

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, September 8, 2008

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—MTSBA Update, Mary Schelle
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

9. Minutes of the August 25, 2008, Regular Board Meeting

APPROVAL OF CLAIMS

10. Claims

CONSENT GROUP ITEMS

11. Approve Substitute(s)

INDIVIDUAL ITEMS

12. Approve Personnel
13. Approve First Reading—Policy #7329—Petty Cash Funds
14. Approve EHA Part B Federal Flow-Through Application to CMLRCC for Special Education Expenses
15. Approve EHA Part B Federal Flow-Through Application to CMLRCC for Speech Services per IEP

ADJOURNMENT

PUBLIC PARTICIPATION

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

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

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

CONSENT GROUP ITEMS

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—MTSBA UPDATE, MARY SCHELLE

Requested By: Board of Trustees **Prepared By:** Mary Schelle **Date:** 09/08/2008

SUMMARY:

Mary Schelle, Trustee, will give an update on the legislative/lobbying goals determined by the Delegate Assembly of the Montana School Board Association.

SUGGESTED ACTION: Informational Report

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

4

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

ITEM TITLE: REPORT—STUDENT RESPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Leann Quinlan **Date:** 09/08/2008

SUMMARY:

Fergus High School Student Representative to the Board of Trustees, will provide a report on upcoming activities at Fergus High School.

SUGGESTED ACTION: Informational Report

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 09/08/2008

SUMMARY:

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

SUGGESTED ACTION: Informational Report

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

6

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 09/08/2008

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 09/08/2008

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.

- ❖ Montana Conference on Education Leadership (MCEL)
- ❖ Ken Stuker—Representative to Provide Services for Five Year Plan, Effectiveness Report, and CRT Data Analysis
- ❖ New Coaching Positions

SUGGESTED ACTION: Informational

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

8

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 09/08/2008

SUMMARY:

Time is provided on the agenda for anyone who wishes to address the Board.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 09/08/2008

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the August 25, 2008, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
AUGUST 25, 2008

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, August 25, 2008, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Tara Cutler, Jennifer Granot, Stan Monger, Mary Schelle, Jeremy Bristol

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Jim Daniels, Andrea Payne, Diane Lewis, Scott Dubbs, Cindy Gremaux

OTHERS PRESENT: Dale Lambert, Meryl Rygg McKenna-NEWS ARGUS, and other interested parties

TRUSTEES ABSENT: Becky Jackson

Jim Daniels led the group in the Pledge of Allegiance.

PLEDGE

Mike Waterman reported that Lewistown Insurance will now be providing the fleet insurance for the school district. Members of the Transportation Committee recently met with the Lewistown Municipal Airport Board and were encouraged to continue planning on moving the bus barn in the next couple of years. The Collective Gaining Committee is in place and will begin meeting in the near future.

REPORT -
COMMITTEES OF
THE BOARD

Mary Schelle asked that there be a short introduction of the Montana School Boards Association and the services it provides at the next regular meeting of the Board.

CALENDAR ITEMS

Investment earning for June was reported with \$21,598.00 in the elementary funds and \$14,903.28 in the high school funds for a total of \$36,501.28, and for July with \$2,611.60 in the elementary funds and \$1,386.83 in the high school funds for a total of \$3,998.43.

REPORT -
INVESTMENT

Superintendent Jason Butcher reported on staffing and hiring issues. The library project at Fergus High School is almost complete but water damage found on the gymnasium floor will cost approximately \$30,000.00 to repair. Work also continues on the roof at Lewistown Junior High School. Mr. Butcher further noted that a plan has been developed to improve the adequate yearly progress of the school district.

OTHER ITEMS

There was no public input.

PUBLIC
PARTICIPATION

Minutes of the Regular Board Meeting of August 11, 2008, were approved unanimously (Cutler/Granot).

APPROVAL OF
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through August 21, 2008, were approved unanimously (Bristol/Cutler).

APPROVAL OF
CLAIMS

A motion to approve consent group items 10-12 was approved unanimously (Granot/Cutler).

CONSENT GROUP
ITEMS

10. Approve additions to the Substitute Teachers/Assistants List for the 2008-09 school year.
APPROVE
ADDITIONS TO
SUBSTITUTE
TEACHERS/
ASSISTANTS LIST
11. Approve adding Peggy Butler, Christina Curry, and Jack Beddall to the Substitute Teachers/Assistants List.
APPROVE
SUBSTITUTES
12. Approve the Lewistown Junior High School General Ledger Report for July, 2008.
APPROVE
LEWISTOWN
JUNIOR HIGH
SCHOOL GENERAL
LEDGER REPORT
13. Approve the Personnel Report - see Exhibit A (Cutler/Schelle - unanimous).
APPROVE
PERSONNEL
REPORT
14. Approve creating a salary index for behavioral aides to be added to the 2008-09 Salary Schedule for classified personnel - see Exhibit B (Cutler/Schelle - unanimous).
APPROVE
BEHAVIORAL AIDE
SALARY INDEX
15. Approve issuing contracts for classified staff for the 2008-09 school year - see Exhibit C (Granot/Bristol - unanimous).
APPROVE ISSUING
CONTRACTS
16. Approve Notice of Resolution of Intent to Sell for the purpose of disposing of math and Algebra textbooks (Bristol/Schelle - unanimous).
APPROVE
DECLARING
SURPLUS
PROPERTY
17. Approve Memorandum of Understanding which provides for privately funded girl's softball and boy's cross country programs at Fergus High School with coaches salaries to be recommended by the athletic director, reviewed by the Lewistown Education Association, and brought to the Board for approval (Monger/Granot - unanimous). Trustee Jennifer Granot noted questions about the community's expectations of keeping the programs after started, injuries, and the possibility of playing multiple sports.
APPROVE
MEMORANDUM OF
UNDERSTANDING
PROVIDING FOR
PRIVATELY
FUNDED
EXTRACURRICULAR
ATHLETICS

Trustee Jeremy Bristol stated that he has also heard concerns including the impact on other sports. Board Chairman Dave Byerly reiterated that these programs will be completely reliant on private funding. Without it, they will cease to exist.

APPROVE
MEMORANDUM OF
UNDERSTANDING
PROVIDING FOR
PRIVATELY
FUNDED
EXTRACURRICULAR
ATHLETICS
CONTINUED

18. Approve Strategic Planning Agreement between the school district and Montana School Boards Association (Schelle/Cutler - unanimous).

APPROVE
STRATEGIC
PLANNING
AGREEMENT

The meeting was adjourned at 7:40 p.m. The next regular meeting will be held on September 8, 2008, at 7:00 p.m. in the Lincoln Building Board Room (Schelle - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: August 25, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
HALLETT, Frank	Science Teacher	Fergus High School	Accept Letter of Resignation	August 11, 2008	See attached letter.
HALLETT, Melanie	Title I Teacher	Highland Park Elementary	Accept Letter of Resignation	August 11, 2008	See attached letter.
ADCOCK, Sue	Special Education Aide	Garfield Elementary	Approve appointment on schedule— AIDE II Step 6+Para for up to 7 hours per day	August 25, 2008	See attached memo.
GUETHS, Heather	Special Education Aide	Garfield Elementary	Approve appointment on schedule— AIDE II Step 0+Para for up to 7 hours per day	August 25, 2008	See attached memo.
IRWIN, Kathy	Title I Aide	Garfield Elementary	Approve appointment on schedule— AIDE II Step 0+Para for up to 7 hours per day	August 25, 2008	See attached memo.
HEMSATH, Tiffany	Special Education Aide	Fergus High School	Approve appointment on schedule— AIDE II Step 0 for up to 7 hours per day	August 25, 2008	See attached memo.
GAPAY, Kris	Special Education Aide	Lewis & Clark Elementary	Approve appointment in schedule— AIDE II Step 0 for up to 7.5 hours per day	August 25, 2008	See attached memo.
BENES, Pat	Special Education Aide	Highland Park Elementary	Approve appointment on schedule— AIDE II Step 0 for up to 7 hours per day	August 25, 2008	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: August 25, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
OLSON, Steve	Assistant Girl's Basketball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.055)	August 25, 2008	See attached memo.
MANGOLD, Mike	Weight Lifting Coordinator	Fergus High School	Approve revision of contract to reflect correct salary—112 hours at \$15.00 per hour for a total of \$1,680	August 25, 2008	See attached memo.
SIMPSON, Stephanie	Summer School Aide	Highland Park Elementary	Approve appointment at \$10.00 per hour for up to 60 hours	Summer 2008	See attached memo.
BURNHAM, Andra	Attendance Secretary	Fergus High School	Approve appointment on schedule—SECII Step 0 for 8 hours per day for up to 184 days	August 25, 2008	See attached hiring recommendation.
FOWLER, Laurie	Second Cook	Central Kitchen	Approve appointment on schedule—SECOND COOK Step 0 for up to 7 hours per day	August 25, 2008	See attached hiring recommendation.
MILLER, Mary	Food Server/Cashier	Fergus High School	Approve appointment on schedule—FOOD SERVER Step 0 for up to 2.75 hours per day	August 25, 2008	See attached hiring recommendation.
MILLER, Mary	PM Kitchen Aide	Central Kitchen	Approve appointment on schedule—KITCHEN AIDE Step 0 for up to 3.00 hours per day	August 25, 2008	See attached hiring recommendation.
HUTCHINS, Miranda	Food Server	Lewis & Clark Elementary	Approve appointment on schedule—FOOD SERVER Step 0 for up to 3 hours per day	August 25, 2008	See attached hiring recommendation.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: August 25, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
NOEL, Cindy	PM Kitchen Aide	Central Kitchen	Approve appointment on schedule— KITCHEN AIDE Step 0 for up to 3.00 hours per day	August 25, 2008	See attached hiring recommendation.
NOEL, Cindy	Food Server	Lewis & Clark Elementary	Approve appointment on schedule— FOOD SERVER Step 0 for up to 3.00 hours per day	August 25, 2008	See attached hiring recommendation.
HOLLAND, Barb	Kitchen Aide	Highland Park Elementary	Approve appointment on schedule— KITCHEN AIDE Step 0 for up to 1.50 hours per day	August 25, 2008	See attached hiring recommendation.

“EXHIBIT B”

Central Montana Learning Resource Center Cooperative

215 SEVENTH AVENUE SOUTH, LEWISTOWN, MONTANA 59457
OFFICE (406) 535-9012 FAX (406) 535-7455

M E M O

DT: August 21, 2008

TO: Jason Butcher, Sandi Chamberlain, and Lewistown Board of Trustees

FR: Dale Lambert

RE: Creation of a Behavioral Aide Pay Structure

I would like to request the Board consider creating an additional hourly pay rate for A Behavioral Paraprofessional position. Because this work can be very demanding, these positions are difficult to fill. I believe this pay matrix, which is an extension of the current Aide III structure, provides both an adequate pay structure as well as recognizing the benefits of the individual's efforts to improve themselves through professional development.

STEP	0	1	2	3	4	5	6	15 CEUS	30 CEUS	45 CEUS	CERTIFIED PARA
AIDE III											
Behavioral Aide	1.000	1.025	1.050	1.075	1.100	1.125	1.150	1.224	1.256	1.320	1.384
	9.36	9.59	9.83	10.06	10.30	10.53	10.76	0.69	0.99	1.59	2.19

“EXHIBIT C”

Central Montana Learning Resource Center Cooperative

215 SEVENTH AVENUE SOUTH, LEWISTOWN, MONTANA 59457
OFFICE (406) 535-9012 FAX (406) 535-7455

M E M O

DT: August 20, 2008

TO: Jason Butcher, Sandi Chamberlain, and Lewistown Board of Trustees

FR: Dale Lambert

RE: Aide positions

I would like to make the following recommendations for the para-professional positions for the 2008-2009 School Year.

Aides to be placed on the Aide III Behavioral Aide schedule include:

Bette McPherson

Highland Park

Behavioral Aide III Step 6 + 45 CEUs

Up to 7.5 hours/day

Budget #: 101.30.280.1000.117.111

Gretchen Conrad

Lewis & Clark

Behavioral Aide III Step 6 + Para

Up to 7.5 hours/day

Budget #: 101.40.280.1000.117.111

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

10

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 09/08/2008

SUMMARY:

Approve claims paid through September 3, 2008, as approved by the Finance Committee.

SUGGESTED ACTION: Approve Claims as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

11

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

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

12

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 09/08/2008

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

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

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: September 8, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GUYER, Justin	Science Teacher	Fergus High School	Approve appointment on schedule— MA 3 Step 9	September 8, 2008	See attached hiring recommendation.
GRUENER, Brenda	Title I Teacher	Highland Park Elementary	Approve appointment on schedule— MA Step 4 (Actual Step 3)	September 8, 2008	See attached hiring recommendation.
GORE, Todd	Technology Support Assistant	Central Office	Approve appointment on schedule— MAINT II Step 2 for up to 12 months per year not to exceed 1,820 hours per year	September 8, 2008	See attached memo.
HUFF, Miriam	Library Aide	Garfield Elementary	Approve appointment on schedule— AIDE I Step 0+Para for up to 7 hours per day for 2 days per week	September 8, 2008	See attached memo.
MCKEE, Brett	Co-Coordinator for Activities	Lewistown Junior High School	Approve appointment on schedule— (0.0525)	September 8, 2008	See attached memo.
MILLER, Kim	Builders Club Co-Advisor	Lewistown Junior High School	Approve appointment on schedule— (0.0075)	September 8, 2008	See attached memo.
DANIELS, Terri	Builders Club Co-Advisor	Lewistown Junior High School	Approve appointment on schedule— (0.0075)	September 8, 2008	See attached memo.
BREIDENBACH, Brad	First Assistant Football Coach	Lewistown Junior High School	Approve appointment in schedule— (0.057)	September 8, 2008	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: September 8, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
RAYBURN, Lance	Assistant Football Coach	Lewistown Junior High School	Approve appointment on schedule— (0.050)	September 8, 2008	See attached memo.
STANSBERRY, Rachel	Ski Club Advisor	Lewistown Junior High School	Approve appointment on schedule— (0.015)	September 8, 2008	See attached memo.
MAJERUS, Teresa	Student Council Advisor	Lewistown Junior High School	Approve appointment on schedule— (0.025)	September 8, 2008	See attached memo.
ROGERS, Bethany	Instrumental Activities	Lewistown Junior High School	Approve appointment on schedule— (0.034)	September 8, 2008	See attached memo.
ROGERS, Bethany	Jazz Band	Lewistown Junior High School	Approve appointment on schedule— (0.040)	September 8, 2008	See attached memo.
ROGERS, Bethany	Vocal Activities	Lewistown Junior High School	Approve appointment on schedule— (0.034)	September 8, 2008	See attached memo.
ROGERS, Bethany	Select Choir	Lewistown Junior High School	Approve appointment on schedule— (0.040)	September 8, 2008	See attached memo.
FLENTIE, Suzy	Head Boys/Girls Cross Country Coach	Fergus High School	Approve revision of contract to reflect change in salary index— (0.125)	September 8, 2008	See attached memo.
DESCHEEMAEKER, Pat	Assistant Boys/Girls Cross Country Coach	Fergus High School	Approve appointment on schedule— (0.085)	September 8, 2008	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: September 8, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
TEDESCO, Matt	Volunteer Football Coach	Fergus High School	Approve appointment on a volunteer basis	September 8, 2008	See attached memo.
FELLER, Harvey	Volunteer Football Coach	Fergus High School	Approve appointment on a volunteer basis	September 8, 2008	See attached memo.
MELVIN, Scott	Football Field Preparation	Fergus High School	Approve appointment for \$350.00	September 8, 2008	See attached memo.
NEARHOOF, Rich	Football Field Preparation	Fergus High School	Approve appointment for \$350.00	September 8, 2008	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Justin Guyer

For:

Job Title

Science Teacher

Classification

MA 3

Step

Step 9

Work location

Fergus High School

Date to begin work

September 2, 2008

Days per yr/Hrs per day

182 days per year

SELECTION COMMITTEE:

Jason Butcher

Dave Byerly

Scott Dubbs

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their special meeting on September 8, 2008.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Brenda Gruener

For:

Job Title

Elementary Title I Teacher

Classification

MA

Step

Step 4 (Actual Step 3)

Work location

Highland Park Elementary

Date to begin work

Fall 2008

Days per yr/Hrs per day

189 days per year

SELECTION COMMITTEE:

Dave Byerly

Tim Gillen

John Moffatt

Debbie Parsons

Sharon Redfern

Becky Woltermann

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on September 8, 2008.



Memorandum

To: Jason Butcher, Superintendent
From: Pat Weichel, Technology Supervisor
Date: September 3, 2008
Re: Hiring Recommendation

Since only one completed application was submitted for the advertised position of Technology Support Assistant, I would like to make the following hiring recommendation:

Todd Gore	MAINT II Step 2
	12 months per year
	Not to exceed 1,820 hours per year

Todd has been working with the technology department and the area schools that the District provides support. He has been a great asset to both.

Memorandum

To: Jason Butcher, Superintendent
From: John Moffatt, Garfield Principal
Date: September 4, 2008
Re: Hiring Recommendation

Following is the hiring recommendation for a Part-Time Library Aide:

Miriam Huff	AIDE I Step 0 + Para up to 7 hours per day/2 days per week
-------------	---

Miriam is a certified teacher with an Elementary Curriculum and Reading (K-12) endorsement and is the only applicant with a complete application packet.

Memorandum

To: Jason Butcher, Superintendent
From: Jerry Feller, Junior High School Principal
Date: September 2, 2008
Re: School Activities

Please recommend to the Board of Trustees the following updates for the Junior High School Extracurricular Activities for the 2008-2009 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Activities Coordinator:

Brett McKee	Co-Coordinator	(0.0525)	\$1,548.91
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This position will be shared equally by Jim Daniels and Brett McKee.

Builders Club:

Kim Miller	Co-Advisor	(0.0075)	\$ 221.28
Terri Daniels	Co-Advisor	(0.0075)	\$ 221.28

Kim Miller had been approved as the Advisor, but will now share this position with Terri Daniels.

Football:

Brad Breidenbach	First Assistant	(0.057)	\$1,681.67
Lance Rayburn	Assistant	(0.050)	\$1,475.15

Chad Armstrong had been approved as First Assistant, but will not be coaching Junior High Football this year. Brad will change from Assistant to First Assistant to replace Chad and Lance will be added as Assistant.

Ski Club:

Rachel Stansberry	Advisor	(0.015)	\$ 442.55
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Scott Stansberry was approved as the Ski Club Advisor at both the High School and the Junior High School in error. Scott is advisor for the High School and Rachel for the Junior High.

Student Council:

Teresa Majerus	Advisor	(0.025)	\$ 737.58
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Terri Daniels was approved as advisor for Student Council, but has chosen not to take this position for the 2008-2009 School Year.

Memorandum

To: Jason Butcher, Superintendent
From: Jerry Feller, Junior High School Principal
Date: September 2, 2008
Re: School Activities

Please recommend to the Board of Trustees the following individual(s) for the Junior High School Extracurricular Activities for the 2008-2009 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Music: Bethany Rogers

Instrumental Activities	(0.034)	\$1,003.10
Jazz Band	(0.040)	\$1,180.12
Vocal Activities	(0.034)	\$1,003.10
Select Choir	(0.040)	\$1,180.12



FERGUS HIGH SCHOOL

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

TO: Jason Butcher, Superintendent of Schools

FR: Jim Daniels A.D.

RE: Misc. Coaching Salaries

Please recommend to the Board of Trustees the following individual(s) for Extracurricular Activities for the 2008-2009 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Athletic Coaches:

Fergus High School –

Cross Country – (Boys/Girls)

Suzy Flentie	Head Coach	(0.125)	\$3,687.88
Pat Descheemaeker	Assistant Coach	(0.085)	\$2,507.76

Football

Matt Tedesco	Volunteer Assistant		
Harvey Feller	Volunteer Assistant		
Scott Melvin	*Field Preparation - 1		\$ 350.00
Rich Nearhoof	*Field Preparation - 2		\$ 350.00

***\$700.00 is budgeted for Field Preparation for the 2008-2009 Season. Scott and Rich will split the duties equally for this season.**

Thanks!!

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

13

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

ITEM TITLE: APPROVE FIRST READING—POLICY #7329—PETTY CASH FUNDS

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 09/08/2008

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #7329—Petty Cash Funds.

Information being added to the policy is **shaded**.

SUGGESTED ACTION: Approve First Reading of Board Policy #7329—Petty Cash Funds

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

NOTES:

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

FIRST READING

Lewistown School District

FINANCIAL MANAGEMENT

7329

Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of Twenty-Five Dollars (\$25), postage, delivery charges, and freight. Individual personal reimbursements which exceed Twenty-Five Dollars (\$25) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to One Hundred Dollars (\$100) in the Elementary buildings and Four Hundred Dollars (\$400) at Fergus High School. Fergus High School and Lewistown Junior High School are further authorized to keep petty cash on hand for athletic events. These cash boxes will be limited to Six Hundred Dollars (\$600) and Two Hundred Dollars (\$200), respectively.

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Moneys which are not specifically petty cash moneys shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers and cash on hand returned to the business office for processing.

The District business office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

14

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

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

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 09/08/2008

SUMMARY:

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

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

SUGGESTED ACTION: Approve Flow-Though Application to CMLRCC

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

NOTES:

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

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Director (406) 538-7454
Staff (406) 538-9012

**APPLICATION FOR
CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE
EHA FLOW-THROUGH**

PART B x / PRE SCHOOL _____ (Check One)
2008-09 SCHOOL YEAR

SECTION I

School Superintendent Jason Butcher Telephone 535-8777
School District Name Lewistown School District Number #1
Address 215 7th Avenue South
Lewistown MT 59457
County Fergus

SECTION II

I, the undersigned authorized official of Lewistown
School District Number 1 located in Fergus
County submit this application to the Central Montana Learning Resource Center Cooperative for
EHA Part B Flow-Through Funds. I also agree to provide the Central Montana Learning
Resource Center Cooperative with an end of the year evaluation report on expenditures of all
funds.

Superintendent or Authorized District Official

School Board Chairman

SECTION III

(Central Montana Learning Resource Center Cooperative Use Only)

Project Number _____

Budget Code _____

Amount _____

Date _____

SECTION IV

Please give a brief description of how you intend to use this money and a brief description on how you will evaluate or document your expenditure of funds to meet the objective.

OBJECTIVES	EVALUATION/DOCUMENTATION	COST
Payment as per original agreement when Lewistown became part of CMLRCC	Salary and benefits for paraprofessionals to deliver IEP services	Salaries \$58,437.74 Benefits _____ Travel _____ Materials _____ Equipment _____ Supplies _____ Other _____
OBJECTIVES	EVALUATION/DOCUMENTATION	COST
OBJECTIVES	EVALUATION/DOCUMENTATION	COST
TOTAL FUNDS APPLIED FOR		\$58,437.74

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/08/2008

Agenda Item No.

15

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

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

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 09/08/2008

SUMMARY:

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

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

SUGGESTED ACTION: Approve Flow-Though Application to CMLRCC

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

NOTES:

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

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Director (406) 538-7454
Staff (406) 538-9012

**APPLICATION FOR
CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE
EHA FLOW-THROUGH**

PART B X / PRE SCHOOL _____ (Check One)
2008-09 SCHOOL YEAR

SECTION I

School Superintendent Jason Butcher Telephone 535-8777
School District Name Lewistown School District Number #1
Address 215 7th Avenue South
 Lewistown MT 59457
County Fergus

SECTION II

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EHA Part B Flow-Through Funds. I also agree to provide the Central Montana Learning
Resource Center Cooperative with an end of the year evaluation report on expenditures of all
funds.

Superintendent or Authorized District Official

School Board Chairman

SECTION III

(Central Montana Learning Resource Center Cooperative Use Only)

Project Number _____

Budget Code _____

Amount _____

Date _____

SECTION IV

Please give a brief description of how you intend to use this money and a brief description on how you will evaluate or document your expenditure of funds to meet the objective.

OBJECTIVES	EVALUATION/DOCUMENTATION	COST
Deliver speech services as per IEP	Payroll records	Salaries \$17,527.80 Benefits 6,591.95 Travel _____ Materials _____ Equipment _____ Supplies _____ Other _____
OBJECTIVES	EVALUATION/DOCUMENTATION	COST Salaries _____ Benefits _____ Travel _____ Materials _____ Equipment _____ Supplies _____ Other _____
OBJECTIVES	EVALUATION/DOCUMENTATION	COST Salaries _____ Benefits _____ Travel _____ Materials _____ Equipment _____ Supplies _____ Other _____

TOTAL FUNDS APPLIED FOR \$24,119.75

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2008-2009 DISTRICT GOALS

Lewistown School District Number One is committed to quality education for each and every student through adequate funding, positive community support and involvement, constant curriculum review and revision, evaluation of student progress, effective staff evaluation procedures, and a strong staff development program.

1. We will take steps to improve relationships between students, between students and staff, and between staff, in order to create opportunities for everyone to feel safe and be successful. Every person within our learning community will treat each other in a positive, courteous and respectful manner.

Objective: Students and staff will feel safe while on any of our campuses, within any of our school buildings, or under the supervision of school personnel. Students will be exposed to positive relationships with caring adults who provide a nurturing environment in which they have opportunities to be successful.

2. Students will demonstrate measurable improvements in mathematical performance.

Objective: Students will show improvements in mastering Essential Learnings (mastery expectations) in math through unit or quarterly assessments, and other standardized measures.

3. Students will demonstrate measurable improvements in communication arts.

Objective: Teachers will align communication arts curriculum vertically, horizontally and to the state standards. Teachers will develop Essential Learnings in communication arts at each grade level. Teachers will develop assessments of the Essential Learnings.

4. Students will demonstrate regular and punctual school attendance as a life skill worth cultivating to insure daily success.

Objective: Students will demonstrate regular and punctual attendance. Unexcused student absences and tardiness will decrease.

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

School District #1 Values and Beliefs

1. We believe in striving for excellence, developing a passion for learning, and bringing students to their full potential as life-long learners.
2. We believe in a safe, secure, respectful, and caring educational and social environment.
3. We believe students and staff must be challenged intellectually and academically, must be accountable for all actions, and must expect excellence.
4. We believe staff training, partnered with diverse opportunities and resources, is essential to meeting the individual needs of all students.
5. We believe the community, working hand in hand with our schools, plays a valuable role in educating our children.

BOARD OF TRUSTEES

Dave Byerly, Chairman
 Jeremy Bristol
 Tara Cutler
 Jennifer Granot
 Becky Jackson
 Stan Monger
 Mary Schelle

Christmas Break - 10 School Days
 Spring Break - 2 School Days

**LEWISTOWN PUBLIC SCHOOLS
 2008-2009 SCHOOL CALENDAR**

A. Pupil Instruction

90 Days				Second Semester				90 Days						
FIRST QUARTER				THIRD QUARTER				FOURTH QUARTER						
DAYS				DAYS				DAYS						
First Week	Aug	25 -- Aug	29	5	First Week	Jan	26 -- Jan	30	5	First Week	Apr	1 -- Apr	3	3
Second Week	Sept	2 -- Sept	5	4	Second Week	Feb	2 -- Feb	6	5	Second Week	Apr	6 -- Apr	9	4
Third Week	Sept	8 -- Sept	12	5	Third Week	Feb	9 -- Feb	13	5	Third Week	Apr	14 -- Apr	17	4
Fourth Week	Sept	15 -- Sept	19	5	Fourth Week	Feb	16 -- Feb	20	5	Fourth Week	Apr	20 -- Apr	24	5
Fifth Week	Sept	23 -- Sept	26	4	Fifth Week	Feb	23 -- Feb	25	3	Fifth Week	Apr	27 -- May	1	5
Sixth Week	Sept	29 -- Oct	3	5	Sixth Week	Mar	2 -- Mar	6	5	Sixth Week	May	4 -- May	8	5
Seventh Week	Oct	6 -- Oct	10	5	Seventh Week	Mar	9 -- Mar	13	5	Seventh Week	May	11 -- May	15	5
Eighth Week	Oct	13 -- Oct	14	2	Eighth Week	Mar	16 -- Mar	20	5	Eighth Week	May	18 -- May	22	5
Ninth Week	Oct	20 -- Oct	24	5	Ninth Week	Mar	23 -- Mar	27	5	Ninth Week	May	26 -- May	29	4
Tenth Week	Oct	27 -- Oct	31	5	Tenth Week	Mar	30 -- Mar	31	2	Tenth Week	Jun	1 -- Jun	5	5
45				45				45						

SECOND QUARTER				FOURTH QUARTER					
DAYS				DAYS					
First Week	Nov	3 -- Nov	5	3	First Week	Apr	1 -- Apr	3	3
Second Week	Nov	10 -- Nov	14	5	Second Week	Apr	6 -- Apr	9	4
Third Week	Nov	17 -- Nov	21	5	Third Week	Apr	14 -- Apr	17	4
Fourth Week	Nov	24 -- Nov	26	3	Fourth Week	Apr	20 -- Apr	24	5
Fifth Week	Dec	1 -- Dec	5	5	Fifth Week	Apr	27 -- May	1	5
Sixth Week	Dec	8 -- Dec	12	5	Sixth Week	May	4 -- May	8	5
Seventh Week	Dec	15 -- Dec	19	5	Seventh Week	May	11 -- May	15	5
Eighth Week	Jan	5 -- Jan	9	5	Eighth Week	May	18 -- May	22	5
Ninth Week	Jan	13 -- Jan	16	4	Ninth Week	May	26 -- May	29	4
Tenth Week	Jan	19 -- Jan	23	5	Tenth Week	Jun	1 -- Jun	5	5
45				45					

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

		Totals
August 21 & 22	All Staff Orientation/PIR	2.0
September 22	PIR	1.0
October 15	1/2 day PIR	0.5
October 16-17	Staff Development Days - Teachers Convention	2.0
November 5-6	Parent Teacher Conferences (Evening on 5th, All Day on 6th)	1.5
January 12	PIR	1.0
April 7	Parent Teacher Conference (Evening ONLY--Regular School Day for Students)	0.5
Floating	1/2 Day PIR	0.5
		9.0

C. Holidays (Dates Inclusive)

September 1	Labor Day
September 22	PIR (Vacation day for Students)
October 15-17	Fall Vacation (Teachers - 15th--1/2 Day PIR-1/2 Day Vacation, 16 & 17 Convention)
November 6	Parent Teacher Conferences (Vacation for Students)
November 7	Veterans' Day (Observed)
November 27-28	Thanksgiving Vacation
December 22-January 2	Christmas Vacation
January 12	PIR (Vacation day for Students)
February 26-27	Boys/Girls Basketball Divisional Tournament
April 10-13	Spring Break
May 25	Memorial Day

2008-2009 Regular Board Meetings		
July	28	5:30 p.m.
Aug.	11	5:30 p.m.
Aug.	25	7:00 p.m.
Sept.	8	7:00 p.m.
Sept.	22	7:00 p.m.
Oct.	13	7:00 p.m.
Oct.	27	7:00 p.m.
Nov.	10	7:00 p.m.
Nov.	24	7:00 p.m.
Dec.	8	7:00 p.m.
Jan.	12	7:00 p.m.
Jan.	26	7:00 p.m.
Feb.	9	7:00 p.m.
Feb.	23	7:00 p.m.
Mar.	9	7:00 p.m.
Mar.	23	7:00 p.m.
Apr.	13	7:00 p.m.
Apr.	27	7:00 p.m.
May	11	7:00 p.m.
May**	26	7:00 p.m.
June	8	5:30 p.m.
June	22	5:30 p.m.

** Tuesday