

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, November 10, 2008

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Recognition—Fergus High School Cross Country Teams
4. Presentation—Highland Park Elementary School
5. Discussion—Board Roundtables
6. Discussion—Bonds
7. Report—Student Representative
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

10. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

12. Minutes of the October 27, 2008, Board Work/Study Session
13. Minutes of the October 27, 2008, Regular Board Meeting

APPROVAL OF CLAIMS

14. Claims

CONSENT GROUP ITEMS

15. Approve Substitute(s)
16. Approve Fergus High School Activity Fund Report for September 2008

INDIVIDUAL ITEMS

17. Approve Personnel
18. Second Reading— Policy #7329—Petty Cash Funds

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

11/10/2008

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL BOYS/GIRLS CROSS COUNTRY

Requested By: Board of Trustees **Prepared By:** Suzy Flentie **Date:** 11/10/2008

SUMMARY:

The Board of Trustees would like to recognize the Fergus High School boys and girls cross country teams and the coaches for their accomplishments at Divisionals and State as well as throughout the season.

Coaches: Suzy Flentie, Head Coach; Pat Descheemaeker, Assistant Coach

Boys Team: Caleb Bentley, Zach Damby, Banner Hecht, Grady Kepler, Nick Kozub, Gage Poss, and Jesse Skipper.

Girls Team: Kiera Bulluck, Emily Burnham, Jamie Colver, Shantel Nielsen, Kalyn Olson, Lauren Poss, Brook Rodgers, Makayla Scott, Clare Stansberry, Ingrid Stansberry, and Olivia Tuss.

Manager: Kendra Smith

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

11/10/2008

Agenda Item No.

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

ITEM TITLE: PRESENTATION—HIGHLAND PARK ELEMENTARY

Requested By: Board of Trustees **Prepared By:** Sharon Redfern **Date:** 11/10/2008

SUMMARY:

In August, Highland Park Elementary was awarded a state grant as a part of OPI's efforts to help schools throughout the state implement the Response to Intervention (RTI) Program. Response to Intervention is a school wide process that provides high-quality academic and behavioral instruction and interventions matched to student need. Through this process students' progress is monitored frequently and teams of educators use the data collected to make changes in individual student goals and instructional delivery.

The OPI Montana RTI Project offers training and support for Highland Park. Because RTI processes are implemented across general education, focused, collaborative leadership is critical to its success. The leadership team at Highland Park will present an overview of the RTI program, steps that are necessary in providing for student successes, and how the program is being implemented at Highland Park.

Our leadership team consists of Rachel Stansberry, Speech Pathologist; Gina Armstrong, First Grade Teacher; Alesia Kolar, Student Teacher; Germaine Stivers, Second Grade Teacher; Darcy Zanto and Brenda Gruener, Title I Teachers; Tara Murnion and Juanita Kajkowski, Resource Teachers; Jason Bailey, School Psychologist; Jean Davis, Counselor; and Sharon Redfern, Principal. We will provide tonight's presentation.

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

11/10/2008

Agenda Item No.

5

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

ITEM TITLE: DISCUSSION—ROUNDTABLES

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 11/10/2008

SUMMARY:

The Board of Trustees would like to review the Roundtable format/schedule and decide how to proceed for the current school year.

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

11/10/2008

Agenda Item No.

6

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

ITEM TITLE: DISCUSSION—BONDS

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 11/10/2008

SUMMARY:

Mike Waterman, Business Manager/District Clerk, would like to update the Board of Trustees regarding the sale of the bonds and discuss the options available.

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

11/10/2008

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:** 11/10/2008

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

11/10/2008

Agenda Item No.

8

- 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:** 11/10/2008

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

11/10/2008

Agenda Item No.

9

- 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:** 11/10/2008

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

11/10/2008

Agenda Item No.

10

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 11/10/2008

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.

- ❖ Strategic Planning
- ❖ Handbooks
- ❖ Montana Schools E-Learning Consortium
- ❖ Parent/Teacher Conferences
- ❖ Board Tours—December 2008
- ❖ Veteran's Day Presentation—Tuesday, November 11, 2008—Junior High School
- ❖ Early Dismissal—Wednesday, November 12, 2008—1:30 p.m.—Assessment
- ❖ Central A Divisional Volleyball Tournament—November 14-15, 2008—Butte
- ❖ FHS/LJHS Jazz Band Concert—Tuesday, November 18, 2008—FCPA—TBA
- ❖ State A Volleyball Tournament—November 20-22, 2008—Bozeman
- ❖ WR—First Day of Practice—Thursday, November 20, 2008
- ❖ BBB/GBB—First Day of Practice—Monday, November 24, 2008

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

11/10/2008

Agenda Item No.

11

- 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:** 11/10/2008

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

11/10/2008

Agenda Item No.

12-13

- 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:** 11/10/2008

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 27, 2008, Board Work/Study Session
- Minutes of the October 27, 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 27, 2008

The Board of Trustees of School District Number One and High School District Number One held a Board Work/Study Session Monday, October 27, 2008, at 3:30 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Tara Cutler,
Becky Jackson, Stan Monger, Mary
Schelle, Jeremy Bristol at 5:30 p.m.

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher,
Business Manager/Clerk Mike Waterman,
Sandi Chamberlain

OTHERS PRESENT: Debra Silk and Dale Lambert

TRUSTEES ABSENT: Jennifer Granot

There was no public input.

PUBLIC
PARTICIPATION

Debra Silk, representing the Montana School Boards Association, facilitated the second strategic planning session with the members of the Board. The school district will receive a draft of the strategic plan which will be distributed as part of the agenda for the regular meeting held November 10, 2008. A decision will be made at that time whether to have the association assist with the final steps of the process.

STRATEGIC
PLANNING SESSION

The meeting was adjourned at 7:25 p.m. (Jackson - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
OCTOBER 27, 2008

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, October 27, 2008, at 7:30 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne

OTHERS PRESENT: Joe Zahler-KXLO/KLCM, and other interested parties

TRUSTEES ABSENT: Jennifer Granot

Andrea Payne led the group in the Pledge of Allegiance.

PLEDGE

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

REPORT -
STUDENT
REPRESENTATIVE

Members of the Buildings and Grounds Committee will be receiving copies of proposals for the heating, ventilating, and air conditioning systems in the elementary schools. Training for the Collective Gaining Committee is scheduled for November 13, 2008.

REPORT -
COMMITTEES OF
THE BOARD

Chairman Dave Byerly provided a report on the October meeting of the Faculty Council. He also commended Rich Kuntzelman and the band students at Fergus High School on their great performance at the football game held Friday night. Becky Jackson noted that the Montana Conference of Education Leadership was very successful and inspiring.

CALENDAR ITEMS

The Board will discuss reviewing all school district handbooks and also the schedule for the upcoming roundtables at the next regular meeting.

OTHER ITEMS

There was no public input.

PUBLIC
PARTICIPATION

Minutes of the Regular Board Meeting of October 13, 2008, were approved as corrected (Schelle/Monger - unanimous).

APPROVAL OF
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through October 23, 2008, were approved unanimously (Jackson/Schelle).

APPROVAL OF
CLAIMS

- | | | |
|-----|--|--|
| 11. | Approve the Personnel Report - see Exhibit A (Bristol/Jackson - unanimous). | APPROVE
PERSONNEL
REPORT |
| 12. | Approve Agreement with Central Montana Head Start, Inc. to provide student transportation for the 2008-09 School Year (Schelle/Jackson - unanimous). | APPROVE
AGREEMENT WITH
CENTRAL MONTANA
HEAD START, INC. |
| 13. | Approve exchanging the school district's 2006 Qualified Zone Academy Bond allocation for the same amount of the State of Montana's 2008 allocation (Monger/Schelle). The original motion was amended to officially affirm the school district's preliminary request to the Office of Public Instruction to exchange \$773,250.00 of the school district's 2006 Qualified Zone Academy Bond allocation for the same amount of the State of Montana's 2008 allocation and further instruct the clerk to explore the possibility of proceeding with a sale of the non-Qualified Zone Academy Bond General Obligation Bond to cover the cost of the roof repair at Lewistown Junior High School (Schelle/Bristol - unanimous). The original amended motion was unanimously approved. | APPROVE
RESTRUCTURE OF
QUALIFIED ZONE
ACADEMY BONDS |
| 14. | Approve first reading - Petty Cash Funds Policy - #7329 (Bristol/Monger - unanimous). | APPROVE FIRST
READING - PETTY
CASH FUNDS
POLICY |
| 15. | Approve second reading/adoption - Sexual Harassment Complaint Report Policy - #3225F/5012F (Jackson/Cutler - unanimous). | APPROVE SECOND
READING/
ADOPTION -
SEXUAL
HARASSMENT
COMPLAINT
REPORT POLICY |

The meeting was adjourned at 8:45 p.m. The next regular meeting will be held on November 10, 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: October 27, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
WISE, Stephanie	Playground/Noon Duty Aide – Resource Bus Aide	Lewis & Clark Elementary	Accept letter of resignation	October 27, 2008	See attached letter.
SIMPSON, Stephanie	Assistant Boys Basketball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.055)	October 27, 2008	See attached memo.
MOLINE, Robin	Concessions Ordering	Fergus High School	Approve appointment on schedule—\$500.00	October 27, 2008	See attached memo.
DANIELS, Terri KAMP, Derree KYNETT, Mary	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.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/10/2008

Agenda Item No.

14

- 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:** 11/10/2008

SUMMARY:

Approve claims paid through November 6, 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

11/10/2008

Agenda Item No.

15 - 16

<u>Agenda Items</u>	<u>Additional Information</u>
<p>15. Approve Substitute(s)</p> <p>16. Approve Fergus 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

11/10/2008

Agenda Item No.

15

- 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:** 11/10/2008

SUMMARY:

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

Substitute Teacher List:

Lena Jones

B.A. Spanish/M.S. Management & Leadership

Substitute School Food List:

Helen Schnitzmeier

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

11/10/2008

Agenda Item No.

16

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

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

Requested By: Board of Trustees **Prepared By:** Robin Moline **Date:** 11/10/2008

SUMMARY:

The Board of Trustees needs to approve the Fergus High School Activity Fund Report for September 2008.

SUGGESTED ACTION: Approve Fergus 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						

Bank Reconciliation Report

From: 09/02/2008

Checking Account

To : 09/30/2008

CHECK ACCOUNT

Ending Balance on statement dated 09/30/2008 ->	99454.63
Add: Outstanding Deposits (Bank Deposits) -> +	0.00
Less: Outstanding Checks -> -	925.48

Cash Balance as of 09/30/2008 ->	98529.15

Cash Balance for CHECK ACCOUNT as of 09/02/2008 ->	83495.31
Add: Total Deposits (Bank Deposits) -> +	20854.34
Less: Total Checks and Withdrawls -> -	5820.50

Cash Balance as of 09/30/2008 ->	98529.15

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	83495.31	20853.34	5820.50	1.00	98529.15
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	-1.00	1703.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	185.00	0.00	0.00	0.00	185.00
000997 TRAVEL ACCOUNT	1251.36	0.00	0.00	0.00	1251.36
000998 MUSIC FESTIVAL	0.00	0.00	0.00	0.00	0.00
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
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Asset Totals	113506.30	20853.34	5820.50	0.00	128539.14

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: ___/___/___
Board Chairman : _____ Date: ___/___/___

From: 09/02/2008
To : 09/30/2008

General Ledger Report

From Account: 1
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000001 AFS	9.19	0.00	0.00	0.00	9.19	0.00	9.19
000005 ANNUAL	155.46	2400.00	0.00	0.00	2555.46	0.00	2555.46
000006 A.P. TESTS	1175.72	0.00	0.00	0.00	1175.72	0.00	1175.72
000008 BAND	32349.71	0.00	0.00	0.00	32349.71	0.00	32349.71
000009 EASTERN MT JAZZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000010 BPA	270.87	10.00	0.00	0.00	280.87	0.00	280.87
000012 CMT	569.69	0.00	0.00	0.00	569.69	0.00	569.69
000015 CT.MT.MENTORS	344.76	0.00	0.00	0.00	344.76	0.00	344.76
000016 Student Store	201.77	0.00	0.00	0.00	201.77	0.00	201.77
000017 CHEERLEADERS	-958.37	3307.20	-1923.48	0.00	425.35	0.00	425.35
000018 NHS - CLAWS	364.06	0.00	0.00	156.00	520.06	0.00	520.06
000020 CONCESSIONS	961.46	2860.95	-608.83	-420.00	2793.58	0.00	2793.58
000021 EAGLE RENAISSANCE	1969.43	0.00	0.00	0.00	1969.43	0.00	1969.43
000022 EAGLETTES	0.41	0.00	0.00	0.00	0.41	0.00	0.41
000024 F CLUB	2665.41	0.00	0.00	0.00	2665.41	0.00	2665.41
000026 FERGUS NEWSPAPER	1042.25	0.00	0.00	0.00	1042.25	0.00	1042.25
000028 FFA	10565.09	2477.25	-150.00	0.00	12892.34	0.00	12892.34
000030 FCCLA	1331.07	100.00	-118.85	0.00	1312.22	0.00	1312.22
000032 FINANCIAL ADMINISTR.	716.79	22.70	-62.40	0.00	677.09	0.00	677.09
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	85.63	90.00	0.00	0.00	175.63	0.00	175.63
000036 VICA	252.44	0.00	0.00	264.00	516.44	0.00	516.44
000038 KEY CLUB	576.06	0.00	0.00	0.00	576.06	0.00	576.06
000039 PARKING FINES	1352.95	0.00	-312.00	0.00	1040.95	0.00	1040.95
000040 PEP CLUB	0.15	0.00	0.00	0.00	0.15	0.00	0.15
000042 SCIENCE CLUB	12437.51	1317.00	-442.95	0.00	13311.56	0.00	13311.56
000047 SKI CLUB	1162.33	0.00	0.00	0.00	1162.33	0.00	1162.33
000048 STUDENT ACT. TICKETS	3750.00	2710.00	0.00	0.00	6460.00	0.00	6460.00
000050 STUDENT COUNCIL	10653.89	1323.24	-1024.40	0.00	10952.73	0.00	10952.73
000052 THESPIANS	2379.37	0.00	0.00	0.00	2379.37	0.00	2379.37
000055 TOURNAMENTS	1622.65	0.00	0.00	0.00	1622.65	0.00	1622.65
000057 TROPHY	3634.15	0.00	0.00	0.00	3634.15	0.00	3634.15
000065 VOCAL MUSIC	1328.88	960.00	-966.77	0.00	1322.11	0.00	1322.11
000066 DISTRICT 8 MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000070 WEIGHT CLUB	1158.99	3275.00	0.00	0.00	4433.99	0.00	4433.99
000107 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 CLASS OF 2008	1263.03	0.00	-77.30	0.00	1185.73	0.00	1185.73
000109 CLASS OF 2009	2748.90	0.00	0.00	0.00	2748.90	0.00	2748.90
000110 PASS-THROUGH	519.58	0.00	0.00	0.00	519.58	0.00	519.58

From: 09/02/2008
 To : 09/30/2008

General Ledger Report

From Account: 1
 To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
002010 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002011 CLASS OF 2011	232.00	0.00	0.00	0.00	232.00	0.00	232.00
002012 FCCLA/CULINARY	113.30	0.00	-133.52	0.00	-20.22	0.00	-20.22
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group Total	99072.43	20853.34	-5820.50	0.00	114105.27	0.00	114105.27
Grand Total	99072.43	20853.34	-5820.50	0.00	114105.27	0.00	114105.27

From: 09/02/2008
To : 09/30/2008

General Ledger Report

From Account: 1
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	83495.31	20853.34	-5820.50	1.00	98529.15	0.00	98529.15
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	-1.00	1703.99	0.00	1703.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	185.00	0.00	0.00	0.00	185.00	0.00	185.00
000997 TRAVEL ACCOUNT	1251.36	0.00	0.00	0.00	1251.36	0.00	1251.36
000998 MUSIC FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	113506.30	20853.34	-5820.50	0.00	128539.14	0.00	128539.14
Grand Total	113506.30	20853.34	-5820.50	0.00	128539.14	0.00	128539.14

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: ___/___/___
Board Chairman : _____ Date: ___/___/___

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/10/2008

Agenda Item No.

17

- 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: 11/10/2008

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: November 10, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
HUTCHINS, Mandie	Food Server	Lewis & Clark Elementary	Accept letter of resignation	October 31, 2008	See attached letter. Mandie has resigned this position so that she could be hired as an aide for Lewis & Clark.
GERTGE, Mary	Special Education Aide	Lewis & Clark Elementary	Approve revision of contract to reflect new assignment and hours—AIDE II Step 4 for up to 7.5 hours per day	November 10, 2008	See attached memo.
HUTCHINS, Mandie	Playground/Office/Library Aide	Lewis & Clark Elementary	Approve appointment on schedule—AIDE III Step 0 for up to 2.5 hours per day and AIDE I Step 0 for up to 3 hours per day	November 10, 2008	See attached memo.
SCHNITZMEIER, K.C.	Playground Aide	Lewis & Clark Elementary	Approve appointment on schedule—AIDE III Step 0 for up to 2.5 hours per day	November 10, 2008	See attached memo.
BENTON, Stacy	Food Server	Lewis & Clark Elementary	Approve appointment on schedule—FOOD SERVER Step 0 for up to 3.0 hours per day	November 10, 2008	See attached memo.

10-28-08

Dear Cindy,

I am writing to inform you that my last day with food service is October 31, 08. I am very sorry for the short notice. I enjoyed my position with you very much, just wished it was more hours.

Thank you
for the
opportunity.

Central Montana Learning Resource Center Cooperative

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

M E M O

DT: October 28, 2008

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

FR: Dale Lambert

RE: Hiring of Aide Positions

In August the Lewistown Board of Trustees approved hiring an aide position in the CARE room without funding; pending application for a special needs grant. In early October Mike Waterman received notice that Lewistown Elementary had been granted \$12,000 for this aide position. While the position was offered earlier, the candidate declined, and the position has been covered by a series of short-term substitutes. With funding in place, and a candidate selected, I would ask the Board to approve the hiring of this aide position, and the subsequent shuffles related to this hiring. The current positions and recommendations for hire are as follows:

Mary Gertge:

Currently: Playground Aide III Step 4 up to 2.5 hours per day
Office Aide I Step 4 up to 2.5 hours per day

To be hired as: Special Education Aide II Step 4, up to 7.5 hours per day

Mandie Hutchins:

Currently: Elementary Food Server

To be hired as: Playground Aide III Step 0 up to 2.5 hours per day
Office/Library Aide I Step 0 up to 3.0 hours per day

The header features two identical silhouettes of Lewis and Clark in 18th-century attire, one on the left and one on the right. They are positioned within a white semi-circular frame that is set against a gold-colored background. The school's name, "Lewis & Clark Elementary School", is centered in a large, black, serif font between the two silhouettes.

Lewis & Clark Elementary School

212 Crystal Drive
Lewistown, Montana 59457
406-535-2811

Date: November 4, 2008
To: Jason Butcher, Sandi Chamberlain, and Lewistown Board of Trustees
From: Matthew Lewis
RE: Hiring of Aide Position

The current position and recommendation for hiring at Lewis and Clark Elementary School is as follows:

K.C. Schnitzmeier:

Playground Aide

AIDE III Step 0

Up to 2.5 hours per day

School Food Service
Lewistown Public Schools
215 7th Avenue South
Lewistown, MT 59457
(406) 535-5261

TO: Jason Butcher and Board of Trustees

FROM: Cindy Giese, Director

RE: Hiring Recommendation

DATE: November 5, 2008

+

I would like to make the following hiring recommendation for the open Food Server position at Lewis & Clark Elementary.

Stacy Benton FOOD SERVER Step 0 up to 3.00 hrs/day

This position became available upon the recent resignation of Mandie Hutchins.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/10/2008

Agenda Item No.

18

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

ITEM TITLE: SECOND READING—POLICY #7329—PETTY CASH FUNDS

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 11/10/2008

SUMMARY:

The Board of Trustees needs to conduct the second and final reading of Board Policy #7329—Petty Cash Funds and consider the adoption of said policy.

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

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

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

NOTES:

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

SECOND 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

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2008-2009 DISTRICT GOALS

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

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

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

2. Students will demonstrate measurable improvements in mathematical performance.

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

3. Students will demonstrate measurable improvements in communication arts.

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

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

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

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

School District #1 Values and Beliefs

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

BOARD OF TRUSTEES

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

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

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

A. Pupil Instruction

90 Days				Second Semester				90 Days			
FIRST QUARTER				THIRD QUARTER				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		
				45					45		

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		
				45					45		

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

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

C. Holidays (Dates Inclusive)

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

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

** Tuesday