

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Garfield Elementary Gymnasium
415 East Boulevard
Lewistown, Montana 59457**

Monday, December 8, 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 Volleyball Team
4. Presentation—Fergus High School Freshman Academy Team
5. Discussion—Accreditation Issue—Elementary Library
6. Report—Student Representative
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

9. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

11. Minutes of the November 24, 2008, Work/Study Session
12. Minutes of the November 24, 2008, Regular Board Meeting

APPROVAL OF CLAIMS

13. Claims

CONSENT GROUP ITEMS

14. Approve Substitute(s)

INDIVIDUAL ITEMS

15. Approve Personnel
16. Approve Addition of Bus Route #11
17. Approve Alternate Activity Bus Drop Off/Pick Up Guidelines
18. Approve FHS AP Government Class Pursuing a Trip to Washington D.C. and Fund Raising
19. Approve Agreement between School District #1 and the City of Lewistown

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

12/08/2008

Agenda Item No.

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL VOLLEYBALL TEAM

Requested By: Board of Trustees **Prepared By:** Scott Dubbs **Date:** 12/08/2008

SUMMARY:

The Board of Trustees would like to recognize and congratulate the Fergus High School volleyball team and coaches for their first place finish at the State A Volleyball Tournament held in Bozeman on November 20-22, 2008.

Coaches: Tara Taylor, Brenda Adams, and Josie Krause

Team Members: Arielle Allen, Leah Berry, Brinna Boettger, Cassi Byerly, Tori Feller, Abby Gordon, Dayna Jensen, Shelby Koch, Maggie Matchett, Kate Monger, LeAnn Quinlan, Kylee Snapp, Shandy Songer, and Jordan Wilcox (manager).

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

12/08/2008

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

ITEM TITLE: PRESENTATION—FERGUS HIGH SCHOOL FRESHMAN ACADEMY TEAM

Requested By: Board of Trustees **Prepared By:** Scott Dubbs **Date:** 12/08/2008

SUMMARY:

The Fergus High School Freshman Academy Team would like to give the Board of Trustees an update on the happenings and successes of the Freshman Academy Program.

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

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12/08/2008

Agenda Item No.

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- Minutes/Claims
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 Action - Consent
 Action - Indiv.

ITEM TITLE: DISCUSSION—ACCREDITATION ISSUE—ELEMENTARY LIBRARY

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 12/08/2008

SUMMARY:

Lewistown Public Schools is in need of a .5 FTE Library Media Specialist in the elementary district to meet accreditation standards.

The Board of Trustees needs to discuss the options available for the District to be in compliance with these standards.

SUGGESTED ACTION: Discussion

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

Accreditation Issue

Elementary Library

Need -- Our district is in need of .5 FTE Library/Media Services in our elementary district to meet accreditation standards.

Cost -- Under the current negotiated agreement, the cost for this is dependent upon the person's qualifications and could range from \$14,752 to \$22,407 per year which would include salaries and benefits.

Ramifications for not hiring the position -- As I understand the process from accreditation, we need to present to accreditation a long term plan to remedy the problem. If we do not complete the plan or remedy the problem, the next step is for the Board of Public Education to request the Board Chair and Superintendent to appear to explain why the deviation has not been fixed. From there, the final step could be for OPI to strip the accreditation from the school. I do not know that this has ever happened.

I also asked how many districts had been required to appear in front of the Board of Public Education and was told that the first of these was about to happen in January 2009.

Our Next Step/Possible Solutions -- The following are possible next steps for our district:

- ✓ Do nothing until we get called on the carpet from the Board of Public Education.
- ✓ Advertise and hire a .5FTE librarian to meet the standards.
- ✓ Advertise and hire a 1 FTE librarian to meet the standards. We do have the opportunity to apply for a stipend through the Montana State Library. This stipend is for a full time librarian for a school or public library. The stipend is for \$35,000 over a two year period (\$17,500 per year) to be used for the librarians salary and benefits. The district is then asked to "make every reasonable effort to maintain the position following the stipend period".

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/08/2008

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:** 12/08/2008

SUMMARY:

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

SUGGESTED ACTION: Informational Report

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

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12/08/2008

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:** 12/08/2008

SUMMARY:

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

SUGGESTED ACTION: Informational Report

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

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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:** 12/08/2008

SUMMARY:

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

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/08/2008

Agenda Item No.

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 12/08/2008

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Roundtable Schedule
- ❖ Full Time Kindergarten
- ❖ Early Release—Wednesday, December 10, 2008—Math Curriculum
- ❖ No School—December 22-January 2, 2008—Winter Vacation
- ❖ Eagle Boosters Meeting—Monday, January 5, 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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

12/08/2008

Agenda Item No.

10

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 12/08/2008

SUMMARY:

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

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/08/2008

Agenda Item No.

11 - 12

- 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: 12/08/2008

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the November 24, 2008, Board Work/Study Session
- Minutes of the November 24, 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 24, 2008

The Board of Trustees of School District Number One and High School District Number One held a Board Work/Study Session Monday, November 24, 2008, at 4:30 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Tara Cutler, Becky Jackson, Jennifer Granot, Stan Monger, Mary Schelle at 4:40 p.m., Jeremy Bristol at 4:55 p.m.

ROLL CALL

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

OTHERS PRESENT: Debra Silk

There was no public input.

PUBLIC
PARTICIPATION

Debra Silk, representing the Montana School Boards Association, facilitated the third and final strategic planning session. Members of the Board reviewed and refined the ideas generated during the previous sessions and will solicit further feedback by e-mail. Chairman Dave Byerly, Superintendent Jason Butcher, and Mike Waterman will meet to propose a timeline for releasing a draft of the strategic plan.

STRATEGIC
PLANNING SESSION

The meeting was adjourned at 6:55 p.m. (Jackson - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
NOVEMBER 24, 2008

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, November 24, 2008, at 7:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Stan Monger, Tara Cutler, Becky Jackson, Mary Schelle, Jeremy Bristol, Jennifer Granot, 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, Doreen Heintz-NEWS ARGUS, and other interested parties

Andrea Payne led the group in the Pledge of Allegiance.

PLEDGE

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

REPORT -
STUDENT
REPRESENTATIVE

The Transportation Committee and the Buildings and Grounds Committee have both scheduled meetings to be held on Tuesday, December 2, 2008. Members of the Collective Gaining Committee recently completed a training session and will begin meeting December 3, 2008.

REPORT -
COMMITTEES OF
THE BOARD

Faculty Council will meet at 3:45 p.m. on December 2, 2008. Students taking Advanced English 11 will present their papers on how to improve Fergus High School the morning of Thursday, December 4, 2008, and the Montana School Boards Association will sponsor a legislative advocacy training at 7:00 p.m. that evening.

CALENDAR ITEMS

Investment earning for October was reported with \$2,915.60 in the elementary funds and \$3,320.60 in the high school funds for a total of \$6,236.20.

REPORT -
INVESTMENT

Superintendent Jason Butcher noted that the regular meeting of December 8, 2008, will be held at Garfield Elementary School following the first roundtable of the school year. He also presented a schedule for the school district's mentoring program. The possibility of implementing a full-time district-wide kindergarten program has been presented and is currently being discussed. A grant is also available to help fund an elementary librarian position. Administrative personnel will bring additional information on both topics to the next meeting of the Board.

OTHER ITEMS

There was no public input.

PUBLIC
PARTICIPATION

Minutes of the Regular Board Meeting of November 10, 2008, were approved unanimously (Schelle/Granot).

APPROVAL OF
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through November 20, 2008, were approved unanimously (Jackson/Monger).

APPROVAL OF
CLAIMS

A motion to approve consent group items 11-13 was approved unanimously (Bristol/Granot).

CONSENT GROUP
ITEMS

11. Approve adding Linda Hazel, Lee Lantzer, Benjamin Miller, and Toby Wahl to the Substitute Teachers/Assistants List, Lee Lantzer to the Substitute Bus Drivers List, and Helen Schnitzmeier to the Substitute Food Service List.

APPROVE
SUBSTITUTES

12. Approve the Lewistown Junior High School General Ledger Report for October, 2008.

APPROVE
LEWISTOWN
JUNIOR HIGH
SCHOOL GENERAL
LEDGER REPORT

13. Approve the Fergus High School Activity Fund Report for October, 2008.

APPROVE FERGUS
HIGH SCHOOL
ACTIVITY FUND
REPORT

14. Approve the Personnel Report - see Exhibit A (Bristol/Schelle - unanimous).

APPROVE
PERSONNEL
REPORT

The meeting was adjourned at 7:30 p.m. The next regular meeting will be held on December 8, 2008, at 7:00 p.m. in the Garfield Elementary School Library (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: November 24, 2008

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/08/2008

Agenda Item No.

13

- 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:** 12/08/2008

SUMMARY:

Approve claims paid through December 4, 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

12/08/2008

Agenda Item No.

14

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

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/08/2008

Agenda Item No.

14

- 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:** 12/08/2008

SUMMARY:

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

Substitute Teacher List:

Donald Hazel	B.S. Music Education
Kerry Vaughn	B.S. Liberal Studies

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

12/08/2008

Agenda Item No.

15

- 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: 12/08/2008

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

Additional Information Attached
Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: December 8, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
SCHAEFFER, Kathleen	Bus Driver	School District #1	Approve Out-of-State Travel to the Transporting Children with Special Needs Conference in Madera, CA	February 23-26, 2009	See attached information and travel request.

Transporting Children with Special Needs 2 Day Conference

The California Department of Education, in response to increasing requests for information and guidance regarding Special Education Transportation, is presenting its first “Transporting Children with Special Needs” Conference.

This is a two day conference to be filled with useful information, laws, and regulations, and best practices from around the State.

Some of the topics that will be covered include:

- **Understanding the Special Education Process**
- **Confidentiality and the Special Education Student**
- **Public and Community Relations/Mandated Reporting**
- **Behavior Management**
- **Proper Loading/Unloading Techniques (including properly securing wheelchairs and their occupants)**
- **Special Education Evacuation (both classroom instruction and “hands on”)**
- **Special Education Policies and Best Practices: *Developing/Improving your Parent and Driver Policy Handbook***

Who should attend:

- ✓ State Certified Instructors
- ✓ Delegated Behind the Wheel Trainers
- ✓ Transportation Administrators/Supervisors
- ✓ Dispatchers
- ✓ Anyone with a direct connection to Special Needs Transportation

Dates: February 24 and 25, 2009
Time: 8:00 a.m. – 5:00 p.m.
Location: Madera Unified School District
Transportation Department
1200 Gill Avenue
Madera CA 93637

**The fee for the Transporting Special Needs Conference 2 day session is:
\$150.00 per person Space is limited, register early!**

IN-STATE/OUT-OF-STATE TRAVEL REQUEST

and

REQUEST FOR USE OF SCHOOL VEHICLE

NAME Kathleen Schaeffer ADDRESS 1015 5th Ave SC TODAY'S DATE 11-21-2008

Part A
Pre-Travel:

ITEMS 1-6 MUST BE COMPLETED. Use purchase orders if you want the district to pay items 2-5.
Please attach purchase orders to this form.

(TYPE OR WRITE THROUGH ALL COPIES—PRESS FIRMLY)

******SEE BACK FOR INSTRUCTIONS******

1. **CONFERENCE/MEETING:** Transporting child to school special needs LOCATION: Max Aika, CT
 Conference Starts: Date: 2/11/2009 Time: 8:00 (A.M./P.M.)
 Conference Ends: Date: 2/15/2009 Time: 5:00 (A.M./P.M.)
 Departure: Date: 2/13/09 Time: _____ (A.M./P.M.)
 Return: Date: 2/16/2009 Time: _____ (A.M./P.M.)

2. **Transportation:** (check one) Is a school vehicle available on district website? NA
 (http://www.lewistown.k12.mt.us -- Request District Vehicles)
 Did you reserve a vehicle on district website? _____
 Auto: _____ x _____ /mile = \$ _____ Driver's Name: _____
 (Distance) (Rate)
 Airline: Requisition #/P. O. # _____ (attach proof of cost) Total Travel \$ 410⁰⁰

3. **Lodging:** (Receipts Required) Requisition #/P. O. # _____ (attach proof of cost)
 OR
 Number of Nights: _____ Rate = \$ _____ Total Lodging \$ 0-
 Maximum Reimbursement: In-State: Reimbursed at Current State Rate STAYING W/ FRIEND
Out-of-State: Reservation will be made at Conference location, if possible

4. **Meals:** In-State: Out-of-State: Total Meals \$ 24⁰⁰
 _____ Breakfast (\$ 5.00) 3 Breakfast (\$ 6.00)
 _____ Lunch (\$ 6.00) 7 Lunch (\$ 8.00)
 _____ Dinner (\$12.00) 2 Dinner (\$14.00)

5. **Registration Fee:** Requisition #/P. O. # _____ (attach copy of registration forms) OR Registration \$ 150⁰⁰

6. **Other Expenses:** (Receipts required for \$5.00 or more) CAL RENT Other Expenses \$ 200⁰⁰
 (Taxi, bus, etc.) STAMP

TOTAL TRIP EXPENSE \$ 841⁰⁰

MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS \$ _____

APPROVED MODIFIED DISAPPROVED [Signature] Date 2/2/09
 Building Administrator Recommendation
 ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE

Superintendent and/or Board of Trustees Date _____

Part B
Post-Travel:

Complete all information below after your trip and return the WHITE copy (the original signed copy) to ACCTS PAYABLE at the Lincoln Building within 10 working days.

******SEE BACK FOR INSTRUCTIONS******

Actual Travel Costs: Payment to You

1. Meals: \$ _____
 2. Travel: (Attach airline ticket if applicable) \$ _____
 Date/Time of Departure _____ Date/Time of Return _____
 School Vehicle Ending Odometer Reading: _____ Credit Card Used? Yes No
 School Vehicle Beginning Odometer Reading: _____ (If YES, attach receipts)
 Total Miles Traveled: = _____

3. Lodging: (Attach receipts) \$ _____
 4. Registration: (Attach receipts) \$ _____
 5. Other Local Transportation (taxi, bus, etc.): (Attach receipts) \$ _____

TOTAL PAYMENT DUE EMPLOYEE \$ _____

Claimant's Signature _____ Position _____

ADMINISTRATORS USE ONLY

CENTRAL OFFICE USE ONLY

Travel Request Number: _____ Date: _____
 Budget Code for Travel: _____
 Budget Code for Fuel Expense: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/08/2008

Agenda Item No.

16

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

ITEM TITLE: APPROVE ADDITION OF BUS ROUTE #11

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 12/08/2008

SUMMARY:

District Administration and the Transportation Committee are seeking Board approval of Bus Route #11. The route has actually been running all year; however, we need to formally approve it through the Board and then the County Transportation Committee.

Bus Route #11 is unique in that it is the same bus and driver that serve both our District's Special Education Preschool program and Head Start, a private organization. The public school portion of the route is eligible for state and county reimbursement. Despite being eligible for reimbursement, however, the District has a contract with Head Start that completely pays for that portion of the route. As a result, it was determined that we should not collect State and County reimbursement on top of the Head Start payment for that part of the route.

However, the Head Start portion of the route does not run on Fridays, but the preschool portion of that route does. Since our Head Start contract does not pay for the Friday route, the District's Transportation Committee recommends we obtain state and county reimbursement for that portion of the route.

Please contact me with questions.

SUGGESTED ACTION: Approve Addition of Bus Route #11

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

12/08/2008

Agenda Item No.

17

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

ITEM TITLE: APPROVE ALTERNATE ACTIVITY BUS DROP OFF/PICK UP GUIDELINES

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 12/08/2008

SUMMARY:

The Board of Trustees needs to approve the proposed alternative guidelines for activity bus drop off/pick up as presented on the attachment.

SUGGESTED ACTION: Approve Alternate Activity Bus Drop Off/Pick Up Guidelines

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

Activity Bus Alternate Pick Up and Drop Off Guidelines

In an effort to help parents and students who live out of town and are riding school activities buses or other approved transportation of School District No. 1, the following guidelines have been established:

- Additional alternate pick up and drop off parking areas will be utilized at the following and only the following locations:
 - Hilger Meats parking area in Hilger, for trips going north.
 - Eddies Corner parking area at the Junction of Highways 87 & 191, for trips going west or south.
 - Little Montana parking area in Grass Range, for trips going east or south.
- These pick up and drop off parking areas will be used by students only after the student's parents have signed an approved waiver form through Fergus High School and Lewistown Junior High School two days prior to the activity.
- The Lewistown Public School staff reserves the right to deny requests for pick up or drop off for any reason, especially unforeseen circumstances such as weather. The bus driver and coach/activity sponsor will determine whether these alternate stops will be used on a given trip. In the event these alternate stops are not used, all students will leave from and be delivered to Fergus High School or Lewistown Junior High School.
- Parents understand that they are responsible for transportation to and from the assigned pick up and drop off parking areas and that they assume all liability prior to the student being picked up and all liability after the student has been dropped off.
- Parents also understand that the bus will not wait at the assigned pick up and drop off points for any student or any student's parent. On a drop off, if the parent is not there for the student or the student does not have his/her own transportation, the bus will take that student to the high school or junior high with the remaining students and the parent will have to pick them up there.

- Parents understand that students that are not riding approved or school sponsored transportation to and from events will not be allowed to compete, or in any way represent the school or their team. The school district expectation is that student participants will ride to and from our contests or other events on school provided transportation unless appropriate prior arrangements have been made and approved.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

12/08/2008

Agenda Item No.

18

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

ITEM TITLE: APPROVE FHS AP GOVERNMENT CLASS PURSUING A TRIP TO WASHINGTON D.C. AND FUND RAISING EFFORTS TO COVER EXPENSES

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 12/08/2008

SUMMARY:

The Board of Trustees needs to approve Fergus High School AP Government Class pursuing a trip to Washington D.C. The class also needs approval to conduct fund raising efforts to raise money to help cover expenses for the trip.

SUGGESTED ACTION: Approve FHS AP Government Class Pursuing a Trip to Washington D.C. and Fund Raising

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

12/08/2008

Agenda Item No.

19

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

ITEM TITLE: APPROVE AGREEMENT BETWEEN SCHOOL DISTRICT #1 AND THE CITY OF LEWISTOWN

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 12/08/2008

SUMMARY:

The Board of Trustees needs to approve the agreement between School District Number One and the City of Lewistown to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the 2008-2009 School Year.

The term of the Agreement shall be for one year, commencing on July 1, 2008, and ending on June 30, 2009.

SUGGESTED ACTION: Approve Agreement between School District #1 and the City of Lewistown

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 THE CITY OF LEWISTOWN AND SCHOOL
DISTRICT NUMBER ONE FOR USE OF RECREATION FACILITIES
AND EQUIPMENT**

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the **2008-09** school year.

FACILITIES

The program may include, but shall not be limited to, the following kinds of recreational activities: basketball, volleyball, softball, soccer, floor hockey, superstars, badminton, snowshoeing, roller skating, cross country skiing and table tennis. Activities to take place at the Lewistown Civic Center or at any of the various outdoor city parks. The CITY hereby agrees that such facilities will be made available for use by the program participants and other school extracurricular activities, subject to scheduling parameters. In addition, activities may take place upon any property owned by the SCHOOL, provided, however, that such property or facilities are available for use and any such use is approved by the school.

SUPERVISION/OPERATION

Supervision and operation of the program shall include the following individuals and/or groups:

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for overall program supervision.
2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible for supervision of the day-to-day operation of the program. The Recreation Director shall become involved in scheduling, budgeting and direct supervision of the Buildings and Grounds Supervisor.
3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be responsible for scheduling and supervision of SCHOOL maintenance equipment.

BUDGET

The SCHOOL will be responsible for paying the sum of \$4,451.24 for the following items:

Rent	\$3,392.40
Recreation Director	\$ 431.76
Honorarium for Professional Assistance	\$ 257.00
Equipment	<u>\$ 370.08</u>
Total	\$4,451.24

The total amount shall be payable by the SCHOOL to the CITY upon execution of this Agreement. Thereupon, the CITY shall be responsible for administering payment of such funds in accordance with the items indicated above. The foregoing budget may be changed or modified by the parties in writing. In addition, the SCHOOL will provide maintenance equipment and operators as needed by the Recreational Director and approved by the Buildings and grounds Supervisor at a charge of \$26.00 per hour.

TERM

The term of this Agreement shall be for one year, commencing on July 1, 2008 and ending on June 30, 2009.

RELEASE/INDEMNIFICATION

Each party expressly agrees to release, hold harmless and indemnify the other party from any liability, claims, losses, or demands arising out of the acts or omissions of their own employees or agents, provided, however, that such released party or their employees or agents have not contributed to such claims, loss or demand.

Dated this _____ day of _____, 2008.

ATTEST:

CITY OF LEWISTOWN

NIKKI BRUMMOND, City Clerk

KEVIN MYHRE, City Manager

ATTEST:

SCHOOL DISTRICT NO. ONE

MIKE WATERMAN, Board Clerk

DAVE BYERLY, Chairperson

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