

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Monday, November 24, 2008**

**REGULAR BOARD MEETING**

**CALL TO ORDER (7:00 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. Report—Investment
7. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

9. Minutes of the November 10, 2008, Regular Board Meeting

**APPROVAL OF CLAIMS**

10. Claims

**CONSENT GROUP ITEMS**

11. Approve Substitute(s)
12. Approve Lewistown Junior High School Activity Fund Report for October 2008
13. Approve Fergus High School Activity Fund Report for October 2008

**INDIVIDUAL ITEMS**

14. Approve Personnel

**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**

11/24/2008

**Agenda Item No.**

3

- 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:** 11/24/2008

**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**

11/24/2008

**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:** 11/24/2008

**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**

11/24/2008

**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:** 11/24/2008

**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**

11/24/2008

**Agenda Item No.**

6

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

**ITEM TITLE:** REPORT—INVESTMENT

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 11/24/2008

**SUMMARY:**

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

The first column of the report reflects the cash balance in various funds as of October 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**  
 October 31, 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:** 10/01/2008 - 10/31/08  
**ELEM INVESTMENT INCOME:** \$2,915.61  
**HS INVESTMENT INCOME:** \$3,320.60

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
<b>ELEMENTARY DISTRICT:</b>				
101 GENERAL	274,653.35	15.69%	457.38	4,256.36
110 TRANSPORTATION	33,352.29	1.90%	55.54	667.18
111 BUS DEPRECIATION	853,495.42	48.75%	1,421.33	9,426.30
112 FOOD SERVICE	143,845.89	8.22%	239.55	1,724.17
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	97,395.22	5.56%	162.19	1,557.69
120 RENTAL	6,078.77	0.35%	10.12	69.92
121 COMPENSATED ABSENCES	48,929.82	2.79%	81.48	546.83
124 METAL MINES	0.00	0.00%	0.00	519.79
128 TECHNOLOGY	39,705.61	2.27%	66.12	432.06
129 FLEXIBILITY	43,868.77	2.51%	73.05	484.84
160 BUILDING	0.00	0.00%	0.00	72.05
161 BUILDING RESERVE	172,632.21	9.86%	287.49	1,898.17
175 CENTRAL TRANSPORTATION	0.00	0.00%	0.00	0.00
177 CENTRAL STORE	4,010.63	0.23%	6.68	20.48
184 STUDENT ACTIVITIES	32,828.63	1.88%	54.67	323.10
<b>ELEMENTARY TOTAL</b>	<b>1,750,796.61</b>	<b>100.00%</b>	<b>2,915.60</b>	<b>21,998.94</b>
<b>HIGH SCHOOL DISTRICT:</b>				
201 GENERAL	219,090.46	12.47%	414.14	3,681.26
210 TRANSPORTATION	50,277.26	2.86%	95.04	640.44
211 BUS DEPRECIATION	451,272.13	25.69%	853.02	4,485.47
214 RETIREMENT	97,892.74	5.57%	185.04	1,178.70
217 ADULT EDUCATION	24,750.68	1.41%	46.78	256.14
218 DRIVERS EDUCATION	63,518.54	3.62%	120.07	645.38
220 RENTAL	1,787.03	0.10%	3.38	24.90
221 COMPENSATED ABSENCES	24,115.57	1.37%	45.58	234.08
224 METAL MINES	155,765.30	8.87%	294.44	1,549.10
228 TECHNOLOGY	20,386.90	1.16%	38.54	189.34
229 FLEXIBILITY	33,895.56	1.93%	64.07	337.09
260 BUILDING	61,395.75	3.49%	116.05	489.76
261 BUILDING RESERVE	299,877.33	17.07%	566.84	2,976.21
275 ACTIVITY BUS	25,218.94	1.44%	47.67	265.08
281 ENDOWMENT FUNDS	82,267.56	4.68%	155.51	787.95
282 INTERLOCAL AGREEMENT	125,567.75	7.15%	237.35	1,262.52
284 STUDENT ACTIVITIES	19,618.53	1.12%	37.08	433.70
<b>HIGH SCHOOL TOTALS</b>	<b>1,756,698.03</b>	<b>100.00%</b>	<b>3,320.60</b>	<b>19,437.12</b>
<b>GRAND TOTALS</b>	<b>3,507,494.64</b>		<b>6,236.20</b>	<b>41,436.06</b>

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/24/2008

**Agenda Item No.**

7

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 11/24/2008

**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.

- ❖ Roundtable Schedule
- ❖ Board Tours—December 2008
- ❖ Mentors Lunch
- ❖ Early Dismissal—Wednesday, November 26, 2008
- ❖ No School—November 27-28, 2008—Thanksgiving Break
- ❖ Eagle Boosters Meeting—Monday, December 1, 2008—7:00 p.m.—Yogo

**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

## SCHOOL BOARD TOURS

DECEMBER 5, 2008

<b>7:45 – 8:05</b>		<b>FHS - Meet with Scott Dubbs</b>
<b>8:10 – 9:03</b>		<b>Classroom Visitations</b>
<b>9:03 – 9:10</b>		<b>Travel to Highland Park</b>
<b>9:10 – 9:20</b>		<b>Highland Park - Meet with Sharon Redfern</b>
<b>9:20 – 10:20</b>		<b>Classroom Visitations</b>
<b>10:20 – 10:30</b>		<b>Travel to Garfield</b>
<b>10:30 – 10:40</b>		<b>Garfield - Meet with John Moffatt</b>
<b>10:40 – 11:35</b>		<b>Classroom Visitations</b>
<b>11:40 – 12:00</b>		<b>Lunch with Students</b>
<b>12:00 – 12:10</b>		<b>Travel to Lewis &amp; Clark</b>
<b>12:10 – 12:20</b>		<b>Lewis &amp; Clark – Meet with Matt Lewis</b>
<b>12:20 – 1:20</b>		<b>Classroom Visitations</b>
<b>1:20 – 1:30</b>		<b>Travel to Junior High</b>
<b>1:30 – 1:40</b>		<b>Junior High - Meet with Jerry Feller</b>
<b>1:40 – 2:40</b>		<b>Classroom Visitations</b>

# Central Montana Youth Mentoring Program School Visit Schedule

November 17, 2008

Mentor groups will be bused to Highland Park and Garfield Schools and walk to Lewis and Clark School on the second Tuesday of each month beginning in December. Mentors are expected to eat lunch and mingle with as many students as possible at each elementary school and then go to recess with them as well. Below is a tentative schedule:

**December 9<sup>th</sup>**-Lewis and Clark School-Lunch begins at 11:30AM for the 5<sup>th</sup> grade and 11:50AM for the 6<sup>th</sup> grade.

**January 13<sup>th</sup>**-Garfield School-Lunch begins at 11:20AM for the 3<sup>rd</sup> graders and 11:40 AM for the 4<sup>th</sup> graders.

**February 12<sup>th</sup>**-Highland Park School- Lunch begins at 11:00AM for the K-1<sup>st</sup> grade and 11:30 for the 2<sup>nd</sup> grade. Recess is held before lunch at Highland Park.

**March 10<sup>th</sup>**- Lewis and Clark School-Lunch begins at 11:30AM for the 5<sup>th</sup> grade and 11:50AM for the 6<sup>th</sup> grade.

**April 14<sup>th</sup>** - Garfield School-Lunch begins at 11:20AM for the 3<sup>rd</sup> graders and 11:40 AM for the 4<sup>th</sup> graders.

**May 12<sup>th</sup>**-Highland Park School- Lunch begins at 11:00AM for the K-1<sup>st</sup> grade and 11:30 for the 2<sup>nd</sup> grade. Recess is held before lunch at Highland Park.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/24/2008

**Agenda Item No.**

8

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 11/24/2008

**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**

11/24/2008

**Agenda Item No.**

9

- 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:** 11/24/2008

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the November 10, 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  
NOVEMBER 10, 2008

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, November 10, 2008, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Suzy Flentie, Pat Descheemaeker, Darcy Zanto, Sharon Redfern, Germaine Stivers, Juanita Kajkowski, Tara Murnion, Scott Dubbs, Gina Armstrong, Jean Davis, Andrea Payne, Alesia Kolar, Brenda Gruener

OTHERS PRESENT: Fergus High School Golden Eagle Cross-Country Teams, Rachel Stansberry, Doreen Heintz-NEWS ARGUS, Joe Zahler-KXLO/KLCM, and other interested parties

TRUSTEES ABSENT: Jeremy Bristol, Tara Cutler

Suzy Flentie led the group in the Pledge of Allegiance.

PLEDGE

The Board recognized the coaches and both Fergus High School Golden Eagle Cross-Country Teams for their season accomplishments.

RECOGNITION -  
FERGUS HIGH  
SCHOOL GOLDEN  
EAGLE  
CROSS-COUNTRY  
TEAMS

Staff from Highland Park Elementary School provided the Board with a presentation on the implementation of the Response to Intervention Program.

PRESENTATION -  
HIGHLAND PARK  
ELEMENTARY  
SCHOOL

The trustees reviewed and discussed the schedule for the upcoming roundtables.

DISCUSSION -  
BOARD  
ROUNDTABLES

Mike Waterman gave an update on the sale of the school district bonds and the options which are available. A buyer has been found and both parties are currently working out details.

DISCUSSION -  
BONDS

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

REPORT - STUDENT REPRESENTATIVE

Members of the Collective Gaining Committee have met to identify interests for the upcoming gaining process. Chairman Dave Byerly, Superintendent Jason Butcher, and Mike Waterman recently attended a meeting of the Lewistown Municipal Airport Board. The exploration of a business/industrial park at the airport was discussed and approved which may affect the future of the bus barn.

REPORT - COMMITTEES OF THE BOARD

No items were discussed.

CALENDAR ITEMS

Copies of the strategic plan draft were distributed to the Board. Consensus was to have the Montana School Boards Association facilitate a third and final meeting. The association will also be hired to review current handbooks to ensure they align with policy. It was noted that the school district is not currently participating in the Montana Schools E-Learning Consortium. Board tours were discussed and will be scheduled after receiving input from building administrators.

OTHER ITEMS

There was no public input.

PUBLIC PARTICIPATION

Minutes of the Board Work/Study Session of October 27, 2008, were approved unanimously (Jackson/Schelle). Minutes of the Regular Board Meeting of October 27, 2008, were approved unanimously (Monger/Schelle).

APPROVAL OF MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through November 6, 2008, were approved unanimously (Schelle/Monger).

APPROVAL OF CLAIMS

A motion to approve consent group items 15-16 was approved unanimously (Granot/Jackson).

CONSENT GROUP ITEMS

15. Approve adding Lena Jones to the Substitute Teachers/Assistants List and adding Helen Schnitzmeier to the Substitute Food Service List.

APPROVE SUBSTITUTES

16. Approve the Fergus High School Activity Fund Report for September, 2008.

APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORT

17. Approve the Personnel Report - see Exhibit A (Jackson/Schelle - unanimous).

APPROVE PERSONNEL REPORT

18. Approve second reading/adoption - Petty Cash Funds Policy - #7329 (Granot/Schelle - unanimous).

APPROVE SECOND READING/ ADOPTION - PETTY CASH FUNDS POLICY

The meeting was adjourned at 9:00 p.m. The next regular meeting will be held on November 24, 2008, at 7:00 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

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DAVE BYERLY  
BOARD CHAIRMAN

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MIKE WATERMAN  
BUSINESS MANAGER/CLERK



**“EXHIBIT A”**

**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>
<b>HUTCHINS, Mandie</b>	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.
<b>GERTGE, Mary</b>	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.
<b>HUTCHINS, Mandie</b>	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.
<b>SCHNITZMEIER, K.C.</b>	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.
<b>BENTON, Stacy</b>	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.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/24/2008

**Agenda Item No.**

10

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees   **Prepared By:** Sherry Martin   **Date:** 11/24/2008

**SUMMARY:**

Approve claims paid through November 20, 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**

11/24/2008

**Agenda Item No.**

11 - 13

<u>Agenda Items</u>	<u>Additional Information</u>
11. Approve Substitute(s)  12. Approve Lewistown Junior High School Activity Fund Report for October 2008  13. Approve Fergus High School Activity Fund Report for October 2008	

**SUGGESTED ACTION:** Approve All Items

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/24/2008

**Agenda Item No.**

11

- 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:** 11/24/2008

**SUMMARY:**

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

Substitute Teacher List:

Linda Hazel	Working on Master's in Education
Lee Lantzer	Ministry
Benjamin Miller	B.A. Archaeology/Anthropology
Toby Wahl	College Student

Substitute Bus Driver List:

Lee Lantzer

Substitute School Food Service 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**

11/24/2008

**Agenda Item No.**

12

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

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

**Requested By:** Board of Trustees   
**Prepared By:** Christy Rogers   
**Date:** 11/24/2008

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for October 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: 10/01/2008  
To : 10/31/2008

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	1452.35	0.04	0.00	0.00	1452.39	0.00	1452.39
000105 Builder's Club	30.39	72.44	-5.16	0.00	97.67	0.00	97.67
000115 Cheerleaders	565.09	2312.04	-340.60	0.00	2536.53	0.00	2536.53
000120 Consumer Tech	864.67	0.44	0.00	0.00	865.11	0.00	865.11
000125 FACS	80.66	0.44	0.00	0.00	81.10	0.00	81.10
000130 BC,SC Store	1825.88	370.15	-70.30	0.00	2125.73	0.00	2125.73
000135 Music	102.73	0.43	0.00	0.00	103.16	0.00	103.16
000140 Photo Club	2648.76	89.19	-351.50	0.00	2386.45	0.00	2386.45
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	295.31	700.43	0.00	0.00	995.74	0.00	995.74
000155 Ski Club	282.65	0.43	0.00	0.00	283.08	0.00	283.08
000160 Student Council	1666.96	0.43	-91.60	0.00	1575.79	0.00	1575.79
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	31.40	76.63	0.00	0.00	108.03	0.00	108.03
000190 COMPUTER SERV LEARNING	132.08	0.43	0.00	0.00	132.51	0.00	132.51
Group Total	9978.93	3623.52	-859.16	0.00	12743.29	0.00	12743.29
Grand Total	9978.93	3623.52	-859.16	0.00	12743.29	0.00	12743.29

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**

11/24/2008

**Agenda Item No.**

13

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

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

**Requested By:** Board of Trustees    **Prepared By:** Robin Moline    **Date:** 11/24/2008

**SUMMARY:**

The Board of Trustees needs to approve the Fergus High School Activity Fund Report for October 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						

From: 10/01/2008  
To : 10/31/2008

## 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	2555.46	800.00	0.00	0.00	3355.46	0.00	3355.46
000006 A.P. TESTS	1175.72	474.00	-188.00	0.00	1461.72	0.00	1461.72
000008 BAND	32349.71	0.00	-28932.40	0.00	3417.31	0.00	3417.31
000009 EASTERN MT JAZZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000010 BPA	280.87	60.00	0.00	0.00	340.87	0.00	340.87
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	425.35	107.00	-2121.84	0.56	-1588.93	0.00	-1588.93
000018 NHS - CLAWS	520.06	0.00	-76.00	190.00	634.06	0.00	634.06
000020 CONCESSIONS	2793.58	3574.70	-3901.05	-665.00	1802.23	0.00	1802.23
000021 EAGLE RENAISSANCE	1969.43	200.00	0.00	0.00	2169.43	0.00	2169.43
000022 EAGLETTES	0.41	0.00	0.00	-0.41	0.00	0.00	0.00
000024 F CLUB	2665.41	0.00	-84.09	0.00	2581.32	0.00	2581.32
000026 FERGUS NEWSPAPER	1042.25	0.00	0.00	0.00	1042.25	0.00	1042.25
000028 FFA	12892.34	6908.00	-316.98	0.00	19483.36	0.00	19483.36
000030 FCCLA	1312.22	957.44	-215.99	175.00	2228.67	0.00	2228.67
000032 FINANCIAL ADMINISTR.	677.09	900.00	-40.80	0.00	1536.29	0.00	1536.29
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	175.63	75.75	0.00	175.00	426.38	0.00	426.38
000036 VICA	516.44	280.00	0.00	125.00	921.44	0.00	921.44
000038 KEY CLUB	576.06	790.00	-179.85	0.00	1186.21	0.00	1186.21
000039 PARKING FINES	1040.95	14.00	0.00	0.00	1054.95	0.00	1054.95
000040 PEP CLUB	0.15	0.00	0.00	-0.15	0.00	0.00	0.00
000042 SCIENCE CLUB	13311.56	0.00	0.00	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	6460.00	390.00	0.00	0.00	6850.00	0.00	6850.00
000050 STUDENT COUNCIL	10953.73	1940.20	-10909.68	1185.73	3169.98	0.00	3169.98
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	1322.11	0.00	-980.00	0.00	342.11	0.00	342.11
000066 DISTRICT 8 MUSIC	0.00	1598.50	0.00	0.00	1598.50	0.00	1598.50
000070 WEIGHT CLUB	4433.99	958.00	-627.98	0.00	4764.01	0.00	4764.01
000107 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 CLASS OF 2008	1185.73	0.00	0.00	-1185.73	0.00	0.00	0.00
000109 CLASS OF 2009	2748.90	0.00	-4.00	0.00	2744.90	0.00	2744.90
000110 PASS-THROUGH	519.58	0.00	0.00	0.00	519.58	0.00	519.58



From: 10/01/2008  
 To : 10/31/2008

## 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	-6.00	0.00	-6.00	0.00	-6.00
002011 CLASS OF 2011	232.00	0.00	0.00	0.00	232.00	0.00	232.00
002012 FCCLA/CULINARY	-20.22	0.00	0.00	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	114106.27	20027.59	-48584.66	0.00	85549.20	0.00	85549.20
Grand Total	114106.27	20027.59	-48584.66	0.00	85549.20	0.00	85549.20

From: 10/01/2008  
 To : 10/31/2008

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	98529.15	20027.59	-48584.66	-495.00	69477.08	0.00	69477.08
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
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	45.00	230.00	0.00	230.00
000997 TRAVEL ACCOUNT	1251.36	0.00	0.00	450.00	1701.36	0.00	1701.36
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	128540.14	20027.59	-48584.66	0.00	99983.07	0.00	99983.07
Grand Total	128540.14	20027.59	-48584.66	0.00	99983.07	0.00	99983.07

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: \_\_/\_\_/\_\_

**Bank Reconciliation Report**

From: 10/01/2008

Checking Account

To : 11/02/2008

CHECK ACCOUNT

Ending Balance on statement dated 11/02/2008 -> 77888.91  
 Add: Outstanding Deposits (Bank Deposits) -> + 0.00  
 Less: Outstanding Checks -> - 8403.04  
 -----  
 Cash Balance as of 11/02/2008 -> 69485.87

Cash Balance for CHECK ACCOUNT as of 10/01/2008 -> 98529.15  
 Add: Total Deposits (Bank Deposits) -> + 20036.38  
 Less: Total Checks and Withdrawls -> - 49079.66  
 -----  
 Cash Balance as of 11/02/2008 -> 69485.87

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	98529.15	20036.38	48584.66	-495.00	69485.87
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	185.00	0.00	0.00	45.00	230.00
000997 TRAVEL ACCOUNT	1251.36	0.00	0.00	450.00	1701.36
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
<b>Asset Totals</b>	128540.14	20036.38	48584.66	0.00	99991.86

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**

11/24/2008

**Agenda Item No.**

14

- 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:** 11/24/2008

**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 24, 2008

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>MANGOLD, Mike</b>	Head Girls Softball Coach	Fergus High School	Approve appointment on schedule— (0.100)	November 24, 2008	See attached memo.
<b>GORDON, Emily</b>	Assistant Girls Softball Coach	Fergus High School	Approve appointment on schedule— (0.065)	November 24, 2008	See attached memo.
<b>HARTFORD, Rob</b>	Volunteer Wrestling Coach	Fergus High School	Approve appointment on a volunteer basis	November 24, 2008	See attached memo.
<b>FELLER, Vic</b>	Volunteer Wrestling Coach	Fergus High School	Approve appointment on a volunteer basis	November 24, 2008	See attached memo.
<b>WALSH, Spencer</b>	Volunteer Basketball Coach	Fergus High School	Approve appointment on a volunteer basis	November 24, 2008	See attached memo.



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

**TO: Jason Butcher, Superintendent of Schools**

**FROM: Jim Daniels A.D.**

**DATE: November 18, 2008**

**RE: Coaches**

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**Please recommend to the Board of Trustees the following individuals for extracurricular activities for the 2008-2009 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.**

**Athletic Coaches:**

**Fergus High School  
Softball**

<b>Mike Mangold</b>	<b>Head Coach</b>	<b>(0.100)</b>	<b>\$2,950.30</b>
<b>Emily Gordon</b>	<b>Assistant Coach</b>	<b>(0.065)</b>	<b>\$1,917.69</b>

**Wrestling**

<b>Rob Hartford</b>	<b>Volunteer Coach</b>
<b>Vic Feller</b>	<b>Volunteer Coach</b>

**Boys Basketball**

<b>Spencer Walsh</b>	<b>Volunteer Coach</b>
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**Thank you!**

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