

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lewis & Clark Elementary—Gymnasium  
212 Crystal Drive  
Lewistown MT 59457

**Monday, January 12, 2009**

**BOARD ROUNDTABLE DISCUSSION**

**5:00 P.M. TO 7:00 P.M.**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Presentation—Full-Time Kindergarten
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

7. Report—Investment
8. Report—Election Update
9. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

11. Minutes of the November 24, 2008, Regular Board Meeting

**APPROVAL OF CLAIMS**

12. Claims

**CONSENT GROUP ITEMS**

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

**INDIVIDUAL ITEMS**

16. Approve Personnel
17. Approve Addition of Bus Route #11
18. Approve Selection of Engineering Company for HVAC Upgrade
19. Approve Reissuing of Lost Payroll Fund Warrant
20. Approve First Reading—Policy #7008—Admission of Non-Resident Students
21. Approve Publication Agreement with Jostens for the FHS 2010 Yearbook
22. Approve Notice of Resolution of Intent to Sell Surplus Property

**EXECUTIVE SESSION**

23. Superintendent's Evaluation

**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**

01/12/2009

**Agenda Item No.**

3

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

**ITEM TITLE:** PRESENTATION—FULL-TIME KINDERGARTEN

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 01/12/2009

**SUMMARY:**

Jason Butcher, Superintendent, along with elementary principals, Sharon Redfern, John Moffatt, and Matt Lewis, would like to give a presentation to the Board of Trustees regarding full-time kindergarten.

**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**

01/12/2009

**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:** 01/12/2009

**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**

01/12/2009

**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:** 01/12/2009

**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**

01/12/2009

**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:** 01/12/2009

**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**

01/12/2009

**Agenda Item No.**

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

**ITEM TITLE:** REPORT—INVESTMENT

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 01/12/2009

**SUMMARY:**

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

The first column of each report reflects the cash balance in various funds as of November 1, 2008, and December 1, 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						

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

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

**REPORTING PERIOD:** 11/01/2008 - 11/30/08  
**ELEM INVESTMENT INCOME:** \$2,671.93  
**HS INVESTMENT INCOME:** \$2,352.46

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
<b>ELEMENTARY DISTRICT:</b>				
101 GENERAL	84,667.76	5.49%	146.67	4,403.04
110 TRANSPORTATION	13,106.75	0.85%	22.70	689.88
111 BUS DEPRECIATION	858,235.60	55.64%	1,486.65	10,912.95
112 FOOD SERVICE	153,776.32	9.97%	266.37	1,990.54
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	75,300.11	4.88%	130.44	1,688.13
120 RENTAL	5,857.66	0.38%	10.15	80.07
121 COMPENSATED ABSENCES	49,011.30	3.18%	84.90	631.73
124 METAL MINES	0.00	0.00%	0.00	519.79
128 TECHNOLOGY	42,172.36	2.73%	73.05	505.11
129 FLEXIBILITY	43,941.82	2.85%	76.12	560.96
160 BUILDING	0.00	0.00%	0.00	72.05
161 BUILDING RESERVE	177,582.71	11.51%	307.61	2,205.78
175 CENTRAL TRANSPORTATION	0.00	0.00%	0.00	0.00
177 CENTRAL STORE	5,813.20	0.38%	10.07	30.55
184 STUDENT ACTIVITIES	33,022.55	2.14%	57.20	380.30
<b>ELEMENTARY TOTAL</b>	<b>1,542,488.14</b>	<b>100.00%</b>	<b>2,671.93</b>	<b>24,670.88</b>
<b>HIGH SCHOOL DISTRICT:</b>				
201 GENERAL	127,640.61	7.59%	178.45	3,859.71
210 TRANSPORTATION	42,461.68	2.52%	59.36	699.80
211 BUS DEPRECIATION	453,861.41	26.97%	634.49	5,119.96
214 RETIREMENT	83,133.34	4.94%	116.22	1,294.92
217 ADULT EDUCATION	29,832.75	1.77%	41.71	297.85
218 DRIVERS EDUCATION	62,247.10	3.70%	87.02	732.40
220 RENTAL	72.44	0.00%	0.10	25.00
221 COMPENSATED ABSENCES	24,161.15	1.44%	33.78	267.86
224 METAL MINES	156,059.74	9.27%	218.17	1,767.27
228 TECHNOLOGY	20,944.06	1.24%	29.28	218.62
229 FLEXIBILITY	33,959.63	2.02%	47.48	384.57
260 BUILDING	61,511.80	3.66%	85.99	575.75
261 BUILDING RESERVE	304,888.87	18.12%	426.23	3,402.44
275 ACTIVITY BUS	24,588.45	1.46%	34.37	299.45
281 ENDOWMENT FUNDS	82,798.07	4.92%	115.75	903.70
282 INTERLOCAL AGREEMENT	133,061.07	7.91%	186.02	1,448.54
284 STUDENT ACTIVITIES	41,519.19	2.47%	58.04	491.74
<b>HIGH SCHOOL TOTALS</b>	<b>1,682,741.36</b>	<b>100.00%</b>	<b>2,352.46</b>	<b>21,789.58</b>
<b>GRAND TOTALS</b>	<b>3,225,229.50</b>		<b>5,024.39</b>	<b>46,460.46</b>



**INVESTMENT INCOME DISTRIBUTION REPORT**  
**SCHOOL DISTRICT NO.1, FERGUS COUNTY**  
December 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:** 12/01/2008 - 12/31/08  
**ELEM INVESTMENT INCOME:** \$30,992.27  
**HS INVESTMENT INCOME:** \$21,870.24

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
<b>ELEMENTARY DISTRICT:</b>				
101 GENERAL	972,923.76	30.67%	9,506.17	13,909.21
110 TRANSPORTATION	223,147.65	7.04%	2,180.31	2,870.19
111 BUS DEPRECIATION	889,546.91	28.04%	8,691.51	19,604.46
112 FOOD SERVICE	156,979.39	4.95%	1,533.80	3,524.34
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	494,178.07	15.58%	4,828.47	6,516.60
120 RENTAL	5,669.63	0.18%	55.40	135.47
121 COMPENSATED ABSENCES	49,096.20	1.55%	479.71	1,111.44
124 METAL MINES	0.00	0.00%	0.00	519.79
128 TECHNOLOGY	67,560.28	2.13%	660.11	1,165.22
129 FLEXIBILITY	54,172.10	1.71%	529.30	1,090.26
160 BUILDING	0.00	0.00%	0.00	72.05
161 BUILDING RESERVE	216,744.68	6.83%	2,117.75	4,323.53
175 CENTRAL TRANSPORTATION	0.00	0.00%	0.00	0.00
177 CENTRAL STORE	8,583.02	0.27%	83.86	114.41
184 STUDENT ACTIVITIES	33,352.56	1.05%	325.88	706.18
<b>ELEMENTARY TOTAL</b>	<b>3,171,954.25</b>	<b>100.00%</b>	<b>30,992.27</b>	<b>55,663.15</b>
<b>HIGH SCHOOL DISTRICT:</b>				
201 GENERAL	636,200.80	24.59%	5,378.76	9,238.47
210 TRANSPORTATION	150,580.20	5.82%	1,273.09	1,972.89
211 BUS DEPRECIATION	470,525.83	18.19%	3,978.08	9,098.04
214 RETIREMENT	287,144.23	11.10%	2,427.67	3,722.59
217 ADULT EDUCATION	41,545.78	1.61%	351.25	649.10
218 DRIVERS EDUCATION	60,420.61	2.34%	510.83	1,243.23
220 RENTAL	0.00	0.00%	0.00	25.00
221 COMPENSATED ABSENCES	24,194.93	0.94%	204.56	472.42
224 METAL MINES	156,277.91	6.04%	1,321.26	3,088.53
228 TECHNOLOGY	43,350.36	1.68%	366.51	585.13
229 FLEXIBILITY	48,018.41	1.86%	405.97	790.54
260 BUILDING	61,597.79	2.38%	520.78	1,096.53
261 BUILDING RESERVE	347,286.07	13.43%	2,936.14	6,338.58
275 ACTIVITY BUS	24,301.32	0.94%	205.46	504.91
281 ENDOWMENT FUNDS	83,163.82	3.21%	703.11	1,606.81
282 INTERLOCAL AGREEMENT	121,799.32	4.71%	1,029.76	2,478.30
284 STUDENT ACTIVITIES	30,399.46	1.18%	257.01	748.75
<b>HIGH SCHOOL TOTALS</b>	<b>2,586,806.84</b>	<b>100.00%</b>	<b>21,870.24</b>	<b>43,659.82</b>
<b>GRAND TOTALS</b>	<b>5,758,761.09</b>		<b>52,862.51</b>	<b>99,322.97</b>

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

8

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

**ITEM TITLE:** REPORT—ELECTION UPDATE

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 01/12/2009

**SUMMARY:**

Mike Waterman, Business Manager/Clerk, will report on the election calendar and procedures for 2009.

Attached are the Terms of Office Listing and the 2009 School Election Calendar.

**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 MEMBERS TERMS OF OFFICE**

As currently exists, Board members terms of office are as follows:

	<b>Expire 2009</b>	<b>Expire 2010</b>	<b>Expire 2011</b>
<b>SCHOOL DISTRICT #1</b>	Tara Cutler Mary Schelle	Jeremy Bristol Dave Byerly	Jennifer Granot Becky Jackson Stan Monger

**School District #1 Two (2) - Three (3) Year Terms to be voted on May 5, 2009:**

\_\_\_\_\_ 3 year term (to expire in 2012)

\_\_\_\_\_ 3 year term (to expire in 2012)

**Petitions Filed for Nomination of School Board Trustee:**

**MAY 5, 2009**  
**SCHOOL ELECTION CALENDAR**

<p style="text-align: center;">December 21, 2008 through March 26, 2009</p>	<p><b>Trustee candidates file for election.</b> Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b></p> <p>Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office. (13-10-201(6), 13-37-201, 20-3-305 and 20-3-344, MCA) [No earlier than 135 days, or no later than 40 days before election.]</p>
<p style="text-align: center;">End of January</p>	<p>Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in</p> <p>(1) a first-class district located in a county with populations of 15,000 or more, <b>OR</b></p> <p>(2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.</p> <p>(13-37-206, MCA )</p>
<p style="text-align: center;">**NEW in 2008** (SB443) Changes</p>	<p><b>You no longer have to mail an address confirmation form to voters who previously requested an absentee ballot for all elections.</b> The county election administrator will mail the address confirmation forms in January and July. You still must contact your county election administrator for the permanent absentee ballot list.</p>
<p style="text-align: center;">February 19, 2009</p>	<p><b>First day elector can request an absentee ballot.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person starting at this date until noon the day before the election. Remember to enclose three things with the absentee ballots:</p> <ul style="list-style-type: none"> <li>● A form allowing the voter to request absentee ballots for subsequent elections</li> <li>● A secrecy envelope</li> <li>● A self-addressed envelope for the return of the ballots.</li> </ul> <p>Sample forms are available in the School Election Manual. (13-13-211 and 13-13-214, MCA) [75 days before election]</p>
<p style="text-align: center;">March 26, 2009</p>	<p><b>Trustees call for an election.</b> At least 40 days before the election, the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. Sample resolutions are available in the School Election Handbook. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. 20-20-401, 20-20-201, and 20-20-203, MCA</p>
<p style="text-align: center;">March 31, 2009</p>	<p><b>Last day to file resolutions for school election with county election administrator.</b></p> <p>(20-20-201(2), MCA) [no later than 35 days before election]</p>

<p>April 5, 2009 (Next Business Day is April 6, 2009)</p>	<p><b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration. (20-20-311 and 20-20-312, MCA) [30 days before election]</p>
<p>April 5 – April 15, 2009</p>	<p><b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may supplement the notice. The notice must include 1) the date and polling places of the election, 2) polling place hours, 3) each proposition to be considered by the electorate, 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions and 5) where and how absentee ballots may be obtained. (20-20-204, MCA) [not less than 20 days or more than 30 days before election]</p>
<p>April 9, 2009 (By 5 p.m.)</p>	<p><b>Deadline for write-in candidate for a trustee position on a school board to file declaration of intent.</b> (13-10-211(3), MCA) [not less than 26 days before the election]</p>
<p>April 9, 2009 (After 5 p.m.)</p>	<p><b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing for a position and filing a declaration of intent to be a write-in candidate is equal to the number of positions to be elected, the trustees cancel the trustee election. They must then give notice that an election will not be held. Sample forms are available in the School Election Handbook. (20-3-313, MCA)</p>
<p>By April 10, 2009</p>	<p><b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. <b>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</b> This resolution must include the durational limit, if any, on the levy.  [not less than 25 days before election] 13-12-201, 20-20-401, and 15-10-425, MCA</p>
<p>April 15, 2009</p>	<p><b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. (20-20-401, MCA) [at least 20 days prior to election]</p>
<p>April 23-May 25, 2009</p>	<p>Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commission of Political Practices. (13-37-226 (4), MCA) [12 days before and 20 days after the school election]</p>
<p>April 25, 2009</p>	<p><b>Last day to notify election judges of appointment</b> (20-20-203, MCA) [not less than 10 days before election]</p>
<p>February 19 until noon May 4, 2009</p>	<p><b>Deadline for absentee requests.</b> Absentee ballots may be requested 75 days before the election but no later than noon the day before the election.  *If the voter has a health emergency between 5 p.m. the Friday before the election (May 1) and noon on the election day (May 5), an emergency request for an absentee ballot may be made by noon on May 5. (13-13-211, MCA)</p>
<p>May 4, 2009 (By 5 p.m.)</p>	<p><b>Absolute last day for write in candidates to file a declaration of intent</b> (13-10-211, MCA) A declaration of intent may be filed after the deadline and until 5 pm the day before the election only if a candidate for the office that the write in candidate is seeking: dies, withdraws from the election or is charged with a felony offense.</p>

May 4, 2009	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls. (20-20-313, MCA)
May 5, 2009	<b>Notify election judges of the names of write-in candidates</b>
May 5, 2009	<b>ELECTION DAY.</b> (20-20-105, MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13, and 20-20-203, 20-20-401, and 20-20-411, MCA)
April 23-May 25, 2009	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices. (13-37-226 (4), MCA) [12 days before and 20 days after the school election]
Following receipt of the tally sheets from all polls <b>AND By May 20, 2009</b> (Next regular or special board meeting following the election)	<b>Trustees canvass votes, issue certificates of election and publish results.</b> The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. (20-20-415 and 416, MCA) [within 15 days after the election]
Within 15 days after receipt of certificates of election. (20-20-416 MCA)	<b>Candidate completes and files oath of office</b> with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307, 20-1-202, 1-6-101, MCA)
May 16, 2009	<b>Deadline for trustees to hold organizational meeting</b> (20-3-321, MCA)[not later than the third Saturday in May]
June 1, 2009	<b>Deadline for trustees to request county election administrator to conduct school election for next year.</b> (20-20-417, MCA)
<b>Additional References:</b>	
<p>1-1-307. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.</p> <p>20-3-205. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of 20-3-307</p> <p>1-6-101. Every court, judge, clerk of any court, justice, notary public, and officer or person authorized to take testimony in any action or proceeding or to decide upon evidence has power to administer oaths or affirmations.</p> <p>( MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)</p>	

Distributed by:



**Linda McCulloch, Superintendent**

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**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

9

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 01/12/2009

**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.

- ❖ School Board Journal Magazine/"The Board" Pamphlets
- ❖ MHSA Annual Meeting
- ❖ Roundtable Schedule
- ❖ Eagle Booster Dinner and Raffle—Monday, January 19, 2009—6:00 p.m.—Eagles Club
- ❖ Adult Education Registration—Monday, January 19, 2009—12:00 p.m.—CMEC

**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						



MONTANA HIGH SCHOOL ASSOCIATION  
2009 ANNUAL MEETING

Monday, January 19, 2009  
Best Western GranTree Inn  
Bozeman, Montana

PROPOSALS

1. Proposal to Amend Eighth Grade Practice/Participation Rule ----- 1  
*Presented by: Hysham, Plevna, Lambert and Custer Public Schools*
2. Proposal to Amend Award Rule -----1-2  
*Presented by: West Yellowstone Public Schools*
3. Proposal to Delete Protest Language Specific to Football----- 2  
*Presented by: MHSA Executive Board*
4. Proposal to Amend Athletic Classification Language -----2-3  
*Presented by: Superior High School*
5. Proposal to Amend Golf Practice Round Language [Class B Only]----- 3  
*Presented by: Manhattan High School*
6. Proposal to Amend Track and Field Qualifiers [Class B Only]----- 4  
*Presented by: Roundup High School*



**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
<b>January 26, 2009</b>	<b>Highland Park Elementary</b>	<b>5:00-7:00 p.m.</b>	<b>Highland Park Elementary School</b>
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**

01/12/2009

**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:** 01/12/2009

**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**

01/12/2009

**Agenda Item No.**

11

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

**ITEM TITLE:** MINUTES

**Requested By:** Board of Trustees   **Prepared By:** Mike Waterman   **Date:** 01/12/2009

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the December 8, 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  
DECEMBER 8, 2008

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, December 8, 2008, at 7:00 p.m. in the Garfield Elementary School Gymnasium, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne, John Moffatt, Tara Taylor, Josie Krause, Brenda Adams, Cindy Rutherford, Scott Dubbs, Denise Nelson, DeeAnn Buehler, Beau Wright, Dick Brosseau, Steve Olson, Luke Brandon, Paula Drissell

OTHERS PRESENT: Fergus High School Golden Eagle Volleyball Team, Joe Zahler-KXLO/KLCM, Doreen Heintz-NEWS ARGUS, and other interested parties

TRUSTEES ABSENT: Mary Schelle

Cassie Byerly led the group in the Pledge of Allegiance.

PLEDGE

The Board recognized the Fergus High School Golden Eagle Volleyball Team and coaches for taking first at the state competition held in Bozeman.

RECOGNITION -  
FERGUS HIGH  
SCHOOL GOLDEN  
EAGLE  
VOLLEYBALL  
TEAM

The Fergus High School Freshman Academy Team updated the Board on the happenings and successes of the academy program.

PRESENTATION -  
FERGUS HIGH  
SCHOOL  
FRESHMAN  
ACADEMY TEAM

Superintendent Jason Butcher noted that it is necessary that the school district hire a part-time elementary librarian to meet accreditation standards. Members of the Board discussed the options which are available to be in compliance with the current standards.

DISCUSSION -  
ACCREDITATION  
ISSUE

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

REPORT -  
STUDENT  
REPRESENTATIVE

The Buildings and Grounds Committee will interview three engineering companies for the elementary heating, ventilating, and air conditioning upgrades. The Collective Gaining Committee recently met and is scheduled to get together again on Wednesday, December 10, 2008.

REPORT -  
COMMITTEES OF  
THE BOARD

Trustees that attended the Board tours held last week noted that they were a success.

CALENDAR ITEMS

The Board reviewed various activities which will be taking place during the month of December. Superintendent Butcher indicated that discussions are underway regarding full-time kindergarten. The process will begin with a presentation on January 12, 2009, and continue with community and staff discussion. A decision is to be made later this winter or early next spring. Copies of the Formal Superintendent Evaluation Form were also distributed to the members of the Board.

OTHER ITEMS

Beau Wright reviewed his proposal to take a study tour of Washington, D.C.

PUBLIC  
PARTICIPATION

Minutes of the Board Work/Study Session of November 24, 2008, were approved unanimously (Monger/Bristol). Minutes of the Regular Board Meeting of November 24, 2008, were approved unanimously (Jackson/Monger).

APPROVAL OF  
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through December 4, 2008, were approved unanimously (Monger/Jackson).

APPROVAL OF  
CLAIMS

A motion to approve consent group item 14 was approved unanimously (Granot/Bristol).

CONSENT GROUP  
ITEMS

14. Approve adding Donald Hazel and Kerry Vaughn to the Substitute Teachers/Assistants List.

APPROVE  
SUBSTITUTES

15. Approve the Personnel Report - see Exhibit A (Jackson/Monger - unanimous).

APPROVE  
PERSONNEL  
REPORT

16. Approve tabling the creation of a new school bus route which would serve special education preschool students until the next regular meeting (Monger/Jackson - unanimous).

APPROVE NEW  
SCHOOL BUS  
ROUTE

17. Approve alternate guidelines for the dropping off and picking up of students riding activity buses (Bristol/Jackson - unanimous).

APPROVE  
ALTERNATE  
GUIDELINES

18. Approve out-of-state travel to Washington, D.C. and the fund-raising necessary to help cover expenses for Beau Wright and students taking Advanced Placement Government at Fergus High School (Granot/Bristol - unanimous).

APPROVE  
OUT-OF-STATE  
TRAVEL AND  
FUND-RAISING

19. Approve an agreement with the City of Lewistown for use of recreation facilities and equipment (Cutler/Granot - unanimous).

APPROVE  
AGREEMENT WITH  
CITY OF  
LEWISTOWN

The meeting was adjourned at 8:50 p.m. The next regular meeting will be held on January 12, 2009, at 7:00 p.m. in the Lewis & Clark 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:** December 8, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>SCHAEFFER, Kathleen</b>	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.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

12

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees   **Prepared By:** Sherry Martin   **Date:** 01/12/2009

**SUMMARY:**

Approve claims paid through January 8, 2009, as approved by the Finance Committee.

Need to appoint a new Finance Committee for January-March 2009.

**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**

01/12/2009

**Agenda Item No.**

13 - 15

<u>Agenda Items</u>	<u>Additional Information</u>
<p>13. Approve Substitute(s)</p> <p>14. Approve Lewistown Junior High School Activity Fund Report for November 2008</p> <p>15. Approve Fergus High School Activity Fund Report for November 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**

01/12/2009

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE SUBSTITUTE(S)

**Requested By:** Board of Trustees    **Prepared By:** Sandi Chamberlain    **Date:** 01/12/2009

**SUMMARY:**

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

Substitute Teacher List:

Sandra Lambert	B.S. Elementary Curriculum
Darcy McLendon	B.S. Home Economics/Child Development
Lisa Rau	Early Childhood Development

**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**

01/12/2009

**Agenda Item No.**

14

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

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

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers    **Date:** 01/12/2009

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for November 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: 11/01/2008  
To : 11/30/2008

General Ledger Report

From Account: 1  
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1452.39	-5.70	0.00	0.00	1446.69	0.00	1446.69
000105 Builder's Club	97.67	-5.70	0.00	0.00	91.97	0.00	91.97
000115 Cheerleaders	2536.53	1070.30	-2343.85	0.00	1262.98	0.00	1262.98
000120 Consumer Tech	865.11	-5.70	0.00	0.00	859.41	0.00	859.41
000125 FACS	81.10	-5.70	0.00	0.00	75.40	0.00	75.40
000130 BC,SC Store	2125.73	193.76	-918.98	0.00	1400.51	0.00	1400.51
000135 Music	103.16	-5.70	0.00	0.00	97.46	0.00	97.46
000140 Photo Club	2386.45	275.60	-95.21	0.00	2566.84	0.00	2566.84
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	995.74	-5.71	-11.51	0.00	978.52	0.00	978.52
000155 Ski Club	283.08	-5.71	-60.60	0.00	216.77	0.00	216.77
000160 Student Council	1575.79	117.44	0.00	0.00	1693.23	0.00	1693.23
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	108.03	-5.70	0.00	0.00	102.33	0.00	102.33
000190 COMPUTER SERV LEARNING	132.51	-5.70	0.00	0.00	126.81	0.00	126.81
Group Total	12743.29	1605.78	-3430.15	0.00	10918.92	0.00	10918.92
Grand Total	12743.29	1605.78	-3430.15	0.00	10918.92	0.00	10918.92

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**

01/12/2009

**Agenda Item No.**

15

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

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

**Requested By:** Board of Trustees    **Prepared By:** Robin Moline    **Date:** 01/12/2009

**SUMMARY:**

The Board of Trustees needs to approve the Fergus High School Activity Fund report for November 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: 11/03/2008  
To : 11/30/2008

## 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	3355.46	1170.38	-258.97	0.00	4266.87	0.00	4266.87
000006 A.P. TESTS	1461.72	0.00	-285.00	0.00	1176.72	0.00	1176.72
000008 BAND	3417.31	645.00	-333.00	0.00	3729.31	0.00	3729.31
000009 EASTERN MT JAZZ	0.00	0.00	0.00	350.00	350.00	0.00	350.00
000010 BPA	340.87	0.00	-133.00	0.00	207.87	0.00	207.87
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	2734.55	0.00	-40.00	0.00	2694.55	0.00	2694.55
000018 NHS - CLAWS	634.06	0.00	-18.95	0.00	615.11	0.00	615.11
000020 CONCESSIONS	2411.06	901.70	-1469.45	-125.00	1718.31	0.00	1718.31
000021 EAGLE RENAISSANCE	2169.43	730.00	-90.00	0.00	2809.43	0.00	2809.43
000022 EAGLETTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000024 F CLUB	2581.32	0.00	-35.00	0.00	2546.32	0.00	2546.32
000026 FERGUS NEWSPAPER	1042.25	0.00	-650.00	0.00	392.25	0.00	392.25
000028 FFA	19633.36	0.00	-1189.87	0.00	18443.49	0.00	18443.49
000030 FCCLA	2347.52	50.00	-1346.03	0.00	1051.49	0.00	1051.49
000032 FINANCIAL ADMINISTR.	1545.08	68.37	-152.00	0.00	1461.45	0.00	1461.45
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	426.38	10.00	0.00	0.00	436.38	0.00	436.38
000036 VICA	921.44	48.50	-201.00	0.00	768.94	0.00	768.94
000038 KEY CLUB	1386.21	75.00	-819.00	125.00	767.21	0.00	767.21
000039 PARKING FINES	1366.95	32.00	-127.50	0.00	1271.45	0.00	1271.45
000040 PEP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000042 SCIENCE CLUB	13754.51	0.00	0.00	0.00	13754.51	0.00	13754.51
000047 SKI CLUB	1162.33	0.00	-60.60	0.00	1101.73	0.00	1101.73
000048 STUDENT ACT. TICKETS	6850.00	80.00	0.00	0.00	6930.00	0.00	6930.00
000050 STUDENT COUNCIL	4094.38	1025.00	-3768.49	0.00	1350.89	0.00	1350.89
000052 THESPIANS	2379.37	0.00	0.00	0.00	2379.37	0.00	2379.37
000055 TOURNAMENTS	1622.65	0.00	0.00	-350.00	1272.65	0.00	1272.65
000057 TROPHY	3634.15	0.00	0.00	0.00	3634.15	0.00	3634.15
000065 VOCAL MUSIC	1308.88	4800.00	0.00	0.00	6108.88	0.00	6108.88
000066 DISTRICT 8 MUSIC	1598.50	692.00	-500.00	0.00	1790.50	0.00	1790.50
000070 WEIGHT CLUB	4764.01	305.00	-784.98	0.00	4284.03	0.00	4284.03
000107 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 CLASS OF 2008	77.30	0.00	0.00	0.00	77.30	0.00	77.30
000109 CLASS OF 2009	2744.90	0.00	0.00	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: 11/03/2008  
 To : 11/30/2008

## 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	-6.00	0.00	0.00	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	113.30	0.00	0.00	0.00	113.30	0.00	113.30
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Group Total</b>	<b>93816.09</b>	<b>10632.95</b>	<b>-12262.84</b>	<b>0.00</b>	<b>92186.20</b>	<b>0.00</b>	<b>92186.20</b>
<b>Grand Total</b>	<b>93816.09</b>	<b>10632.95</b>	<b>-12262.84</b>	<b>0.00</b>	<b>92186.20</b>	<b>0.00</b>	<b>92186.20</b>

From: 11/03/2008  
To : 11/30/2008

## 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	69485.87	10632.95	-12262.84	-475.00	67380.98	0.00	67380.98
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	230.00	0.00	0.00	-25.00	205.00	0.00	205.00
000997 TRAVEL ACCOUNT	1701.36	0.00	0.00	500.00	2201.36	0.00	2201.36
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	99991.86	10632.95	-12262.84	0.00	98361.97	0.00	98361.97
Grand Total	99991.86	10632.95	-12262.84	0.00	98361.97	0.00	98361.97

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: 11/03/2008

Checking Account

To : 11/30/2008

CHECK ACCOUNT

Ending Balance on statement dated 11/30/2008 ->		73109.56
Add: Outstanding Deposits (Bank Deposits) -> +		0.00
Less: Outstanding Checks -> -		5728.58
		-----
Cash Balance as of 11/30/2008 ->		67380.98

Cash Balance for CHECK ACCOUNT as of 11/03/2008 ->		69485.87
Add: Total Deposits (Bank Deposits) -> +		10677.95
Less: Total Checks and Withdrawls -> -		12782.84
		-----
Cash Balance as of 11/30/2008 ->		67380.98

#### 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	69485.87	10632.95	12262.84	-475.00	67380.98
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	230.00	0.00	0.00	-25.00	205.00
000997 TRAVEL ACCOUNT	1701.36	0.00	0.00	500.00	2201.36
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>	99991.86	10632.95	12262.84	0.00	98361.97

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**

01/12/2009

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 01/12/2009

**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:** January 12, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>TAYLOR, Tara</b>	Head Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule—(.065)	January 12, 2009	See attached memo.
<b>BASS, Michelle</b>	First Assistant Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule—(.057)	January 12, 2009	See attached memo.
<b>PETERSEN, Patti</b>	Assistant Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule—(.050)	January 12, 2009	See attached memo.
<b>BOETTGER, Brinna BYERLY, Cassi FELLER, Tori MONGER, Kate SONGER, Shandy</b>	Volunteer Volleyball Coaches	Lewistown Junior High School	Approve appointment on a volunteer basis	January 12, 2009	See attached memo.
<b>MCLENDON, Darcy</b>	Resource Paraprofessional	Highland Park Elementary	Approve appointment on schedule—AIDE II Step 1+ Para for up to 5 hours per day for the remainder of the school year	January 12, 2009	See attached memo. Darcy has worked as an aide for the District in the past.

**January 7, 2009**

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

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

**RE: Junior High Volleyball Coaches**

**Please recommend to the Board of Trustees the following names for Junior High Volleyball Coaches for the 08-09 Season.**

**Athletic Coach:**

**Head LJH VB Coach:  
(Salary index - .065)**

**Tara Taylor**

**First Assistant LJH VB:  
(Salary index - .057)**

**Michelle Bass**

**Assistant LJH VB:  
(Salary index - .050)**

**Patti Petersen**

**Volunteer LJH VB:**

**Brinna Boettger  
Cassie Byerly  
Tori Feller  
Kate Monger  
Shandy Songer**

**Thanks!!**

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# 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

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DT: January 8, 2009

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

FR: Dale Lambert

RE: Aide Position

Because of the instructional demands at Highland Park I would like to recommend the hiring of one additional aide:

Darcy McLendon –

Resource Room Aide

AIDE II Step 1 + Para

Up to 5 hours/day

Budget #: 101.30.280.1000.117.111

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

17

- 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:** 01/12/2009

**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. The Transportation Department's records indicate that Monday through Thursday each week, Route #11 travels fourteen (14) miles per day and on each Friday, twenty-six and a half (26½) miles, transporting strictly Lewistown Public Schools pre-school students. This is eighty-two and a half (82½) miles each week transporting pre-school students that is not Head Start mileage.

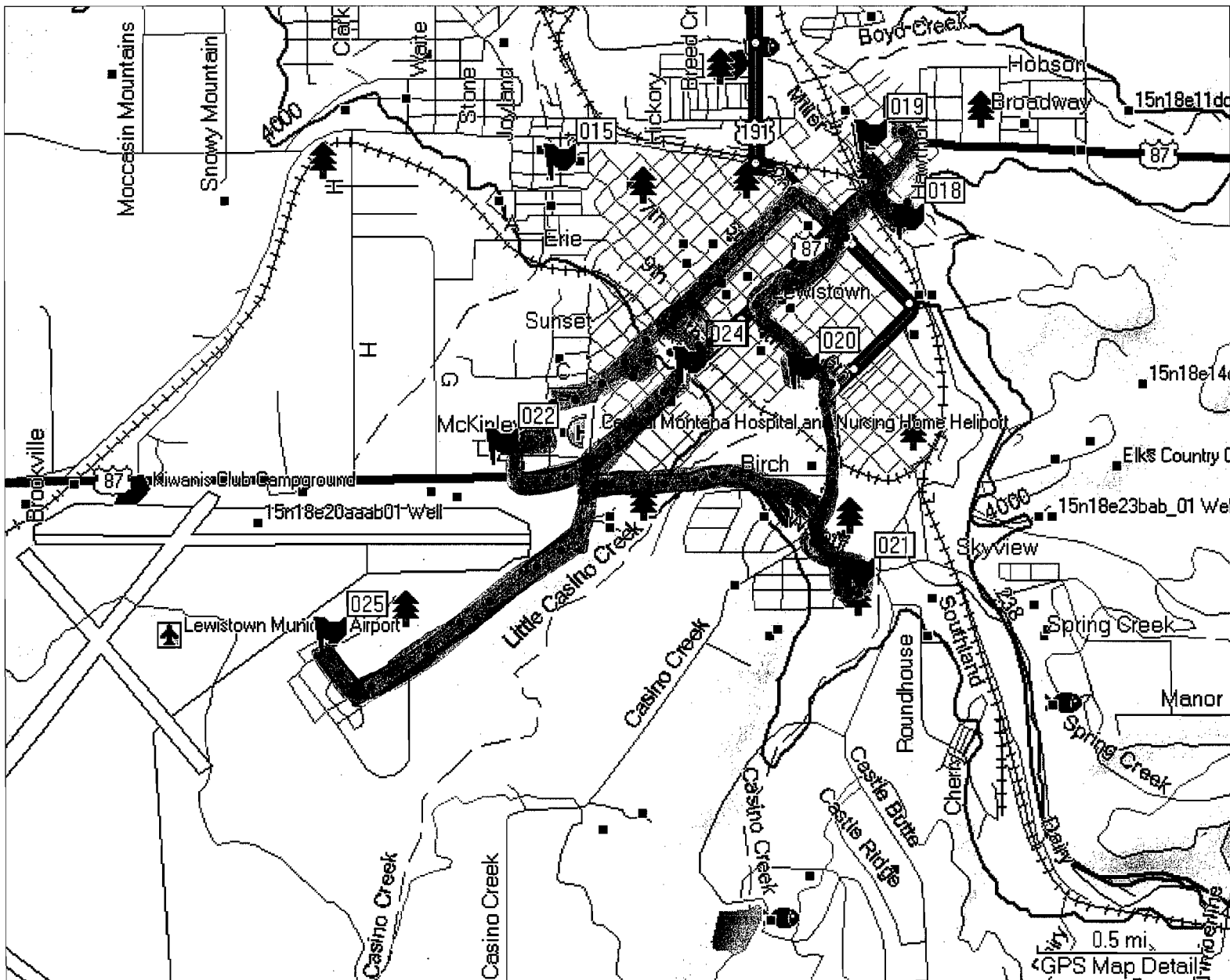
However, the Head Start portion of the route does not run on Fridays, but the preschool portion of that route does. Since our Head Start contract does not pay for the Friday route, the District's Transportation Committee recommends we obtain state and county reimbursement for that portion of the route.

**SUGGESTED ACTION:** Approve Addition of Bus Route #11

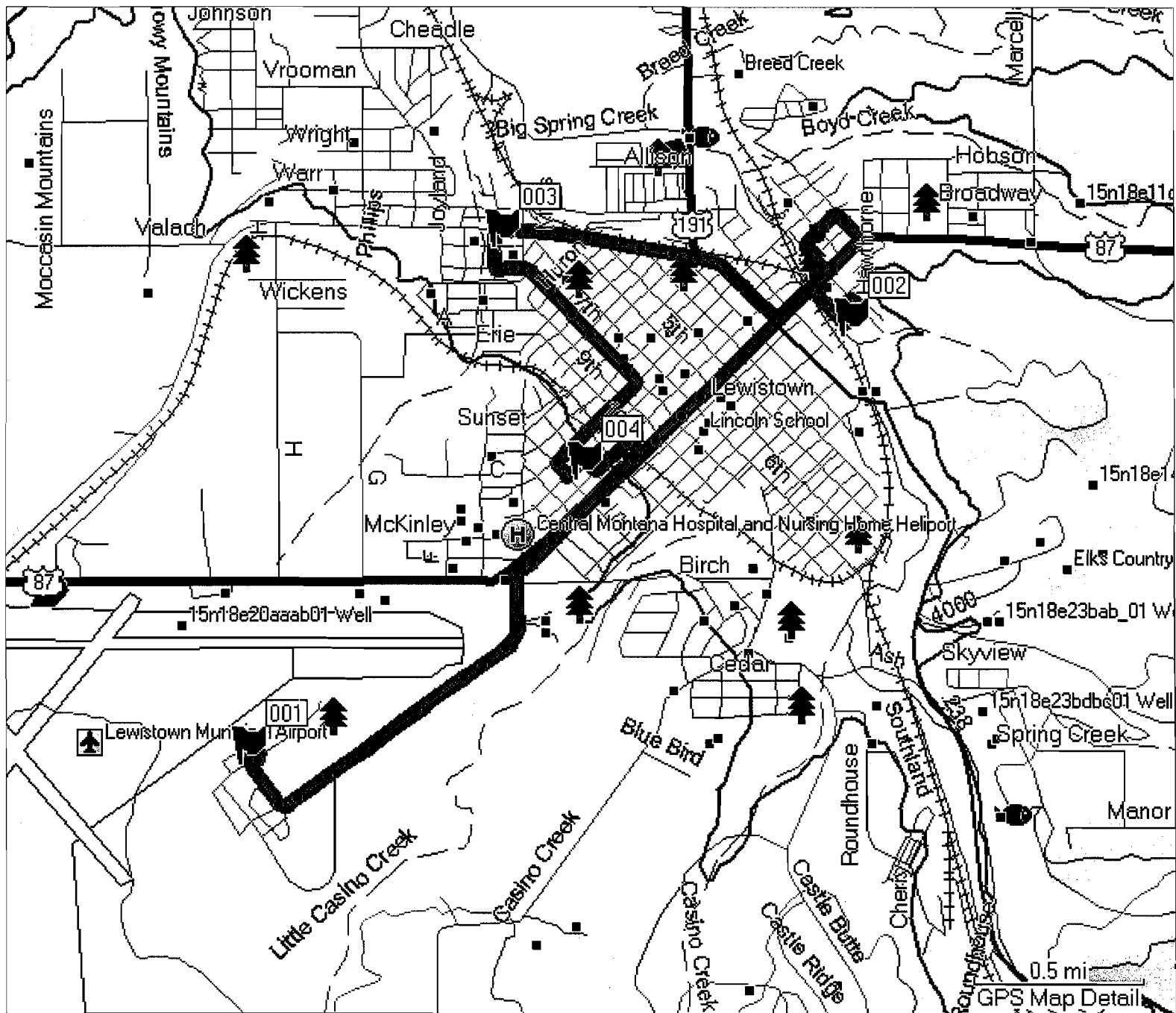
**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

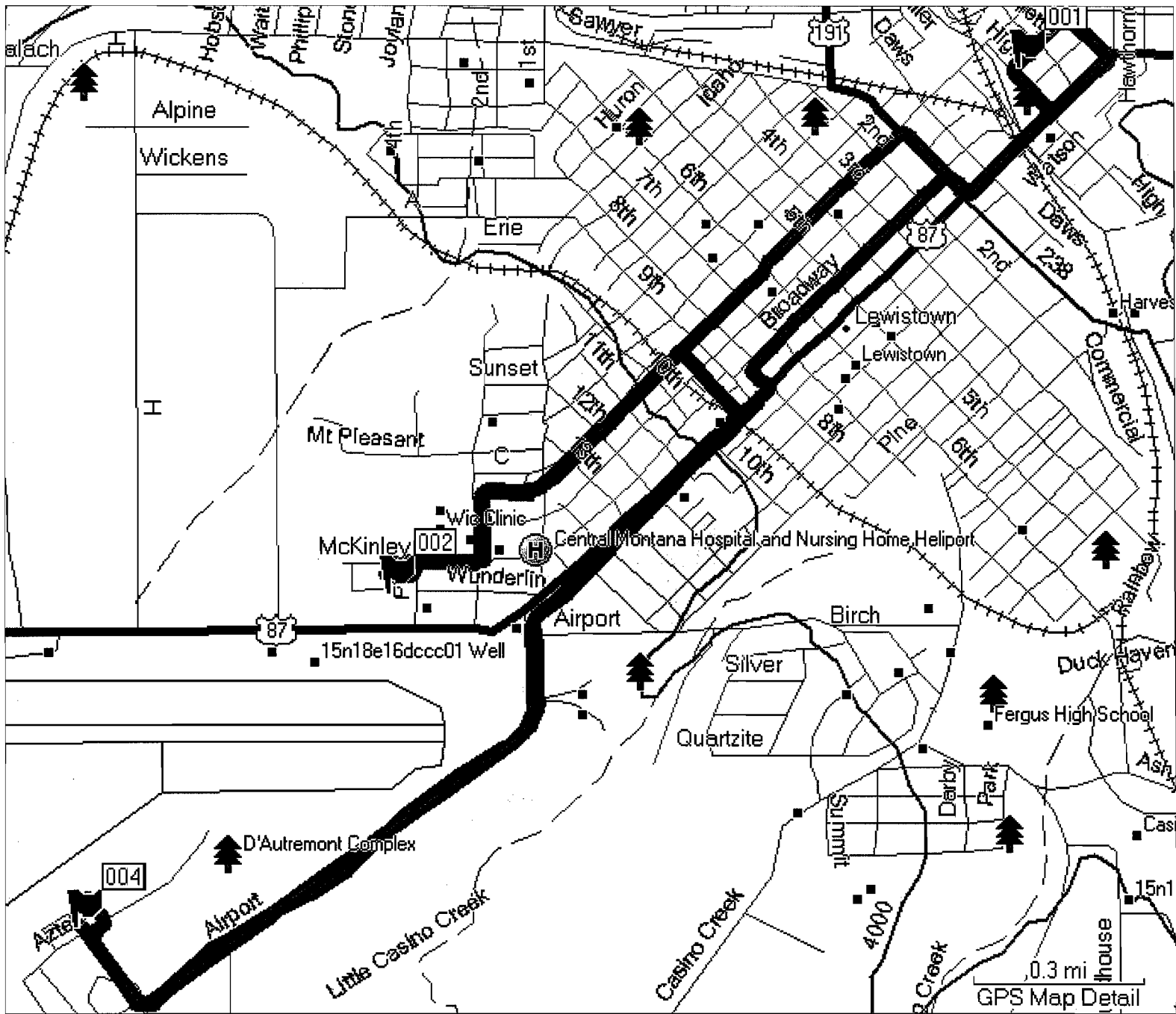


Rae school AM - 10.99  
 Friday -



Preschool Noun 7.85





Pre school pm 7.6 miles

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE SELECTION OF ENGINEERING COMPANY FOR HVAC UPGRADE

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 01/12/2009

**SUMMARY:**

Before the holiday break, the Buildings and Grounds Committee interviewed three engineering firms to lead the HVAC upgrades at our elementary buildings. All three companies interviewed very well and we believe that any of them could have completed the project successfully. However, the committee ultimately decided to recommend Design 3 Engineering for this project. Our District has used their services in the past, so we know they are familiar with our facilities and processes. We have been impressed with their work and expertise and look forward to working with them again on this project.

The Board of Trustees needs to approve Design 3 Engineering as the firm to complete the HVAC upgrades at the elementary buildings.

**SUGGESTED ACTION:** Approve Design 3 Engineering as the firm to complete the HVAC upgrades

**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**

01/12/2009

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE REISSUING OF LOST PAYROLL WARRANT

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 01/12/2009

**SUMMARY:**

The Board of Trustees needs to approve the reissuing of lost Payroll Fund Warrant #20849 dated November 28, 2008, in the amount of \$19.83, payable to Deborah S. Parsons, Lewistown, Montana.

**SUGGESTED ACTION:** Approve Reissuing of Lost Payroll Fund Warrant

**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  
School District Number One

215 7<sup>th</sup> Avenue South  
Phone: 406-538-8777

Lewistown, Montana 59457  
.....Fax: 406-538-7292

INDEMNITY BOND ON LOST WARRANT

KNOW ALL MEN BY THESE PRESENTS, THAT I

(Payee) Deborah S. Parsons of Lewistown, Montana as PRINCIPAL, AND  
(Name) \_\_\_\_\_ of \_\_\_\_\_, AND  
(Name) \_\_\_\_\_ of \_\_\_\_\_ as SURETIES are  
held and firmly bound unto Fergus County, Montana, in the sum of \$ 39.66 Lawful money of the  
(Double amount of lost warrant)  
United States of America, to be paid to the Treasurer of Fergus County, Montana for which payment well and truly to  
be made we bind ourselves, our heirs, executors and administrators jointly and severally firmly by these presents.

SIGNED AND DATED this 9th day of December 20 08. WHEREAS, on the  
28th day of November 20 08, an Elementary Warrant was issued by the duly  
(HIGH SCHOOL OR ELEMENTARY)  
authorized officers of School District No. One of Fergus County, Montana, being a Payroll  
Fund Warrant No. 20849 payable to Deborah S. Parsons for  
the sum of \$ 19.83, and WHEREAS said Elementary Warrant has been lost and  
(HIGH SCHOOL OR ELEMENTARY)  
said Deborah S. Parsons is desirous of having a duplicate warrant issued for the said  
sum of \$ 19.83. NOW THEREFORE, the condition of this obligation is such that if the said sureties,

Deborah S. Parsons and \_\_\_\_\_  
their heirs, executors and administrators, or either of them shall well and truly indemnify and save harmless  
School District No. One, of Fergus County, Montana, from all loss, costs, or damage by reason of the issuance of a  
duplicate warrant for the sum of \$ 19.83 then the above obligation to be void, otherwise to  
remain in full force and effect.

PRINCIPAL X \_\_\_\_\_  
SURETY \_\_\_\_\_  
SURETY \_\_\_\_\_

STATE OF Montana )  
: ss.  
COUNTY OF Fergus )  
Deborah S. Parsons and \_\_\_\_\_

whose names are subscribed as the sureties to the above undertaking, being severally duly sworn, each for himself,  
says: That he is responsible and is a free-holder within the State of Montana; that he is worth  
the sum in the said undertaking specified as the penalty over and above all his just debts and liabilities, exclusive of  
property exempt from execution.

SUBSCRIBED AND SWORN To before me this 10<sup>th</sup> day of December 20 08

Notary Public for the State of Montana  
Residing at Lewistown  
My commission expires 9-29-2011

(NOTARIAL SEAL)

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE FIRST READING—POLICY #7008—ADMISSION OF NON-RESIDENT STUDENTS

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 01/12/2009

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #7008—Admission of Non-Resident Students.

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

**SUGGESTED ACTION:** Approve First Reading—Policy #7008—Admission of Non-Resident Students

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

# FIRST READING

**Lewistown School District**

**FINANCIAL MANAGEMENT**

7008

## Admission of Non-Resident Students

Whenever a nonresident student is to be enrolled in the District, either by choice or by placement, an attendance agreement must be filed with the Board. Terms of the agreement must include tuition rate, the party responsible for paying tuition and the schedule of payment, transportation charges, if any, and the party responsible for paying transportation costs.

Tuition will be charged to districts and the State of Montana when either entity is responsible for placing a non-resident student in the Lewistown Public Schools. The district will waive the tuition for all non-resident students whose tuition is required to be paid by a parent or guardian.

The district's tuition rate will be the maximum allowable under 20-5-323, MCA. In accordance with state law, the Board of Trustees of School District #1 may charge a proportionate cost of the educational or specialized services needed for any non-resident student with disabilities, or who requires a program with costs that exceed the average District costs.

### Policy History:

Adopted on: April 11, 1994

Readopted on: September 13, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

21

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

**ITEM TITLE:** APPROVE PUBLICATION AGREEMENT WITH JOSTENS FOR THE FHS 2010 YEARBOOK

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 01/12/2009

**SUMMARY:**

The Board of Trustees needs to approve the Publication Agreement with Jostens for the Fergus High School 2010 Yearbook.

**SUGGESTED ACTION:** Approve Publication Agreement with Jostens for the FHS 2010 Yearbook

**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						

# JOSTENS Publication Agreement 2010

State College, PA • Clarksville, TN • Topeka, KS • Visalia, CA • Winston-Salem, NC

JOB NUMBER

04165



CUSTOMER By signing below, Customer accepts Terms of Publication Agreement Renewal as stated on reverse side.

Fergus High School

STREET ADDRESS (Physical 911 Address and No P.O. Boxes)

201 Casino Creek Dr.

CITY Lewistown

STATE/PROVINCE	SC	ZIP/POSTAL
MT		59457

PHONE 406-535-2321

CONTACT PERSON Fawna Kuntzelman

EMAIL ADDRESS OF CONTACT PERSON - PRINT LEGIBLY

FKuntzelman@Lewistown.k12.mt.us

TERM AGREEMENT

2010  2011  2012  2013  2014

By signing below, Customer authorizes Jostens to begin organization and planning of the publication described below and for the effective Term of the Agreement. Jostens will provide the necessary tools and materials to plan and produce the yearbook.

In the event that the customer changes the number of pages, number of copies, or the cover changes, the price per copy, additional charges, and total purchase price are subject to change according to the published price list. You will receive an invoice when the publication is completed. Payment should be made within ten days after the invoice is received. Please allow five to eight days for shipping of the books.

CUSTOMER'S AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CUSTOMER'S AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

JOSTENS AUTHORIZED INDEPENDENT REPRESENTATIVE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

JOSTENS REP NAME (print) \_\_\_\_\_ SALES # \_\_\_\_\_

Rob Efinger 12/9/08 5292

PROGRAM Reflections Gold

CREATION METHOD YT \_\_\_ YTO  Conv \_\_\_

COPY SCHEDULE Multiples

SHIP DATE 8/16/10

TRIM SIZE 8 1/2 x 11

COPIES 200

PAGES 128

BINDING Saddle Stitch or Sewn

COVER Custom Litho

PAPER 80# Gloss

PROOFS VANTAGE NETLINE (SELF PROOFS ON WEB FOR YTO) N/A

SCHOOL TYPE Public, Private, Parochial

TYPE ORDER HS, Jr Hi, Middle, Elem

SHIP KIT TO (if different than above address)

COMPUTER MAC \_\_\_ WINDOWS

PAGEMAKER \_\_\_ QUARK \_\_\_ INDESIGN \_\_\_ N/A

SOFTWARE VERSION

PANEL FLOW

NETLINE PAGES SUBMISSION YES \_\_\_ NO \_\_\_

MX/REFLECTIONS COLOR YES  NO \_\_\_

JDS YES \_\_\_ NO

CUSTOMER COPY

SHIP KIT (DEFAULT IS SEPTEMBER) (ALLOW 2 WEEKS FOR PROCESSING.)

MAY or JUNE or AUGUST or SEPTEMBER M

ADDITIONAL SPECIFICATIONS

DVD Included

World Book Included

Autograph Section Included

Custom Litho Cover Included

Full color Pages Included

Base Price \$ 9552.00  
47.76/Book



Once this order has been entered into by Jostens (hereinafter the "Company"), this Agreement becomes a binding contract between the Company and the Customer named on the front of this Agreement. Any changes to this Agreement must be approved by both parties and be in writing; provided, that the Customer may change the publication specifications, which may result in changes to the purchase price and order delivery.

The Company will provide the Customer with materials and instructions for submitting publication specifications and other related information to the Company. The Customer agrees to submit such information, including all materials, in a timely manner and in accordance with the Company's instructions and specifications.

**MATERIALS; INDEMNIFICATION; LICENSE:** The Customer is responsible for all materials furnished to Company for incorporation in the publication or other product provided hereunder. "Materials" as used herein shall include, without limitation, content, titles, photographs, videos, designs, drawings, images, artwork, songs, lyrics, recordings or other such materials. The Company reserves the right to refuse to print, reproduce or duplicate material submitted by the Customer for any reason including material which may reasonably be believed to violate patent, trademark, copyright, license or other proprietary rights or be pornographic or offensive. The Customer agrees to indemnify and hold Company harmless to the fullest extent permitted by law from any and all damages of every kind and character (including reasonable attorneys fees) arising out of claims, defenses, demands, actions or proceedings that may be asserted or brought against the Company by parents, students or any third party on the grounds that the publication or other product provided hereunder causes injury to persons or property, violates a trademark, copyright, license or other proprietary right or interest or that it contains material giving rise to an action for defamation, negligence, intentional infliction of emotional distress, invades a person's right to privacy. The Customer represents and warrants to the Company that the Customer has the unconditional and unfettered right to print, reproduce and/or duplicate all of the materials and the Company is hereby authorized to reproduce for and on behalf of the undersigned all of the materials provided hereunder, and that all appropriate licenses have been obtained where applicable. The Customer further warrants that the materials comply with all state and federal laws, do not infringe on any trademark, servicemark, copyright or any other proprietary right, or any license relating thereto, do not contain any libelous or otherwise actionable statement, nor otherwise violate the rights of or cause damage or injury to any person.

The Company shall have the right and license to use, reprint, reproduce or duplicate the Customer's cover design and production materials (including but not limited to photographs and page layouts) in any manner or form (in whole or in part) including but not limited to any commercial activity for legitimate business purposes including Company sales, marketing (including Web Sites), promotional literature, samples and other products without additional consideration to, or obtaining additional consent from, parents, students, Customer or any third parties. Further, the Company shall have the right and license to reproduce all or part of the Customer's yearbook (in whole or in part, as is or in a different form or medium) at any time in the future and offer it for sale, all without further compensation to, or obtaining additional consent from parents, students, Customer or third parties. Customer shall take such steps to assure such rights to the Company, including any necessary licenses.

The Customer understands and agrees that all dies, including those for which a charge has been made, remain the property of the Company. This provision shall survive the termination or expiration of this Agreement.

**ADDITIONAL SERVICES CHARGES:** Company will charge for Company artwork, corrective work or customer copy, customer alterations and non-standard composition, which may result in changes to the purchase price.

**LICENSE OF COMPUTER SOFTWARE:** In the event the Customer desires to use the Company's Computer Software (as defined herein), the following additional terms and conditions shall apply:

**Grant of License** - In connection with yearbook publication and in consideration of payment of the required license fee, the Company licenses the Customer to use YearTech® and/or YearTech Online® software and related materials and updates (collectively, the "Computer Software") whether through a desktop program or the internet, solely for the limited purpose of producing its yearbook with the Company and for no other purpose. The Customer acknowledges and agrees that the Computer Software and all other materials supplied by the Company are proprietary in nature and owned by the Company, and the Customer agrees not to duplicate, reverse engineer, distribute or provide the Computer Software to any competitor of the Company or to any other third party. Customer is strictly prohibited from providing production materials created with the Computer Software to a third party for printing, reproduction or any other purpose. Upon termination or expiration of the relationship between the Customer and the Company, the Customer will promptly return all Computer Software to the Company. Certain products of Adobe Corporation are required for use of the Computer Software, and the Customer acknowledges that the Company has no responsibility for training or other support for these products.

**Computer Software Guidelines** - The Customer agrees to follow all guidelines as documented in user's guides or on the internet and specific stipulations as outlined in this Publication Agreement. Pages that do not conform to the current guidelines for the Computer Software do not qualify for inclusion in the Company's YearTech® and/or YearTech Online® programs. In addition, if the Customer deviates from the current guidelines for the Computer Software, it may result in one or more of the following: extra charges, missed or delayed deadlines, delayed shipment of the yearbook, and/or rejection of the page. Whenever possible, additional costs will be communicated to the Customer before they are incurred and the Customer will have the option to recall the page, which may affect normal deadline and/or book shipment costs.

**JOSTENS DIRECT SOLUTIONS:** If the Customer elects to participate in the Jostens Direct Solutions ("JDS") Program, the Customer acknowledges and agrees that the Company or other third parties will act on behalf of the Customer to bill students for yearbooks and collect payment from them. Where appropriate, the Company will charge yearbook purchasers applicable sales taxes and transfer collected taxes to the

taxing authority on behalf of the Customer. The Customer acknowledges it has been given materials explaining the JDS Program and understands the JDS Program, and the billing process under that program.

**SHIPMENT** will be made according to terms of the Deadline Schedule established between the parties, provided that the Customer sends all materials conforming to specifications and on time according to the Schedule. The Customer acknowledges that additional charges may apply for late or non-conforming submissions. Title to and risk of loss for all shipments is F.O.B. the production plant. Due to the printing process involved, there may be a limited number of copies of the yearbook produced in excess of the Customer's order. The Company may ship the excess yearbooks to Customer. The Customer may keep such overages or return them to the Company for credit. Customer will be responsible for the cost of the excess copies retained by it at the rates set forth in the pricing.

**DVD SUPPLEMENT:** If the Customer elects to configure and construct a DVD yearbook supplement (the "DVD Supplement") to merchandise and sell to students, the Customer agrees to timely submit all necessary materials, including video and images, to the Company (or the Company's designated third party vendor(s)) for compilation, replication and labeling. The finished product(s) will be delivered by the Company (or its designated vendor) directly to the Customer after Company's receipt of Customer's final and complete submission of materials and within the time frame agreed upon by the parties. The minimum order from the Customer shall be not less than 100 copies of the DVD Supplement. All terms and conditions of this Agreement apply to the DVD Supplement.

**THE COMPANY** shall not be liable for delays or losses caused by strikes, accidents, government restrictions, acts of God or other causes beyond its reasonable control, and such delays shall not constitute a breach of contract.

The Company will perform the work in a good and workmanlike manner. EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE COMPANY MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES AND DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BECAUSE SOFTWARE IS INHERENTLY COMPLEX AND MAY NOT BE COMPLETELY FREE OF ERRORS, YOU ARE ADVISED TO VERIFY YOUR WORK. IN NO EVENT WILL THE COMPANY BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, HOWEVER FORESEEABLE, ARISING OUT OF THIS AGREEMENT, THE WORK PERFORMED HEREUNDER, THE SERVICES PROVIDED OR THE PRODUCTS PRODUCED HEREUNDER. THE LIABILITY OF THE COMPANY, IF ANY, FOR CLAIMS RELATING TO ANY DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT PRODUCED HEREUNDER SHALL BE LIMITED TO THE ACTUAL FEE PAYABLE TO THE COMPANY FOR THE DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT HEREUNDER. THE COMPANY SHALL NOT BE LIABLE FOR TYPOGRAPHICAL ERRORS, MISSPELLINGS OR OTHER DEVIATIONS OR ERRORS.

This Agreement represents the entire agreement between the parties, in the event that after the date hereof Customer submits purchase orders or other written instructions that contain any terms or conditions, such terms and conditions shall be of no force and effect. This Agreement may not be amended except in a written document signed by both parties. The parties are independent contractors; nothing herein contained shall in any way constitute a partnership between, or joint venture by, any of the parties hereto.

**THE PERSON** signing this Agreement represents that he/she has the authority to execute this Agreement on behalf of the Customer. The Customer understands that this is a binding Agreement between the parties hereto and represents that it has all necessary power and authority to execute this Agreement.

**PAYMENT TERMS:** The Customer agrees to pay a 40% deposit November 1<sup>st</sup> (December 1<sup>st</sup> for CY Customers) and an additional 40% deposit March 1<sup>st</sup> (April 1<sup>st</sup> for CY Customers) that will bring the total deposit up to 80% of the base price. The Company may waive these deposit requirements for Customers participating in Jostens Memory Express and the JDS Program.

The Customer will receive a final invoice when the publication is completed. Final payment is due within (10) days after the final invoice is received. A service charge of 1.5% a month on the unpaid balance (18% annual percentage rate) or the maximum allowed by local law, will be assessed for late payment.

Should it be necessary for the Company to institute collection procedures against the Customer, the Company shall be entitled to recover its reasonable attorneys' fees and costs from the Customer.

Applicable sales taxes will be charged unless evidence of tax exemption is furnished prior to invoicing. A number of states do not exempt schools from the requirement to collect sales tax on sales. It is the Customer's responsibility to collect and remit sales tax on its distribution or resale of yearbooks based on sales tax regulations in its state, including the tax on any yearbook sales the Customer directs Jostens to collect on-line (other than through the JDS Program as described above or direct sales between the Company and any third party in which the Customer is not otherwise a party thereto).

All payments and checks are to be made directly to Jostens, 21336 Networks Place, Chicago, IL 60673-1213.

Contracts are mailed to Jostens Marketing Services, P.O. Box 1903, Topeka, KS 66601.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

22

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

**ITEM TITLE:** APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL SURPLUS PROPERTY

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 01/12/2009

**SUMMARY:**

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell the surplus property as stated on the attached notice.

**SUGGESTED ACTION:** Approve Notice of Resolution of Intent to Sell Surplus Property

**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						

NOTICE OF RESOLUTION OF INTENT TO SELL

WHEREAS, High School District Number One, Fergus County, Montana, hosts a Construction Academy, the purpose of which is to teach construction skills to students and adults;

WHEREAS, certain property built by the Construction Academy and owned by the School District has been determined by the Board of Trustees of said School District to be unsuitable for school purposes being described as follows:

- One modular home that is approximately 1400 square feet and completed to city inspection standards. The property described does not include any land.

WHEREAS, the School District has received an offer to purchase the home for \$132,000.00;

WHEREAS, the proceeds will be used to perpetuate the School District's Construction Academy program;

THEREFORE BE IT RESOLVED that the Trustees of said School District authorize the sale and disposal of the above listed property.

BE IT FURTHER RESOLVED that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

DONE at Lewistown, Montana, this 12th day of January, 2009.

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DAVE BYERLY, CHAIRMAN  
BOARD OF TRUSTEES  
HIGH SCHOOL DISTRICT NUMBER ONE

ATTEST:

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MIKE WATERMAN  
BUSINESS MANAGER/CLERK  
HIGH SCHOOL DISTRICT NUMBER ONE

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2009

**Agenda Item No.**

23

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

**ITEM TITLE:** EXECUTIVE SESSION—SUPERINTENDENT'S EVALUATION

**Requested By:** Board of Trustees   
**Prepared By:** Superintendent   
**Date:** 01/12/2009

**SUMMARY:**

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation.

**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						

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