

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, October 13, 2008

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Lewis & Clark Elementary
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Report—Investment
8. Report—Qualified Zone Academy Bonds Update
9. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

11. Minutes of the September 22, 2008, Regular Board Meeting

APPROVAL OF CLAIMS

12. Claims

CONSENT GROUP ITEMS

13. Approve Substitute(s)
14. Approve Fergus High School Student Activity Accounts
15. Approve Lewistown Junior High School Activity Fund Report for September 2008

INDIVIDUAL ITEMS

16. Approve Personnel
17. Approve Replacement of Fergus High School Gymnasium Floor
18. Approve Alternative Standard Request
19. Approve Extension of Bus Route #7
20. Approve Head Start Transportation Agreement
21. Approve First Reading—Policy #3225F/5012F—Sexual Harassment Complaint 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

10/13/2008

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—LEWIS & CLARK ELEMENTARY

Requested By: Board of Trustees **Prepared By:** Matt Lewis **Date:** 10/13/2008

SUMMARY:

Matt Lewis, Principal, and Michelle Hartman, Special Education Teacher, would like to present information to the Board of Trustees about the high needs classroom located at Lewis & Clark Elementary School.

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

10/13/2008

Agenda Item No.

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- 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:** 10/13/2008

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

10/13/2008

Agenda Item No.

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- 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:** 10/13/2008

SUMMARY:

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

The Buildings and Grounds Committee, consisting of Jeremy Bristol, Becky Jackson, and Stan Monger, need to set a date and time to meet with Jason Butcher, Mike Waterman and Paul Stengel to review the proposals for the HVAC Systems at the elementary schools.

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

10/13/2008

Agenda Item No.

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- 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:** 10/13/2008

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

10/13/2008

Agenda Item No.

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 10/13/2008

SUMMARY:

Attached are reports on the interest earned and distributed for September 2008.

The first column of the report reflects the cash balance in various funds as of September 1, 2008.

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						

INVESTMENT INCOME DISTRIBUTION REPORT
SCHOOL DISTRICT NO.1, FERGUS COUNTY
September 30, 2008

Following is a distribution report of the income from the investment of school funds for the current reporting period.
Distribution is prorated on the cash balance of each fund at the beginning of the period.

REPORTING PERIOD: 9/01/2008 - 9/30/08
ELEM INVESTMENT INCOME: \$14,794.27
HS INVESTMENT INCOME: \$13,396.05

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
ELEMENTARY DISTRICT:				
101 GENERAL	416,849.77	20.60%	3,047.49	3,798.98
110 TRANSPORTATION	60,734.78	3.00%	444.02	611.64
111 BUS DEPRECIATION	847,120.20	41.86%	6,193.10	8,004.97
112 FOOD SERVICE	160,006.68	7.91%	1,169.77	1,484.62
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	146,935.23	7.26%	1,074.21	1,395.50
120 RENTAL	6,275.69	0.31%	45.88	59.80
121 COMPENSATED ABSENCES	48,574.70	2.40%	355.12	465.35
124 METAL MINES	47,022.05	2.32%	343.77	519.79
128 TECHNOLOGY	39,462.79	1.95%	288.50	365.94
129 FLEXIBILITY	43,550.38	2.15%	318.39	411.79
160 BUILDING	7,620.20	0.38%	55.71	72.05
161 BUILDING RESERVE	171,125.30	8.46%	1,251.06	1,610.68
175 CENTRAL TRANSPORTATION	0.00	0.00%	0.00	0.00
177 CENTRAL STORE	0.00	0.00%	0.00	13.80
184 STUDENT ACTIVITIES	28,348.38	1.40%	207.25	268.43
ELEMENTARY TOTAL	2,023,626.15	100.00%	14,794.27	19,083.34
HIGH SCHOOL DISTRICT:				
201 GENERAL	397,032.83	19.81%	2,654.28	3,267.12
210 TRANSPORTATION	65,832.69	3.29%	440.11	545.40
211 BUS DEPRECIATION	448,152.62	22.36%	2,996.03	3,632.45
214 RETIREMENT	124,203.37	6.20%	830.33	993.66
217 ADULT EDUCATION	24,931.48	1.24%	166.67	209.36
218 DRIVERS EDUCATION	65,653.32	3.28%	438.91	525.31
220 RENTAL	2,788.63	0.14%	18.64	21.52
221 COMPENSATED ABSENCES	23,955.42	1.20%	160.15	188.50
224 METAL MINES	154,730.88	7.72%	1,034.42	1,254.66
228 TECHNOLOGY	19,750.32	0.99%	132.04	150.80
229 FLEXIBILITY	33,670.46	1.68%	225.10	273.02
260 BUILDING	46,087.64	2.30%	308.11	373.71
261 BUILDING RESERVE	297,651.02	14.85%	1,989.88	2,409.37
275 ACTIVITY BUS	26,582.60	1.33%	177.71	217.41
281 ENDOWMENT FUNDS	77,096.79	3.85%	515.41	632.44
282 INTERLOCAL AGREEMENT	142,485.29	7.11%	952.55	1,025.17
284 STUDENT ACTIVITIES	53,207.33	2.66%	355.71	396.62
HIGH SCHOOL TOTALS	2,003,812.69	100.00%	13,396.05	16,116.52
GRAND TOTALS	4,027,438.84		28,190.32	35,199.86

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

8

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

ITEM TITLE: REPORT—QUALIFIED ZONE ACADEMY BONDS UPDATE

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 10/13/2008

SUMMARY:

Mike Waterman, Business Manager/District Clerk, would like to update the Board of Trustees regarding the Qualified Zone Academy Bonds (QZAB).

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						

MEMO

TO: Lewistown School District Board of Trustees
FROM: Mike Waterman, Business Manager
DATE: October 9, 2009
SUBJECT: UPDATE ON BONDS

The nation's economic troubles are having significant, although mixed repercussions on our district's bond offering.

On the downside, the economic crisis is making it harder to sell our bonds. The market for debt instruments in general has dried up. Banks that typically purchase the QZAB bonds are struggling—to the point that Joey McLiney, our investment banker, has not yet been able to find a buyer for our credit. We now plan to approach the local banks again in hopes that they will each purchase a portion of the bond.

The economic crisis also had a positive impact on our bond. The "bailout bill" that Congress recently approved included the reauthorization of the QZAB program. Not only did Congress extend the program and allocate more money to it, they also changed its rules. These changes may actually improve the bond for both our taxpayers and the prospective bondholder.

The changes involve a concept called 'arbitrage.' In the past, QZAB principal payments were due at maturity rather than every year, as they are under the current structure. The taxpayers, however, make annual payments toward the principal. The past—and possibly future—QZAB rules allowed schools to deposit the annual tax receipts and earn interest on those deposits. The interest earnings on the roughly \$200,000 annual deposits over a 10-year period would be significant, and would further reduce the amount the taxpayers would need to pay to retire the debt.

Additionally, the deposits are often held with the bondholder. These deposits increase the bank's lending capacity, and ultimately make the investment more profitable for them.

Obviously, Congress just passed this reauthorization. Joey's attorneys—including Dorsey Whitney—are sorting through the new rules to see what impact they will have on our bonds. It is our hope that these changes will materialize and that the increased profitability and the very low risk of our credit will allow us to further increase this project's value to the taxpayers and provide a safe, profitable investment for our local banks.

I will keep you informed as more details become available. Please contact me with questions.

Mike

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

9

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 10/13/2008

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.

- ❖ First Monday of October Enrollment Comparison
- ❖ Board Strategic Planning Work/Study Session—Monday, October 27, 2008—3:30 p.m.
- ❖ No School—October 15-17, 2008—PIR/Teacher's Convention
- ❖ All State Band & Choir—October 15-17, 2008—Great Falls—TBA
- ❖ CC—Central A Divisional Meet—Saturday, October 18, 2008—LEWISTOWN
- ❖ CC—State Class A Meet—Saturday, October 35, 2008—Helena
- ❖ Eagle Booster Crab Feed—Monday, October 20, 2008—6:00 p.m.
- ❖ Home Athletic Games/Meets:
 - FB vs. Butte Central—Friday, October 17, 2008—7:00 p.m.
 - FB JV vs. Havre—Monday, October 20, 2008—4:00 p.m.
 - FB vs. Havre—Friday, October 24, 2008—7:00 p.m.

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

Enrollment

First Monday In October

<u>YEAR</u>	<u>K-6</u>	<u>JHS</u>	<u>FHS</u>	<u>TOTAL</u>	<u>CHANGE</u> <u>K-12</u>	<u>PRE-K</u>	<u>OVERALL</u>
2008	655	196	411	1262	-44	8	1270
2007	666	218	422	1306	-39	6	1312
2006	681	228	436	1345	-9	9	1354
2005	668	232	454	1354	1	9	1363
2004	668	230	455	1353	-78	9	1362
2003	717	249	465	1431	-15	5	1436
2002	741	221	484	1446	-25	7	1453
2001	750	220	501	1471	-71	8	1479
2000	762	253	527	1542	-26	6	1548
1999	776	261	531	1568	-22	6	1574
1998	792	250	548	1590	-28	6	1596
1997	798	269	551	1618	-56	8	1626
1996	832	294	548	1674	-46	8	1682
1995	888	296	536	1720	64	2	1722
1994	862	304	490	1656	-57	2	1658
1993	914	288	511	1713	24	3	1716
1992	941	291	457	1689	73	4	1693
1991	898	273	445	1616	69	5	1621
1990	880	244	423	1547	-6	18	1565
1989	884	231	438	1553	53		
1988	856	199	445	1500	-84		
1987	868	225	491	1584	-46		
1986	874	241	515	1630	66		
1985	830	253	481	1564	-6		
1984	828	257	485	1570	41		
1983	821	253	455	1529	-56		
1982	845	251	489	1585	-3		
1981	844	255	489	1588	-77		
1980	886	234	545	1665	-64		
1979	885	249	595	1729	-172		
1978	923	283	695	1901	111		
1977	853	258	679	1790	-61		
1976	848	299	704	1851	-114		
1975	926	352	687	1965	2		
1974	933	377	653	1963	-69		
1973	989	381	662	2032	-5		
1972	1092	324	621	2037	75		
1971	1061	309	592	1962	-67		
1970	1091	310	628	2029	11		
1969	1055	303	660	2018	-282		
1968	1189	353	758	2300			

ENROLLMENT – FIRST MONDAY IN OCTOBER – 2007 AND 2008

GRADE	2008	2007	DIFFERENCE
K	92	94	-2
1	91	107	-16
2	101	95	6
3	96	95	1
4	94	96	-2
5	89	86	3
6	92	93	-1
7	91	110	-19
8	105	108	-3
9	106	111	-5
10	108	108	0
11	97	103	-6
12	100	100	0
			
TOTAL	<u>1262</u>	<u>1306</u>	<u>-44</u>

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

10

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 10/13/2008

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

10/13/2008

Agenda Item No.

11

- 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: 10/13/2008

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the September 22, 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
SEPTEMBER 22, 2008

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, September 22, 2008, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Stan Monger, Jennifer Granot, Tara Cutler, Mary Schelle, Becky Jackson, Student Representative LeAnn Quinlan

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Tim Majerus, Jennifer Collins, Beth Kirsch, Julie Comes, Andrea Payne, Diane Oldenburg, John Moffatt, Derree Kamp, Terri Daniels, Sandy Armstad, Steve Klippenes, Paul Tucek, Ted Murray, Ben & Darlene Beaudry, Rob Odermann

OTHERS PRESENT: Gloria Miller, Fergus High School Students, Doreen Heintz-NEWS ARGUS, and other interested parties

TRUSTEES ABSENT: Jeremy Bristol

Gloria Miller led the group in the Pledge of Allegiance.

PLEDGE

Mrs. Miller was recognized for 17 years of service as an instructor for Adult Basic Education. Diane Oldenburg also reported on the successes of community education.

RECOGNITION
AND REPORT -
DIANE
OLDENBURG

The Board recognized Steve Klippenes, Rob Odermann, Paul Tucek, Ted Murray, and Ben Beaudry for their achievements and involvement in training which they completed in Billings June 18-20, 2008.

RECOGNITION -
TRANSPORTATION
DEPARTMENT

Derree Kamp provided a presentation on the International Peace-Jam Conference several students and teachers recently attended in California.

PRESENTATION -
DERREE KAMP

Teachers Jennifer Collins, Julie Comes, and Beth Kirsch spoke about the Music and Drama in the Teaching of Reading and Writing Conference held this past August.

PRESENTATION -
GARFIELD
ELEMENTARY
SCHOOL

LeAnn Quinlan, student representative to the Board, reported on current events taking place at Fergus High School.

REPORT -
STUDENT
REPRESENTATIVE

The Facility Steering Committee will meet on Tuesday, September 23, 2008, to view the progress on the roof at Lewistown Junior High School. Training for the members of the Collective Gaining Committee has been scheduled for November 13, 2008.

REPORT -
COMMITTEES OF
THE BOARD

The Montana Conference of Education Leadership will be held in Billings October 15-17, 2008. The Board plans to hold the second strategic planning session on September 29, 2008.

CALENDAR ITEMS

Investment earning for August was reported with \$1,677.47 in the elementary funds and \$1,333.64 in the high school funds for a total of \$3,011.11.

REPORT -
INVESTMENT

Superintendent Jason Butcher reported on the conference he attended in Bozeman. The trustees also discussed insurance receipts for the gymnasium floor at Fergus High School, and an upcoming pupil instruction-related inservice.

OTHER ITEMS

There was no public input.

PUBLIC
PARTICIPATION

Minutes of the Regular Board Meeting of September 8, 2008, were approved unanimously (Monger/Jackson). Minutes of the Board Work/Study Session of September 16, 2008, were approved unanimously (Granot/Monger).

APPROVAL OF
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through September 16, 2008, were approved unanimously (Monger/Cutler). Members of the Finance Committee for the months of October through December will be Becky Jackson, Mary Schelle, and Stan Monger.

APPROVAL OF
CLAIMS

A motion to approve consent group items 16-18 was approved unanimously (Jackson/Schelle).

CONSENT GROUP
ITEMS

16. Approve adding Margaret Caldwell, Stephanie Dubbs, Kim Lemmon, Emily Roche, and Carrie Sweeney to the Substitute Teachers/Assistants List; adding Shelley McCord, Tiffany Perry, and Marilee Vance to the Substitute School Nurses List; and adding Jeanne Ward to the Substitute Food Service List.

APPROVE
SUBSTITUTES

17. Approve the Fergus High School General Ledger Reports for July and August, 2008.

APPROVE FERGUS
HIGH SCHOOL
GENERAL LEDGER
REPORTS

18. Approve the Lewistown Junior High School General Ledger Report for August, 2008.

APPROVE
LEWISTOWN
JUNIOR HIGH
SCHOOL GENERAL
LEDGER REPORT

19. Approve the Personnel Report - see Exhibit A (Granot/Jackson - unanimous).

APPROVE
PERSONNEL
REPORT

- | | | |
|-----|--|--|
| 20. | Approve second reading/adoption - Petty Cash Funds Policy - #7329 (Monger/Schelle - unanimous). | APPROVE SECOND
READING/
ADOPTION - PETTY
CASH FUNDS
POLICY |
| 21. | Approve the Fergus County Investment Resolution for the 2008-09 school year, and appointing Mike Waterman to the Fergus County Investment Committee (Schelle/Jackson - unanimous). | APPROVE FERGUS
COUNTY
INVESTMENT
RESOLUTION |
| 22. | Approve forming a Consolidated Vocational Advisory Committee consisting of members Denise Seilstad, Tom Spika, Becky Jackson, Shonny Nordlund, and Jayme Durbin (Granot/Cutler - unanimous). | APPROVE
CONSOLIDATED
VOCATIONAL
ADVISORY
COMMITTEE |
| 23. | Approve reissuing lost Claims Fund warrant #104079 in the amount of \$55.00 payable to Jerry Feller (Monger/Jackson - unanimous). | APPROVE
REISSUING
WARRANT |

The meeting was adjourned at 8:35 p.m. The next regular meeting will be held on October 13, 2008, at 7:00 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: September 22, 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 Bowl Advisor	Fergus High School	Approve appointment on schedule— (0.035)	September 22, 2008	See attached memo.
GUYER, Justin	Science Olympiad Advisor	Fergus High School	Approve appointment on schedule— (0.020)	September 22, 2008	See attached memo.
GUYER, Justin	Envirothon Advisor	Fergus High School	Approve appointment on schedule— (0.010)	September 22, 2008	See attached memo.
WATERMAN, Lisa	Keyboarding Instructor	Garfield Elementary Lewis & Clark Elementary	Approve appointment on schedule— AIDE III Step 4+45 for grades 3-6 for up to 252 hours (70 days) on a flexible schedule for the 2008-2009 School Year	September 22, 2008	Lisa was the Keyboarding Instructor last year.
FILAS, Paul	Custodian	Fergus High School	Approve appointment on schedule— MAINT II Step 0 for up to 8 hours per day for 260 days per year	September 22, 2008	See attached hiring recommendation.
LINDBLOOM, Debbie	Food Server	Highland Park Elementary	Accept letter of resignation	September 15, 2008	See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

12

- 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:** 10/13/2008

SUMMARY:

Approve claims paid through October 9, 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

10/13/2008

Agenda Item No.

13 - 15

<u>Agenda Items</u>	<u>Additional Information</u>
<p>13. Approve Substitute(s)</p> <p>14. Approve Fergus High School Student Activity Accounts</p> <p>15. Approve Lewistown Junior High School Activity Fund report for September 2008</p>	

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

10/13/2008

Agenda Item No.

13

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

ITEM TITLE: APPROVE SUBSTITUTE(S)

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 10/13/2008

SUMMARY:

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

Substitute Teacher List:

Brenda Adams

B.A. Elementary Education

SUGGESTED ACTION: Approve Substitute(s)

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

14

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY ACCOUNTS

Requested By: Board of Trustees **Prepared By:** Scott Dubbs **Date:** 10/13/2008

SUMMARY:

The Board of Trustees needs to approve the Fergus High School Student Activity Accounts as presented on the attached memo.

SUGGESTED ACTION: Approve Fergus High School Student Activity Accounts 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						

Memorandum

To: Mike Waterman, Business Manager
CC: Jason Butcher, Superintendent
From: Scott A. Dubbs, Principal
Date: October 10, 2008
Re: Student Activity Accounts

The high school is asking the Board of Trustees to create three new student activity accounts and modify an existing title to another account.

As per the conversation at Administrative Council on October 1st, 2008 the high school is requesting approval from the Board of Trustees for the creation of a student activity account for the START Club here at Fergus High School. It is our understanding that they have been using an activity account at Lewistown Junior High School but have never requested approval for an account at the high school.

We are also requesting the Board to approve the changing of an account title from the Green Club to the HOW Club. The Green Club was a student organization that started about a dozen years ago but was short lived only lasting two or three years. However, the account has remained in existence and should work well for this new version of environmentally focused student group.

START and HOW are acronyms for “Students Talking about Respect and Tolerance” and “Helping Our World.”

The final account requests are for accounts related to music festivals. The first account is for the District No. 8 Music Festival and the second is for the Eastern Montana Jazz Festival. For years the directors of the District No. 8 Music Festival have run an account outside of the school to pay for festival expenses and the jazz festival is an account that started last year with the creation of that event.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

15

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

ITEM TITLE: APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORT FOR SEPTEMBER 2008

Requested By: Board of Trustees **Prepared By:** Christy Rogers **Date:** 10/13/2008

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for September 2008.

SUGGESTED ACTION: Approve Lewistown Junior High School Activity Fund Report(s) as Presented

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

NOTES:

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

From: 09/01/2008
To : 09/30/2008

General Ledger Report

From Account: 1
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1452.09	-0.15	0.00	0.00	1451.94	0.00	1451.94
000105 Builder's Club	30.54	-0.15	0.00	0.00	30.39	0.00	30.39
000115 Cheerleaders	150.17	1115.44	-700.52	0.00	565.09	0.00	565.09
000120 Consumer Tech	864.83	-0.16	0.00	0.00	864.67	0.00	864.67
000125 FACS	80.82	-0.16	0.00	0.00	80.66	0.00	80.66
000130 BC,SC Store	1980.67	-0.16	-154.63	0.00	1825.88	0.00	1825.88
000135 Music	102.89	-0.16	0.00	0.00	102.73	0.00	102.73
000140 Photo Club	1946.42	1093.99	-391.65	0.00	2648.76	0.00	2648.76
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	4526.27	803.84	-5034.80	0.00	295.31	0.00	295.31
000155 Ski Club	282.81	-0.16	0.00	0.00	282.65	0.00	282.65
000160 Student Council	1667.12	-0.16	0.00	0.00	1666.96	0.00	1666.96
000165 Green Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000170 LifeSkills	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000180 NEWS	31.56	-0.16	0.00	0.00	31.40	0.00	31.40
000190 COMPUTER SERV LEARNING	132.24	-0.16	0.00	0.00	132.08	0.00	132.08
Group Total	13248.43	3011.69	-6281.60	0.00	9978.52	0.00	9978.52
Grand Total	13248.43	3011.69	-6281.60	0.00	9978.52	0.00	9978.52

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: _____ Date: __/__/__
Principal: _____ Date: __/__/__

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

16

- 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: 10/13/2008

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: October 13, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
JEFFREY, Lynn	School Bus Driver	School District #1	Approve appointment on schedule— TRANS II Step 0 for up to 5 hours per day	October 13, 2008	See attached memo.
BRANDON, Luke	Co-Assistant Speech & Drama Coach	Fergus High School	Approve revision of contract to reflect change of assignment— (0.0375)	October 13, 2008	See attached memo.
KONCILYA, Daryl	Co-Assistant Speech & Drama Coach	Fergus High School	Approve appointment on schedule— (0.0375)	October 13, 2008	See attached memo.

Memorandum

To: Jason Butcher, Superintendent
From: Steve Klippenes, Transportation Supervisor
Date: October 6, 2008
Re: Hiring Recommendation

Please recommend to the Board of Trustees the following individual for the position of Bus Route Driver:

Lynn Jeffrey TRANS II Step 0 for up to 5 hours per day

Lynn has been a bus route driver for the school district for the last two years and has close to ten years of bus driving experience.



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.

DT: October 8, 2008

RE: Speech and Drama Coaches

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.

Activity Coaches:

Fergus High School –

Speech & Drama

Luke Brandon	Co-Assistant Coach	(0.0375)	\$1,106.36
Daryl Koncilya	Co-Assistant Coach	(0.0375)	\$1,106.36

Luke Brandon was approved as the Assistant Speech & Drama Coach on June 30, 2008. This position will now be shared equally between Luke and Daryl Koncilya. Luke's contract will be revised to reflect this change.

Thanks!!

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

17

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

ITEM TITLE: APPROVE REPLACEMENT OF FERGUS HIGH SCHOOL GYMNASIUM FLOOR

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 10/13/2008

SUMMARY:

The Board of Trustees needs to approve replacing the damaged portion of the gymnasium floor at Fergus High School. The proposal from Northern Hardwood Co., Inc. is attached for your review.

SUGGESTED ACTION: Approve Replacement of Fergus High School Gymnasium Floor

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						

NORTHERN HARDWOOD CO., INC.

PO BOX 499, DEER PARK WA 99006-0499
(509) 276-5797 FAX (509) 276-9283
WEB www.northernhardwood.com
EMAIL sales@northernhardwood.com
WA:NORTHHC137NL, OR: 078600, ID: 11043-B-4, MT: 3238

DATE: September 5, 2008

TO: Mr. Jason Butcher, Superintendent
& Mr. Paul Stengle, Maintenance Director
Lewistown School District

FROM: David Hilpert, President

RE: High School Gym Floor

On August 20, 2008, I inspected and tested your 13,000sf water damaged maple gym floor.

The relative humidity in the gym was 40% and the moisture content in the flooring ranged from 6.5% to 20% with the high numbers mostly in the area that displays cupping and even buckling.

It was fairly obvious that the moisture entered through the roof and puddle up on the floor directly below. I estimate an area of 15' x 20' that will need to be replaced as the moisture content in this area has exceeded the normal range by 5 percentage points or more. I also removed a portion of the flooring to determine if there was water trapped below as well as test the holding power of the staples in the high moisture area. I did not see any trapped moisture below the system but did observe rust on the staples, evidence of moisture on the plywood and a lack of staple holding power between the maple and the subfloor.

It is my opinion that the proper procedure to correct this floor is to sand the finish off the entire floor and allow it to re-acclimate for a 2 week period to a moisture content of 6% to 8%. Remove and replace the maple in an area of approximately 15' x 20' where the flooring buckled, we would then proceed with a complete re-sanding and finishing of the floor as existing.

This process includes 2 seal coats, court markings as existing and two finish coats. The court contains 3 basketball courts and 3 volleyball courts. The main basketball court has solid keys and center circle, 6' end borders with lettering in both ends and 4'6" side borders.

We will perform this work for \$40,239.00.

Please let us know how you would like to proceed.

Copy: Bruce Mickelsen, Bruce@BruceMickelsen.com

Maple, Synthetic and Vinyl Athletic Flooring Systems

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

18

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

ITEM TITLE: APPROVE ALTERNATIVE STANDARD REQUEST

Requested By: Board of Trustees
Prepared By: Jason Butcher
Date: 10/13/2008

SUMMARY:

The Board of Trustees needs to approve the attached Alternative Standard(s) Request.

SUGGESTED ACTION: Approve Alternative Standard Request

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						



Linda McCulloch, Superintendent
Office of Public Instruction Division
of Accreditation
PO Box 202501
Helena, MT 59620-2501
www.opi.mt.gov

ALTERNATIVE STANDARD(S) REQUEST
Rule 10.55.604.1

DUE DATE: March 1
To: **Office of Public Instruction
Accreditation Division**

OPI USE ONLY

School Dist. Name: <u>Lewistown Public Schools</u>	Legal Entity:
School Names: <u>Highland Park, Garfield, Lewis and Clark, Lewistown Junior High</u>	School Code:
County: <u>Fergus</u>	County No.:

Check one:

- Initial Application
- Renewal Application

ONE ALTERNATIVE STANDARD REQUEST PER
APPLICATION FORM.

RULE

10.55.604 Variances to Standards (1) A school district may apply to the board of public education through the office of public instruction to implement an alternative to a standard or a section of standards, excluding standards stating a statutory criteria, teacher certification or endorsement or content and performance standards as defined by the board of public education and provided in guidance from the superintendent of public instruction.

PROCESS

- The intent of rule 10.55.604 is to allow locally initiated proposals that better reflect the unique individuality of each district as well as foster innovative approaches to solving educational problems.
- **Application must be made through the Office of Public Instruction.**
- The Board of Public Education must approve the alternative standard(s) prior to implementation in the school program,
- All schools will be notified by the Office of Public Instruction regarding the status of their request after the Board of Public Education has made a determination.

APPROVAL CRITERIA

- The major consideration in determining if a proposed alternative would be acceptable is whether the proposed change or modification shows clearly how it will "meet or exceed" the results under the current standard(s).
- Initial approval will be for a two-year period.
- The district may reapply for a possible five-year approval following an on-site evaluation by the Office of Public Instruction.

PROCEDURE

1. List the accreditation rule to which this request applies, (e.g., 10.55.709 Library Media Services):

10.55.709 Library Media Services for the Lewistown K-8 School District.

2. Submit a mission statement (what you hope to accomplish) for this proposed alternative.

Our goal is to provide the very best library media services possible and to meet the ever increasing student's needs. Because we use general fund dollars to fund our library media services it has become an increasing challenge to meet the accreditation standard of 1.5 FTE library/media services person for 801-1000 students although we feel we do have a suitable solution.

3. Provide a detailed description of your alternative plan and how your school will meet or exceed the Program Area Standards and/or Content and Performance Standards.

Our proposed alternative includes employing 1FTE Library/Media Services specialist to serve our K-8 school district which has 850 students. We also employ two Para Educators who provide 1.5 FTE of Library/Media Services to our K-8 school district. Both of these Para Educators are certified Montana Teachers who have a Library/Media Services endorsement. Their folio numbers are 45913 and 34122. By doing this we are actually providing our K-8 students with 2.5 FTE of certified Library/Media Services personnel which is 1FTE more than the accreditation requirement.

4. List at least one **specific, measurable objective** (for example: affective, cognitive, or psychomotor) that clearly shows how your proposed alternative will meet or exceed the results under the current standard(s).

Our objective is to effectively meet the Library/Media Services needs of our K-8 students throughout our schools and district while being able to adequately fund this facet of our education program as well as the other elements of our education program. This proposed alternate also meets our goals by providing a lower student to certified library/media services specialist throughout our district.

5. Identify formative measures (the ongoing assessment of teaching and learning *during* the instruction) to be used to evaluate the effectiveness of the alternative.

The objectives will be evaluated through our normal evaluation process by our building principals. In addition, the district library curriculum and assessment team will assess the success of the objectives.

6. Identify summative measures (the cumulative assessment of teaching and learning *after* the instruction) to be used to evaluate the effectiveness of the alternative.

Again, the objectives will be evaluated through our normal evaluation process by our building principals. In addition, the district library curriculum and assessment team will assess the success of the objectives and report back to the district administration on their findings and ideas for improvement.

7. If this is a renewal application, attach a summary of the evaluation data gathered based upon the measurable objective(s) and criteria approved in the initial or previous renewal application.

8. If this application is for Library or Counseling Services and **you receive contracted services outside the district**, please attach a copy of the Letter of Agreement.

Include:

- a. the name and qualification(s) of the provider(s) (i.e., licensure, education), and
- b. total hours of service per school year.

If contractors change, send a new Letter of Agreement to the OPI.

CERTIFICATION: The information on this application is correct to the best of my knowledge.		
Printed Name/Board of Trustees Chairperson Dave Byerly	Signature	Date
Printed Name/Superintendent (District or County) Jason A. Butcher	Signature	Date
RECOMMENDATION – OFFICE OF PUBLIC INSTRUCTION		
Authorized Signature	<input type="checkbox"/> Approval <input type="checkbox"/> 2 years <input type="checkbox"/> Denial <input type="checkbox"/> 5 years	Date
APPROVAL/DENIAL – BOARD OF PUBLIC EDUCATION		
Chairperson	<input type="checkbox"/> Approval <input type="checkbox"/> 2 years <input type="checkbox"/> Denial <input type="checkbox"/> 5 years	Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

19

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

ITEM TITLE: APPROVE EXTENSION OF BUS ROUTE #7

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 10/13/2008

SUMMARY:

The Board of Trustees needs to approve the proposal as presented on the attached memo to extend Bus Route #7 by 1.2 miles per day.

SUGGESTED ACTION: Approve Extension of Bus Route #7

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						



Memorandum

To: Mike Waterman, Business Manager/District Clerk
Board of Trustees

From: Steve Klippenes, Transportation Supervisor

Date: September 30, 2008

Re: Bus Route Change

I would like to propose to extend Bus Route #7 by .6 of a mile each way for a total distance of 1.2 miles per day. This change would only affect the P.M. route schedule. As of now, two elementary students have to walk approximately .5 of a mile after they get off of the bus. It would be safer if we dropped the children off in front of their house and then go about .1 of a mile to turn around, go back, and then continue the route.

This bus route change will provide safety for the children as well as a safer place for the bus to turn around. The Transportation Committee has been advised of this change.

Thank you for your time and consideration.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

20

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

ITEM TITLE: APPROVE HEAD START TRANSPORTATION AGREEMENT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 10/13/2008

SUMMARY:

Lewistown Public Schools has contracted with Head Start for several years to provide transportation services for their students during the school year.

The contract is renewed annually.

SUGGESTED ACTION: Approve Head Start Transportation Agreement

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						

AGREEMENT BETWEEN
LEWISTOWN SCHOOL DISTRICT #1
AND
CENTRAL MONTANA HEAD START, INC.

Agreement contract for transporting Head Start children in Lewistown School Districts bus. The following is an agreement and/or contract between Central Montana Head Start, Inc., hereinafter referred to as Head Start, and the Lewistown School District #1, hereinafter referred to as School District.

1. Head Start agrees to pay \$28.00 per route to the School District for use of the bus as delineated below.
2. School District will supply driver at all times for trips within the county. Driver must have Commercial license and First Aid/CPR certification. School District will be responsible for all insurance and liability coverage.
3. School district will supply one bus monitor on each bus at a rate of \$10.30 per hour up to a maximum of twenty hours per week. The bus monitor must have First Aid/CPR certification and be trained in Child abuse reporting procedures, confidentiality and other bus transportation safety measures.
4. School District will pay for all gas and oil along with maintenance.
5. School District will pick up and deliver children to Head Start on the following schedule: A.M. – deliver children to the Center by 8:30 a.m. and at 12:00; delivers children to drop off locations for the 12:00 and at 3:30 p.m. classes.
6. The School District will provide transportation for special education students who are dually enrolled. When only special education students are transported, Head Start will not be billed.
7. Records will be kept by drivers of miles driven and passengers carried. A copy of the log will be included with the monthly billing.
8. It is further understood Head Start will provide one weeks notice in advance for any special trip for which the bus would be utilized.
9. The Secretary position that dispatches for Head Start will fall under School Districts drug and alcohol policy for random testing. Head Start will be billed for the testing through the School District.
10. Billing will be sent to Head Start monthly. Send bill to 25 Meadowlark Lane, Lewistown, MT 59457.
11. Drivers and bus monitors providing services to Head Start will abide by the Head Start Standards of Conduct regarding respect for the unique identity of children and families, confidentiality, supervision of children and the use of positive methods of child guidance.
12. The School District bus used to transport Head Start children will meet all minimum federal, state and Head Start standards for the transportation of preschool children.
13. This agreement will be open for renegotiations or cancellation by either of the two parties on (30) days written notice or by mutual agreement at any time.

This agreement shall be in effect from September 1, 2008 through May 31, 2009, at which time it may be extended or renegotiated.

In agreement, hereto, are affixed the signatures of the duty authorized officials of CMHS, Inc. and the Lewistown School District #1.

Dated this _____ day of _____, 20_____.

Director
Central Montana Head Start, Inc.

Superintendent
Lewistown School District #1

Board Representative, Central Montana Head Start, Inc.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

10/13/2008

Agenda Item No.

21

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

ITEM TITLE: APPROVE FIRST READING—POLICY #3225F/5012F—SEXUAL HARASSMENT COMPLAINT REPORT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 10/13/2008

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3225F/5012F—Sexual Harassment Complaint Report. This reporting form is also used for Policy #3226--Bullying/Hazing/Harassment/Intimidation/Menacing. This reporting form, as originally approved, was specific to sexual harassment, but now covers more forms of harassment.

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

SUGGESTED ACTION: Approve First Reading of Board Policy #3225F/5012F—Sexual Harassment Complaint 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						

FIRST READING

Lewistown School District

3225F
5012F

~~SEXUAL~~ HARASSMENT COMPLAINT REPORT

CONFIDENTIAL

I, _____, of _____ (address)

am officially initiating a ~~sexual~~ harassment complaint against

_____ (name of offender) by informing

_____ (name of respective school contact,

i.e., supervisor, principal, or superintendent) on _____ (date of my complaint).

Time(s) and Place(s): _____

Date(s) of harassment: _____

Name(s) of person(s) involved in harassment: _____

Written description of harassment: _____

Description of what individual did to discourage the harassment: _____

Names of any witnesses to the harassment: _____

Relief sought: _____

Upon completion of this form, one copy should be mailed or delivered to the immediate supervisor and one copy should be mailed or delivered to the Superintendent.

NOTE: If the complaint is against the Superintendent, communications are to be with the Chairperson of the Board of Trustees.

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.