use summarizing, paraphrasing and direct quotes correctly B. Use in-text citation (e.g., parenthetical citation) correctly C. Produce components for a citation source (e.g., MLA, APA) D. Credit the intellectual property of others (e.g., video, music, website, audio, digital, artwork, photography, interview, presentations) E. Adhere to copyright laws (e.g., fair use, creative commons, plagiarism, public domain)	Students will give credit for sources used in research projects.	cite, MLA, APA, in-text citation, parenthetical citation, task definition, use of information, synthesis		
Benchmark 3 - Participate and collaborate in intellectual and social networks following safe and effective practices.	A. Use appropriate netiquette in various online settings (e.g., cyber bullying, data vandalism, online manners and protocol) B. Follow Acceptable Use Policy (AUP) C. Describe safe practices in social network and online settings D. Collaborate and participate effectively within a safe, social environment (e.g., group work, public spaces, face to face)	Students will use technology to collaborate and communicate following the Acceptable Use Policy of the district.	netiquette, cyber bullying, data vandalism, AUP, social network, task definition, use of information, synthesis		

Library Media & Information Literacy Content Standard 5. A student must pursue personal interests through literature and other creative expressions.

Montana's Benchmark End of Grade 8	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Use and respond to a variety of print and digital formats for pleasure and personal growth.	A. Express and justify areas of interest B. Locate and select a variety of resources in interest areas C. Experiment with a variety of formats D. Express and defend opinion on selected resource	Students will have the opportunity to use different formats for recreational reading, or finding information.	task definition, use of information, synthesis	Overdrive, Worldbook Online.	
Benchmark 2 - Use and respond to a variety of genres for pleasure and personal growth.	A. Compare and contrast the characteristics of various genres B. Select resources in various genres C. Explain and justify preferred genre	Students will be exposed to the library and ebook collection for many different genres.	task definition, use of information, synthesis		

Benchmark 3 - Analyze and respond to multiple resources and creative expressions from diverse cultures, including Montana American Indians.	A. Explore how the elements of culture impact creative expression (e.g., religion, family, nationality) B. Recognize an author's cultural perspective C. Recognize the diversity of cultural expression	Students will learn to appreciate and respect the differences between cultures.	creative expression, cultural perspective, location and access, use of information	Montana OPI site and links.	
Benchmark 4 - Access and use libraries and other information environments to find information for personal use and to make connections to resources beyond the school library.	A. Access and use a variety of digital resources B. Locate and use community resources (e.g., museums, community members, organizations, government resources) C. Access and use interlocal and/or intralocal resources (e.g., public libraries, other school libraries, bookmobile, infomobile, interlibrary loan)	Students will recognize and support the need for intellectual freedom.	interlocal, intralocal, digital resources, information seeking strategies, location and access, use of information, synthesis		

Lewistown Public Schools
Library Media & Information Literacy Standards
Grades: Freshman - Senior



Library Media & Information Literacy Content Standards

Content Standard 1 – A student must identify the task and determine the resources needed.
 Content Standard 2 – A student must locate sources, use information and present findings.
 Content Standard 3 – A student must evaluate the product and learning process.
 Content Standard 4 – A student must use information safely, ethically and legally.
 Content Standard 5 – A student must pursue personal interests through literature and other creative expressions.

Library Media & Information Literacy Content Standard 1. A student must identify the task and determine the resources needed.

Montana's Benchmark Upon Graduation	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Define the problem.	A. Develop and refine a range of questions B. Formulate and authenticate keywords within the problem C. Validate usefulness of keywords D. Assess whether the topic is too narrow/broad and adjust accordingly E. Interpret prior and background knowledge F. Appraise depth or complexity of the problem	Students will narrow down research question to something that fits the requirements of the assignment.	validate, authenticate, keyword	Big 6.com	English 9,10,11,12 research projects
Benchmark 2 - Determine the nature and extent of information needed.	A. Compile a list of possible resources (e.g., print, nonprint, digital, Intralocal, Interlocal) B. Implement essential questions which go beyond facts (probing questions) into the problem	Students will define the types of resources need to fulfill the assignment.	intralocal, interlocal, probing questions, task definition, print, periodical	Books, Internet, magazines, EBSCO, SIRS, WorldBook	Teacher observation
Benchmark 3 - Evaluate and select appropriate resources.	A. Interpret information for relevance, appropriateness, detail, currency, authority and bias B. Compare and contrast all selected topic-related resources C. Incorporate primary and/or secondary sources appropriately D. Reevaluate the problems and resources, refine if needed E. Select appropriate resources to solve the problem	Students will understand the difference between different types of sources and what makes each valid or invalid for the problem given.	RADCAB (relevance, appropriateness, detail, currency, authority and bias) primary/secondary sources, location and access	LOC.gov, http://www.ipl.org	Teacher observation

Library Media & Information Literacy Content Standard 2. Locate multiple resources using a variety of search tools.

Montana's Benchmark Upon Graduation	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Locate multiple resources using search tools.	A. Utilize library facility B. Participate in Library/Media orientation C. Demonstrate ability to access and search available print and nonprint material including the library catalog (using advanced searches) D. Demonstrate ability to access and search available digital resources E. Differentiate between subscription and free Web resources F. Navigate within a digital database G. Narrow search results using limiters within a digital search H. Perform an advanced search using search engine(s) and digital database(s)	Students will learn how to efficiently retrieve information both online and with physical resources.	free Web resources, limiters/advanced search (e.g., Boolean, quotations, etc.), database, search engines, location and access	KOHA, SIRS, EBSCO, World Book Online, Search engines (e.g. - Google, Yahoo)	Freshman library orientation
Benchmark 2 - Evaluate resources.	A. Follow criteria to evaluate resource for Accuracy, Relevance, Authority, Detail, Currency, Bias B. Identify and discuss the domain within the URL C. Follow evaluative criteria to match the resource to the task	Students will learn what it means to be a critical reader.	domain, URL, evaluative criteria, information seeking strategies		
Benchmark 3 - Locate information within multiple resources.	A. Sort within digital databases (e.g., relevance, date, publication, author) B. Use keywords to locate and cross-reference information to match the task (e.g., index, table of contents, glossary) C. Identify and include divergent perspectives during information gathering D. Document location of information within resources	Students will learn to effectively search different types of sources by using a multiple resources for research.	cross-reference (e.g., see and see-also, related terms, related subjects), divergent perspectives, use of information, database	KOHA, SIRS, EBSCO, World Book Online	World History Research Assignment
Benchmark 4 - Extract information from a wide variety of resources needed to solve the problem.	A. Read, view and listen to make inferences B. Gather information relevant to the formulated questions C. Determine the correct usage of summaries, paraphrases and direct quotations, then replicate. D. Cite each source E. Assess information extracted to solve the problem	Students will understand the need to diversify beyond Google (or any search engine) when solving an information problem.	inference, paraphrase, summary, direct quotation, use of information	Noodletools	Junior and Senior Research Projects
Benchmark 5 - Organize and manage information from a wide variety of sources to solve the problem.	A. Sort and categorize gathered information (e.g., graphic organizers, note cards, outline) B. Review and refine the gathered information	Students will learn to effectively organize information that will be presented in a final form.	graphic organizers, note cards, outline, synthesis	Noodletools	9th English

Benchmark 6 - Create a product that presents findings.	A. Choose the appropriate medium for presentation based on audience (e.g., oral, written, or digital) B. Create original product C. Evaluate the process, refine if needed D. Present and defend the product	Students will gain an understanding of the most effective way of presenting information.	synthesis	Prezi, Vuvox, Powerpoint, Google Presentation	Junior research assignment
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Library Media & Information Literacy Content Standard 3. A student must evaluate the product and learning process.

Montana's Benchmark Upon Graduation	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Assess the quality and effectiveness of the product.	A. Self-assess the product B. Compare self-assessment to teacher and peer evaluations (e.g., rubrics, wikis, blogs, class discussion) C. Consider revision, editing, rewriting based on assessments (self, peer, teacher)	Students will decide if final product meets goals of assignment.	rubrics, wikis, blogs, evaluation	Rubrics, wikis, blogs, discussion	All English classes
Benchmark 2 - Evaluate the process in order to revise strategies.	A. Judge the strengths and weaknesses of the process B. Evaluate time management throughout the process C. Reflect on the process to make improvements	Students will take time to decide what could have been changed to make the research process easier and better.	time management, evaluation		Teacher observation

Library Media & Information Literacy Content Standard 4. A student must use information safely, ethically and legally.

Montana's Benchmark Upon Graduation	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Legally obtain, store and disseminate text, data, images or sounds.	A. Respect intellectual property B. Adhere to acceptable use policies (e.g., technology/media, loan policies) C. Use the Internet safely and ethically D. Use and manipulate information and technology responsibly	Students will act independently to use technology safely, ethically and legally.	Acceptable Use Policy (District specified), netiquette, location and access, use of information, filtering, censorship, peer to peer	Lewistown School District Acceptable Use Policy	Library presentation/disc

Benchmark 2 - Appropriately credits ideas and works of others.	A. Use summarizing, paraphrasing and direct quotes correctly B. Use in-text citation (e.g., parenthetical citation) correctly C. Produce components for a citation source (e.g., MLA, APA) D. Credit the intellectual property of others (e.g., video, music, website, audio, digital, artwork, photography, interview, presentations) E. Adhere to copyright laws (e.g., fair use, creative commons, plagiarism, public domain)	Students will independently seek to give credit to creators of intellectual property.	citation, parenthetical citation, intellectual property, fair use, creative commons, plagiarism, public domain, task definition, use of information, synthesis, bibliography, works cited	Noodletools, APA & MLA Resource Manuals	All English classes
Benchmark 3 - Participate and collaborate in intellectual and social networks following safe and effective practices.	A. Apply netiquette guidelines in online settings (e.g., blogs, wikis, Web 2.0) B. Collaborate and participate effectively within a safe, social environment (e.g., face to face, blended learning) C. Exhibit responsible digital citizenship D. Participate in social networks appropriately (e.g., blogs, wikis, Web 2.0, face to face, blended learning)	Students will find effective ways to use technology to collaborate and to maximize communication via technology.	digital citizenship, blended learning, Web 2.0, face to face, task definition, use of information, synthesis	Social networks, blogs, Google Chat, Google Video, Skype, Edmodo	Senior Govt. class

Library Media & Information Literacy Content Standard 5. A student must pursue personal interests through literature and other creative expressions.

Montana's Benchmark Upon Graduation	Essential Learning Expectations	Curriculum Learning Goals	Essential Vocabulary	Resources	Assessment
Benchmark 1 - Use and critique a variety of print and digital formats for pleasure and personal growth.	A. Explore a variety of formats based on personal interest B. Compare and contrast different formats (e.g., playaways, audio, digital, fiction, nonfiction)	Students will learn the merits of using different types of formats for reading or finding information.	task definition, use of information, synthesis	EBSCO, SIRS, World Book Online, Overdrive, Video on Demand	Teacher observation
Benchmark 2 - Use and critique a variety of genres for pleasure and personal growth.	A. Self select and critique literature in different genres	Students will learn the value of different genres by being exposed to - and critiquing a wide range of literature.	genre, task definition, use of information, synthesis, fiction, nonfiction	Print Materials, wikis, podcasts	Teacher observation

Benchmark 3 - Evaluate multiple resources and other creative expressions from diverse cultures, including Montana American Indians.	A. Select a variety of materials representing diverse cultures and viewpoints, including Montana American Indians B. Recognize and acknowledge cultural impact upon creative expression (e.g., art, tradition, religion, language) C. Compare and contrast examples of diversity in cultural expression D. Evaluate selected materials for cultural perspective and authenticity	Students will learn to appreciate and respect the differences between cultures.	creative expression, cultural expression, cultural perspective, authenticity, location and access, use of information	Montana OPI (IEFA) site	10th/12th English, World History
Benchmark 4 - Access and use resources and information from all types of information environments to pursue personal and creative interests.	A. Explore and discuss intellectual freedom (e.g., banned books, propaganda, challenged books) B. Access resources beyond the school library (e.g., online, digital, other libraries, interlibrary loan services, museums)	Students will recognize and support the need for intellectual freedom.	intellectual freedom, propaganda, banned books, challenged books, Interlibrary loan (ILL), information seeking strategies, location and access, use of information, synthesis	ALA.org	Teacher observation

Library Media/Information Literacy Recommendations

The following are the recommendations that we feel strongly about as a Library Media Curriculum Team. They represent our beliefs or are topics that came up in our meetings and throughout our discussions. We feel these items need to be addressed and confirmed.

1. The library media center in each building must be central to and fully integrated within the total educational program.
2. Reading, both recreational and informational, in all formats, enriches the personal and intellectual life of the student.
3. We feel that Accelerated Reader (AR) is an integral part of the elementary curriculum. As Common Core continues to be integrated, AR is a concrete way to help students meet the standards. Accelerated Reader is a useful tool for teachers to track what students are reading and the complexity of what they are reading. Instant reporting helps monitor progress and quickly identifies students who may need assistance.
4. It is the school librarian's task to select, process, store and disseminate information, literature, informational text and recreational reading, in a variety of formats.
5. We believe that information literacy is not limited to any subject or discipline. The ability to locate and evaluate information is an increasingly important skill for student success in all curricular areas.
6. It is vital to have a current, ample and diverse library collection in a variety of print and non-print formats purchased with adequate budgets; staffed with certified and support personnel; technical and administrative support; access to technology; and appropriate and inviting facilities to maintain an effective learning environment.
7. Libraries must insist on and assist in technology integration whenever possible. They should provide all students an opportunity to access and evaluate information through online subscription databases, catalog databases, and the Internet, as well as encourage the use of presentation software when collaborating with staff to design projects. The following are the recommendations that we feel very strongly about as a Technology Curriculum Team. These are issues that came up in our meetings and throughout our discussions. We feel these items need to be addressed and upheld.

Accelerated Reader Teacher Expectations

These expectations are intended for use by staff for the Lewistown Schools from grade 2 to grade 8. Accelerated Reader (AR) is a schoolwide sustained reading program of in each building and is considered integral to the elementary curriculum.

It's all about practice. Accelerated Reader (AR) encourages substantial differentiated reading practice to create strong readers. Based on each student's independent reading level, AR helps teachers set personalized goals for each student, and guide students to books difficult enough to keep them challenged, but not so difficult to cause frustration.

1. Determine reading level.

A student's optimal reading level is determined through the STAR Reading Enterprise assessment. This assessment provides information on a student's overall reading ability and suggests a range of book levels for each student called the "zone of proximal development", or ZPD.

2. Set practice goals.

Teachers need to set student goals according to the Goal Setting Chart provided by Accelerated Reader. (See next page)

3. Grading Procedures.

Students are to receive a standalone end of the quarter grade must be based on the Goal Setting chart.

Note: Setting higher personal reading goals are optional and should be determined at the beginning of each quarter. However, the student's grade is solely based on their ZPD goal and not their personal goal. The quarter grade earned by each student for AR should be indicated on the student's report card.

American Association of School Librarians - Standards for the 21st Century Learners

The definition of information literacy has become more complex as resources and technologies have changed. Information literacy has progressed from the simple definition of using reference resources to find information. Multiple literacies, including digital, visual, textual, and technological, have now joined information literacy as crucial skills for this century.

The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own. The amount of information available to our learners necessitates that each individual acquire the skills to select, evaluate, and use information appropriately and effectively.

Learning has a social context. Learning is enhanced by opportunities to share and learn with others. Students need to develop skills in sharing knowledge and learning with others, both in face-to-face situations and through technology.

School libraries are essential to the development of learning skills. School libraries provide equitable physical and intellectual access to the resources and tools required for learning in a warm, stimulating, and safe environment. School librarians collaborate with others to provide instruction, learning strategies, and practice in using the essential learning skills needed in the 21st century.

Learners use skills, resources, & tools to:

- 1 - Inquire, think critically, and gain knowledge.
- 2 - Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
- 3 - Share knowledge and participate ethically and productively as members of our democratic society.
- 4 - Pursue personal and aesthetic growth

 Montana Office of Public Instruction Denise Juneau, State Superintendent opi.mt.gov	Information Literacy/Library Media Content Standards
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Standards and Performance Descriptors Adopted August 2008

Montana Standards for Information Literacy/Library Media

Information literacy is the ability to recognize when information is needed and then locate, evaluate, and effectively use the information. (Adapted from Association College and Research Libraries "Information Literacy Competency Standards for Higher Education")

All Montana students require equitable access to a variety of resources, encompassing the breadth of human conversations and creations for academic achievement and personal growth. By learning to access and evaluate information they gain an appreciation and respect for diverse ideas and creative expressions. By using information literacy skills in all aspects of learning, students become empowered and engaged lifelong learners. To thrive in the 21st Century, students must employ a process of inquiry that can be adapted to any information need. By learning strategies to manage and ethically use information, Montana students open the door to the world in all its diversity. Library media specialists, in collaboration with other classroom and content area teachers, empower all students to become information literate.

Information Literacy/Library Media Content Standard 1

To satisfy the requirements of Information Literacy/Library Media Content Standard 1, a student must: identify the task and determine the resources needed.

Rationale

Students encounter "increasingly vast and complex collections of information" in today's world (Murray 1). Literacy implies more than vocabulary and awareness; it requires critical thinking (Murray 13). Students need skills to help them identify a task or problem and then determine which resources will best solve their specific academic and/or personal requirements. The Big6™ Model provides students with direction, purpose and strategies to initiate the process. Content Standard 1 addresses the first two steps in the Big6™ Model: Task Definition and Information Seeking Strategies.

Benchmarks for Information Literacy/Library Media Content Standard 1 for the end of grade 4

The benchmark for Information Literacy/Library Media Content Standard 1 for a student at the end of grade 4 is the ability to:

- define the problem;
- identify types of information needed;
- choose from a range of resources.

Benchmarks for Information Literacy/Library Media Content Standard 1 for the end of grade 8

The benchmark for Information Literacy/Library Media Content Standard 1 for a student at the end of grade 8 is the ability to:

- analyze the parts of the problem to be solved;
- identify information resources needed;
- evaluate and select appropriate resources.

Benchmarks for Information Literacy/Library Media Content Standard 1 upon graduation

The benchmark for Information Literacy/Library Media Content Standard 1 for a student upon graduation is the ability to:

- evaluate the purpose and scope of the problem;
- determine the nature and extent of information needed;
- evaluate and select appropriate resources.

Information Literacy/Library Media Content Standard 2

To satisfy the requirements of Information Literacy/Library Media Content Standard 2, a student must: locate sources, use information, and present findings.

Rationale

Inquiry-based learning has progressed from traditional research to a problem solving process. Multiple literacies, including digital, visual, and textual have now joined information literacy as critical skills for the 21st Century. The amount and complexity of information necessitates that each individual acquire the skills to select, evaluate, and use information appropriately and effectively. The Big6™ Model provides students with direction, purpose and strategies to further the process. Content Standard 2 addresses steps 3, 4 and 5 in the Big6™ Model: Location and Access, Use of Information, and Synthesis.

Benchmarks for Information Literacy/Library Media Content Standard 2 for the end of grade 4

The benchmark for Information Literacy/Library Media Content Standard 2 for a student at the end of grade 4 is the ability to:

- locate a resource needed to solve the problem;
- evaluate resources;
- locate information within the resource;
- extract information from resources needed to solve the problem;
- organize information to solve the problem;
- create a product that presents findings.

Benchmarks for Information Literacy/Library Media Content Standard 2 for the end of grade 8

The benchmark for Information Literacy/Library Media Content Standard 2 for a student at the end of grade 8 is the ability to:

- locate multiple resources using search tools;
- evaluate resources;
- locate information within multiple resources;
- extract information from multiple resources needed to solve the problem;
- organize and manage information to solve the problem;

- create a product that presents findings.

Benchmarks for Information Literacy/Library Media Content Standard 2 upon graduation

The benchmark for Information Literacy/Library Media Content Standard 2 for a student upon graduation is the ability to:

- locate multiple resources using a variety of search tools
- evaluate resources
- locate information within a wide variety of resources
- extract information from a wide variety of resources needed to solve the problem
- organize and manage information from a wide variety of sources to solve the problem
- create and defend a product that presents findings

Information Literacy/Library Media Content Standard 3

To satisfy the requirements of Information Literacy/Library Media Content Standard 3, a student must: evaluate the product and learning process.

Rationale

"The final project is more than a goal; it is an opportunity to help students learn how to solve problems and make decisions by engaging higher level thinking skills in a systematic way"

Students must be prepared to critically evaluate the results of their research, and then apply those results effectively in future learning and decision-making for personal growth and empowerment. This critical evaluation requires that students have frequent opportunities throughout the process to self-assess in order to revise strategies. Content Standard 3 addresses step 6 in the Big6™ Model: Evaluation.

Benchmarks for Information Literacy/Library Media Content Standard 3 for the end of grade 4

The benchmark for Information Literacy/Library Media Content Standard 3 for a student at the end of grade 4 is the ability to:

- assess the quality of the product;
- describe the process.

Benchmarks for Information Literacy/Library Media Content Standard 3 for the end of grade 8

The benchmark for Information Literacy/Library Media Content Standard 3 for a student at the end of grade 8 is the ability to:

- assess the quality and effectiveness of the product;
- evaluate how the process met the need for information.

Benchmarks for Information Literacy/Library Media Content Standard 3 upon graduation

The benchmark for Information Literacy/Library Media Content Standard 3 for a student upon graduation is the ability to:

- assess the quality and effectiveness of the product;
- evaluate the process in order to revise strategies.

Information Literacy/Library Media Content Standard 4

To satisfy the requirements of Information Literacy/Library Media Content Standard 4, a student must: use information safely, ethically and legally.

Rationale

For students to contribute positively in a learning community, they must have equitable access to information in an environment that is safe and conducive to learning. Because learning has a social context, students need to develop skills in sharing knowledge with others, both in face-to-face situations and through digital environments. Students must recognize and respect the intellectual and creative property rights of others.

Benchmarks for Information Literacy/Library Media Content Standard 4 for the end of grade 4

The benchmark for Information Literacy/Library Media Content Standard 4 for a student at the end of grade 4 is the ability to:

- legally obtain and use information;
- identify the owner of ideas and information;
- participate and collaborate in intellectual and social networks following safe and accepted practices.

Benchmarks for Information Literacy/Library Media Content Standard 4 for the end of grade 8

The benchmark for Information Literacy/Library Media Content Standard 4 for a student at the end of grade 8 is the ability to:

- legally obtain, store and disseminate text, data, images or sounds;
- appropriately credit ideas and works of others;
- participate and collaborate in intellectual and social networks following safe and accepted practices.

Benchmarks for Information Literacy/Library Media Content Standard 4 upon graduation

The benchmark for Information Literacy/Library Media Content Standard 4 for a student upon graduation is the ability to:

- legally obtain, store and disseminate text, data, images or sounds;
- follow copyright laws and fair use guidelines when using the intellectual property of others;
- participate and collaborate in intellectual and social networks following safe and accepted practices.

Information Literacy/Library Media Content Standard 5

To satisfy the requirements of Information Literacy/Library Media Content Standard 5, a student must: pursue personal interests through literature and other creative expressions.

Rationale

School libraries provide equitable access to literature and information resources that contribute to the development of lifelong learners. Central to learning is a respect and appreciation for the many voices and cultures in our world, including Montana American Indians. Students deserve the opportunity to explore creative expression, engage in independent learning, and read for personal enjoyment as well as fulfill academic tasks

Benchmarks for Information Literacy/Library Media Content Standard 5 for the end of grade 4

The benchmark for Information Literacy/Library Media Content Standard 5 for a student at the end of grade 4 is the ability to:

- use a variety of print and digital formats for pleasure and personal growth;

- use a variety of genres for pleasure and personal growth;
- access and understand multiple resources from diverse cultures, including Montana American Indians;
- access libraries to seek information for personal interest.

Benchmarks for Information Literacy/Library Media Content Standard 5 for the end of grade 8

The benchmark for Information Literacy/Library Media Content Standard 5 for a student at the end of grade 8 is the ability to:

- use and respond to a variety of print and digital formats for pleasure and personal growth;
- use and respond to a variety of genres for pleasure and personal growth;
- analyze and respond to multiple resources and creative expressions from diverse cultures, including Montana American Indians;
- access and use libraries and other information environments to find information for personal use and to make connections to resources beyond the school library.

Benchmarks for Information Literacy/Library Media Content Standard 5 upon graduation

The benchmark for Information Literacy/Library Media Content Standard 5 for a student upon graduation is the ability to:

- use and critique a variety of print and digital formats for pleasure and personal growth;
- use and critique a variety of genres for pleasure and personal growth;
- evaluate multiple resources and other creative expressions from diverse cultures, including Montana American Indians;
- access and use resources and information from all types of information environments to pursue personal and creative interests.

Foundation Resources:

American Association of School Librarians. *Standards for 21st-Century Learners*. Chicago, Ill.: ALA, 2007.

Association of College and Research Libraries. *Information Literacy Competency Standards for Higher Education*. Chicago, Ill.; ALA, 2000.

Eisenberg, Michael B. and Robert E. Berkowitz. *The Big6™ Skills*. <www.big6.com>

Montana Office of Public Instruction. "Montana Content and Performance Standards for Library Media." *Administrative Rules of Montana (10.54.6510)* Helena, Mont.: OPI, 2000.

Murray, Janet R. *Achieving Educational Standards Using the Big6™*. Columbus, Oh.: Linworth, 2008.

Indian Education for All

Lewistown Public Schools is committed to developing for all students an understanding of American and Montana Indian people and their histories, fostering respect for their cultures. In view of the unique role of the American Indian peoples in the development of the United States and the experience of Montana tribes in particular, their history and culture will be integrated wherever appropriate in the instruction of Lewistown students, in accordance with the state constitution, statutes, and curriculum standards.

ESSENTIAL UNDERSTANDINGS REGARDING MONTANA INDIANS

1. There is great diversity among the 12 tribal Nations of Montana in their languages, cultures, histories, and governments. Each Nation has a distinct and unique cultural heritage that contributes to modern Montana.
2. There is great diversity among individual American Indians as identity is developed, defined, and redefined by many entities, organizations, and people. There is a continuum of Indian identity ranging from assimilated to traditional and this is unique to each individual. There is no generic American Indian.
3. The ideologies of Native traditional beliefs and spirituality persist into modern day life as tribal cultures, traditions and languages are still practiced by many American Indian people and are incorporated into how tribes govern and manage their affairs. Additionally, each tribe has their own oral history beginning with their genesis that is as valid as written histories. These histories pre-date the “discovery” of North America.
4. Reservations are land that have been reserved by the tribes for their own use through treaties and was not “given” to them. The principle that land should be acquired from the Indians only through their consent with treaties involved three assumptions:
 - a. That both parties to treaties were sovereign powers.
 - b. Those Indian tribes had some form of transferable title to the land.
 - c. That acquisition of Indian lands was solely a government matter not to be left to individual colonists.
5. There were many federal policies put into place throughout American history that have impacted Indian people and shape who they are today. Much of Indian history can be related through several major federal policy periods.
6. History is a story most often related through the subjective experience of the teller. Histories are being rediscovered and revised. History told from an Indian perspective conflicts with what most of mainstream history tells us.
7. Under the American legal system, Indian tribes have sovereign powers separate and independent from the federal and state governments. However, the extent and breadth of tribal sovereignty is not the same for each tribe.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

10

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Kaitlyn Moodie **Date:** 05/13/2013

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:

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

FHS SCHOOL BOARD REPORT
Kaitlyn Moodie

Monday, May 13, 2013

STUCO:

- The Blue/Gold Breakfast will be held on Wednesday, May 15, 2013—6:45 a.m.
 - The speaker will be Dr. Godfrey Saunders. Mr. Saunders was the Principal at Bozeman High School and won the Milken Award for Educational Excellence.
- Elections for new student body and class officers will be held during the final week of school.

Key Club:

- Held a fundraiser. Students played Johnny Bravo Volleyball and Powder Puff Football.

FCCLA:

- Raising money to send students to the National Conference in Nashville.
- Members are filling out applications to become an officer and interviews will be on May 21.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

11

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 05/13/2013

SUMMARY:

The Board of Trustees has the opportunity to provide updates on their various committees.

Attached is the list for Standing Committees of the Board for the 2012-2013 School Year. The Trustees need to sign up for committees for the 2013-2014 School Year.

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**STANDING COMMITTEES OF THE BOARD
2012-2013 School Year**

Committee	Number on Comm.		Jeremy Bristol	Joe Irish	Stan Monger	Lisa Pierce	Barb Thomas	Monte Weeden
Building & Grounds	3				X	X		X
Insurance Risk Committee	2			X			X	
Transportation	3		X	X				X

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2012-2013 School Year**

Committee	Number on Comm.		Jeremy Bristol	Joe Irish	Stan Monger	Lisa Pierce	Barb Thomas	Monte Weeden
Activities	2					X		X
Curriculum Committees:								
Communication Arts	1					X		
Math	1						X	
Vocational Arts (continued)	1			X				
Health Insurance Program	2			X	X			
Vocational Advisory Council	1		X					

**STANDING COMMITTEES OF THE BOARD
2013-2014 School Year**

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Building & Grounds	3							
Insurance Risk Committee	2							
Transportation	3							

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2013-2014 School Year**

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2							
Curriculum Committees:								
	1							
	1							
Communication Arts	1							
Math	1							
Vocational Arts (continued)	1							
Health Insurance Program	2							
School Calendar	1							
Vocational Advisory Council	1							

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

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:** 05/13/2013

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:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

13

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information concerning the 2013-2014 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						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

BUDGET SUMMARY & PROPOSED REDUCTIONS

FY2013-2014

ELEMENTARY

Budget (based on SB175)	\$5,669,883.29
Expenses:	
Projected Expenses (salary, benefit, etc)	\$5,913,637.73
Potential Title I Decreases (8%)	\$23,268.46
Special Ed Summer School	\$6,700.00
Total Projected Expenses	\$5,943,606.19
 Deficit/Surplus BEFORE Reductions	 (\$273,722.90)
Reductions:	
Line Item Reductions	\$80,142.00
Possible Budget Reductions	\$217,268.74
Total Reductions	\$297,410.74
 Deficit/Surplus AFTER Reductions	 \$23,687.84

HIGH SCHOOL

Budget (based on SB175 & levy passing)	\$3,126,919.08
Expenses:	
Projected Expenses (salary, benefit, etc)	\$3,311,191.51
Potential Title I Decreases (8%)	\$11,460.58
Special Ed Summer School	\$3,300.00
Total Projected Expenses	\$3,325,952.09
 Deficit/Surplus BEFORE Reductions	 (\$199,033.01)
Reductions:	
Line Item Reductions	\$39,260.00
Possible Budget Reductions	\$170,202.20
Total Reductions	\$209,462.20
 Deficit/Surplus AFTER Reductions	 \$10,429.19

ELEMENTARY LINE ITEM REDUCTIONS

SUPPLIES & OTHER MISC	\$49,092.00
GAS/ELECTRICITY/WATER/SEWER	\$29,050.00
JHS ACTIVITY TRAVEL	\$2,000.00
	<u>\$80,142.00</u>

HIGH SCHOOL LINE ITEM REDUCTIONS

SUPPLIES & OTHER MISC	\$9,760.00
GAS/ELECTRICITY/WATER/SEWER	\$25,500.00
FHS ACTIVITY TRAVEL	\$4,000.00
	<u>\$39,260.00</u>

ELEMENTARY POSSIBLE REDUCTIONS

4.5 FTE PARAPROFESSIONALS	\$127,500.00
0.5 FTE CUSTODIAN	\$17,500.00
JHS ACTIVITIES	\$3,600.00
REDUCE CURRICULUM BY 1/2	\$42,500.00
MOVE TECH EXPENSES TO TECH LEVY	\$15,168.74
SCHOOL RESOURCE OFFICER	\$11,000.00
	<u>\$217,268.74</u>

HIGH SCHOOL POSSIBLE REDUCTIONS

1.0 FTE PARAPROFESSIONAL	\$25,000.00
1.0 STUDY HALL VACANCY	\$25,000.00
ACTIVITIES	\$8,500.00
CERTIFIED STAFF - .67 FTE COUNSELOR	\$45,000.00
REDUCE CURRICULUM BY 1/2	\$20,000.00
MOVE TECH EXPENSES TO TECH LEVY	\$14,702.20
SCHOOL RESOURCE OFFICER	\$32,000.00
	<u>\$170,202.20</u>

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

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: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

Attached is the report on the interest earned and distributed for April 2013.

The first column of the report reflects the cash balance in various funds as of April 1, 2013.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 52

To: 53

Acct Mask: _____._____._____._____

Sort By Acct

☐ Print Internal Accounts Only

Type: HS Interest

Posting Date: 4/30/2013

Amount Distributed: \$220.12

Control#: 52

Posting Description: Interest Distribution

3/31/2013

Entry#: 593

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$357,223.95	31	.1320105	\$29.06	\$357,223.95		\$0.00	Yes
210.00.000.0000.101.000	\$432,401.01	31	.1597919	\$35.17	\$432,401.01		\$0.00	Yes
211.00.000.0000.101.000	\$172,899.94	31	.0638944	\$14.06	\$172,899.94		\$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	\$188,524.03	31	.0696682	\$15.34	\$188,524.03		\$0.00	Yes
217.00.000.0000.101.000	\$43,444.61	31	.0160548	\$3.53	\$43,444.61		\$0.00	Yes
218.00.000.0000.101.000	\$3,995.85	31	.0014766	\$0.33	\$3,995.85		\$0.00	Yes
220.00.000.0000.101.000	\$6,926.17	31	.0025595	\$0.56	\$6,926.17		\$0.00	Yes
221.00.000.0000.101.000	\$25,597.07	31	.0094593	\$2.08	\$25,597.07		\$0.00	Yes
224.00.000.0000.101.000	\$165,334.45	31	.0610986	\$13.45	\$165,334.45		\$0.00	Yes
228.00.000.0000.101.000	\$95,550.83	31	.0353104	\$7.77	\$95,550.83		\$0.00	Yes
229.00.000.0000.101.000	\$143,355.86	31	.0529765	\$11.66	\$143,355.86		\$0.00	Yes
260.00.000.0000.101.000	\$68,689.54	31	.0253839	\$5.59	\$68,689.54		\$0.00	Yes
261.00.000.0000.101.000	\$751,803.66	31	.2778257	\$61.16	\$751,803.66		\$0.00	Yes
281.00.000.0000.101.000	\$95,047.18	31	.0351243	\$7.73	\$95,047.18		\$0.00	Yes
282.00.000.0000.101.000	\$155,231.04	31	.0573649	\$12.63	\$155,231.04		\$0.00	Yes
Control# 52 Total:	\$2,706,025.19		.9999995	\$220.12	\$2,706,025.19		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 3/31/2013

Type: Interest

Posting Date: 4/30/2013

Amount Distributed: \$355.42

Control#: 53

Posting Description: Interest Distribution

3/31/2013

Entry#: 594

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$479,939.43	31	.1316706	\$46.80	\$479,939.43		\$0.00	Yes
110.00.000.0000.101.000	\$833,638.92	31	.2287074	\$81.28	\$833,638.92		\$0.00	Yes
111.00.000.0000.101.000	\$746,437.61	31	.2047839	\$72.78	\$746,437.61		\$0.00	Yes
112.00.000.0000.101.000	\$64,280.41	31	.0176352	\$6.27	\$64,280.41		\$0.00	Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 52 To: 53 Acct Mask: _____._____._____._____._____

Sort By Acct

☐ Print Internal Accounts Only

113.00.000.0000.101.000	\$2.44	31	.0000007	\$0.00	\$2.44	\$0.00	Yes
114.00.000.0000.101.000	\$387,003.26	31	.1061737	\$37.74	\$387,003.26	\$0.00	Yes
120.00.000.0000.101.000	\$17,215.09	31	.0047229	\$1.68	\$17,215.09	\$0.00	Yes
121.00.000.0000.101.000	\$52,280.08	31	.0143429	\$5.10	\$52,280.08	\$0.00	Yes
124.00.000.0000.101.000	\$86,818.65	31	.0238185	\$8.47	\$86,818.65	\$0.00	Yes
128.00.000.0000.101.000	\$50,563.75	31	.0138721	\$4.93	\$50,563.75	\$0.00	Yes
129.00.000.0000.101.000	\$129,034.77	31	.0354005	\$12.58	\$129,034.77	\$0.00	Yes
150.00.000.0000.101.000	\$206,261.01	31	.0565874	\$20.11	\$206,261.01	\$0.00	Yes
160.00.000.0000.101.000	\$10,163.59	31	.0027884	\$0.99	\$10,163.59	\$0.00	Yes
161.00.000.0000.101.000	\$581,363.28	31	.1594960	\$56.69	\$581,363.28	\$0.00	Yes
Control# 53 Total:	\$3,645,002.29	1.0000002		\$355.42	\$3,645,002.29	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 3/31/2013

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

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:** 05/13/2013

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.

- ❖ Election Update and Thank You to the Taxpayers and Community
- ❖ New Trustee Orientation
- ❖ Staffing – Interview Teams
- ❖ Retirement Dinner—Wednesday, May 29, 2013—6:00 p.m.—Pine Meadows
- ❖ Summer Schedule—Central Office
- ❖ Blue-Gold Leadership Breakfast—Wednesday, May 15, 2013—6:45 a.m.—FHS Cafeteria
- ❖ FHS Academic Awards—Monday, May 20, 2013—7:00 p.m.—FCPA
- ❖ LJHS Winter/Spring Sports Recognition—Wednesday, May 22, 2013—3:00 p.m.—LJHS Auditorium
- ❖ MTSBA Spring Workshop—Thursday, May 23, 2013—9:00 a.m.-4:30 p.m.—Lewistown
- ❖ Special Board Meeting—Tuesday, May 28, 2013—12:00 p.m.—Lincoln Board Room
- ❖ Concerts/Plays/Talent Shows:

FHS Band Concert	Tuesday	May 14	7:00 p.m.
LJHS School Play	Wednesday	May 16	1:00/7:00 p.m.
FHS Choir Concert	Thursday	May 16	7:00 p.m.
LJHS Choir Concert	Tuesday	May 21	7:00 p.m.
Lewis & Clark Talent Show	Wednesday	May 22	12:45 p.m.
at Celebration Community Church			
Garfield Talent Show	Tuesday	May 28	1:00 p.m.
LJHS Talent Show	Wednesday	May 29	1:30 p.m.
- ❖ Graduation Week Schedule

Baccalaureate—Wednesday, May 22, 2013—7:00 p.m.—FCPA
Graduation Rehearsal—Thursday, May 23, 2013—10:15-11:15 a.m.
Graduation—Sunday, May 26, 2013—2:00 p.m.—Fergus Gym (Trustees—1:30 p.m.)
- ❖ Central A Divisional Tournaments:

Softball	May 17-18, 2013	Havre
Tennis	May 16-18, 2013	Lewistown
Track	May 17-18, 2013	Livingston
- ❖ State Tournaments:

Softball	May 23-25, 2013	Belgrade
Tennis	May 23-24, 2013	Polson/Ronan
Track	May 24-25, 2013	Laurel
- ❖ Awards Assemblies:

Highland Park	Thursday, May 30	9:00 a.m.
Lewis & Clark	Thursday, May 30	1:00 p.m.
Junior High	Friday, May 31	8:15 a.m.
Garfield	Friday, May 31	10:30 a.m.

☒ Additional Information Attached



2013 SPRING WORKSHOP AGENDA - Lewistown

**Lewistown Public Schools
Lincoln Building, Board Room
215 7th Ave South**

Thursday, May 23, 2013

**9:00- Registration
9:30**

9:30- Morning Session - Content Emphasis for Newly Elected Trustees: The focus of this session will be the nuts and bolts of legal, policy and personnel issues with the intent to orient newly-elected trustees to their positions on local school boards and to provide them with an overview of what to expect at the Newly-Elected Trustee Symposium on June 8, 2013 in Helena. ***Others are very welcome to attend this session!!!***

- **Trustee authority, duties and responsibilities**
- **Overview of Montana's Open Meeting Laws**
- **Overview of Montana's Collective Bargaining Laws**
- **The importance of school district policy**
- **The importance of short-term and long-term strategic planning**

**11:45- Lunch on your own
1:00**

**1:00- Afternoon Session - Content Emphasis for ALL Trustees, Administrators and
2:45 Business Officials:** The focus of this session will be an overview of the 2013 Legislative Session:

- **What schools can expect in funding over the next biennium**
- **Other bills that impact Montana's K-12 public education**
- **Next steps including possible litigation (depending upon the outcome of the Legislative Session), regrouping and expanding the K-12 Vision Group and preparing for the 2015 and 2017 Legislative Sessions**

**2:45- Break
3:00**

3:00- Regional Trustee Meeting - After hearing from MTSBA on the outcome of the 2013 Legislative Session, we will have round-table discussions with a focus on the following mega issue:

- **Mega Issue - In moving forward, how do we ensure that Montana's K-12 Public Schools have the necessary resources to ensure that the full potential of EACH child attending Montana's K-12 Public School is realized?**

FREE: Member Services Benefit

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

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: 05/13/2013

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						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

17 - 18

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the April 8, 2013, Regular Board Meeting
- Minutes of the April 22, 2013, Board Work/Study Session

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South

Lewistown, Montana 59457

MONDAY, April 8, 2013

BOARD ROUNDTABLE DISCUSSION – LEA

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, Jeremy Bristol, Joe Irish, Phil Koterba, Lisa Pierce, Barb Thomas, Monte Weeden

TRUSTEES ABSENT:

None

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Brandon O'Halloran, Scott Dubbs, Tim Majerus, Michelle Trafton, Margee Smith, Paula Drissell, Theresa Majerus, Suzie Flentie, Mary Kepler, Jerry Feller

OTHERS PRESENT:

Student Representative Kaitlyn Moodie, Joe Zahler—KXLO/KLCM Radio, Charlie Denison—Lewistown News Argus, Chris Rice

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. **REPORT—STUDENT REPRESENTATIVE TO THE BOARD**

Kaitlyn Moodie, student representative to the Board, reported on upcoming activities at Fergus High School.

4. **REPORT—COMMITTEES OF THE BOARD**

The Insurance Committee met on Tuesday, April 2, 2013. The Dental Insurance was discussed, as our claims are currently exceeding our premiums. Boulder Administrative Services will be running some usage reports and will provide that information at the end of April to help determine if any changes need to be made with the plan offered. The Insurance Committee also moved to recommend a change in Flexible Spending and Health Savings Account providers from Peak 1 to American Fidelity.

5. **CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.**

No items were discussed.

SUPERINTENDENT'S REPORT

6. REPORT—ELECTION UPDATE

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2013 School Election Calendar and advised them of the trustee seats that will be up for election in 2013. Board members terms of office that are due to expire in 2013 include: Jeremy Bristol and Lisa Pierce. These are both three-year terms. There will also be one two-year term available due to the resignation of Tom Balek. Phil Koterba was appointed by the Board to fill this vacancy until May 7, 2013. Jeremy Bristol submitted a petition for the two-year term and Phil Koterba for a three-year term. Board Chair Stan Monger thanked Lisa Pierce, who has chosen not to run again, for her years of service and dedication to the Board.

7. REPORT—BUDGET UPDATE

Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees regarding some preliminary information regarding the 2013-2014 General Fund Budgets.

8. REPORT—INVESTMENT

Interest earned and distributed for March 2013, was reported with \$379.75 in the elementary funds and \$244.20 in the high school funds for a total of \$623.95.

9. OTHER ITEMS

Superintendent Jason Butcher had a discussion with the Trustees regarding current happenings with the Legislature. Mr. Butcher updated the Board regarding staff openings. The Trustees were reminded that graduation is on Sunday, May 26, 2013. Since Trustees Stan Monger and Barb Thomas have graduating seniors, they were asked to present the diplomas during the ceremony. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

10. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

There was no public input.

ACTION ITEMS

MINUTES

11. MINUTES OF THE MARCH 11, 2013, REGULAR BOARD MEETING – approved unanimously (Thomas/Irish).

12. MINUTES OF THE MARCH 26, 2013, BOARD WORK/STUDY SESSION – approved unanimously (Irish/Koterba).

APPROVAL OF CLAIMS

13. CLAIMS the claims referenced in the 2012-2013 Bill Schedule and submitted through April 4, 2013, were approved unanimously (Irish/Weeden). The Finance Committee members for April-June 2013 are Stan Monger, Jeremy Bristol, Joe Irish, and Phil Koterba.

CONSENT GROUP ITEMS – approved unanimously (Bristol/Thomas).

14. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR 2012-2013 SCHOOL YEAR – Substitute Teacher/Aide List—Matt Gruener, Kyla Jenkins Odermann; Substitute Custodian List—Kelly McReynolds (Summer Groundskeeper), Shelley Perlicheck; Substitute School Food List—Barbara Agnew.

INDIVIDUAL ITEMS

15. SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT – a motion was made to set the Elementary Levy amount at \$0, thereby cancelling the Elementary General Fund election – approved unanimously (Thomas/Weeden).

16. SET HIGH SCHOOL DISTRICT NUMBER ONE LEVY AMOUNT – a motion was made to set the High School Levy amount at \$130,492.06, thereby placing the High School General Fund election on the ballot for a vote. – approved unanimously (Koterba/Pierce).
17. APPROVE INTERLOCAL AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE – approved unanimously (Bristol/Weeden).
18. APPROVE HEALTH INSURANCE PROVIDER FOR THE 2013-2014 SCHOOL YEAR – a motion was made to continue with the MSHWP health plan and to offer the same benefit plans to our employees in 2013-2014 – approved unanimously (Irish/Weeden).
19. APPROVE FLEX PLAN PROVIDER FOR THE 2013-2014 SCHOOL YEAR – a motion was made to accept American Fidelity as the Flex Plan Provider for the 2013-2014 School Year – approved unanimously (Thomas/Irish).
20. APPROVE JUNIOR HIGH SCHOOL BOYS CROSS COUNTRY AS AN ESTABLISHED SPORT – approved unanimously (Pierce/Thomas).
21. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Irish/Pierce).

ADJOURNMENT

The meeting was adjourned at 7:55 p.m. The next regular meeting will be held on May 13, 2013, at 7:00 p.m. at the Lincoln Board Room (Bristol – unanimous).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 8, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
FOLDA, Regina	Food Server PM Kitchen Aide	Garfield Elementary Central Kitchen	Accept letter of resignation	March 19, 2013	See attached letter.
PETTIT, Elizabeth	Social Studies Teacher	Lewistown Junior High School	Accept letter of resignation	June 30, 2013	See attached letter.
FULBRIGHT, Nichole	Food Server PM Kitchen	Garfield Elementary Central Kitchen	Approve appointment on schedule— FS Step 0 for up to 3.25 hours per day for 5 days per week; KA Step 0 for up to 2.50 hours per day for 4 days per week for up to 40 days	April 8, 2013	See attached memo.
GIESE, Cynthia	School Food Service Director	School District #1	Accept letter of retirement	June 30, 2013	See attached letter.
TINDALL, Sharon	Study Hall Supervisor	Fergus High School	Accept letter of retirement	May 31, 2013	See attached letter.
BASZCZUK, Rebecca 5 Students	BPA Chaperone	Fergus High School	Approve out-of-state travel to attend the National BPA Leadership Conference in Orlando, FL	May 7-13, 2013	See attached letter.
CURRICULUM TEAMS		School District #1	Approve appointment at \$17.50 per hour for the hours indicated per person on attachment	April 8, 2013	See attached list.

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457**

Monday, April 22, 2013

BOARD WORK/STUDY SESSION

CALL TO ORDER (12:00 p.m.--Noon)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Phil Koterba, Barb Thomas, Monte Weeden, Lisa Pierce

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Jerry Feller, Jeff Elliott, Tim Majerus, Michelle Trafton, Matt Lewis, Scott Dubbs, Jeff Daniels

OTHERS PRESENT:

Charlotte Orr, Claudia Tate, Jennifer Thompson

2. PUBLIC PARTICIPATION

Charlotte Orr and Claudia Tate shared information about the ROWL recycling organization. Money earned from the recycling will go toward community needs. Charlotte and Claudia are available to provide education about ROWL to the community and schools.

AGENDA

3. OPEN DISCUSSION

The Board of Trustees had an open discussion to review events and issues happening in the district. Superintendent Jason Butcher informed the Board of the resignation of the Fergus High School Head Boys Basketball Coach. Discussion took place regarding how to handle situations with difficult parents and the possibilities for a new Head Boys Basketball coach. FHS Principal Jerry Feller presented a new proposed rate schedule for rental of the FCPA. Mr. Butcher discussed Legislative bills and updated the Trustees regarding current staff resignations. Due to the schedule of the County Superintendent being able to administer the Oath of Office for the new Trustees, the Board is being asked to have the May 13, 2013, Board meeting at 5:30 p.m. instead of 7:00 p.m. Information regarding budget reductions that have been discussed in Admin was also shared with the Trustees. Business Manager Rebekah Rhoades updated the Trustees on the current status of the budget. The ballots for the May 7, 2013, levy election have been mailed to the tax payers. Although the trustee candidates will all be sworn in by acclamation, trustees are included on the ballot due to the County running the election and the timing of the ballot certification requirements. Votes will not be counted on the trustee portion of the ballot.

ADJOURNMENT

The meeting was adjourned at 1:50 p.m. (Bristol – unanimous).

**STAN MONGER
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

19

☒ 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: 05/13/2013

SUMMARY:

Approve claims paid through May 9, 2013, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2013 include: Stan Monger, Jeremy Bristol, Joe Irish, and Phil Koterba.

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						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

20

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

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

20

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2012-2013 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Sandi Chamberlain Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2012-2013 School Year as listed below:

Substitute Teacher/Aide List:

Curtis Cauffman

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2012-2013 School Year

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

21

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

ITEM TITLE: CANVASS OF ELECTION RESULTS—HIGH SCHOOL DISTRICT NUMBER ONE LEVY

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 7, 2013, School District Number One High School General Fund Levy Election.

SUGGESTED ACTION: Approve Election Results

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



Canvass of Votes and Declaration of Results

TO BE FILED IN ELECTION OFFICE

CANVASS OF VOTES CAST AT THE LEWISTOWN SCHOOL ELECTION
HELD IN FERGUS COUNTY
ON THE 7TH DAY OF MAY, 2013.

OFFICE	NAME of CANDIDATE/ISSUE	PRECINCT/ DISTRICT/ WARD	NUMBER OF VOTES	TOTALS
Lewistown SD#1 High School Mill Levy	For	SD#1	1486	1486
Lewistown SD#1 High School Mill Levy	Against	SD#1	1337	1337
Ballots Mailed	5208			
Voted Ballots Accepted	2823 = 54.2%			
Voted Ballots Rejected	11 = 00.2%			
Undeliverable Ballots	278 = 5.3%			
No Signature or Signature Mismatch Envelopes	45 = 00.8%			
Unreturned Ballots	2051 = 39.5%			

STATE OF MONTANA)
County of Fergus)

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results in each precinct/ward/district of said School District #1 for the offices/issues enumerated and we hereby declare nominated/elected the individuals listed receiving the highest number of votes.

Attest my hand and the seal of said County, hereto affixed this ____ day of _____, 20 ____.

Board of Canvassers:

Signature

Signature

Signature

(SEAL)

Signature of Election Administrator

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

22

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

ITEM TITLE: APPROVE EXTENSION OF THE LEWISTOWN BUS ROUTE INTO THE GRASS RANGE SCHOOL DISTRICT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the request from Lewistown Public Schools to extend their bus route into the Grass Range School District as described on the attachment.

SUGGESTED ACTION: Approve Extension of Lewistown Bus Route into the Grass Range School District

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

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Lewistown School District #1, Fergus County, and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown Schools for the 2013-2014 School Year.

This agreement is a blanket coverage for students who are transported by Lewistown School District #1 buses to attend Lewistown Schools.

Description of Bus Route:

Bus Route 2 – Morning bus route travels over the divide into the Grass Range School District to the Cheadle-Piper Cutoff North and then turns around.

Bus Route 10 – Afternoon bus route travels over the divide into the Grass Range School District to the Cheadle-Piper Cutoff North and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chair
Lewistown School District #1

Board Chair
Grass Range School District #27

Date: _____

Date: _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

23

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

ITEM TITLE: APPROVE EXTENSION OF THE MOORE BUS ROUTE INTO THE ENTRANCE OF
SPRING CREEK COLONY

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the request from Moore Public Schools to extend their bus route into the Lewistown School District as described on the attachment.

SUGGESTED ACTION: Approve Extension of Moore Bus Route into the Lewistown School District

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Moore School District No. 44, Fergus County, and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Moore Schools for the 2013-2014 School Year.

This agreement is a blanket coverage for students who are transported by District 44 buses to attend Moore Schools.

Description of Bus Route: Bus leaves Moore School proceeding north on the Ross Fork Road for 12 miles, turns right for 2.3 miles, makes a left turn onto Spring Creek Colony road for 1.9 miles (Spring Creek Colony Elem. District/Lewistown High School District). Turns around at Spring Creek Colony and goes back to Hanover Road, makes a right at the end of the blacktop, turns right and heads north on Danvers Road for 1.7 miles. Turns around at Dengel place, goes south to Hanover Road goes right for 2.7 miles to pick up Thom Student. Turns around and goes 3.7 miles on Hanover Road, makes a right onto Ross Fork Road for 6 miles, then turns left onto Tognetti Road. Proceeds 1 mile and turns right onto Wichman Road for 3 miles back to Highway 87 and returning to the Moore School.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Lisa Jo Gilbert

Board Chairman
Moore School District #44

Date: 04/09/2013

Board Chairman
Lewistown School District #1

Date: _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

24

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

ITEM TITLE: APPROVE MHSA MEMBERSHIP AND RELATED PAYMENTS

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve membership in the Montana High School Association (MHSA). The costs for the 2013-2014 School Year include the following:

Association Fees for Membership in MHSA Activities	\$4,500.00
Insurance Premium for MHSA Catastrophic Insurance Plan	<u>560.00</u>
	\$5,060.00

SUGGESTED ACTION: Approve MHSA Membership and Related Payments

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota
Helena, MT 59601

Annual Dues Application and Fees Remittance Form

_____ FERGUS _____ High School of _____ LEWISTOWN _____ Montana,
 Montana, hereby makes application for membership in the Montana High School Association (MHSA) for the school year **2013-14** in accordance with Article 1, Section (1) of the MHSA By-Laws, and appoints the Association as its representative in interscholastic activities for the current school year. The Board of Trustees adopts and agrees to comply with the rules and regulations of the MHSA as presently contained in its official MHSA Handbook, and acknowledge receipt of a copy of such handbook in effect. It is understood that each member school is entitled to one vote on any resolution presented to the Association membership. A resolution adopted by the Board and inserted in the minutes of a meeting of the Board on the date below directs the chairperson of the Board of Trustees to remit to the Association the yearly membership fees. If the school is registering for an activity in which the school district did not participate the previous year and did not request sanctioning for this activity in writing, students will not be permitted to compete in MHSA post-season contests, other than activities which are not assigned to districts and/or divisions. (Rules and Regulations, Sections 14 and 16). **Send payment to MHSA, 1 South Dakota Avenue, Helena, MT 59601.**

In the chart mark an "X" to the left of the activities in which your school wishes to participate.

BOYS		GIRLS		COMBINED ACTIVITIES	
☒	Basketball	☒	Basketball	☒	Band
☒	Cross Country	☒	Cross Country	☒	Chorus
☒	Football	☒	Golf	☒	Drama
☒	Golf	☐	Soccer	☐	Orchestra
☐	Soccer	☒	Softball	☒	Speech
☐	Swimming	☐	Swimming		
☒	Tennis	☒	Tennis		
☒	Track	☒	Track		
☒	Wrestling	☒	Volleyball		
7	<< TOTAL BOYS	7	<< TOTAL GIRLS	4	<< TOTAL COMBINED

TOTAL NO. OF ACTIVITIES (BOYS, GIRLS, & COMBINED) 18 @ \$250.00 = \$ 4,500.00

Remit this amount to the MHSA office before August 1st and include an ORIGINAL SIGNED FORM

Signed/Dated: _____
 Chair / Board of Trustees

Signed/Dated: _____
 Superintendent or Principal

For MHSA Use Only:

Date Received: _____ Amount Received: _____

Check No. _____ Late Fee: _____

Total Amount Received: _____

MONTANA HIGH SCHOOL ASSOCIATION
1 South Dakota Avenue
Helena, MT 59601
(406) 442-6010

LIABILITY CATASTROPHE PLAN REMITTANCE FORM

We have enclosed our remittance in the amount of \$ **560.00** based on the HIGH SCHOOL ENROLLMENT (schedule below) to cover our school's share of the Liability Catastrophe Plan insurance premium for 2013-14.

School FERGUS HIGH SCHOOL

Date MAY 13, 2013

Signed _____

High School Enrollment (Grades 9-12) as of FALL REPORT TO OPI, 2012

<u>Enrollment</u>	<u>Premium</u>
0-40	\$ 180.00
41-110	\$ 265.00
111-200	\$ 340.00
201-300	\$ 450.00
301-400	\$ 560.00
401-800	\$ 750.00
801-up	\$1,200.00

You must use your **high school enrollment** per your FALL, 2012 report to OPI or for private schools, use your enrollment as of November 1, 2012.

PLEASE RETURN THIS **SIGNED** FORM AND YOUR PAYMENT BY AUGUST 1, 2013

For MHSA Use Only

Date Received: _____

Premium: _____

Check No: _____ Late Fee _____

**MONTANA HIGH SCHOOL ASSOCIATION
2013-14 Catastrophic Insurance Renewal
Mutual of Omaha**

Summary of Lifetime Benefits

- **Accident Medical Expense Benefit:** 100% of reasonable, customary and necessary covered expenses, with an overall lifetime limit of \$1,000,000.
- **Deductible:** \$50,000 per injury.
- **Incurral Period:** Two (2) year incurral period in which to meet the deductible.
- **Extended Care Facility Maximum** \$365,000 per calendar year.
- **Combined Home Healthcare/Custodial Care Maximum:** \$100,000 per calendar year.
- **Maximum Physical Therapy Benefit:** \$50,000 per calendar year.
- **Accidental Death Benefit:** \$10,000.
- **Cash Benefit:** \$10,000 (for paralysis, including quadriplegia, paraplegia or hemiplegia).

Expanded Benefits (Total Disability Only):

- **Lifetime Special Expense Benefit:** \$100,000 first decade; \$50,000 each decade thereafter for home remodeling or adaptation and special vehicle purchase or adaptation.
- **Lifetime Adjustment Expense Benefit:** \$50,000 Lifetime for family counseling, training, travel and loss of earnings of parents.
- **Lifetime Education Expense:** \$50,000 for tuition, room and board and other related expenses.
- **Total Disability Benefit:** A catastrophically injured student who is totally disabled at age 18 may receive \$1,500 per month for remainder of life
- **Partial Disability Benefit:** A catastrophically injured student who is partially disabled at age 18 may receive \$1,000 per month for remainder of life.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

25

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

ITEM TITLE: APPROVE CLASSIFIED PERSONNEL HANDBOOK

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the Classified Personnel Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve the Classified Personnel Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

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Classified Staff Handbook

Revised 3/2013

Board Policies are located on the Lewistown Public School Website at: lewistown.k12.mt.us

The material covered within this classified staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

School Board Meetings

Unless otherwise specified, all regular meetings will be held in the Lincoln Building Board Room. Regular meetings shall be held at 7:00 p.m. on the 2nd Monday of each month. June, July and August meetings will meet at 5:30 p.m. Everyone is welcome to attend.

Equal Employment Opportunity and Non-Discrimination

Board Policy #5010

The District shall provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose an undue hardship upon the District.

Inquiries regarding discrimination should be directed to an administrator. Specific written complaints should follow the Uniform Complaint Procedure (Board Policy #5240P).

Fair Labor Standards Act

Board Policies #5221, #5336

Regular working hours for all classified staff will be set by their supervisor. Classified Staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from their supervisor.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Continuing Education Units (CEU'S)

Classified personnel employed by Lewistown Public Schools will be able to earn CEU's by taking pre-approved classes related to the employees' related area of work according to the following:

1. **Paid By The Employee:** These will include classes offered through Community Education and college-level courses. These classes will equate to 1 CEU per hour of instruction. NOTE: Some classes will be related to employment and have prior approval for all classified employees as designated by the School Board. If in doubt, the employee should ask the supervisor.
2. **Paid by The District:** These will include classes required to maintain employability with the district designed for teachers but open to classified employees. These classes will equate to .50 CEU's per hour of instruction.

The responsibility of collecting proof of workshop or class attendance is solely upon the registrant. Certificates of attendance must be provided on the district designed form available in IMC. For additional advancement on the salary schedule the employee must accumulate CEU's in 15 CEU increments to a maximum of 45 CEU's. **All documentation for movement on the salary schedule must be kept track of and submitted by the employee** to the School District Business Office prior to June 30 of each year for the next year's contract. If an employee is laid off, his CEU's will be "frozen" and can be credited toward advancement on the salary schedule if rehired.

CEU's do not pertain to Certified Para-Professionals.

Non-Teaching Personnel Evaluation

Board Policy #5222

It shall be the responsibility of the Superintendent to develop, implement and supervise the operation of a non-teaching personnel evaluation system. The evaluation system shall be considered administrative policy and will be done by your immediate supervisor yearly. Such evaluation system shall minimally include procedures and criteria for evaluating the employee's specific work habits and skills, attitude towards staff, students, the public, and specific work assignments.

Contracts & Compensation

Board Policy #5140

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA; such employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade. The Board will determine salary and wages for classified personnel.

Payroll

All regular employees of the Lewistown Public Schools will be paid on a semi-monthly basis. The dates for pay are the 15th and 30th of each month. If the 15th or the 30th fall on a Saturday or Sunday, employees will be paid on the Friday before. No early payments will be made.

If you have any questions regarding your paycheck, health insurance, dental insurance, time clock, other deductions, etc. please contact the Payroll Clerk at the Lincoln Building. 535-8777 Ext. 115.

Compensatory Time and Overtime/Classified Employees

Overtime is defined as hours worked in excess of forty (40) hours per week. All overtime worked must be mutually agreed on between the immediate supervisor and the employee, with approval from the Superintendent's office. The District's work week will start at 12:01 a.m. on Saturday and end at 12 midnight on Friday.

Non-Teaching Employees Vacation

Board Policy #5334P

Vacation

All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits may be carried over to the next season, if management has a continuing need for the employee, or paid out as a lump-sum payment to the employee when the season ends (generally in June). The employee may request a lump-sum payment at the end of each season.

Vacation is earned according to the following schedule:

RATE-EARNED SCHEDULE (Per 12 Month Employee)

<u>Years of Working</u>	<u>Days Employment Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Maximum Accrual of Vacation Leave

All full-time and part-time employees serving in permanent and seasonal positions may accumulate two (2) times the total number of hours they are eligible to earn per year, according to the rate-earned schedule.

Lump-Sum Payment upon Termination

An employee who terminates employment for reasons not reflecting discredit on the employee shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in ' 2-18-611, MCA. The District shall not pay accumulated leave to employees who have not worked the qualifying period.

Non-Teaching Personnel Medical/Hospitalization Insurance

Board Policy #5331

Insurance Benefits for Employees

Newly hired employees will be eligible for insurance benefits offered by the District for the particular bargaining unit to which the employee belongs. Other employees will be offered benefits consistent with the District's benefit plan, with the exceptions noted below:

- Classified employees who are less than half time (that is, who are regularly scheduled to work the greater of the District's benefit plan minimum or seventeen and one-half (17½) hours per week) will not be eligible for group health, dental, and life insurance, and will not be considered to be a member of the defined employee insurance benefit groups.

In the absence of a collective bargaining agreement, the District will pay classified insurance benefits as follows:

- Full time employees (classified employees contracted to work at least 35 hours per week): During the period of actual service, the District will pay the employee's portion of any District sanctioned group health and dental plan plus half of the premium for additional covered dependents. The District will also pay the employee premiums for the District sanctioned group life and disability insurance during the period of service. Premiums due for the months outside of service are the sole responsibility of the employee.
 - Half time employees (classified employees eligible for insurance, but contracted to work less than 35 hours per week): During the period of actual service, the District will pay half of the employee's portion of any District sanctioned health and dental plan plus 25% of the premium for additional covered dependents. The District will also pay the employee premiums for the District sanctioned life and disability insurance during the period of service. Premiums due for the months outside of service are the sole responsibility of the employee.
2. Any permanent employee who works half time or more is eligible for group health and/or dental insurance irrespective of the unit to which the employee belongs. All medical and dental insurance premiums shall be prorated in the amount of the full contract in terms of full-time equivalency times the District's maximum contribution as prescribed by the applicable collective bargaining agreement or Board policy.

If an eligible employee wishes to discontinue or change health insurance coverage, it is incumbent upon the employee to initiate the action by contacting the Payroll Clerk and completing the appropriate forms.

Anniversary dates of the health insurance policies for the District shall be September 1st through August 31st.

Leaves of Absence

Board Policy #5321 & #5321P

Sick and Bereavement Leave

Classified employees shall be granted sick leave benefits in accordance with ' 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. "Immediate family" is defined as the employee and spouse and their grandparent, father, mother, sister, brother, daughter, son and grandchild. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the governing collective bargaining agreements.

An employee who has a death in the immediate family shall be eligible for bereavement leave. The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five (5) days must be approved by the Board. Such leave shall not exceed three (3) months, unless prescribed by a physician. To be paid for bereavement, a Classified Employee must use their accumulated sick leave hours.

Non-Teaching Employees Sick Leave and Sick Leave Benefits

1. Sick Leave Definition:

- a. Sick leave means a leave of absence with pay for a sickness suffered by an employee or his immediate family

2. Calculation and Accumulation of Sick Leave:

- a. Employees must work continuously for ninety (90) calendar days before they qualify to use earned sick leave or are eligible for a lump sum payment for unused sick leave credit, as stipulated by termination benefits
- b. Employees will be granted sick leave with full pay at the rate of one (1) working day for each month of service without restriction as to the number of working days he/she may accumulate.

3. Eligibility for Sick Leave

- a. All non-teaching employees are eligible for sick leave provided they work the qualifying period of ninety (90) days of continuous employment.

4. Termination Benefits

- a. All permanent, temporary and seasonal employees who terminate their employment with the district are entitled to a lump-sum payment equal to one-fourth (1/4) of the pay attributed to their accumulated unused sick leave.
- b. Employees who transfer within the district shall not be entitled to a lump-sum payment at the time of the transfer.
- c. The computation on the value of the unused sick leave will be based on the employee's salary rate at the time of termination.

5. Abuse of Sick Leave

- a. Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payment.
- b. Abuse of sick leave occurs when an employee misrepresents the actual reason for charging an absence to sick leave; or when an employee used sick leave for unauthorized purposes.
- c. Improper absences should be charged to Vacation Leave or leave without pay at the discretion of the employee's immediate supervisor, or other administrative authority.
- d. The employee's immediate supervisor, at his/her discretion, may require written substantiation of any sick leave charged against an employee's sick leave credits in the form of a physician's certificate.

Jury Duty

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law.

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive their regular salary or take annual leave during jury time. If the employee elects not to take annual leave, however, all juror and witness fees and allowances (except for expenses and mileage) must be remitted to the employer. An employer may request the court to excuse an employee from jury duty if he or she is needed for the proper operation of the school.

Military Leave ~ Leave of Absence

- a. If an employee is called into military service on an involuntary basis, he/she shall be granted a leave of absence on an involuntary basis.
- b. If a member of the Active Reserve or National Guard is called to active duty, he/she shall be granted a leave of absence for the time he/she is on active duty as a result of said call.

Family and Medical Leave Act (FMLA)

Board Policy #5328 & #5328P

Eligibility

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 work-weeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), 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) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Workers' Compensation

Board Policy #5337

An employee who is injured in an industrial accident may be eligible for Workers Compensation benefits. Use of sick leave must be coordinated with receipt of Workers Compensation benefits on a case-by-case basis, by contacting the Workers Compensation carrier.

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct, or report as needing correction, a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

Holidays

Board Policy #5333

Holidays for certified staff are dictated in part by the school calendar. Temporary employees shall not receive holiday pay. Part-time employees shall receive holiday pay on a prorated basis.

The holidays required for classified staff, by 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

All classified employees will receive six (6) paid holidays per school year as follows:

1. Labor Day
2. Thanksgiving Day
3. Day After Thanksgiving
4. Christmas Day
5. New Year's Day
6. Memorial Day

Twelve-(12)-month employees will be granted an additional two (2) floating days per year, plus Independence Day.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

Twelve (12) month employees in cases where one of the above holidays falls on a Saturday or Sunday, the preceding Friday and/or the following Monday shall not be a holiday. Seasonal employees shall be granted all holidays listed above no matter which day of the week the holiday falls.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Classified Sick Leave Bank

Board Policy #5510, #5510F

The Sick Leave Bank is meant to provide temporary assistance during an extended illness or injury. It is not meant as a full means of support.

A Sick Leave Bank will be available for all classified employees who have passed the probationary period of 6 months.

Donation and use of sick leave credits to the sick leave bank are governed by the terms of the current Board Policy and Classified Council.

Please contact any Classified Council Representative if you have questions regarding the Sick Leave Bank.

Emergency Closures

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the local radio station KXLO AM 1230 & KLCM 95.9 FM report delayed openings and school closures.

Emergency Procedures and Disaster Plans

Board Policy #8301

A copy of the District's Emergency Procedures Plan is located by each telephone and is available to staff detailing responsibilities in the event of such emergencies as; disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property. Additional copies of the plan may be obtained in IMC.

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students

Return inside
Business as usual

Teachers

Bring students into the building
Increase situational awareness
Take roll
Business as usual

Lockdown! Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Lock classroom door
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

Evacuate! (Directions to Follow.)

Students

Leave your stuff behind
Form a line
Hand in hand

Teachers

Lead evacuation to location
Take roll
Notify if missing, extra or injured students

Shelter! (Directions to Follow.)

Students

Shelter types:

1. For tornado
2. For bomb
3. For hazmat

Shelter methods:

1. Drop, cover and hold
2. And seal
3. In silence

Teachers

Shelter type
Shelter method
Take roll



Employee Electronic Mail and On-Line Services Usage

Board Policy #5450

The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. While occasional personal use is allowed, employees should have no expectation of privacy when using the electronic mail or Internet systems for any purpose.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Travel

Board Policies #7336P, #8121, #8122

Prior to travel, an employee must request their travel and a district vehicle, if needed, on the Lewistown Public Schools website. This online request form can be found at www.lewistown.k12.mt.us under Staff Resources – District Travel Info. Click on *Travel Request/Notice Form for School District Employees* to complete the request. Please note that it is requested that employees use a District School Vehicle whenever possible, as it is more cost-effective for the District.

Immediately upon returning from travel, an employee must complete the *LPS Travel Reimbursement Form* located on the Lewistown Public School website under Staff Resources – District Travel Info. A copy of the conference itinerary and any other receipts for registration, hotels and gas (only if a District Vehicle is used) must be attached to this form and turned into the Business Office. Food reimbursement is on a per diem basis, so no receipts are needed. The *LPS Travel Reimbursement Form*, along with all receipts, must be turned in **no later than 30 days after travel** or payment may be denied. If a trip is taken in June, the paperwork must be turned in **no later than June 25th**.

If you have questions or need help, please contact Accounts Payable in the Lincoln Building, 535-8777, ext. 113.

Use of Private Vehicles for District Business

Board Policy #8122

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

Procedures for Use of School Car

(To guarantee reimbursement for your trip, the following procedures must be followed.)

1. **You must** submit an online request to the Transportation Director, at www.lewistown.k12.mt.us under Staff Resources – District Travel Info. Click on *Travel Request/Notice Form for School District Employees* to complete the request. Only one request is needed, but names of all individuals traveling together must be included in the request. Whoever requests the travel and use of the car is responsible for turning in the required paperwork.
2. Only use the Wright Express/Montana State Credit Card provided in the vehicle. The credit card may be used for car expenses only. No personal charges are allowed. Upon return, attach the credit card receipt(s) to the *LPS Travel Reimbursement Form*. **DO NOT LEAVE CREDIT CARD RECEIPTS IN THE CAR!!!**
3. Upon return of your trip, leave the car at the bus barn. Leave the credit card and the keys in the glove box. Lock the car.

Health and Safety Free Environment

Smoke/Tobacco-Free Environment

Board Policy #5225

The Lewistown Public Schools has adopted as one of its goals: “Learn about, develop, and maintain a healthy body and mind.” The use of tobacco products violates the spirit of the district’s goal. Smoking and the use of tobacco products shall be prohibited in or on all School District buildings and property.

Gun-Free Schools – Weapons

Board Policy #3310

Anyone who uses, possesses, controls, or transfers a firearm, an object that can reasonably be considered a firearm, or a weapon, shall be subject to immediate suspension with the possibility of dismissal recommendation to the District Superintendent and School Board. A weapon includes, but is not limited to, a firearm or knife, sword, straight razor, throwing dart, nun-chucks, firecrackers, brass or other metal knuckles, or any instrument, article, or substance that, regardless of its primary function, is used to harm, threaten to harm, or cause injury to another.

Chemicals/Drugs/Alcohol-Free Workplace

Board Policy #5226 (#5228P - Transportation)

All District workplaces are drug and alcohol-free workplaces. All employees are prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

As a condition of employment, each employee shall:

- abide by the terms of the District policy respecting a drug and alcohol-free workplace; and
- notify his or her supervisor of his or her conviction under any criminal drug statute, for a
- violation occurring on the District premises or while performing work for the District, no later than five (5) days after such a conviction.

Reasonable Suspicion Testing

Employees in covered positions may be subject to a fitness-for-duty evaluation, including urine and breath testing, when there is reason to believe drug or alcohol use is a potential factor affecting job performance.

District Action upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol-abuse, employee-assistance rehabilitation program.

Sexual Harassment, Bullying and Intimidation

Board Policies #5010, #5012, #5015

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

Child Abuse Reporting

Board Policies #5232, #5232F

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal/supervisor is also to be immediately informed. **Hot Line # 866-820-5437**

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

Participation in Political Activities

Board Policy #5224

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

Staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

School Food Program

All classified employees are able to have a meal account in their name to use at any school building in the district.

Deposits may be made in the elementary buildings with the secretary and at the secondary schools in the kitchen with the food servers. Online deposits to meal accounts may also be made through the district computer system, Infinite Campus, using a credit or debit card.

The cost of an adult meal is printed on the menu. They are published monthly and are available on the district website. Breakfast and lunch serving times are also posted in each building. Elementary buildings submit a daily estimated lunch count by 9:00 a.m.

Accounts are expected to be kept in good standing. If you have any questions about School Food Service, please contact the Food Service Director in the Lincoln Building at 535-5261.

Instructional Media Center (IMC)

IMC is the School Districts' "Print Shop", where everything from Graphic Design, layouts, forms, booklets, programs, certificates, tablets, binding, copying and laminating can all be done.

ALL District forms are created and available through this office, as are handbooks, programs rosters etc. Any copying of 25 or more should be sent to IMC, to save on use of building copiers and save money. Items may be emailed or sent via inter-department mail and an IMC Request Card must be filled

out and sent over with each project. IMC Request Cards are available in your School office. Please allow time for all jobs to be delivered to IMC, finished and sent back to you.

Please only send over the current years' copying; do not send over items for the following school year as budgeting is not set for this. In May of each year, up to 2 weeks of copying may be sent to be done for the following school year only.

Please feel free to contact the IMC Technician, located in the Lincoln Building at 535-8777, ext. 124. Guidelines are available on the School Website.

Staff Conduct

Board Policy #5223

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the district, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

Don't Be Late

- a. Get to work on time.
- b. Organize your time.
- c. If an emergency arises, communicate the problem to your supervisor as soon as possible.

Staff Dress and Grooming

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Classified Council

Classified Council is made up of a representative from each school/department, meeting once a month. Classified Council has given Classified Staff a "voice" with Lewistown Public Schools and in-turn keep you informed. They are always open to suggestions, problems, compliments etc. and are in charge of the Classified Sick Leave Bank.

If you have any questions or concerns, please contact a Classified Council Representative.

NOTES

Phone Numbers

Central Office (Lincoln Building) - Phone: 535-8777 Fax: 535-7292

Accounts Payable – ext. 113
Business Office Manager – ext. 116
Central Kitchen – ext. 125 (or 535-5261)
Curriculum – ext. 133
Instructional Media Center (IMC) – ext. 124
Maintenance (Building & Grounds) – ext. 114
Payroll – ext. 115
Shipping & Receiving – ext. 111
Superintendent & Administrative Secretary – ext. 110
Technology Supervisor – ext. 132
Technology Support Staff – ext. 118,121,128, 134

Fergus High School – Phone: 535-2321 Fax: 535-3835

Lewistown Junior High – Phone: 535-5419 Fax: 535-2300

Lewis & Clark Elementary – Phone: 535-2811 Fax: 535-2812

Garfield Elementary – Phone: 535-2366 Fax: 535-2367

Highland Park Elementary – Phone: 535-2555 Fax: 535-4617

Central Montana Education Center – Phone: 535-9022 Fax: 535-5578

Bus Barn – 535-3287 Fax: 535-8534

**Central Montana Learning Resource Center (COOP) – Phone: 535-9012
Fax: 535-5578**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

26

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

ITEM TITLE: APPROVE FERGUS COUNTY INVESTMENT RESOLUTION

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the resolution for the 2013-2014 Investment Program for the Lewistown Public Schools as presented by the Fergus County Commissioners.

SUGGESTED ACTION: Approve Fergus County Investment Resolution

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FERGUS COUNTY INVESTMENT RESOLUTION

WHEREAS, the Fergus County Commissioners have established an investment program incorporating all county and school districts' cash on deposit with the County Treasurer, which will be administered through the County Treasurer's Office;

WHEREAS, all research indicates that Lewistown School District No. 1 interest revenue will be increased appreciably by participation in the County Investment Program;

WHEREAS, Subsection (4) of Section 20-9-213, MCA, places the authority to invest any monies of the School District with the Board of Trustees and Subsection (10) of Section 20-9-212, MCA, prescribes a duty for the County Treasurer to invest money of the School District as directed by the Board of Trustees of the School District.

WHEREAS, while participating in the Fergus County Investment Pool, all monies will be invested as directed by the County Treasurer, under the guidelines of the Fergus County Investment Committee's Bylaws, and there will be no individual investments for any one entity.

NOW, THEREFORE, BE IT RESOLVED, that Lewistown School District Number 1, Fergus County, will participate in the Fergus County Investment Program from July 1, 2013, through June 30, 2014, and pay the 2 % investment program administrative fee from the resultant interest revenue;

BE IT FURTHER RESOLVED that the Board of Trustees appoints Rebekah Rhoades, Business Manager/District Clerk (By-laws Article 11, Section Id) as our representative to the Fergus County Investment Committee, and,

BE IT FURTHER RESOLVED, that the Fergus County Treasurer is hereby designated the agent of Lewistown School District No. 1, Fergus County, for the purpose of investing all available cash of the School District.

DATED this 13th day of May 2013.

CHAIR, BOARD OF TRUSTEES
SCHOOL DISTRICT NO. 1

ATTEST:

SCHOOL DISTRICT CLERK
SCHOOL DISTRICT NO. 1

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

27

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

ITEM TITLE: APPROVE CLASSIFIED STAFF SALARY MATRIX

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the attached salary matrix for the Classified Staff. This matrix reflects the 2% negotiated increase.

SUGGESTED ACTION: Approve Classified Staff Salary Matrix

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
FY2013-2014 CLASSIFIED PAY MATRIX
 April 24, 2013

FY14 NEGOTIATED INCREASE:

2.00%

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	12.80	13.18	13.56	13.95	14.33	14.71	15.10	15.87	15.87	15.87	15.87	16.63
ADMIN SECRETARY+15	13.18	13.56	13.95	14.33	14.71	15.10	15.48	16.25	16.25	16.25	16.25	17.02
ADMIN SECRETARY+30	13.56	13.95	14.33	14.71	15.10	15.48	15.87	16.63	16.63	16.63	16.63	17.40
ADMIN SECRETARY+45	14.33	14.71	15.10	15.48	15.87	16.25	16.63	17.40	17.40	17.40	17.40	18.17
COMPUTER TECH/PAYROLL	16.15	16.64	17.12	17.61	18.09	18.58	19.06	20.03	20.03	20.03	20.03	21.00
COMPUTER TECH/PAYROLL+15	16.64	17.12	17.61	18.09	18.58	19.06	19.55	20.51	20.51	20.51	20.51	21.48
COMPUTER TECH/PAYROLL+30	17.12	17.61	18.09	18.58	19.06	19.55	20.03	21.00	21.00	21.00	21.00	21.97
COMPUTER TECH/PAYROLL+45	18.09	18.58	19.06	19.55	20.03	20.51	21.00	21.97	21.97	21.97	21.97	22.94
FIRST COOK/BAKER	10.63	10.94	11.25	11.56	11.86	12.17	12.48	13.10	13.10	13.10	13.10	13.10
FIRST COOK/BAKER+15	10.94	11.25	11.56	11.86	12.17	12.48	12.79	13.41	13.41	13.41	13.41	13.41
FIRST COOK/BAKER+30	11.25	11.56	11.86	12.17	12.48	12.79	13.10	13.71	13.71	13.71	13.71	13.71
FIRST COOK/BAKER+45	11.86	12.17	12.48	12.79	13.10	13.41	13.71	14.33	14.33	14.33	14.33	14.33
FOOD SERVICE/KITCHEN AIDE	10.02	10.26	10.50	10.75	10.99	10.99	10.99	10.99	10.99	10.99	10.99	10.99
FOOD SERVICE/KITCHEN AIDE+15	10.26	10.50	10.75	10.99	11.23	11.23	11.23	11.23	11.23	11.23	11.23	11.23
FOOD SERVICE/KITCHEN AIDE+30	10.50	10.75	10.99	11.23	11.47	11.47	11.47	11.47	11.47	11.47	11.47	11.47
FOOD SERVICE/KITCHEN AIDE+45	10.99	11.23	11.47	11.71	11.95	11.95	11.95	11.95	11.95	11.95	11.95	11.95
HOT LUNCH VAN	11.63	11.90	12.17	12.43	12.70	12.70	12.70	12.70	12.70	12.70	12.70	12.70
HOT LUNCH VAN+15	11.90	12.17	12.43	12.70	12.97	12.97	12.97	12.97	12.97	12.97	12.97	12.97
HOT LUNCH VAN+30	12.17	12.43	12.70	12.97	13.24	13.24	13.24	13.24	13.24	13.24	13.24	13.24
HOT LUNCH VAN+45	12.70	12.97	13.24	13.50	13.77	13.77	13.77	13.77	13.77	13.77	13.77	13.77
IMC TECH	11.65	11.99	12.33	12.67	13.00	13.34	13.68	13.68	13.68	13.68	13.68	13.68
IMC TECH+15	11.99	12.33	12.67	13.00	13.34	13.68	14.02	14.02	14.02	14.02	14.02	14.02
IMC TECH+30	12.33	12.67	13.00	13.34	13.68	14.02	14.35	14.35	14.35	14.35	14.35	14.35
IMC TECH+45	13.00	13.34	13.68	14.02	14.35	14.69	15.03	15.03	15.03	15.03	15.03	15.03
MAINT I	8.28	8.59	8.90	9.20	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51
MAINT I+15	8.59	8.90	9.20	9.51	9.82	9.82	9.82	9.82	9.82	9.82	9.82	9.82
MAINT I+30	8.90	9.20	9.51	9.82	10.12	10.12	10.12	10.12	10.12	10.12	10.12	10.12
MAINT I+45	9.51	9.82	10.12	10.43	10.73	10.73	10.73	10.73	10.73	10.73	10.73	10.73
MAINT II	11.63	11.92	12.21	12.50	12.79	13.08	13.38	13.96	13.96	13.96	13.96	14.54
MAINT II+15	11.92	12.21	12.50	12.79	13.08	13.38	13.67	14.25	14.25	14.25	14.25	14.83
MAINT II+30	12.21	12.50	12.79	13.08	13.38	13.67	13.96	14.54	14.54	14.54	14.54	15.12
MAINT II+45	12.79	13.08	13.38	13.67	13.96	14.25	14.54	15.12	15.12	15.12	15.12	15.70
MAINT III	11.93	12.23	12.53	12.82	13.12	13.42	13.72	14.32	14.32	14.32	14.32	14.91
MAINT III+15	12.23	12.53	12.82	13.12	13.42	13.72	14.02	14.61	14.61	14.61	14.61	15.21
MAINT III+30	12.53	12.82	13.12	13.42	13.72	14.02	14.32	14.91	14.91	14.91	14.91	15.51
MAINT III+45	13.12	13.42	13.72	14.02	14.32	14.61	14.91	15.51	15.51	15.51	15.51	16.11
MAINT IV	12.42	12.73	13.05	13.36	13.67	13.98	14.29	14.91	14.91	14.91	14.91	15.53
MAINT IV+15	12.73	13.05	13.36	13.67	13.98	14.29	14.60	15.22	15.22	15.22	15.22	15.84
MAINT IV+30	13.05	13.36	13.67	13.98	14.29	14.60	14.91	15.53	15.53	15.53	15.53	16.15
MAINT IV+45	13.67	13.98	14.29	14.60	14.91	15.22	15.53	16.15	16.15	16.15	16.15	16.77
MAINT V	16.90	17.32	17.74	18.16	18.58	19.01	19.43	20.27	20.27	20.27	20.27	21.12
MAINT V+15	17.32	17.74	18.16	18.58	19.01	19.43	19.85	20.70	20.70	20.70	20.70	21.54
MAINT V+30	17.74	18.16	18.58	19.01	19.43	19.85	20.27	21.12	21.12	21.12	21.12	21.96
MAINT V+45	18.58	19.01	19.43	19.85	20.27	20.70	21.12	21.96	21.96	21.96	21.96	22.81
MAINT VI	18.95	19.89	20.84	21.79	22.73	23.68	24.63	24.63	24.63	24.63	24.63	24.63
MAINT VI+15	19.89	20.84	21.79	22.73	23.68	24.63	25.58	25.58	25.58	25.58	25.58	25.58
MAINT VI+30	20.84	21.79	22.73	23.68	24.63	25.58	26.52	26.52	26.52	26.52	26.52	26.52
MAINT VI+45	21.79	22.73	23.68	24.63	25.58	26.52	27.47	27.47	27.47	27.47	27.47	27.47
MECH I	13.49	13.82	14.16	14.50	15.67	16.84	16.84	16.84	16.84	16.84	16.84	16.84
MECH I+15	13.82	14.16	14.50	14.83	16.01	17.18	17.18	17.18	17.18	17.18	17.18	17.18
MECH I+30	14.16	14.50	14.83	15.17	16.34	17.52	17.52	17.52	17.52	17.52	17.52	17.52
MECH I+45	14.50	14.83	15.17	15.51	16.68	17.85	17.85	17.85	17.85	17.85	17.85	17.85
PARA EDUCATOR	9.84	10.08	10.33	10.57	10.82	11.06	11.31	11.31	11.31	11.31	11.31	11.31
PARA EDUCATOR+15	10.56	10.81	11.06	11.30	11.55	11.79	12.04	12.04	12.04	12.04	12.04	12.04
PARA EDUCATOR+30	10.88	11.12	11.37	11.62	11.86	12.11	12.35	12.35	12.35	12.35	12.35	12.35
PARA EDUCATOR+45	11.51	11.75	12.00	12.25	12.49	12.74	12.98	12.98	12.98	12.98	12.98	12.98
PARA EDUCATOR+CERT	12.14	12.38	12.63	12.87	13.12	13.37	13.61	13.61	13.61	13.61	13.61	13.61
PURCH/REC	14.38	14.81	15.24	15.68	16.11	16.54	16.97	17.83	17.83	17.83	17.83	18.70
PURCH/REC+15	14.81	15.24	15.68	16.11	16.54	16.97	17.40	18.26	18.26	18.26	18.26	19.13
PURCH/REC+30	15.24	15.68	16.11	16.54	16.97	17.40	17.83	18.70	18.70	18.70	18.70	19.56
PURCH/REC+45	16.11	16.54	16.97	17.40	17.83	18.26	18.70	19.56	19.56	19.56	19.56	20.42
SECOND COOK/BAKER	10.46	10.76	11.06	11.37	11.67	11.97	12.28	12.88	12.88	12.88	12.88	12.88
SECOND COOK/BAKER+15	10.76	11.06	11.37	11.67	11.97	12.28	12.58	13.19	13.19	13.19	13.19	13.19
SECOND COOK/BAKER+30	11.06	11.37	11.67	11.97	12.28	12.58	12.88	13.49	13.49	13.49	13.49	13.49
SECOND COOK/BAKER+45	11.67	11.97	12.28	12.58	12.88	13.19	13.49	14.10	14.10	14.10	14.10	14.10
SECRETARY	11.50	11.84	12.19	12.53	12.88	13.22	13.57	14.26	14.26	14.26	14.26	14.95
SECRETARY+15	11.84	12.19	12.53	12.88	13.22	13.57	13.91	14.60	14.60	14.60	14.60	15.29
SECRETARY+30	12.19	12.53	12.88	13.22	13.57	13.91	14.26	14.95	14.95	14.95	14.95	15.64
SECRETARY+45	12.88	13.22	13.57	13.91	14.26	14.60	14.95	15.64	15.64	15.64	15.64	16.33
STUDY HALL SUPERVISOR	12.37	12.76	13.14	13.52	13.91	14.29	14.29	14.29	14.29	14.29	14.29	14.29
STUDY HALL SUPERVISOR+15	12.76	13.14	13.52	13.91	14.29	14.67	14.67	14.67	14.67	14.67	14.67	14.67
STUDY HALL SUPERVISOR+30	13.14	13.52	13.91	14.29	14.67	15.06	15.06	15.06	15.06	15.06	15.06	15.06
STUDY HALL SUPERVISOR+45	13.91	14.29	14.67	15.06	15.44	15.82	15.82	15.82	15.82	15.82	15.82	15.82
TRANSPORTATION	14.93	15.23	15.52	15.82	16.12	16.12	16.12	16.12	16.12	16.12	16.12	16.12
TRANSPORTATION+15	15.23	15.52	15.82	16.12	16.42	16.42	16.42	16.42	16.42	16.42	16.42	16.42
TRANSPORTATION+30	15.52	15.82	16.12	16.42	16.72	16.72	16.72	16.72	16.72	16.72	16.72	16.72
TRANSPORTATION+45	16.12	16.42	16.72	17.02	17.32	17.32	17.32	17.32	17.32	17.32	17.32	17.32

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

28

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

ITEM TITLE: APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S
OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve Lewistown Public Schools contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for the school elections and conduct all aspects of the election process for the 2013-2014 Fiscal Year in accordance with 20-20-417 MCA.

SUGGESTED ACTION: Approve Contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for School Elections

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

29

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

ITEM TITLE: FIRST READING—BOARD POLICY #4330P—RENTAL OF SCHOOL FACILITIES

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #4330P—Rental of School Facilities.

The rental rates for Fergus High School have been updated. The current policy is attached for you to be able to compare it with the revision, which is marked by "First Reading".

SUGGESTED ACTION: Approve First Reading of Board Policy #4330P—Rental of School Facilities

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

RENTAL OF SCHOOL FACILITIES
STATEMENT OF RENTAL CONDITIONS AND CHARGES

I. Authorization for Rental of Facilities

- A. Community organizations, commercial agencies, sectarian groups, and non-sectarian groups must submit a request to use school facilities to the respective building principal.
- B. The building principal shall recommend authorization for use of the facilities, based on the following considerations:
 - 1. Facility availability
 - 2. District personnel required for the activity
 - a. Supervisory staff
 - b. Custodial staff
 - c. Food service staff
 - d. Others
 - 3. School equipment needed for the activity
 - 4. Nature of the activity
 - 5. Regulatory laws which might apply to the activity (e.g., seating capacity, etc.)
- C. Authorization for rental of the facilities must be given by the Superintendent or his authorized representative.

II. Rental Conditions

- A. Rental Charges for One Time or Infrequent Use
Community organizations, commercial agencies, sectarian groups, and non-sectarian groups will be assessed a minimum two-(2)-hour rental charge for use of facilities and/or equipment. See the attached rate charts for specific groups or organizations.
- B. Rental Charges for Extended Use
EXTENDED USE IS DEFINED AS: More than one (1) time in a calendar month or more than two (2) months in succession.

Community organizations, commercial agencies, sectarian groups, and non-sectarian groups must contract with the Board of Trustees for extended use of school facilities. Rental terms should be stipulated in written contract form. See attached rate charts for specific groups or organizations.

C. Rental Charge Waiver

Certain community organizations and community agencies (non-sectarian) will not be charged rental fees because of the public nature of the activities involved. Such organizations or agencies include but will not be limited to: Boy Scouts of America, Girl Scouts of America, and 4-H groups. Said groups, with adult supervision, must assume responsibility for supervision of the activity.

D. Custodial Services for Above Rentals

Custodial services during the minimum one-(1)-hour rental period include:

1. Opening and closing building
2. Tending heating, lighting, ventilation, water and sewage systems
3. Normal custodial cleanup during the one-(1)-hour minimum period

E. Additional Custodial Charges

In cases of excessive clean-up work or additional usage time beyond the stipulated rental period, an additional hourly charge equal to the hourly overtime rate of the custodian will be charged.

F. Food Service Personnel Charges

Organizations or groups renting the District building kitchen facilities during any rental usage period must have a District food service staff member present to supervise kitchen activities. An hourly charge equal to the hourly rate of the District food service staff member assigned during the rental period will be assessed during the rental period.

G. Damage or Replacement Charges

The Rental Party will be assessed a damage and/or replacement charge equal to the actual repair or replacement costs incurred in the event of such damage or loss of facility and/or equipment.

H. Additional Auditorium Charges

Additional use of lights and sound systems in the auditorium may require arrangements to be made for additional staff time. An hourly charge will be established for such use at the time rental arrangements are made.

III. Rental Charge Billing and Payment Procedures

- A. Upon receipt of authorization for rental of facilities from the proper administrative authority, the School District No. One Business Office will send billing for rental charges to the Rental Party.
- B. Billing for rental on one-(1)-time or infrequent basis will be sent after rental authorization. Billing will include regular rental fees and related additional charges.
- C. Billing for rental for extended use will be sent upon contract approval.
- D. Payment of rental charges must be made to the Lewistown School District Number One Business Office within thirty (30) days after billing.

IV. Rental Rates - COMMERCIAL AGENCIES AND SECTARIAN GROUPS

The following rates include only one (1) hour of custodial time. At time of rental, an assessment of needed custodial time should be made and additional charges assessed. See Section II. E.

Minimum Charges

		2 Hours	3 Hours	4 Hours	Hourly Rate Beyond 4 Hours
Fergus High	Gymnasium	\$80.00	\$100.00	\$120.00	\$20.00
	Auditorium	80.00	100.00	120.00	20.00
	Classroom	21.00	22.00	23.00	1.00
	Cafeteria	25.00	28.00	31.00	3.00
	Library	25.00	28.00	31.00	3.00
Junior High	Gymnasium	50.00	55.00	60.00	5.00
	Auditorium	50.00	55.00	60.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00
Lincoln	Board Room	21.00	22.00	23.00	1.00
Garfield	Gymnasium	40.00	45.00	50.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00
Highland Park	Gymnasium	40.00	45.00	50.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00
Lewis & Clark	Gymnasium	40.00	45.00	50.00	5.00
	Classroom	21.00	22.00	23.00	1.00
	Library	25.00	28.00	31.00	3.00
H.S. Shop	I. A. Shop	40.00	45.00	50.00	5.00
	Vo-Ag Shop	40.00	45.00	50.00	5.00
	Classroom	21.50	23.00	24.50	1.00
	School Kitchens Only	24.00	25.00	26.00	1.00

Two (2) or more classrooms rate: One-half (½) of single classroom rate per additional room.

- V. Rental Rates - COMMUNITY ORGANIZATIONS (NON-PROFIT NON-SECTARIAN)
The following rates include only one (1) hour of custodial time. At the time of rental, an assessment of needed custodial time should be made and additional charges assessed. See Section II. E.

		Minimum Charges			
		2 Hours	3 Hours	4 Hours	Hourly Rate Beyond 4 Hours
Fergus High	Gymnasium	\$60.00	\$75.00	\$90.00	\$15.00
	Auditorium	60.00	75.00	90.00	15.00
	Classroom	20.00	21.00	22.00	1.00
	Cafeteria	23.00	26.00	29.00	3.00
	Library	23.00	26.00	29.00	3.00
Junior High	Gymnasium	40.00	45.00	50.00	5.00
	Auditorium	40.00	45.00	50.00	5.00
	Classroom	20.00	21.00	22.00	1.00
	Library	23.00	26.00	29.00	3.00
Lincoln	Board Room	20.00	21.00	22.00	1.00
Garfield	Gymnasium	35.00	40.00	45.00	5.00
	Classroom	20.00	21.00	22.00	1.00
	Library	23.00	26.00	29.00	3.00
Highland Park	Gymnasium	35.00	40.00	45.00	5.00
	Classroom	20.00	21.00	22.00	1.00
	Library	23.00	26.00	29.00	3.00
Lewis & Clark	Gymnasium	35.00	40.00	45.00	5.00
	Classroom	20.00	21.00	22.00	1.00
	Library	23.00	26.00	29.00	3.00
H.S. Shop	I. A. Shop	35.00	40.00	45.00	5.00
	Vo-Ag Shop	35.00	40.00	45.00	5.00
	Classroom	20.00	21.00	22.00	1.00
	School Kitchens Only	22.00	23.00	24.00	1.00

Two or more classrooms rate: Half of single classroom rates per additional room.

VI. Rental Rates (Track and Tennis Facilities)

1. Invitational Meets -- \$400 Track or \$200 Tennis Rental
Schools will be assessed a \$25.00 fee per team/\$50.00 fee per school (\$25 boys team/\$25 girls team) with the exception to all 7C schools as their district contributed to the project.
2. No charge for practice uses, with exception to reimbursement should damages occur.

VII. Montana High School Association (MHSA) Activities

1. Facility Fee -- \$100 per day when hosted by Fergus High School.
2. Facility fee for non-hosted MHSA activities will be at the non-profit rate found on page 4.
3. Custodial fees and other associated fees will be charged on an actual cost basis, as needed.

FIRST READING

	Profit	Each additional	Hours							
		hour past 4								
School										
Fergus High			1	2	3	4	5	6	7	8
Auditorium	\$300 (Minimum)	\$50	\$300	\$300	\$300	\$300	\$350	\$400	\$450	\$500
Gymnasium	\$300 (Minimum)	\$50	\$300	\$300	\$300	\$300	\$350	\$400	\$450	\$500
Classrooms	\$50 (Minimum)	\$10	\$50	\$50	\$50	\$50	\$60	\$70	\$80	\$90
Cafeteria	\$75 (Minimum)	\$20	\$75	\$75	\$75	\$75	\$95	\$115	\$135	\$155
Library	\$75 (Minimum)	\$20	\$75	\$75	\$75	\$75	\$95	\$115	\$135	\$155
Cost does not include Tech Fees at \$25 per hour.										
After four hours and additional cost of \$25 per hour custodial time may be assessed.										
Minimum charge includes 4 hours of custodial time.										

	Non-Profit	Each additional	Hours							
		hour past 4								
School										
Fergus High			1	2	3	4	5	6	7	8
Auditorium	\$200 (Minimum)	\$30	\$200	\$200	\$200	\$200	\$230	\$260	\$290	\$320
Gymnasium	\$200 (Minimum)	\$30	\$200	\$200	\$200	\$200	\$230	\$260	\$290	\$320
Classrooms	\$30 (Minimum)	\$7	\$30	\$30	\$30	\$30	\$37	\$44	\$51	\$58
Cafeteria	\$50 (Minimum)	\$14	\$50	\$50	\$50	\$50	\$64	\$78	\$92	\$106
Library	\$50 (Minimum)	\$14	\$50	\$50	\$50	\$50	\$64	\$78	\$92	\$106
Cost does not include Tech Fees at \$25 per hour.										
After four hours and additional cost of \$25 per hour custodial time may be assessed.										
Minimum charge includes 4 hours of custodial time.										

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

30

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

ITEM TITLE: APPROVE RATE INCREASES FOR THE SELF-INSURED DENTAL PLAN

Requested By: Board of Trustees **Prepared By:** Insurance Committee **Date:** 05/13/2013

SUMMARY:

The Board of Trustees needs to approve the proposed rate increases for the Lewistown Public School's Self-Insured Dental Plan as presented on the attachment.

As a self-insured plan, the District is able to set its own rate increases. After much discussion, the Insurance Committee voted to recommend keeping the plans the same as 2012-2013 and increase rates by 10% for 2013-2014. This is the first year with Boulder Dental and as a self-insured plan. The usage of our dental plan has been quite high in 2012-2013 and, according to Boulder Dental, other school districts in their first year with Boulder Dental experienced higher usage as well. The District anticipates that the usage will decrease over the next few years.

SUGGESTED ACTION: Approve Rate Increases for the Self-Insured Dental Plan

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



P.O. Box 1046
715 S Washington
Boulder, MT 59632

Phone 406-225-3699
Toll Free 877-406-3699
Fax 406-225-3521

2013 Renewal for Lewistown School District

The renewal rates for the Dental Plan for Lewistown School District for the Plan Year from September 1, 2013 to August 31, 2014 are as follows

Dental Benefits

The benefits would be:

First \$150 paid at 100%

Next \$150 paid at 80%

Next \$1960 paid at 50%

Maximum annual benefit \$1250

Orthodontia is included for children up to age 19 with a \$1000 Lifetime Maximum

Costs:

Employee	\$44.15
Employee & Spouse	\$73.30
Employee & Child(ren)	\$84.85
Family	\$122.80

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

31

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 05/13/2013

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified Staff for the 2013-2014 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified Staff

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

2013-2014 CERTIFIED STAFF				
FIRST	LAST	LANE	STEP	FTE
SANDRA	ARMSTAD	MA3	15	1.000
CHAD	ARMSTRONG	MA	15	1.000
GINA	ARMSTRONG	BA2	13	1.000
SUSAN	ASHLEY	MA	12	1.000
AARYN	BELL	BA	13	1.000
ANNETTE	BJELLAND	BA	15	0.714
LUKE	BRANDON	BA1	12	1.000
DOUGLAS	BRAULICK	BA	8	1.000
BRAD	BREIDENBACH	BA3	13	1.000
SHERRY	BREIDENBACH	BA2	11	1.000
DEEANN	BUEHLER	MA1	15	0.807
MARY	CHAMBERLIN	BA3	15	1.000
MEGGAN	CIRRINCIONE	BA3	4	1.000
RACHEL	COLE	BA	4	1.000
JENNIFER	COLLINS (JENSEN)	BA	10	1.000
JULIE	COMES	MA3	14	1.000
JAMES	DANIELS	BA	15	0.519
MATT	DONALDSON	BA	4	1.000
PAULA	DRISSELL	MA	15	1.000
LOREN	DRIVDAHL	BA3	15	1.000
CANDICE	DUNN	BA2	15	1.000
KAREN	DURBIN	MA1	15	1.000
MIRANDA	EIKE	BA	5	1.000
VICTOR	FELLER	MA3	15	1.000
KRYSTAL	FERGUSON	BA	4	1.000
TRACI	FITZGERALD	BA	7	1.000
SUSAN	FLENTIE	MA3	15	1.000
SANDRA	FOX	MA2	7	1.000
BARBARA	FRADLEY	MA2	15	1.000
JEFF	FRIESEN	MA1	8	1.000
GARY	GEBERT	MA3	15	1.000
AMANDA	GEE	MA	10	1.000
PATRICIA	GIEDD	MA3	15	1.000
LAURA	GILSKEY	BA3	15	1.000
CINDY	GREMAUX	BA3	15	1.000
BRENDA	GRUENER	MA	8	1.000
JUSTIN	GUYER	MA3	14	1.000
TROY	HENDERSON	MA1	10	1.000
HOLLY	HESER	BA1	15	1.000
NANCY	HUDSON	BA3	15	1.000
TROY	HUDSON	BA3	15	1.000
ASHLEY	JENNESS	MA	4	1.000
AMANDA	JENNI	BA	4	1.000

FIRST	LAST	LANE	STEP	FTE
COURTNEY	JENSEN	MA	4	1.000
JUANITA	KAJKOWSKI	MA	15	1.000
CHARLEY	KARINEN	MA3	15	1.000
MARY	KEPLER	BA2	15	1.000
ELIZABETH	KIRSCH	BA	10	1.000
LYNN	LENSING	MA2	15	1.000
DIANE	LEWIS	BA	15	1.000
JARED	LONG	MA	5	1.222
LESLIE	LONG	MA	9	1.000
SUSAN	LUTKE	BA3	15	1.000
TERESA	MAJERUS	MA	15	1.000
MIKE	MANGOLD	MA	15	1.000
BRUCE	MARSDEN	MA3	15	1.000
BEVERLY	MILLER	MA3	15	1.000
JEAN	MURAGIN	BA	4	1.000
TARA	MURNION	MA	12	1.000
JILL	MURPHY	BA	4	1.000
KANDIS	NIELSEN	MA3	15	1.000
BRANDON	O'HALLORAN	BA2	11	1.000
STEVE	OLSON	BA3	15	1.000
KARL	ORTMAN	MA3	4	1.000
STEPHEN	PAULSON	MA3	15	1.000
ANDREA	PAYNE	MA3	15	1.000
JERRY	PLOVANIC	BA	15	1.000
JACALYN	RICKL	MA2	15	1.000
LINDA	RINALDI	MA3	15	1.000
NEWELL	ROCHE	FIFTH	15	1.000
BETHANY	ROGERS	BA	7	1.000
JEFFREY	RUSSELL	BA	12	1.000
ROBERT	RUTLEDGE	MA3	15	1.0375
MARGARET	SMITH	BA3	15	1.000
MELANIE	SMITH	MA1	15	1.000
JESSICA	SOWER	BA3	4	1.000
BRIDGET	SPARKS	MA	13	1.000
KATHERINE	SPRAGGINS	MA	15	1.000
RHONDA	STENSETH	MA1	14	1.000
GERMAINE	STIVERS	BA2	15	1.000
SARA	SULLIVAN	BA	4	1.000
BRETT	THACKERAY	BA	7	1.000
KERRY	VAUGHN	MA	4	1.000
POLLY	WEICHEL	BA2	10	1.000
LEEANNE	WEINHEIMER	MA1	15	1.000
DEVNEY	WELSH	BA	4	1.000
JILL	WHITNEY-REED	MA2	15	1.000
DARCY	ZANTO	MA3	15	1.000

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

32

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR CERTIFIED AND CLASSIFIED ADMINISTRATORS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 05/13/2013

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified and Classified Administrators for the 2013-2014 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified and Classified Administrators

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

RECOMMENDED 2013-2014 SALARIES

CERTIFIED ADMINISTRATORS

Scott Dubbs	2012-2013 Level + Negotiated Percentage (2%)
Jeff Elliott	2012-2013 Level + Negotiated Percentage (2%)
Jerry Feller	2012-2013 Level + Negotiated Percentage (2%)
Matt Lewis	2012-2013 Level + Negotiated Percentage (2%)
Tim Majerus	2012-2013 Level + Negotiated Percentage (2%)
Michelle Trafton	2012-2013 Level + Negotiated Percentage (2%)

RECOMMENDED 2013-2014 SALARIES

CLASSIFIED ADMINISTRATORS

Steve Klippenes	2012-2013 Level + Negotiated Percentage (2%)
Diane Oldenburg	2012-2013 Level + Negotiated Percentage (2%)
Rebekah Rhoades	2012-2013 Level + Negotiated Percentage (2%)
Paul Stengel	2012-2013 Level + Negotiated Percentage (2%)
Patrick Weichel	2012-2013 Level + Negotiated Percentage (2%)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/13/2013

Agenda Item No.

33

☐ 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: 05/13/2013

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						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 13, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
LITTLE, Jean	Food Server/Cashier	Fergus High School	Accept verbal resignation	April 19, 2013	Mrs. Jean Little met with Business Manager Rebekah Rhoades and School Food Service Director Cindy Giese and informed them that she was quitting her job at Fergus High School effective immediately.
PFAU, Jennifer	Head Cheerleading Coach	Fergus High School	Accept letter of resignation	June 30, 2013	See attached letter.
GRAHAM, Jimmy	Head Boys Basketball Coach	Fergus High School	Accept letter of resignation	May 13, 2013	See attached letter.
SLAGEL, Debra	Counselor	Fergus High School	Accept letter of retirement	June 30, 2013	See attached letter.
ELLIOTT, Jeff	Head Boys Basketball Coach	Fergus High School	Approve appointment on schedule— (0.150)	May 13, 2013	See attached memo.
WIER, Deena	Head Girls Basketball Coach	Fergus High School	Approve appointment on schedule— (0.150)	May 13, 2013	See attached memo.
BLAKE, Megan	Head Cheerleading Coach	Fergus High School	Approve appointment on schedule— (0.125)	May 13, 2013	See attached memo.
FLENTIE, Susan	Head Boys/Girls Cross Country Coach	Fergus High School	Approve appointment on schedule— (0.125)	May 13, 2013	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 13, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GEBERT, Gary	Head Football Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
FRIESEN, Jeff	Head Golf Coach	Fergus High School	Approve appointment on schedule— (0.090)	May 13, 2013	See attached memo.
MANGOLD, Mike	Head Softball Coach	Fergus High School	Approve appointment on schedule— (0.125)	May 13, 2013	See attached memo.
LEWIS, Diane	Head Tennis Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
OLSON, Steve	Head Track Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
TAYLOR, Tara	Head Volleyball Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
ARMSTRONG, Chad	Head Wrestling Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
ARMSTRONG, Chad	Summer Session Driver Education Instructor	School District #1	Approve appointment for 90 hours at \$20.00 per hour for a total of \$1,800.00 for behind-the-wheel instruction	June 1-29, 2013	See attached memo.
RUTLEDGE, Robert	Summer Session Driver Education Instructor	School District #1	Approve appointment for 112 hours at \$20.00 per hour for a total of \$2,240.00 for classroom instruction	June 1-29, 2013	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 13, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ZIESKE, Butch	Summer Session Driver Education Instructor	School District #1	Approve appointment for 90 hours at \$20.00 per hour for a total of \$1,800.00 for behind-the-wheel instruction	June 1-29, 2013	See attached memo.
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	School District #1	Approve appointment on schedule as per attached recommendation	May 13, 2013	See attached memo.
KASE, Amanda	Special Education Teacher	Lewis & Clark Elementary	Accept letter of resignation	June 30, 2013	See attached letter.
MORING, Tom	Bus Driver	School District #1	Accept letter of resignation	May 31, 2013	See attached letter.

April 9, 2013

Fergus High School
Jim Daniels, Athletic Director
1001 Casino Creek
Lewistown, MT 59457

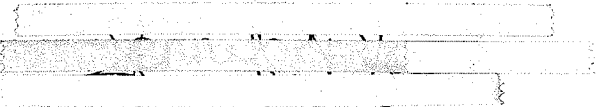
Dear Jim,

It is with a heavy heart that I notify you that I will not be returning as the Head Cheer Coach next year. I have absolutely LOVED my time coaching the FHS Cheerleaders and am so proud of the program that has been created, however it is time for me to move on. I would like to remain involved by offering my services to continue organizing CheerFest. I am also willing to help make this transition as smooth as possible by offering any help to the new coach as requested. I will always continue to be the number one fan of the cheer program and want to ensure its continued success!

I do plan to continue working through the end of my contract completing inventory, ordering trophies, finishing up CheerFest business, and working with the new coach to plan summer practices, tryouts, and camp. As such, my last official day will be June 30, 2013.

Thank you for allowing me to coach the Cheerleaders! It has been a pleasure to be involved with the Fergus athletic program and to work with you!

Sincerely,


Jennifer Pfau
538-4777

Jimmy Graham
1510 Vixen Ln.
Lewistown, MT 59457
jimmy@alliedsteelmt.com

April 3, 2013

Jim Daniels
Athletic Director
Fergus High School
1001 Casino Creek Dr.
Lewistown, MT 59457

Re: Head Boys Basketball Coaching Position

Dear Mr. Daniels;

I would like to inform you that I am resigning from my position as Head Boys Basketball Coach for Fergus High School, effective April 4.

Thank you for the support and the opportunities that you have provided me during the last three years. I have enjoyed my tenure with the school and with the program.

If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jimmy Graham", is written over a light-colored rectangular background that has been partially obscured by a horizontal line.

Jimmy Graham

Debra K. Slagel
1201 West Boulevard
Lewistown, Montana 59457

Lewistown School District #1
Lincoln Building
Lewistown, Montana 59457

April 28, 2013

Dear School Board:

After 34 years in education, I have decided to retire from full time employment effective May 31, 2013.

I am grateful for my years as an educator in a wide range of capacities. First as a special education teacher in elementary settings, teacher of at-risk and severely emotionally disturbed children with both elementary and high school students, school to work coordinator, art teacher, and finally as high school counselor the past 14 years.

I have enjoyed the talented and caring co-workers and administrators I've had the pleasure of working with over the years. I feel sincerely blessed that I've had the opportunity to meet and work with the amazing young men and women that have graduated from Fergus High School. These individuals have opened my eyes and earned my respect.

Thank you for all the opportunities that I've had working for Lewistown School District #1!

Sincerely,

Debra K. Slagel



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

TO: Jason Butcher, Superintendent of Schools

FROM: Jim Daniels A.D.

DATE: May 9, 2013

RE: FHS Head Coaches

Please recommend to the Board of Trustees the following individuals for extracurricular activities for the 2013-2014 School Year.

Fergus High School - Head Coaches:

Jeff Elliott	Boys Basketball	(0.150)
Deena Wier	Girls Basketball	(1.150)
Megan Blake	Cheerleading	(0.125)
Susan Flentie	Cross Country	(0.125)
Gary Gebert	Football	(0.145)
Jeff Friesen	Golf	(0.090)
Mike Mangold	Softball	(0.125)
Diane Lewis	Tennis	(0.145)
Steve Olson	Track	(0.145)
Tara Taylor	Volleyball	(0.145)
Chad Armstrong	Wrestling	(0.145)

Thanks!!

Memorandum

To: Jason Butcher, Superintendent
From: Diane Oldenburg, Driver Education Director
Date: May 8, 2013
Re: Summer Driver Education

I am requesting the Board of Trustees approval to hire Robert Rutledge, Chad Armstrong and Butch Zieske to instruct the Driver Education summer sessions for 2013. They have each received the appropriate Traffic Education Endorsement from the Office of Public Instruction to teach Driver Education.

Approximate dates of employment and approximate contract amounts:

Chad Armstrong	June 1-June 29, 2013	\$1,800.00 (BTW only-90 hours)
Robert Rutledge	June 1-June 29, 2013	\$2,240.00 (Classroom-112 hours)
Butch Zieske	June 1-June 29, 2013	\$1,800.00 (BTW only-90 hours)

The rate of pay will be \$20.00 per hour for classroom time and behind-the-wheel (BTW) driving time. Thank you for your consideration.

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: May 7, 2013

FR: Chris Rice, Special Education Director

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing.

Session I: June 3-21, 2013

Gayle Foster	Aide	\$15.00/hour	up to 60 hours
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Session II: August 5-16, 2013

Susan Ashley	Special Educ Teacher – K-12	\$17.50/hour	up to 90 hours
Paula Drissell	Special Educ Teacher – Preschool	\$17.50/hour	up to 40 hours
Leslie Long	Special Educ Teacher – K-12	\$17.50/hour	up to 90 hours
Jenifer Blazicevich	Aide	\$15.00/hour	up to 70 hours
Jill Murphy	Aide	\$17.50/hour	up to 70 hours
Kim Wiegert	Aide	\$15.00/hour	up to 70 hours
Tiffany Wright	Aide	\$15.00/hour	up to 70 hours

Thank you.

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

April 20. 2013

Lewistown Public Schools
215 7th Avenue South
Lewistown, MT 59457

Re: Letter of Resignation

To whom it may concern:

It is with great regret that I submit my letter of resignation. I have tremendously enjoyed working with my students at Lewis and Clark Elementary School for the past three years, as well as being the assistant cheer coach for the Fergus Eagles.

I am getting married later this year, and will be moving to live closer to my fiancée.

Thank you for the opportunity to work with a fantastic group of educators in Lewistown. I am grateful for the experience.

Regards,


Amanda Kase
707 Third Ave. S. #2
Lewistown, MT 59457

Steve;

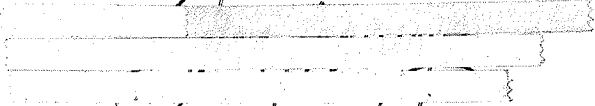
After much thought and prayer I have made a decision about my future. I have decided that this summer on my 60th birthday I am going to begin drawing my retirement. As a result there is a waiting period before I can come back and work in the same job.

I am looking to change my job status to Sub driver and I will return after the Christmas break in Jan. 2014.

I have appreciated the opportunity afforded me this past year. Many factors went into my decision and I believe that this is what the Lord is leading me to do.

Thank you.

Sincerely,


Tom Moring

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
Phil Koterba
Barbara Thomas
Jennifer Thompson
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2012-2013 SCHOOL CALENDAR

A. Pupil Instruction

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
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
					46						47

SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
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						43
					43						

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

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

<u>2012-2013</u>		
<u>Regular Board Meetings</u>		
July	9	5:30 p.m.
Aug	13	5:30 p.m.
Sept	10	7:00 p.m.
Oct	8	7:00 p.m.
Nov	12	7:00 p.m.
Dec	10	7:00 p.m.
Jan	14	7:00 p.m.
Feb	11	7:00 p.m.
Mar	11	7:00 p.m.
Apr	8	7:00 p.m.
May	13	7:00 p.m.
June	10	5:30 p.m.

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