

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Monday, October 27, 2008**

**REGULAR BOARD MEETING**

**CALL TO ORDER (7:30 p.m.)**

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Report—Student Representative
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

6. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

8. Minutes of the October 13, 2008, Regular Board Meeting

**APPROVAL OF CLAIMS**

9. Claims

**CONSENT GROUP ITEMS**

10. None

**INDIVIDUAL ITEMS**

11. Approve Personnel
12. Approve Head Start Transportation Agreement
13. Approve Bond Restructure
14. Approve First Reading—Policy #7329
15. Second 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**

10/27/2008

**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:** 10/27/2008

**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**

10/27/2008

**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:** 10/27/2008

**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**

10/27/2008

**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:** 10/27/2008

**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**

10/27/2008

**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:** 10/27/2008

**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.

- ❖ MCEL Recap
- ❖ Handbooks and Policy Manuals
- ❖ 2008-2009 Board Roundtable Schedule
- ❖ Red Ribbon Week—October 27-31, 2008
- ❖ Parent-Teacher Conferences—November 5 & 6, 2008
- ❖ No School—Friday, November 7, 2008—Veteran's Day Observation
- ❖ Daylight Savings Time Ends—Sunday, November 2, 2008
- ❖ Eagle Booster Meeting—Monday, November 3, 2008—7:00 p.m.—FHS Cafeteria
- ❖ Home Athletic Games/Meets:
  - VB vs. Butte Central—Saturday, November 1, 2008—2:00 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						

**BOARD OF TRUSTEES ROUNDTABLE SCHEDULE**  
**2008-2009**

Date	Group	Time	Meeting Site
December 8, 2008	Garfield Elementary	5:00-7:00 p.m.	Garfield Elementary School
January 12, 2009	Lewis & Clark Elementary	5:00-7:00 p.m.	Lewis & Clark Elementary School
January 26, 2009	Highland Park Elementary	5:00-7:00 p.m.	Highland Park Elementary School
February 9, 2009	FHS Staff	5:00-7:00 p.m.	Fergus High School
February 23, 2009	Junior High School	5:00-7:00 p.m.	Junior High School
March 9, 2009	FHS Students	5:00-7:00 p.m.	Fergus High School
March 23, 2009	LEA	5:00-7:00 p.m.	Lincoln Board Room
April 27, 2009	Classified Staff	5:00-7:00 p.m.	Lincoln Board Room
May 11, 2009	Admin Council	5:00-7:00 p.m.	Lincoln Board Room

## LEWISTOWN PUBLIC SCHOOLS

### PARENT-TEACHER CONFERENCES SET FOR NOVEMBER 5 & 6, 2008

There **will** be school in the Lewistown Public Schools on Wednesday, November 5, 2008. There will be **no** school on Thursday, November 6, 2008, due to Parent-Teacher Conferences, or on Friday, November 7, 2008, due to the Veteran's Day holiday observance.

Jason Butcher, Superintendent of Schools, said, "This conference is a wonderful opportunity for parents to participate in their child's education process and to help teachers know how to better serve the students. We are hoping for a great turnout this year so we can continue to work together to improve the education of our children."

Any student's report card not picked up by their parent at conferences will be mailed on Monday, November 10, 2008. Following are the schedules for each school site:

#### **FERGUS HIGH SCHOOL**

**November 5 & 6** are the scheduled dates for the fall parent/teacher conferences at Fergus High School. To help encourage parents to attend and to increase the effectiveness of the conferences, FHS will continue with two evening sessions in the Fergus High Fieldhouse and one afternoon session in the classrooms. The parent/teacher conference schedule is as follows: Wednesday evening from 6:00 to 9:00 p.m., Thursday afternoon from 1:00 to 4:00 p.m., and Thursday evening from 6:00 to 9:00 p.m.

During both evening sessions of the conferences, parents will be asked to pick up their child's schedule in the Fieldhouse (gym) and then visit with the teachers there. Each teacher will have a specified table set up in such a manner that conversations will remain private, yet easy for parents to determine teacher availability. It is the staff's hope that by having the high school teachers in a single location during the evening sessions that parents won't have long waits and will be saved the trouble of going up and down the stairs looking for available teachers. The advantage of this system is to allow parents quick access to all the teachers.

To facilitate maximum teacher availability during our evening sessions, the staff does ask parents with last names starting with the letters A through M to attend the Wednesday evening session while parents with last names starting with the letters N through Z attend the Thursday evening session. However, staff is mindful that parents' schedules are the first priority and will work with parents whenever they can participate.



The format for conferences on Thursday afternoon will be more of a traditional classroom format with parents picking up their child's schedule at the main office and then visiting with teachers in their individual classrooms.

To further encourage parent attendance at conferences this year the high school staff will again offer door prizes for each session, for both parents and students. While attending the conferences, parents will also have an opportunity to complete a school survey.

The staff does ask parents to keep individual conferences within a five or six-minute time frame, but recognizes if more time is needed a parent can easily schedule an additional meeting time. High school parents with specific questions about this year's parent-teacher conferences, or parents wishing to arrange an after-school conference with a teacher on a different day, may contact the high school office at 535-2321.

## **JUNIOR HIGH**

The Lewistown Junior High School will open their doors and gladly welcome all parents to the annual parent-teacher conferences on Wednesday, November 5, from 5:00 p.m. to 8:00 p.m. Conferences will also be held Thursday, November 6, from 9:00 a.m. to 1:00 p.m. and from 2:00 to 4:00 p.m. Parents should note that on Thursday, November 6, the LJHS teachers will take a lunch break from 1:00 to 2:00 p.m.

The staff and administration of the Lewistown Junior High School believe that it is vitally important that the family of every student is represented at these conferences. We wish it were possible to schedule individual conferences as is the practice in the elementary schools, but with 196 students having eight classes each in various combinations it would be a monumental task. If you do not have time to see all of your student's teachers, please feel free to schedule a conference at a later date.

If you have any questions about parent-teacher conferences, please call the Junior High office at 535-5419.

## **ELEMENTARY SCHOOLS (K-6)**

Elementary school principals, Sharon Redfern, John Moffatt, and Matt Lewis are working together to promote 100% representation of parents and guardians of elementary students in this year's conferences. Teaching staffs will meet parents at each school

according to pre-scheduled times. Requests for conferences and verifications of times will be sent home with students prior to the conference. Report cards and other curriculum information will be handed out and explained during the conferences.

Conferences at Highland Park Elementary School will be held Wednesday, November 5, from 5:00 p.m. to 8:00 p.m. and Thursday, November 6, from 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m. Highland Park will be holding some additional Kindergarten conferences during the day on Wednesday so that our Kindergarten teachers will be able to meet with all parents.

Conferences at Garfield Elementary School will be held on Wednesday, November 5, from 5:00 p.m. to 8:00 p.m. and Thursday, November 6, from 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m.

Conferences at Lewis & Clark Elementary School will be held on Wednesday, November 5, from 5:00 p.m. to 8:00 p.m. and Thursday, November 6, from 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m. Conferences at Lewis & Clark will be 15-minute time slots this year in order to get all students scheduled. Because of the tight schedule, prompt arrival for scheduled conference times will be crucial.

Parents unable to attend at a scheduled time are asked to contact their child's teacher/principal by Monday, November 3, to make other arrangements. Phone numbers for the schools are as follows: Highland Park Elementary 535-2555, Garfield Elementary 535-2366, and Lewis & Clark Elementary 535-2811.

District One Library Staff, along with PTSG volunteers, will be sponsoring a "Book Fair" at each of the elementary schools.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

10/27/2008

**Agenda Item No.**

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- 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:** 10/27/2008

**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**

10/27/2008

**Agenda Item No.**

8

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:** 10/27/2008

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the October 13, 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  
OCTOBER 13, 2008

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, October 13, 2008, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Becky Jackson, Tara Cutler, Mary Schelle, Jeremy Bristol, Student Representative LeAnn Quinlan

ROLL CALL

STAFF PRESENT: Superintendent Charlie Brown, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Matt Lewis, Michelle Hartman, Andrea Payne, Kris Gapay

OTHERS PRESENT: Dale Lambert, Doreen Heintz-NEWS ARGUS, Joe Zahler-KXLO/KLCM

TRUSTEES ABSENT: Chairman Dave Byerly, Jennifer Granot, Stan Monger

Becky Jackson acted as Chairman.

Michelle Hartman led the group in the Pledge of Allegiance.

PLEDGE

Matt Lewis and Michelle Hartman provided the Board with information on a high-needs classroom at Lewis & Clark Elementary School.

SCHOOL  
PRESENTATION -  
LEWIS & CLARK  
ELEMENTARY  
SCHOOL

LeAnn Quinlan, student representative to the Board, reported on upcoming activities at Fergus High School.

REPORT -  
STUDENT  
REPRESENTATIVE

Members of the Buildings and Grounds Committee recently checked on the roof repairs at Lewistown Junior High School. The committee will also meet to review proposals for the heating, ventilating, and air conditioning systems in the elementary schools. Mike Waterman will circulate an e-mail proposing a possible early morning or late afternoon meeting time.

REPORT -  
COMMITTEES OF  
THE BOARD

Montana Unified School Trust is currently in the process of incorporating new schools as a result of the recent merger with Blue Cross and Blue Shield of Montana. Committee members looking for a new science curriculum have also started to meet.

CALENDAR ITEMS

Investment earning for September was reported with \$14,794.27 in the elementary funds and \$13,396.05 in the high school funds for a total of \$28,190.32.

REPORT -  
INVESTMENT

Mike Waterman updated the Board on the sale of the school district Qualified Zone Academy Bonds.

REPORT -  
QUALIFIED ZONE  
ACADEMY BONDS

The October enrollment count has been submitted to the Office of Public Instruction. Enrollment figures continue to drop especially in the first and seventh grades. The next strategic planning meeting will be held at 3:30 p.m. on October 27, 2008.

OTHER ITEMS

There was no public input.

PUBLIC  
PARTICIPATION

Minutes of the Regular Board Meeting of September 22, 2008, were approved unanimously (Bristol/Cutler).

APPROVAL OF  
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through October 9, 2008, were approved unanimously (Schelle/Cutler).

APPROVAL OF  
CLAIMS

A motion to approve consent group items 13-15 was approved unanimously (Bristol/Cutler).

CONSENT GROUP  
ITEMS

13. Approve adding Brenda Adams to the Substitute Teachers/Assistants List.

APPROVE  
SUBSTITUTE

14. Approve establishing three new student activity accounts for the Students Talking about Respect and Tolerance Club, the District No. 8 Music Festival, and the Eastern Montana Jazz Festival.

APPROVE FERGUS  
HIGH SCHOOL  
STUDENT  
ACTIVITY  
ACCOUNTS

15. Approve the Lewistown Junior High School General Ledger Report for September, 2008.

APPROVE  
LEWISTOWN  
JUNIOR HIGH  
SCHOOL GENERAL  
LEDGER REPORT

16. Approve the Personnel Report - see Exhibit A (Cutler/Schelle - unanimous).

APPROVE  
PERSONNEL  
REPORT

17. Approve replacement of the damaged portion of the gymnasium floor at Fergus High School (Bristol/Schelle - unanimous).

APPROVE  
REPLACEMENT OF  
DAMAGED PORTION  
OF FERGUS HIGH  
SCHOOL  
GYMNASIUM FLOOR

18. Approve an Alternative Standard(s) Request to employ one full-time librarian along with two para educators with library or media services endorsements for the three elementary schools and

APPROVE  
ALTERNATIVE  
STANDARD(S)  
REQUEST

Lewistown Junior High School (Cutler/Schelle - unanimous).

- |     |   |   |
|-----|---|---|
| 19. | Approve an extension of 1.2 miles per day to the Beaver Creek school bus route (Bristol/Schelle - unanimous).   | APPROVE SCHOOL<br>BUS ROUTE<br>EXTENSION                                      |
| 20. | Approve Agreement with Central Montana Head Start, Inc. to provide student transportation for the 2008-09 school year (Bristol/Schelle). A motion to table the item until the next regular meeting was unanimously approved (Cutler/Schelle). | APPROVE<br>AGREEMENT WITH<br>CENTRAL MONTANA<br>HEAD START, INC.              |
| 21. | Approve first reading - Sexual Harassment Complaint Report Policy - #3225F/5012F (Bristol/Schelle - unanimous).   | APPROVE FIRST<br>READING - SEXUAL<br>HARASSMENT<br>COMPLAINT<br>REPORT POLICY |

The meeting was adjourned at 8:00 p.m. The next regular meeting will be held on October 27, 2008, at 7:30 p.m. in the Lincoln Building Board Room (Cutler - unanimous).

ADJOURNMENT

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BECKY JACKSON  
BOARD CHAIRMAN

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MIKE WATERMAN  
BUSINESS MANAGER/CLERK

**“EXHIBIT A”**

**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>
<b>JEFFREY, Lynn</b>	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.
<b>BRANDON, Luke</b>	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.
<b>KONCILYA, Daryl</b>	Co-Assistant Speech & Drama Coach	Fergus High School	Approve appointment on schedule— (0.0375)	October 13, 2008	See attached memo.



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

10/27/2008

**Agenda Item No.**

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- 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:** 10/27/2008

**SUMMARY:**

Approve claims paid through October 23, 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**

10/27/2008

**Agenda Item No.**

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<u>Agenda Items</u>	<u>Additional Information</u>
10. None	

**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**

10/27/2008

**Agenda Item No.**

11

- 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:** 10/27/2008

**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 27, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>WISE, Stephanie</b>	Playground/Noon Duty Aide – Resource Bus Aide	Lewis & Clark Elementary	Accept letter of resignation	October 27, 2008	See attached letter.
<b>SIMPSON, Stephanie</b>	Assistant Boys Basketball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.055)	October 27, 2008	See attached memo.
<b>MOLINE, Robin</b>	Concessions Ordering	Fergus High School	Approve appointment on schedule—\$500.00	October 27, 2008	See attached memo.
<b>DANIELS, Terri KAMP, Derree KYNETT, Mary</b>	English Teacher Grant Coordinator Social Studies Teacher	Lewistown Junior High School	Approve Out-of-State travel to the National Service Learning Conference in Nashville, TN	March 18-21, 2009	See attached letter.

Mr. Lewis,

10-9-08

My last day at the school will be

Friday Oct. 31<sup>st</sup> 08. I have greatly enjoyed my time here. Thank you so much for everything. Best of luck to you and all you accomplish here at Lewis & Clark. I will miss it here.

Sincerely,



Stephanie Vise



**FERGUS HIGH SCHOOL**

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

**TO: Jason Butcher, Superintendent**

**FR: Jim Daniels A.D.**

**DT: October 21, 2008**

**RE: Extracurricular Activities**

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**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:**

**Lewistown Junior High School –**

**Boys Basketball**

<b>Stephanie Simpson</b>	<b>Assistant – 1</b>	<b>(0.055)</b>	<b>\$1,622.67</b>
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# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Tim Majerus, Fergus High School Activities Director  
**Date:** October 21, 2008  
**Re:** School Activities

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

**Concessions:**

Robin Moline

Inventory and Ordering

\$500.00

**Lewistown Junior High School**  
***Jerry Feller, Principal***

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**914 West Main ~ Lewistown, Montana 59457**

Jason Butcher, Superintendent  
Lewistown Public Schools  
215 7th Ave. South  
Lewistown, MT 59457

October 22, 2008

Dear Mr. Butcher,

I am requesting permission for three (3) School District #1 employees to attend the National Service Learning Conference in Nashville, TN on March 18 - 21, 2009. The specific details are listed below.

**Dates:** March 18 - 21, 2009

**Conference location:** Nashville, TN

**Participants:** Derree Kamp  
Terri Daniels  
Mary Kynett

**Expenses to be paid by:** Building Bridges Grant

**Estimated Expenses:** Registration - 2 @ \$445.00 = \$890 (Mary Kynett won a free registration)

Airfare - approx \$1150.00 - 3 tickets

Motel - \$500.00 - 3 nights

Parking fee - \$50.00

TOTAL - \$2590.00

Thank you for your attention to this matter.

Respectfully submitted,

Derree Kamp  
Service Learning Coordinator



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

10/27/2008

**Agenda Item No.**

12

- 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:** 10/27/2008

**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**

10/27/2008

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE BOND RESTRUCTURE

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 10/27/2008

**SUMMARY:**

The Board of Trustees needs to discuss and approve restructuring the bond due to expiring QZAB allocations. Attached is a memo explaining the different options for your consideration.

**SUGGESTED ACTION:** Approve Bond Restructure

**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 Board of Trustees

FROM: Mike Waterman

DATE: October 22, 2008

SUBJECT: BOND PROCEEDINGS

As we've previously discussed, the current economic conditions are directly impacting our District's bond. Although the District voters overwhelmingly passed the bond in July, we still must find an investor to buy it before we actually receive the proceeds. Unfortunately, the market for debt instruments in general has dried up. Bonds are difficult to sell and the District remains unable to fund a buyer for our bond.

We also face deadlines with our QZAB allocation. Specifically, about one-third of our QZAB allocation expires at the end of 2008. Given that we cannot continue with the sale process until we find a buyer, we will not be able to meet that deadline.

As a result, the Board will need to decide how it wishes to proceed with this bond. While at MCEL, I met with our bond counsel and discussed the situation at length. Assuming the District wants to proceed with the project, the Board has two basic options: proceed with issuing a standard (non-QZAB) bond or postpone the project, monitor the markets, and wait for a subsequent QZAB allocation.

### OPTION ONE: ISSUE STANDARD (NON-QZAB) BOND

The District's first option is to proceed with a standard General Obligation (GO) bond. Under this option, the District would forfeit our QZAB allocation and make it available to other districts in Montana.

### BENEFITS

This alternative would be the quickest: it would allow us to proceed with our HVAC projects on the original timeframe. It would also allow us to reimburse ourselves for money spent on the Junior High roof.

### DRAWBACKS

The primary drawback to this option is that the taxpayers would pay interest. Unfortunately, no one in the state has issued bonds since the onset of the market crisis. As a result, we can only guess about the interest rate we would pay through the competitive bid process—if we could sell the bonds at all. According to the bond attorney, we could expect to pay anywhere from 4 to 6 percent interest at this time. You will recall that our ballot limited the interest rate on the obligation to 6.5%.

## OPTION TWO: "WAIT-AND-SEE" APPROACH

The District's second option is to postpone the project, monitor the markets, and wait for a subsequent QZAB allocation. As discussed at our last meeting, the federal "bailout" bill reauthorized the QZAB program and allocated money to it for 2008 and 2009. Last week, I contacted OPI and was authorized to exchange \$773,250 of our 2006 allocation (which expires December 31, 2008) for the same amount of Montana's 2008 allocation (which expires December 31, 2010). It is interesting to note that the Billings School District requested over \$2 million in QZAB funds the day after OPI received my request.

### BENEFITS

Clearly, the primary advantage of this option would be the savings to our taxpayers. In addition to reauthorizing QZABs, the new legislation apparently even improved it—making the investments more attractive to investors and therefore cheaper for schools and taxpayers.

### DRAWBACKS

There are some disadvantages with this option as well. First, there is some question as to whether the new regulations would allow the District to reimburse itself for the work on the Junior High roof. However, the District started that part of the project before the bond election knowing that if the bond did not pass, we would pay for the roof using previously reserved money.

A second drawback to this alternative is the timing of the project. Although Congress allocated more money to QZABs, we do not know when those dollars will actually become available. We expect the states to receive their allocations in the next three to six months; however, it could be longer than that. This unknown time frame will put the HVAC portion of our projects on hold indefinitely.

Finally, the bond market remains in question. QZABs are a definite niche market: buyers are usually banks that are turning a profit and have tax liability. In this market, buyers in this situation may be hard to find.

## RECOMMENDATION

Although neither course of action is ideal, I would recommend the Board officially affirm the QZAB allocation swap and follow the second "wait-and-see" approach. As you recall, the immediate needs of the Junior High roof and the availability of the QZAB financing prompted the Board to expedite the election process. Fortunately, the roof is now fixed and Congress has—very timely—reauthorized the QZAB program.

With these pressing needs addressed, the District is in a position to monitor the situation and secure the very best value for our taxpayers. Clearly, our taxpayers would benefit from interest-free (or better!) money. Further, our HVAC project is not particularly time-sensitive; it could be put off for a time without a significant negative impact to the District. Finally, this option does not prevent the District from pursuing a non-QZAB GO bond in the future. That option will remain available to the Board at any time.

Please contact me if you have any questions or need additional information.

Mike

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

10/27/2008

**Agenda Item No.**

14

- 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:** 10/27/2008

**SUMMARY:**

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

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

**SUGGESTED ACTION:** Approve First Reading—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)~~ **Three Hundred Dollars (\$300)**, 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: September 22, 2008



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

10/27/2008

**Agenda Item No.**

15

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

**ITEM TITLE:** SECOND READING—POLICY #3225F/5012F—SEXUAL HARASSMENT COMPLAINT REPORT

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 10/27/2008

**SUMMARY:**

The Board of Trustees needs to conduct the second and final reading of Board Policy #3225F/5012F—Sexual Harassment Complaint Report and consider the adoption of said policy. This reporting form is also used for Policy #3226--Bullying/Harassment/Hazing/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 ~~strike through~~.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3225F/5012F—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						

# SECOND 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.

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**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				DAYS			
First Week	Aug	25 -- Aug	29	5	First Week	Jan	26 -- Jan	30	5		
Second Week	Sept	2 -- Sept	5	4	Second Week	Feb	2 -- Feb	6	5		
Third Week	Sept	8 -- Sept	12	5	Third Week	Feb	9 -- Feb	13	5		
Fourth Week	Sept	15 -- Sept	19	5	Fourth Week	Feb	16 -- Feb	20	5		
Fifth Week	Sept	23 -- Sept	26	4	Fifth Week	Feb	23 -- Feb	25	3		
Sixth Week	Sept	29 -- Oct	3	5	Sixth Week	Mar	2 -- Mar	6	5		
Seventh Week	Oct	6 -- Oct	10	5	Seventh Week	Mar	9 -- Mar	13	5		
Eighth Week	Oct	13 -- Oct	14	2	Eighth Week	Mar	16 -- Mar	20	5		
Ninth Week	Oct	20 -- Oct	24	5	Ninth Week	Mar	23 -- Mar	27	5		
Tenth Week	Oct	27 -- Oct	31	5	Tenth Week	Mar	30 -- Mar	31	2		
				<b>45</b>					<b>45</b>		

SECOND QUARTER				FOURTH QUARTER				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		
				<b>45</b>					<b>45</b>		

**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 <b>(Evening on 5th, All Day on 6th)</b>	1.5
January 12	PIR	1.0
April 7	Parent Teacher Conference <b>(Evening ONLY--Regular School Day for Students)</b>	0.5
Floating	1/2 Day PIR	0.5
		<b>9.0</b>

**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 <b>(Vacation for Students)</b>
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