

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Highland Park Elementary—Gymnasium  
1312 7<sup>th</sup> Avenue North  
Lewistown MT 59457

**Monday, January 26, 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. Discussion—Strategic Planning
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

7. Report—Election Update
8. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

10. Minutes of the January 12, 2009, Regular Board Meeting
11. Minutes of the January 21, 2008, Board Work/Study Session

**APPROVAL OF CLAIMS**

12. Claims

**CONSENT GROUP ITEMS**

13. Approve Substitute(s)
14. Approve 2009-2010 School Calendar
15. Approve Lewistown Junior High School Activity Fund Report for December 2008

**INDIVIDUAL ITEMS**

16. Approve Personnel
17. Approve Extended of Leave of Absence
18. Second Reading—Policy #7008—Admission of Non-Resident Students

**EXECUTIVE SESSION**

19. Personnel Matter

**ACTION ITEM**

**INDIVIDUAL ITEM**

20. Action on Personnel Matter

**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**

01/26/2009

**Agenda Item No.**

3

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

**ITEM TITLE:** DISCUSSION—STRATEGIC PLANNING

**Requested By:** Board of Trustees    **Prepared By:** Trustees    **Date:** 01/26/2009

**SUMMARY:**

The Board of Trustees needs to discuss the results of the strategic planning sessions and develop a Mission Statement and Values and Beliefs Statement for the Lewistown Public Schools.

Once the rough draft of these statements is completed, this information will be presented to the staff for their input.

**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**

01/26/2009

**Agenda Item No.**

4

- 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:** 01/26/2009

**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**

01/26/2009

**Agenda Item No.**

5

- 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:** 01/26/2009

**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**

01/26/2009

**Agenda Item No.**

6

- 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:** 01/26/2009

**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**

01/26/2009

**Agenda Item No.**

7

- 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:** 01/26/2009

**SUMMARY:**

Mike Waterman, Business Manager/District 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**

01/26/2009

**Agenda Item No.**

8

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 01/26/2009

**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.

- ❖ Elementary Library Media Specialist
- ❖ Full-Time Kindergarten Update
- ❖ Northwest Association of Accredited Schools
- ❖ MHSA Annual Meeting Update
- ❖ Roundtable Schedule
- ❖ Early Release—Wednesday, January 28, 2009—1:30 p.m.—Assessment
- ❖ Eagle Booster Meeting—Monday, February 2, 2009—7:00 p.m.—Yogo
- ❖ State Speech & Drama Meet—January 30-31, 2009—Butte
- ❖ Eastern A Band Festival—February 2-3, 2009—Glendive
- ❖ WR—Central A Divisionals—Saturday, February 7, 2009—Browning
- ❖ Home Extracurricular Activities:
  - BBB—Malta—Tuesday, January 27, 2009—4:15/5:45/7:00 p.m.
  - WR—Park/Belgrade—Thursday, January 29, 2009—4:30 p.m.
  - GBB—Laurel—Friday, January 30, 2009—4:15/5:45/7:00 p.m.
  - BBB/GBB—Butte Central—Saturday, January 31, 2009
  - BBB—Havre—Friday, February 6, 2009—4:15/5:45/7:00 p.m.
  - GBB—Belgrade—Saturday, February 7, 2009—4:15/5:45/7:00 p.m.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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



# Northwest Association of Accredited Schools

*"...advancing excellence in education through the process of accreditation."*

January 2, 2009

Dave Byerly, Board Chairman  
Fergus High School  
215 7<sup>th</sup> Avenue South  
Lewistown, MT 59457

Dear Board Chairman Dave Byerly:

The Northwest Association of Accredited Schools (NAAS) met on December 7-9, 2008 in Portland, Oregon. At this meeting Fergus High School was granted approved accreditation.

Fergus High School is commended for a thorough, complete and excellent report. You have many good programs and procedures in place. It is recommended that your SIP be updated and that you work on a planned visitation to take place in the near future.

The process to determine the accreditation status of member schools is based on hours of study and review by your State Advisory committee regional representative. During the Montana NAAS meeting in December, your school's report was reviewed by other members of the State Advisory Committee.

Based on the standards of the NAAS, member schools are assigned the following ratings: approved, advised or warned.

Most schools across the state are involved in NAAS's School Improvement Plan (SIP) process. This process provides schools with numerous opportunities to involve faculty members, students, parents and community members with work on profiling, belief statements, mission statements and goal setting.

We anticipate that your board of trustees, superintendent and principal will review this letter in an effort to foster further educational improvement. If you have any questions, please feel free to call any member of the State Committee or the State Advisory Committee.

Fergus High School  
January 2, 2009  
Page 2

The following is/are noted deviations reported by your district: None

The educational community of Montana appreciates your efforts toward meeting the mission of the NAAS... "to ensure excellence in education by holding schools accountable to rigorous standards and a process of continuous improvement". We applaud your efforts to be one of Montana's schools committed to excellence.

Sincerely,

~~Jay Eslick~~, Chair, Chinook Public Schools  
Rick Powell, Miles City Public Schools  
Daniel Sybrant, Corvallis Public Schools  
Ivan Small, St. Labre Catholic High School  
Anne Dodge, Acadia Montana, Butte  
Alvin Buerkle, Sweet Grass County HS, Big Timber  
Ron Kautzman, Sylvan Learning Centers  
Tim Bronk, Highwood Public Schools  
Bob Moore, Manhattan Public Schools

**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
<b>February 9, 2009</b>	<b>FHS Staff</b>	<b>5:00-7:00 p.m.</b>	<b>Fergus High School</b>
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**

01/26/2009

**Agenda Item No.**

9

- 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:** 01/26/2009

**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**

01/26/2009

**Agenda Item No.**

10 - 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:** 01/26/2009

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the January 12, 2009, Regular Board Meeting
- Minutes of the January 21, 2009, Board Work/Study Session

**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  
JANUARY 12, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, January 12, 2009, at 7:00 p.m. in the Lewis & Clark Elementary School Gymnasium, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher,  
Business Manager/Clerk Mike Waterman,  
Andrea Payne, Sandi Chamberlain, Ann  
Ruddy, Sharon Redfern, John Moffatt,  
Matt Lewis, Germaine Stivers, Linda  
Mitchell, Paul Stengel, Beth Kirsch,  
Bruce Marsden, DeeAnn Buehler, Becky  
Woltermann, Sherry Hanley, Jill Reed,  
Carolyn Shields, Margee Smith, Kandis  
Nielsen, Bridget Sparks, Michelle  
Hartman, Jackie Rickl, Laura Gilskey,  
Paula Drissell, Norine McKinney

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

TRUSTEES ABSENT: Jennifer Granot

Matt Lewis led the group in the Pledge of Allegiance.

PLEDGE

Superintendent Jason Butcher, Sharon Redfern, John Moffatt, and Matt Lewis provided a presentation on switching to a full-time kindergarten program. Consensus was that more research is warranted on the topic and the Board charged administration with getting firmer costs on implementing the program options presented.

PRESENTATION -  
FULL-TIME  
KINDERGARTEN

No report was given due to the absence of the student representative to the Board.

REPORT -  
STUDENT  
REPRESENTATIVE

Members of the Collective Gaining Committee reported that the Alternative Compensation Committee has been invited to their next meeting which will be held on Wednesday, January 21, 2009.

REPORT -  
COMMITTEES OF  
THE BOARD

The Board will address the school district strategic plan at the next regular meeting.

CALENDAR ITEMS

Investment earning for November was reported with \$2,671.93 in the elementary funds and \$2,352.46 in the high school funds for a total of \$5,024.39. Investment earning for December was also reported with \$30,992.27 in the elementary funds and \$21,870.24 in the high school funds for a total of \$52,862.51.

REPORT -  
INVESTMENT

The trustees reviewed the timetable for the upcoming School Election to be held at Fergus High School on May 5, 2009. The terms of Tara Cutler and Mary Schelle expire this year.

REPORT -  
ELECTION  
UPDATE

Superintendent Butcher examined various proposals which are on the agenda for the annual meeting of the Montana High School Association. Members of the Board also discussed the cost and continuance of two subscriptions they currently receive.

OTHER ITEMS

There was no public input.

PUBLIC  
PARTICIPATION

Minutes of the Regular Board Meeting of December 8, 2008, were approved unanimously (Monger/Bristol).

APPROVAL OF  
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through January 8, 2009, were approved unanimously (Jackson/Monger). Members of the Finance Committee for the months of January through March will be Chairman Dave Byerly, Jeremy Bristol, Tara Cutler, and Becky Jackson.

APPROVAL OF  
CLAIMS

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

CONSENT GROUP  
ITEMS

13. Approve adding Sandra Lambert, Darcy McLendon, and Lisa Rau to the Substitute Teachers/Assistants List.

APPROVE  
SUBSTITUTES

14. Approve the Lewistown Junior High School General Ledger Report for November, 2008.

APPROVE  
LEWISTOWN  
JUNIOR HIGH  
SCHOOL GENERAL  
LEDGER REPORT

15. Approve the Fergus High School Activity Fund Report for November, 2008.

APPROVE FERGUS  
HIGH SCHOOL  
ACTIVITY FUND  
REPORT

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

APPROVE  
PERSONNEL  
REPORT

17. Approve creating a new school bus route which would serve special education preschool students (Bristol/Monger - unanimous).

APPROVE NEW  
SCHOOL BUS  
ROUTE

18. Approve selecting Design 3 Engineering to update the heating, ventilation, and air conditioning systems in the elementary schools (Bristol/Jackson - unanimous).

APPROVE  
SELECTION OF  
ENGINEERING  
COMPANY

19. Approve reissuing lost Payroll Fund warrant #20849 in the amount of \$19.83 payable to Deborah Parsons (Monger/Schelle - unanimous).

APPROVE  
REISSUING  
WARRANT

20. Approve first reading - Admission of Non-Resident Students Policy - #7008 (Schelle/Jackson - unanimous).
21. Approve Jostens Publication Agreement 2010 (Jackson/Bristol - unanimous).
22. Approve Notice of Resolution of Intent to Sell for the purpose of selling a modular home built by the Construction Academy (Jackson/Schelle). The motion passed by a vote of 5 to 1 (Byerly - aye, Jackson - aye, Schelle - aye, Cutler - nay, Bristol - aye, Monger - aye). Trustee Tara Cutler objected to the motion on the grounds that the school district should open the sale of the property to public bid.

APPROVE FIRST  
READING -  
ADMISSION OF  
NON-RESIDENT  
STUDENTS  
POLICY

APPROVE  
PUBLICATION  
AGREEMENT

APPROVE  
DECLARING  
SURPLUS  
PROPERTY

Chairman Dave Byerly called for an Executive Session at 8:55 p.m. for superintendent evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

EXECUTIVE  
SESSION

The meeting was called back into regular session at 10:05 p.m. and adjourned. The next regular meeting will be held on January 26, 2009, at 7:00 p.m. in the Highland Park Elementary School Gymnasium (Jackson - unanimous).

ADJOURNMENT

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DAVE BYERLY  
BOARD CHAIRMAN

---

MIKE WATERMAN  
BUSINESS MANAGER/CLERK

**“EXHIBIT A”**

**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.

MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
JANUARY 21, 2009

The Board of Trustees of School District Number One and High School District Number One held a Board Work/Study Session Wednesday, January 21, 2009, at 6:00 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Jennifer Granot, Stan Monger, Mary Schelle, Becky Jackson

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Suzy Flentie, Michelle Trafton, Pat Giedd, Lynn Lensing, Vic Feller

OTHERS PRESENT: Dale Lambert

TRUSTEES ABSENT: Tara Cutler, Jeremy Bristol

There was no public input.

PUBLIC PARTICIPATION

The Alternative Compensation Committee provided the members of the Board and Collective Gaining Committee with a proposal on an alternative pay scale for certified staff.

DISCUSSION -  
LEWISTOWN  
EDUCATORS  
ALTERNATIVE PLAN

The meeting was adjourned at 7:03 p.m. (Jackson - unanimous).

ADJOURNMENT

\_\_\_\_\_  
DAVE BYERLY  
BOARD CHAIRMAN

\_\_\_\_\_  
MIKE WATERMAN  
BUSINESS MANAGER/CLERK

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/26/2009

**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:** 01/26/2009

**SUMMARY:**

Approve claims paid through January 22, 2009, 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**

01/26/2009

**Agenda Item No.**

13 - 15

<u>Agenda Items</u>	<u>Additional Information</u>
13. Approve Substitute(s)  14. Approve 2009-2010 School Calendar  15. Approve Lewistown Junior High School Activity Fund Report for December 2008	

**SUGGESTED ACTION:** Approve All Items

**NOTES:**

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



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/26/2009

**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:** 01/26/2009

**SUMMARY:**

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

Substitute Teacher List:

Victoria Beddall	B.A. Special Education/M.S. Administration
Aimee Hausman	A.A. Biblical Studies/Youth Ministry
Tyson Kolar	B.A. Health Sciences: Psychology/Biology
Jerimiah Miller	2005 Fergus High School Graduate

Substitute School Food List:

Aimee Hausman  
Karen Phillips

**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**

01/26/2009

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE 2009-2010 SCHOOL CALENDAR

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 01/26/2009

**SUMMARY:**

The Board of Trustees needs to approve the 2009-2010 School Calendar.

**SUGGESTED ACTION:** Approve 2009-2010 School Calendar

**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 2009-2010 School Calendar

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			







April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)

- August 21 All Staff Orientation
- August 24 PIR
- September 21 PIR
- October 15-16 Staff Development Days - Teachers Convention
- November 4-5 Parent Teacher Conferences  
(Evening on the 4th, All Day on the 5th)
- January 18 PIR
- April 8 Parent Teacher Conference  
(Conference-Evenings ONLY--Regular School Day for Students)
- Floating One Day PIR (or two 1/2 days)

-  New Teacher Orientation
-  First/Last Day of School  
(Last day - out @ 1:30 p.m.)
-  End of Quarter  
(1st & 3rd Quarters)
-  End of Semester  
(2nd & 4th Quarters)
-  Early Release Days  
(1:30 p.m.)
-  School Dismissed at 1:30 p.m.

### Holidays/Vacations

- September 7 Labor Day
- September 21 PIR (Vacation Day for Students)
- October 15-16 Fall Vacation (Teachers - Convention)
- November 5 Parent Teacher Conferences (Vacation Day for Students)
- November 6 Vacation Day
- November 25-27 Thanksgiving Vacation
- December 21-January 1 Christmas Vacation
- January 18 PIR (Vacation Day for Students)
- February 26 Vacation Day
- April 2-5 Spring Break
- May 31 Memorial Day

**LEWISTOWN PUBLIC SCHOOLS**  
**2009-2010 SCHOOL CALENDAR**

**A. Pupil Instruction**

<b>First Semester</b>					<b>89 Days</b>	<b>Second Semester</b>					<b>91 Days</b>
<b>FIRST QUARTER</b>					<b>DAYS</b>	<b>THIRD QUARTER</b>					<b>DAYS</b>
First Week	Aug	25 --	Aug	28	4	First Week	Jan	25 --	Jan	29	5
Second Week	Aug	31 --	Sept	4	5	Second Week	Feb	1 --	Feb	5	5
Third Week	Sept	8 --	Sept	11	4	Third Week	Feb	8 --	Feb	12	5
Fourth Week	Sept	14 --	Sept	18	5	Fourth Week	Feb	15 --	Feb	19	5
Fifth Week	Sept	22 --	Sept	25	4	Fifth Week	Feb	22 --	Feb	25	4
Sixth Week	Sept	28 --	Oct	2	5	Sixth Week	Mar	1 --	Mar	5	5
Seventh Week	Oct	5 --	Oct	9	5	Seventh Week	Mar	8 --	Mar	12	5
Eighth Week	Oct	12 --	Oct	14	3	Eighth Week	Mar	15 --	Mar	19	5
Ninth Week	Oct	19 --	Oct	23	5	Ninth Week	Mar	22 --	Mar	26	5
Tenth Week	Oct	26 --	Oct	30	5	Tenth Week	Mar	29 --	Mar	30	2
					<b>45</b>						<b>46</b>
<b>SECOND QUARTER</b>					<b>DAYS</b>	<b>FOURTH QUARTER</b>					<b>DAYS</b>
First Week	Nov	2 --	Nov	4	3	First Week	Mar	31 --	Apr	1	2
Second Week	Nov	9 --	Nov	13	5	Second Week	Apr	6 --	Apr	9	4
Third Week	Nov	16 --	Nov	20	5	Third Week	Apr	12 --	Apr	16	5
Fourth Week	Nov	23 --	Nov	24	2	Fourth Week	Apr	19 --	Apr	23	5
Fifth Week	Nov	30 --	Dec	4	5	Fifth Week	Apr	26 --	Apr	30	5
Sixth Week	Dec	7 --	Dec	11	5	Sixth Week	May	3 --	May	7	5
Seventh Week	Dec	14 --	Dec	18	5	Seventh Week	May	10 --	May	14	5
Eighth Week	Jan	4 --	Jan	8	5	Eighth Week	May	17 --	May	21	5
Ninth Week	Jan	12 --	Jan	15	4	Ninth Week	May	24 --	May	28	5
Tenth Week	Jan	18 --	Jan	22	5	Tenth Week	Jun	1 --	Jun	4	4
					<b>44</b>						<b>45</b>

**B. Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)**

			<b>Totals</b>
August 21	All Staff Orientation/PIR		1.0
August 24	PIR		1.0
September 21	PIR		1.0
October 15-16	Staff Development Days - Teachers Convention		2.0
November 4-5	Parent Teacher Conferences <b>(Evening on 4th, All Day on 5th)</b>		1.5
January 18	PIR		1.0
April 8	Parent Teacher Conferences - Evening <u>ONLY</u> <b>(Regular Days for Students)</b>		0.5
Floating	One Day PIR (or two 1/2 days)		1.0
			<b>9.0</b>

**Holidays / Vacations (Dates Inclusive)**

September 7	Labor Day
September 21	PIR (Vacation day for Students)
October 15-16	Fall Vacation (Teachers - Convention)
November 5	Parent Teacher Conferences <b>(Vacation Day for Students)</b>
November 6	Vacation Day
November 25-27	Thanksgiving Vacation
December 21-January 1	Christmas Vacation
January 18	PIR (Vacation day for Students)
February 26	Vacation Day
April 2-5	Spring Break
May 31	Memorial Day

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/26/2009

**Agenda Item No.**

15

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

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

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers    **Date:** 01/26/2009

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for December 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: 12/01/2008  
To : 12/31/2008

General Ledger Report

From Account: 1  
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1446.69	499.05	0.00	0.00	1945.74	0.00	1945.74
000105 Builder's Club	91.97	-0.94	0.00	50.00	141.03	0.00	141.03
000115 Cheerleaders	1262.98	1039.06	-636.85	0.00	1665.19	0.00	1665.19
000120 Consumer Tech	859.41	-0.94	0.00	0.00	858.47	0.00	858.47
000125 FACS	75.40	780.56	-121.11	0.00	734.85	0.00	734.85
000130 BC,SC Store	1400.51	327.18	-344.52	0.00	1383.17	0.00	1383.17
000135 Music	97.46	-0.94	0.00	0.00	96.52	0.00	96.52
000140 Photo Club	2566.84	7.06	-415.93	-50.00	2107.97	0.00	2107.97
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	978.56	-0.98	-324.69	0.00	652.89	0.00	652.89
000155 Ski Club	216.77	2215.06	0.00	0.00	2431.83	0.00	2431.83
000160 Student Council	1693.23	-0.94	0.00	0.00	1692.29	0.00	1692.29
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	102.33	-0.94	0.00	0.00	101.39	0.00	101.39
000190 COMPUTER SERV LEARNING	126.81	-0.95	0.00	0.00	125.86	0.00	125.86
Group Total	10918.96	4861.34	-1843.10	0.00	13937.20	0.00	13937.20
Grand Total	10918.96	4861.34	-1843.10	0.00	13937.20	0.00	13937.20

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**

01/26/2009

**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:** 01/26/2009

**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 26, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>NORMAN, Winnie</b>	Elementary Food Server	Highland Park Elementary	Approve appointment on schedule— FOOD SERVER Step 0 for up to 3 hours per day for the remainder of the school year	January 26, 2009	See attached memo.
<b>FELLER, Vic GEBERT, Gary HUDSON, Troy WRIGHT, Rick</b>	Football Coaches	Fergus High School	Approve Out-of-State Travel to the Frank Glazier Mega Clinic for Football in Las Vegas, Nevada	February 4-8, 2009	See attached Travel Request.
<b>KUNTZELMAN, Rich O'HALLORAN, Brandon JAZZ BAND CHORALAIRES</b>	Instrumental Director Choral Director	Fergus High School	Approve Out-of-State Travel to the Northwest Jazz Festival in Powell, Wyoming	March 26-27, 2009	See attached memo and letter.



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Winnie Norman

For:

Job Title

Elementary Food Server

Classification

FOOD SERVER

Step

0

Work location

Highland Park Elementary

Date to begin work

January 26, 2009

Days per yr/Hrs per day

90 Days / for up to 3 hours per day

SELECTION COMMITTEE:

Cindy Giese

Karen Hanson

Gail Kurns

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on January 26, 2009.

**IN-STATE/OUT-OF-STATE TRAVEL REQUEST**  
and  
**REQUEST FOR USE OF SCHOOL VEHICLE**

NAME Victor Feller ADDRESS FHS TODAY'S DATE 12/17/08

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

**(TYPE OR WRITE THROUGH ALL COPIES—PRESS FIRMLY)**  
**\*\*\*\*SEE BACK FOR INSTRUCTIONS\*\*\*\***

1. **CONFERENCE/MEETING:** Glazier Clinics LOCATION: Las Vegas  
 Conference Starts: Date: 2/5/09 Time: 7:00 (A.M./PM)  
 Conference Ends: Date: 2/7/09 Time: 3:00 (A.M./PM)  
 Departure: Date: 2/4/09 Time: 4:00 (A.M./PM)  
 Return: Date: 2/8/09 Time: 6:00 (A.M./PM)

2. **Transportation:** (check one) Is a school vehicle available on district website? No  
 (http://www.lewistown.k12.mt.us -- Request District Vehicles)  
 Did you reserve a vehicle on district website? YES  
 Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_ Driver's Name: Gary Gebert  
 (Distance) (Rate)  
 Airline: Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost) Total Travel \$ \_\_\_\_\_

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  
Out-of-State: Reservation will be made at Conference location, if possible

4. **Meals:** In-State: Out-of-State: Total Meals \$ - 0 -  
 \_\_\_\_\_ Breakfast (\$ 5.00) \_\_\_\_\_ Breakfast (\$ 6.00)  
 \_\_\_\_\_ Lunch (\$ 6.00) \_\_\_\_\_ Lunch (\$ 8.00)  
 \_\_\_\_\_ Dinner (\$12.00) \_\_\_\_\_ Dinner (\$14.00)

5. **Registration Fee:** Requisition #/P. O. # \_\_\_\_\_ (attach copy of registration forms) OR Registration \$ PO - 0 -

6. **Other Expenses:** (Receipts required for \$5.00 or more) Other Expenses \$ - 0 -  
 (Taxi, bus, etc.)

**TOTAL TRIP EXPENSE** \$ - 0 -  
**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ - 0 -

APPROVED  MODIFIED  DISAPPROVED  Building Administrator Recommendation Date 1-12-08  
 ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE  
   Superintendent and/or Board of Trustees Date \_\_\_\_\_

**Part B** 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**.  
**Post-Travel:**

**\*\*\*\*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: \_\_\_\_\_

*White—Employee, Post-Travel      Canary—Accounts Payable      Pink—Employee, Pre-Travel      Goldenrod—Supervisor*

**IN-STATE/OUT-OF-STATE TRAVEL REQUEST**  
and  
**REQUEST FOR USE OF SCHOOL VEHICLE**

NAME Gary Gebert ADDRESS FHS TODAY'S DATE 12/17/08

**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:** Glazier Clinics **LOCATION:** LAS VEGAS

Conference Starts: Date: 2/5/09 Time: 7:00 (A.M.  P.M.)  
 Conference Ends: Date: 2/7/09 Time: 3:00 (A.M.  P.M.)  
 Departure: Date: 2/4/09 Time: 4:00 (A.M.  P.M.)  
 Return: Date: 2/8/09 Time: 6:00 (A.M.  P.M.)

2. **Transportation:** (check one) Is a school vehicle available on district website? NO  
(http://www.lewistown.k12.mt.us -- Request District Vehicles)

Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_ Did you reserve a vehicle on district website? YES  
Driver's Name: Gary Gebert

Airline: Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost) Total Travel \$ \_\_\_\_\_

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  
**Out-of-State:** Reservation will be made at Conference location, if possible

4. **Meals:**

<b>In-State:</b>	<b>Out-of-State:</b>	Total Meals	\$ <u>-0-</u>
Breakfast (\$ 5.00)	Breakfast (\$ 6.00)		
Lunch (\$ 6.00)	Lunch (\$ 8.00)		
Dinner (\$12.00)	Dinner (\$14.00)		

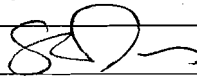
5. **Registration Fee:** Requisition #/P. O. # \_\_\_\_\_ (attach copy of registration forms) **OR** Registration \$ PO

6. **Other Expenses:** (Receipts required for \$5.00 or more) Other Expenses \$ -0-  
(Taxi, bus, etc.)

**TOTAL TRIP EXPENSE** \$ -0-

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ -0-

APPROVED  MODIFIED  DISAPPROVED  1-12 of



ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE Building Administrator Recommendation Date

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 \_\_\_\_\_

<b>ADMINISTRATORS USE ONLY</b>	<b>CENTRAL OFFICE USE ONLY</b>
_____	Travel Request Number: _____ Date: _____
_____	Budget Code for Travel: _____
_____	Budget Code for Fuel Expense: _____

White—Employee, Post-Travel      Canary—Accounts Payable      Pink—Employee, Pre-Travel      Goldenrod—Supervisor

**IN-STATE/OUT-OF-STATE TRAVEL REQUEST**  
and  
**REQUEST FOR USE OF SCHOOL VEHICLE**

NAME Tray Hudson ADDRESS FHS TODAY'S DATE 12/17

**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:** Glazier Clinics **LOCATION:** Las Vegas

Conference Starts: Date: 2/5/09 Time: 7:00 (A.M./P.M.)  
 Conference Ends: Date: 2/7/09 Time: 3:00 (A.M./P.M.)  
 Departure: Date: 2/4/09 Time: 4:00 (A.M./P.M.)  
 Return: Date: 2/8/09 Time: 6:00 (A.M./P.M.)

2. **Transportation:** (check one) Is a school vehicle available on district website? No  
 (http://www.jewistown.k12.mt.us -- Request District Vehicles)  
 Did you reserve a vehicle on district website? Yes  
 Driver's Name: Gary Gebert

Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_  
 (Distance) (Rate)

Airline: Requisition #/P. O. # \_\_\_\_\_ (attach proof of cost) Total Travel \$ \_\_\_\_\_

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  
**Out-of-State:** Reservation will be made at Conference location, if possible

4. **Meals:** **In-State:** **Out-of-State:** Total Meals \$ -0-

\_\_\_\_\_ Breakfast (\$ 5.00) \_\_\_\_\_ Breakfast (\$ 6.00)  
 \_\_\_\_\_ Lunch (\$ 6.00) \_\_\_\_\_ Lunch (\$ 8.00)  
 \_\_\_\_\_ Dinner (\$12.00) \_\_\_\_\_ Dinner (\$14.00)

5. **Registration Fee:** Requisition #/P. O. # \_\_\_\_\_ (attach copy of registration forms) **OR** Registration \$ -0-

6. **Other Expenses:** (Receipts required for \$5.00 or more) Other Expenses \$ -0-  
 (Taxi, bus, etc.)

**TOTAL TRIP EXPENSE** \$ -0-

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ -0-

APPROVED  MODIFIED  DISAPPROVED  Building Administrator Recommendation 1-12-08 Date  
 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\*\*\*\***

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 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: \_\_\_\_\_

*White*—Employee, Post-Travel      *Canary*—Accounts Payable      *Pink*—Employee, Pre-Travel      *Goldenrod*—Supervisor

**IN-STATE/OUT-OF-STATE TRAVEL REQUEST**  
and  
**REQUEST FOR USE OF SCHOOL VEHICLE**

NAME Rick Wright ADDRESS FHS TODAY'S DATE 1-13-09

**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:** Frank Glazier **LOCATION:** Las Vegas

Conference Starts:	Date: <u>2/5/09</u>	Time: <u>7:00</u>	(A.M./ <u>P.M.</u> )
Conference Ends:	Date: <u>2/7/09</u>	Time: <u>3:00</u>	(A.M./ <u>P.M.</u> )
Departure:	Date: <u>2/4/09</u>	Time: <u>4:00</u>	(A.M./ <u>P.M.</u> )
Return:	Date: <u>2/8/09</u>	Time: <u>6:00</u>	(A.M./ <u>P.M.</u> )

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<u>In-State:</u>	<u>Out-of-State:</u>	Total Meals	\$ <u>-0-</u>
Breakfast (\$ 5.00)	Breakfast (\$ 6.00)		
Lunch (\$ 6.00)	Lunch (\$ 8.00)		
Dinner (\$12.00)	Dinner (\$14.00)		

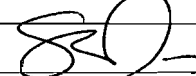
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(Taxi, bus, etc.)

**TOTAL TRIP EXPENSE** \$ -0-

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ -0-

APPROVED  MODIFIED  DISAPPROVED  1-13-09



ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE Date

Superintendent and/or Board of Trustees Date

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School Vehicle Beginning Odometer Reading: - \_\_\_\_\_ (If YES, attach receipts)

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**TOTAL PAYMENT DUE EMPLOYEE** \$ \_\_\_\_\_

Claimant's Signature \_\_\_\_\_ Position \_\_\_\_\_

ADMINISTRATORS USE ONLY

not necessarily needed but also attending with Vic, Troy & Gary

White—Employee, Post-Travel

CENTRAL OFFICE USE ONLY

Travel Request Number: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Code for Travel: \_\_\_\_\_

Budget Code for Fuel Expense: \_\_\_\_\_

Canary—Accounts Payable Pink—Employee, Pre-Travel Goldenrod—Supervisor



## Tentative Speakers and Topics for Las Vegas 2009

Thu, Feb 5 - Sat, Feb 7, 2009

### Hotel Information

Palace Station Hotel & Casino  
2411 West Sahara Avenue  
Las Vegas, NV 89102  
Reservations: 800-634-3101

Room rates: Rates based on night and room selection. See above.  
Group ID: PCIFGFC

Thursday, 2/5/09:

Courtyard room: \$35 single/double  
Tower room: \$55 single/double

Friday, 2/6/09:

Courtyard room: \$65 single/double  
Tower room: \$95 single/double

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**This is a partial list and we are still adding speakers and sessions. Please check back often for updates.**

IMPROVED! Speaker schedules are updated daily and all changes are listed at the bottom of the speaker schedule. Usually the speakers can fulfill their original speaking commitments. However, sometimes they need to change their speaking times or to cancel due to new job responsibilities. When this happens, we work with the canceled speaker to find a qualified replacement speaker who can address the same topic matter. Speaker schedules are subject to change. **NO video/audio recording is permitted during clinic sessions.**

Last updated on Mon, Jan 19, 2009, 12:55 pm

Topic Legend: A = Advanced, I = Intermediate, B = Basic

## Thursday Evening

Session #1: 7:00 - 7:50 p.m., #2: 8:20 - 9:10 p.m., #3: 9:25 - 10:15 p.m.

<b>Tony DeMeo</b> <a href="#">Click here for bio</a> Charleston	#1: Gun Triple Option Offense - A #2: Combining the Zone Read with the Triple in the Triple Gun Off - A #3: Short Yardage Hammer Pkg out of the Shotgun Off - A
<b>Sonny Dykes</b> <a href="#">Click here for bio</a> Arizona	#1: Practice Org to Get the Most out of Your Time - B/I #2: Offensive Game Planning: Plan for Multiple Defenses - I #3: Quick Passing Game - I/A
<b>Rob Manchester</b> <a href="#">Click here for bio</a> Georgia Military	#1: Overview of the 3-5-3 - I/A #2: Blitz Pkgs in the 3-5-3 - I/A #3: Zone & Man Concepts in the 3-5-3 - I/A
<b>Wade Salem</b> <a href="#">Click here for bio</a> Coaching 4 Life	#1: The Essence of Coaching - B #2: Developing Character Qualities of the Complete Player - I #3: Integrating a Character Game Plan - I
<b>Vic Shealy</b> <a href="#">Click here for bio</a> UNLV	#1: DB Fundamentals: Competing at the Moment of Truth #2: Teaching Progression of Cover 2 Concepts #3: Multiple Coverage Scheme vs. Spread Gun
<b>Chuck Veliz</b> <a href="#">Click here for bio</a> Montwood HS, TX	#1: Completely Wide Open No-Back 5-Wide - I/A #2: 4-Wides 1-Back Spread - I #3: 4/5-Wide Pass, Run & Routes with TE - A

## Friday Morning

Session #1: 8:30 - 9:20 a.m., #2: 9:45 - 10:35 a.m., #3: 11:00 - 11:50 a.m.

<b>Gary Andersen</b> <a href="#">Click here for bio</a> Utah	#1: Base Under C 1-Man Free Scheme vs. Run #2: Base Under C 1-Man Free Scheme vs. Pass #3: D-Line Drill Run & Pass Technique
<b>Tony DeMeo</b> <a href="#">Click here for bio</a> Charleston	#1: Adding the Jet Sweep Series to the Triple Gun Off - A #2: Drills & Practice Schedule for the Triple Gun Off - A
<b>Scott Huff</b> <a href="#">Click here for bio</a> Boise State	#1: Boise State O-Line Runs & Pass Drills, Part 1 - I #2: Boise State O-Line Runs & Pass Drills, Part 2 - I #3: Boise State 2-Back Scheme - I
<b>Mike Sanford</b> <a href="#">Click here for bio</a> UNLV	#1: Developing Leaders Within the UNLV Football Program #2: UNLV Spread Off: Run Game #3: UNLV Spread Off: Pass Game
<b>Chuck Veliz</b> <a href="#">Click here for bio</a>	#1: Split Pressure Even Front Attack - I

Montwood HS, TX	#2: Base 50/Odd Pressure Attack - I #3: Stack Attack & Alignment Pressure & Coverage - I
<b>Blaise Winter</b> NFL Consultant/Motivational Speaker	#1: Hand Combat for Football, Part 1 #2: Hand Combat for Football, Part 2 #3: Hand Combat for Football, Part 3
<b>Friday Luncheon</b> Session #1: 12:00 - 1:15 p.m.	
<b>Fellowship of Christian Athletes</b> *Lunch with Guest Speaker	#1: *Sign up at Registration Desk. Guest Speaker. Jerry Moore
<b>Friday Afternoon</b> Session #1: 1:30 - 2:20 p.m., #2: 2:45 - 3:35 p.m., #3: 4:00 - 4:50 p.m.	
<b>Gary Andersen</b> <a href="#">Click here for bio</a> Utah	#1: Team Defensive Drills: Tackling, Turnover & Pursuit #2: Zone Pressures & Blitz Package
<b>Tony Ball</b> <a href="#">Click here for bio</a> Georgia	#1: The I Package #2: Specifics on the Sprint Draw #3: Specifics on the Sprint Draw Pass
<b>Gunter Brewer</b> <a href="#">Click here for bio</a> Oklahoma State	#1: Running the Ball in a No-Huddle 1-Back Offense - I #2: Play Action to Get the Ball Deep - I #3: Don't Block 'Em, Screen 'Em: The Screen Game - I
<b>Gordon Elliott</b> <a href="#">Click here for bio</a> Auburn HS, WA	#1: Jet Sweep from Multiple Double Wing Formations - I/A #2: Complementary Running Game for the Jet Sweep Off - I/A #3: Weekly Practice Org for the Jet Sweep Off - I/A
<b>Andre Patterson</b> <a href="#">Click here for bio</a> UNLV	#1: D-Line Technique & Fundamentals vs. Run #2: D-Line Technique & Fundamentals vs. Pass
<b>Justin Wilcox</b> <a href="#">Click here for bio</a> Boise State	#1: BSU Cover 4-Concepts - A #2: BSU Zone Blitz Concepts - A #3: BSU Nickel Defense- I
<b>Blaise Winter</b> NFL Consultant/Motivational Speaker	#1: Mind-Set of Success #2: Making It More Than a Game #3: Building Team Chemistry
<b>Friday Evening</b> Session #1: 6:50 - 7:40 p.m., #2: 7:45 - 8:35 p.m., #3: 8:40 - 9:30 p.m.	
<b>Phillip Blackwell</b>	#1: YOUTH TOPIC: Installing the 4-3 Def for Youth Football



Perry Hall HS, MD	<p>Play - B</p> <p>#2: YOUTH TOPIC: Installing the 3-4 Def for Youth Football Play - B</p> <p>#3: YOUTH TOPIC: Installing the 3-3-5 Def for Youth Football Play - B</p>
<b>Dave Castro</b> Palo Verde HS, NV	<p>#1: Multiple Def Pkg Stemming From a 4-3</p> <p>#2: How to Defend Wing-T &amp; Double Wing Teams</p> <p>#3: How to Defend the Double Wing &amp; Spread Teams</p>
<b>Chris Faircloth</b> Las Vegas HS, NV	<p>#1: Las Vegas HS Spread Running Game</p> <p>#2: Las Vegas HS Spread Passing Game</p> <p>#3: Las Vegas HS Spread Screen Game</p>
<b>Rob Manchester</b> <a href="#">Click here for bio</a> Georgia Military	<p>#1: D-Line Fronts, Stunts &amp; Techniques in the 3-5-3 - I/A</p> <p>#2: Linebacker Play in the 3-5-3 - I/A</p>
<b>TBD Special Teams</b> See website for name and topics	<p>#1: Special Teams TBD - see website for update</p> <p>#2: Special Teams TBD</p>
<p><b>Friday Late Evening</b> Session #2: 9:00 - 10:00 p.m.</p>	
<b>Fellowship of Christian Athletes</b>	#2: FCA Coaches Fellowship
<p><b>Saturday Morning</b> Session #1: 8:30 - 9:20 a.m., #2: 9:45 - 10:35 a.m., #3: 11:00 - 11:50 a.m.</p>	
<b>Phillip Blackwell</b> Perry Hall HS, MD	<p>#1: YOUTH TOPIC: Developing Youth League Off - B</p> <p>#2: YOUTH TOPIC: Basic WR Play &amp; Drills - B</p>
<b>Gunter Brewer</b> <a href="#">Click here for bio</a> Oklahoma State	<p>#1: Empty is Easy: The 5-WR Package - I</p> <p>#2: Spacing Routes 3/5-Step - I</p> <p>#3: 3-Steps to Success: The Quick Passing Game - I</p>
<b>Chris Carlisle</b> <a href="#">Click here for bio</a> USC	<p>#1: Developing the Explosive Athlete: Philosophy - A</p> <p>#2: Org &amp; Development of a Movement Program: Implementation - I</p> <p>#3: Seasonal Variations: Adjustments - I</p>
<b>Rodney Garner</b> <a href="#">Click here for bio</a> Georgia	<p>#1: Georgia Bulldog Tackling, Turnovers &amp; Pursuit</p> <p>#2: Georgia Bulldog Run Stopper Fundamentals</p> <p>#3: Georgia Bulldog Pass Rush Fundamentals</p>
<b>Andy Ludwig</b>	#1: Fly Sweep Series - A

Kansas State	#2: Passing Game Concepts - A #3: Four Vertical Passing Game - A
<b>Brent Pease</b> <a href="#">Click here for bio</a> Boise State	#1: Boise State WR Fundamentals - I #2: Boise State Shift & Motion Pkg from the Spread - A #3: Boise State Spread Flood Pkg from Various Formations - A
<b>Dave Schramm</b> Utah	#1: Passing Game Concepts - A #2: Four Vertical Passing Game - A #3: QB Development - A
<b>Dennis Therrell</b> <a href="#">Click here for bio</a> UNLV	#1: UNLV 8-Man Fronts Overview - B #2: UNLV 8-Man Fronts With a 2-Shell - I #3: UNLV 8-Man Fronts With Zone Blitz Package - A

## Saturday Afternoon

Session #1: 1:00 - 1:50 p.m., #2: 1:55 - 2:45 p.m.

<b>Phillip Blackwell</b> Perry Hall HS, MD	#1: YOUTH TOPIC: Basic 2-Minute Drill: Smash, Snag, Deeps, Double Option & Double Dig - B #2: YOUTH TOPIC: Basic DB Play & Drills - B
<b>Gordon Elliott</b> <a href="#">Click here for bio</a> Auburn HS, WA	#1: 3-3 Stack Robber Coverage to Defend the Run & Pass - I/A #2: Defending Spread Offenses in the 3-3 - I/A
<b>Andy Ludwig</b> Kansas State	#1: QB Play in Spread Run Game - A #2: QB Development - A
<b>Darwin Rost</b> Palo Verde HS, NV	#1: Why Run Double Wing & Basic Concepts? #2: Building a Tradition of Expecting to Win in Vegas
<b>Dave Schramm</b> Utah	#1: QB Play in Spread Run Game - A #2: Fly Sweep Series - A
<b>TBD Special Teams</b> See website for name and topics	#1: Special Teams TBD - see website for update #2: Special Teams TBD

## Summary of Speaker Changes

Session #1: For Entire Clinic

<b>Speaker Changes</b>	#1: Chris Carlisle moved from Thursday Evening to Saturday Morning #1: Wade Salem moved from Saturday Morning to Thursday Evening #1: Andy Ludwig replaced by Dave Schramm #1: TBD Youth Speaker replaced by Phillip Blackwell
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# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**Cc:** Jason Butcher, Supt.; Mike Waterman, Business Manager  
**From:** Scott A. Dubbs, Principal  
**Date:** January 22, 2009  
**Re:** Out-of-State Travel Request

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This memo is written in support of an out-of-state travel request for the Fergus High Music Department to travel to the Northwest Jazz Festival in Powell, Wyoming, on March 26-27, 2009. Their intent is to use this opportunity to have their Jazz groups be adjudicated in their participation with many other top groups from Montana and Wyoming Schools.

Travel Request Forms will be sent over when our performances become formally scheduled with expenses to be handled primarily from the 284-Enterprise Fund. Total expenses include a \$200 per group registration fee, bus transportation to and from Powell, motels and perhaps some meals.

If the Board desires, Mr. Kuntzelman and Mr. O'Halloran would be more than willing to come and answer questions about this worthwhile trip.

Fergus High School Music Department  
1001 Casino Creek Drive  
Lewistown, MT 59457  
January 21, 2009

Lewistown Public Schools  
School Board Members

Dear Members of the Board:

The FHS Music Department would like to take our Jazz Band and Choralaires (our Vocal Jazz Ensemble) to the Northwest Jazz Festival in Powell, WY, on March 26<sup>th</sup> and 27<sup>th</sup>. The participation in the Northwest Jazz Festival will benefit our students by giving them the opportunity to perform for highly trained adjudicators and receive quality feedback to help them grow musically. We will also get to listen and learn from other Jazz Ensembles from around the Northwest.

The dream of going to this festival has been 4 years in the making and we finally have the right combination of student desire, musicianship, and need for growth to make it happen. We respectfully ask permission to take our Jazz Ensembles out of state to the Northwest Jazz Festival in Powell, WY.

Total students served: Jazz Band 19  
Choralaires 10

Thank you for your consideration.

Sincerely,

Brandon O'Halloran  
Music Coordinator

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/26/2009

**Agenda Item No.**

17

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

**ITEM TITLE:** APPROVE EXTENDED LEAVE OF ABSENCE

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 01/26/2009

**SUMMARY:**

The Board of Trustees needs to approve an extension of leave beyond the standard 30 days for maternity leave as requested by Lynn Lensing in the attached letter.

According to the 2007-2009 Collective Bargaining Agreement, extended leave of absence without salary shall be provided for such reasons as family illness, involuntary military service, and maternity. Requests shall be made in writing, stating the desired length of time of the leave. The teaching employee shall be informed in writing as to the action taken by the Board of Trustees on the request for leave.

**SUGGESTED ACTION:** Approve Extended Leave of Absence

**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						

January 12, 2009

To Whom It May Concern:

I am writing this letter requesting an extension beyond the standard 30 day maternity leave, if needed. The extension would fill the days between the completion of my maternity leave and the end of that week, allowing me to return to my classroom on a Monday. My due date is February 2, 2009. Depending on my delivery date, the extension would be from 1 to 4 days. Thank you very much for considering this request!

Sincerely,

Lynn Lensing  
Lewis and Clark Elementary

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/26/2009

**Agenda Item No.**

18

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

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

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 01/26/2009

**SUMMARY:**

The Board of Trustees needs to conduct the second and final reading of Board Policy #7008—Admission of Non-Resident Students and consider the adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption of Board 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						

# SECOND 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**

01/26/2009

**Agenda Item No.**

19

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

**ITEM TITLE:** EXECUTIVE SESSION—PERSONNEL MATTER

**Requested By:** Board of Trustees   
**Prepared By:** Jason Butcher   
**Date:** 01/26/2009

**SUMMARY:**

The Board of Trustees will go into Executive Session to discuss a personnel matter.

**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**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/26/2009

**Agenda Item No.**

20

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

**ITEM TITLE:** ACTION ON PERSONNEL MATTER

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 01/26/2009

**SUMMARY:**

The Board of Trustees will take action on a personnel matter.

**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						

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