

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Fergus High School – Library  
1001 Casino Creek Drive  
Lewistown MT 59457

**Monday, February 9, 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—Paul Strom, Audit Results
4. Presentation—Collective Gaining Committee
5. Discussion—Strategic Planning
6. Report—Student Representative
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

9. Report—Election Update
10. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

12. Minutes of the January 26, 2009, Regular Board Meeting

**APPROVAL OF CLAIMS**

13. Claims

**CONSENT GROUP ITEMS**

14. Approve Substitute(s)
15. Approve Fergus High School Activity Fund Report for December 2008

**INDIVIDUAL ITEMS**

16. Approve Personnel
17. Decision on Retirement Incentive
18. Approve Creation of Elementary and High School Cafeteria/Flex Plan Funds
19. Approve Application for the Montana Association of Geographic Information Professionals (MAGIP) Grant

**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**

02/09/2009

**Agenda Item No.**

3

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

**ITEM TITLE:** PRESENTATION—PAUL STROM, AUDIT RESULTS

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 2/09/2009

**SUMMARY:**

Paul Strom with Strom & Associates, PC, will discuss with the Board of Trustees the results of the audit conducted for the year ending June 30, 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						

STROM & ASSOCIATES, PC  
1114 North 31st Street  
Billings, Montana 59101

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**A. SUMMARY OF AUDITOR'S RESULTS**

1. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District Number One's financial statements as of and for the year ended June 30, 2008.
2. Our audit disclosed one significant deficiency in internal controls and none that are considered to be material weaknesses relating to internal controls over financial reporting and its operation.
3. Our audit disclosed one noncompliance which was material to the financial statements of School District Number One.
4. Our audit disclosed no significant deficiencies that are considered to be material weaknesses relating to internal controls over major federal awards programs.
5. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District Number One's compliance with major federal awards programs as of and for the year ended June 30, 2008.
6. The audit disclosed no audit findings which are required to be reported under section .510 of OMB Circular A-133.
7. The major program for Lewistown School District Number One for the year ended June 30, 2008, was Title I Part A and National School Lunch Program.
8. The threshold used to distinguish between Type A and Type B programs was \$300,000. Lewistown School District Number One has no Type A programs.
9. This school district does not qualify as a low risk audit client.

**B. Findings relating to the financial statements which are required to be reported in accordance with "Governmental Auditing Standards."**

**FINDING NUMBER 1 – CASH 2007:**

This finding was resolved in fiscal year 2008.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)**

**FINDING NUMBER 2 – CASH 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 3 – EXPENDITURES 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 4 – REVENUE 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 5 – EXTRACURRICULAR 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 6 – LIABILITIES 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 7 – RECEIVABLES 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 8 – FEDERAL GRANTS 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 9 – PAYROLL 2007:**

This finding was resolved in fiscal year 2008.

**FINDING NUMBER 1 – RETIREMENT 2008:**

The finding is that Elementary and High School Retirement Funds over spent their approved budgets. MCA 20-9-133(2) requires that school districts expenditures remain within their approved budgets. The effect is non-compliance with MCA.

We recommend that districts not over spend their budgets and make budget amendments as appropriate.

District Response: In 2008, both the Elementary and High School Districts offered a retirement incentive to certified staff. Two long-term administrators also retired at the end of the year. Unfortunately, the District did not anticipate these retirements when it formulated the Retirement Fund budgets. As a result, both budgets fell short of the amounts needed to cover the costs associated with them. The district will anticipate these costs in future budgets. Budget-to-actual reports will also be monitored and amendments made when necessary.

#### FINDING NUMBER 2 – CHECKING ACCOUNT 2008:

The finding is that a student activity checking account was opened without Board approval. The corresponding revenues and expenditures were not included in the District's Trustees Report. District policies require new bank accounts to be approved by the Board. The effect is the possibility of errors or irregularities occurring with student activity funds.

We recommend that all school district accounts be supervised by the District and authorized by the Board.

District Response: District administration was not aware of this account until the auditors discovered it. The account has since been closed and the balance moved into the Student Activity Fund. Staff has also been reminded of the need to obtain Board approval before opening new accounts.

#### **C. Findings and questioned costs for Federal awards, as defined in section .510 (a) of OMB Circular A-133.**

The audit disclosed no findings or questioned costs relating to federal awards as defined in section .510 (a) of OMB Circular A-133.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

4

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

**ITEM TITLE:** PRESENTATION—COLLECTIVE GAINING COMMITTEE

**Requested By:** Board of Trustees    **Prepared By:** Trustees    **Date:** 02/09/2009

**SUMMARY:**

The Lewistown Gaining Team members would like to present their recommendations for the upcoming contract period.

Team members include: Chad Armstrong, Scott Dubbs, Vic Feller, Suzy Flentie, Pat Giedd, Jennifer Granot, Becky Jackson, and Stan Monger.

**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**

02/09/2009

**Agenda Item No.**

5

- 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:** 02/09/2009

**SUMMARY:**

The Board of Trustees needs to discuss the results of the strategic planning sessions and review the rough draft of the Lewistown Public Schools' Strategic Planning Process for 2009.

Once the rough draft 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						





# DRAFT

## Lewistown Public Schools' Strategic Planning Process

2009

### Overview

**The Lewistown Public School District ("Lewistown Public Schools")** has created a new direction for the school district to strategically focus its resources on identified wants, preferences, and needs of the Lewistown community and on student achievement. As part of this process, Lewistown Public Schools has begun a strategic planning and thinking process that will lead to a stronger and more vital school district. This process will be ongoing as Lewistown Public Schools move into the future. This Strategic Plan is intended to help Lewistown Public Schools in focusing its resources in a manner that will best benefit the students enrolled in Lewistown Public Schools.

The Lewistown Board of Trustees and Staff Leadership Team began the strategic planning and thinking process necessary to fit with its commitment to children, to community engagement and to knowledge-based decision making processes.

As part of its preparation for strategic planning, Lewistown Public Schools brought in Lance Melton and Debra Silk of the Montana School Boards Association to help facilitate the strategic planning process.

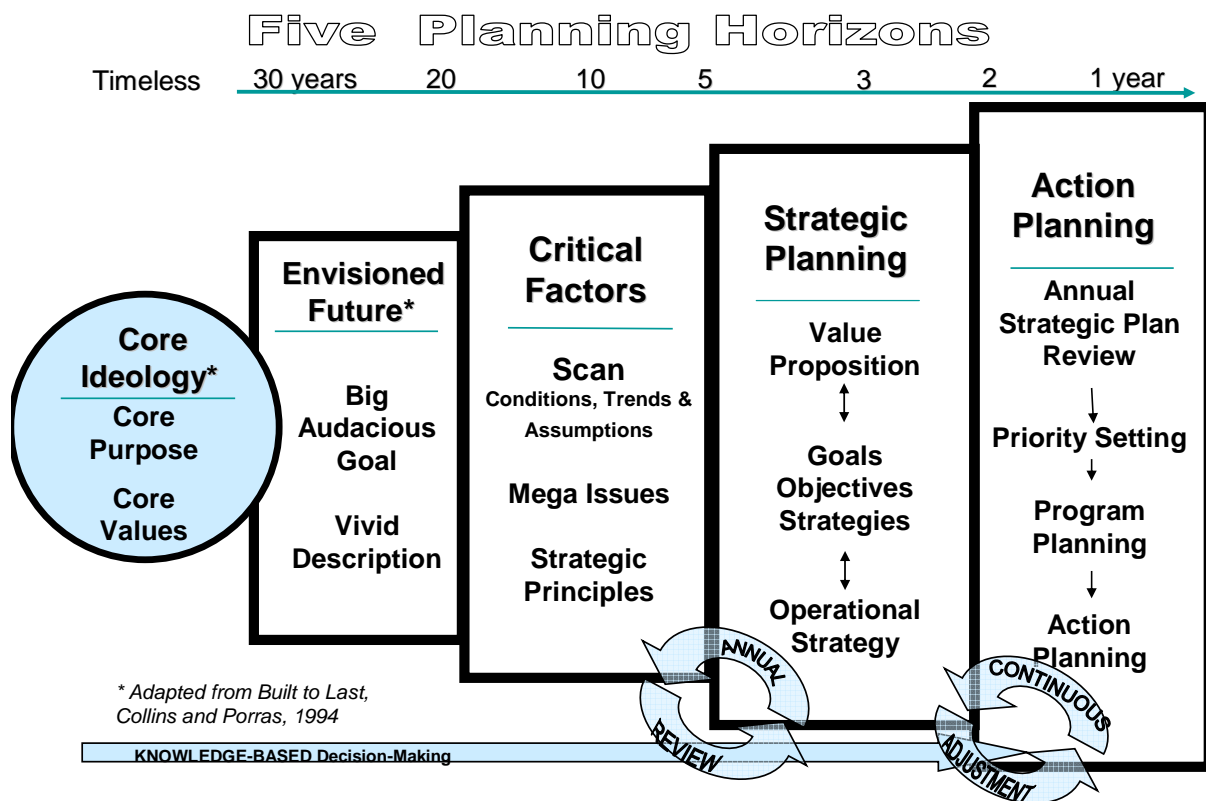
On \_\_\_\_\_, 2009, after seeking input from the staff and community, the Lewistown Public Schools Board of Trustees formally adopted its new strategic plan.

Lewistown Public Schools' Board and Staff Leadership Team view the process of strategic planning as an ongoing process within the school system. This is not a "strategic planning project" that is completed; rather this is a process that is on-going and requires a long-term

commitment from the Lewistown Public Schools. Adoption of a plan is an affirmation of the general intent and direction articulated by the Core Ideology, Envisioned Future and Goals and Strategic Objectives. It is understood that progress toward achieving plan strategic objectives will be assessed at least annually, and the strategic plan will be updated based on achievement and changes in the needs of the students served by Lewistown Public Schools.

## Strategic Planning Framework

The framework used by the Lewistown Public Schools for its strategic planning process was adapted from a model developed by Jim Collins, author of “Built to Last” and “Good to Great.” Lewistown Public Schools focused on five different planning horizons, starting with the long term issues first to provide focus to shorter term efforts.



## Core Ideology of the Lewistown Public Schools

**Core ideology** describes a school district's consistent identity that transcends all changes related to its relevant environment. It consists of two elements - **core purpose** - the school district's reason for being - and **core values** - essential and enduring principles that guide a school district. **Envisioned future** conveys a concrete yet unrealized vision for the school district. It consists of a **big audacious goal** - a clear and compelling catalyst that serves as a focal point for effort - and a **vivid description** - vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.

## Core Purpose of the Lewistown Public Schools:

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

## Core Values of the Lewistown Public Schools:

- **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the district. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
- **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
- **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.

- **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
- **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
- **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

## **20-Year Planning Horizon**

### **Envisioned Future of the Lewistown Public Schools**

#### **Big Audacious Goal:**

Lewistown Public Schools provides an enriching positive learning environment that produces independent and successful graduates. Students perform at high levels on achievement tests and in extra and co-curricular activities. Our programs and offerings allow students to achieve at their highest level while preparing for a global environment and career and life success.

Lewistown Public Schools enthusiastically and effectively ensures the success of our students, and is recognized as a role model to schools across Montana and the nation. The parents of our students and the Lewistown Community are actively involved in our schools, programs and services. We are THE educational leader in this State. We have completed a 20-year state-of-the-art building and renovation project through the support of the community at every phase.

Wherever and whatever they do, students who graduate from Lewistown Public Schools frequently cite their interest in replicating the positive experiences and influences they enjoyed as students in our schools.

#### **A Vivid Description of the Desired Future:**

- We offer a diverse, rigorous and challenging curriculum.
- Because of our diverse offerings, we have a 0% dropout rate.
- We have a 100% graduation rate while maintaining our high standards.
- Our students' average scores are in the top 5% nationally on the ACT and SAT tests.
- We have numerous highly qualified applicants for all open positions.

- We offer small, diverse courses.
- Our open houses are well attended by our community.
- The parents of our students are actively involved in the education of their child(ren).
- We have 100% participation in our parent-teacher conferences.
- Our district has numerous individuals who are volunteering in our schools.
- Our administration and staff are well informed of the skill set needed in order for our students to succeed.
- We have empowered our staff through professional development and other programs and opportunities to ensure that every student succeeds to the best of his/her ability.
- We have secured adequate funding to support all of our programs and offerings.
- Our Board of Trustees has committed to a rigorous training program that provides them with the skills, understanding of duties and responsibilities, and tools to effectively communicate with our community and advocate for our schools.
- We have incorporated technology into every aspect of our programs and offerings.

## **5-10 Year Planning Horizon**

### **Assumptions Regarding the Relevant Future for Lewistown Public Schools**

In order to make progress against the 20 year Envisioned Future, Lewistown Public Schools must constantly anticipate the strategic factors likely to affect its ability to succeed, and to assess the implications of those factors. This process of building foresight about the future will help Lewistown Public Schools to constantly recalibrate its view of the relevant future, a basis upon which to update the strategic plan on an annual basis. As the outcome-oriented goals that will form the basis of the long-range strategic plan will be based on this foresight, annual review of these statements will be an appropriate method of determining and ensuring the ongoing relevance of the strategic plan.

Creating the Assumptions: During the October 27, 2008, Strategic Planning meeting, the Lewistown Board of Trustees and Staff Leadership Team made many assumptions about the future. While many different assumptions were made, what follows are those assumptions that are likely to have the greatest influence on the development of Lewistown Public Schools' Strategic Plan.

### **Assumptions about the future**

#### **Demographics**

- Continued declining enrollment
- Continued aging population (both locally and state-wide)
- Increase in families with school-aged children living in poverty
- Continued increase in free and reduced lunch counts

- Shift from rural to urban
- Loss of agricultural families in the Lewistown area
- Lewistown Public Schools will be better off than eastern Montana schools
- Growing gap between lower-socioeconomic vs. retired professional non-family

### **Business/Economic Climate**

- Continued stable local economy so long as government and public agencies remain stable
- Ability of District to hire/retain quality employees (classified and certified) will continue to be an issue
- New administration will impact schools one way or the other
- The agricultural base will continue in Fergus County, but the employment base is changing from primarily agricultural to government and service industries
- Lewistown will remain geographically isolated

### **Legislation/Regulation**

- Assumptions about the Future
- Change is coming. State funding suit will be decided. There will be changes at the federal level as well. Present challenge is, not knowing!!!
- Lack of programs/funding for gifted/talented students
- Same or increased governmental control of schools
- Continued earmarking of funds.
- Continued increase in one time only allocation of funds (OTO funds).
- Lack of discretion on part of local boards.
- Underfunded/funded mandates.

### **Technology /Science**

- Technology will continue to change at rapid rates
- Possibility of more money to schools in the areas of science/technology
- Challenge of spending money wisely on technology and its effective use in education
- Continued struggle to remain current in the fields of technology and science
- Increase in technology-based instructional opportunities
- Challenge to compete globally

## **Politics and Social Values**

- Change is coming with a new administration
- Increase severe health for students and behavioral issues impacting students at younger ages
- Apathy in public education issues

## **Mega Issues facing the Lewistown Public Schools: 5-Year to 10-Year Horizon**

**Mega issues** are issues of strategic importance, which represent choices the school district will need to make in defining the ultimate direction of its long-range plan. These issues represent potential impediments to achievement of the Envisioned Future, and form a basis for dialogue about the choices facing the school district. These questions can serve as an ongoing "menu" of strategic issues that, using a knowledge-based approach in gathering insights relative to Lewistown Public Schools' strategic position and directional choices for each of the issues, can be used by the Board to create regular opportunities for strategic dialogue about the future issues facing the school district.

**Note:** The questions are not necessarily arranged in priority order.

### **Mega-Issue Questions:**

- **Demographics**
  - How will the District address the issue of anticipated declining enrollment?
  - What can the District do to minimize the impact of families living in poverty with school-aged children?
- **Business/Economic Climate**
  - What steps can the District take to ensure that we hire quality certified and classified employees and what can we do to retain these high quality employees?
  - What can we do as a school district and as a community to attract families with school-aged children into the Lewistown community?
  - How will the state of our economy impact local business on a long-term basis and how will we address those issues as a Board?
- **Legislation/Regulation**
  - What can the District do to ensure that we have adequate resources to support our school and retain the discretion on where such resources are needed and spent?
- **Technology and Science**
  - With the increased use of technology by students, what measures can the District take to ensure student safety and compliance with ethical/legal standards?
  - How can the District implement a technology plan that ensures that the money spent on technology is needed and implemented effectively to guarantee the greatest benefit to students and staff?

- What can the District do to stress the importance of incorporating technology into our programs and offerings by our staff and to have the staff both buy-in to and be enthusiastic in the implementation of our technology plan?
- **Politics and Social Values**
  - What can the District do to effectively communicate with the public about our school's programs, services and needs in order to engage the Lewistown community in our school environment?
  - What steps can we take as a school district to address the issue of continuing severe health issues of students and the behavioral issues of students, the onset of which is continually starting at younger ages?

## Knowledge-Based Decision Making

In addressing identified mega-issues that have the potential of impeding the District's ability to achieve its Envisioned Future, Lewistown Public Schools is committed to applying a knowledge-based decision making process. Using a knowledge-based decision making process, Lewistown Public Schools will use the following as a framework:

- **Question #1** – What do we know our students' / parents' / community's / needs, wants and preferences that is relevant to this decision?
- **Question #2** – What do we know about the current realities and evolving dynamics of our community / marketplace / industry / profession that is relevant to this decision?
- **Question #3** – What do we know about the capacity and strategic position of the Lewistown Public Schools that is relevant to this decision?
- **Question #4** – What are the ethical implications of our choices?



# **Five-Year Planning Horizon**

## **Outcome-Oriented Goals and Strategic Objectives**

### **For Lewistown Public Schools**

The following thinking represents goals for the next five years. They are areas in which Lewistown Public Schools will explicitly state the conditions or attributes it wants to achieve. These outcome statements will define, "what will constitute future success." The achievement of each goal will move the school district toward realization of its Envisioned Future.

Strategic Objectives provide direction and actions on how the school district will accomplish its articulated goals. All strategies included in the strategic plan should be considered accomplishable at some point in the future. Strategic Objectives will be reviewed at least annually by the Lewistown Public Schools.

## **Goals of the Lewistown Public Schools**

### **Goal Area 1: Measurable Student Achievement**

**Statement of Intended Outcome, Five Years:** *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our district. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

#### **Strategic Objectives:**

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. ???
4. ???

### **Goal Area 2: Plant Facilities**

**Statement of Intended Outcome, Five years:** *Lewistown Public Schools has developed a state-of-the-art plant facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our plant facilities program. Our plant facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

**Strategic Objectives:**

1. Complete a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.
4. ???

**Goal Area 3: Community / Parental Engagement**

**Statement of Intended Outcome, Five Years:** *Lewistown Public Schools has created an environment of collaboration with families of students and with other our community. Families of students are actively involved in their children's education. The community is highly engaged in our school environment. As a result of our community and family commitment to public education, we have established a positive voice in the legislature and a collaborative approach to solving public education issues with our local legislators.*

**Strategic Objectives:**

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.
4. ???

**Goal Area 4: Technology**

**Statement of Intended Outcome, Five Years:** *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our plant facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

**Strategic Objectives:**

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. ???

**Goal Area 5: Highly Qualified Staff**

**Statement of Intended Outcome, Five Years:** *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

**Strategic Objectives:**

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. ???

**Goal Area 6: Fiscal Management/Responsibility**

**Statement of Intended Outcome, Five Years:** *Lewistown Public Schools has secured adequate, sustainable funding from the state and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

**Strategic Objectives:**

1. ???.
2. ???

# **One-Year 2008-2009 Planning Horizon**

## **Outcome-Oriented Goals and Strategic Objectives**

### **For Lewistown Public Schools**

The following thinking represents goals for 2008-2009.

#### **Goal Area 1: Measurable Student Achievement**

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

#### **Strategic Objectives:**

1. Involve staff and community in a discussion to determine whether full-time kindergarten is in the best interest of students and the district.
2. ???.
- 3.

#### **Goal Area 2: Plant Facilities**

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has developed a state-of-the-art plant facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our plant facilities program. Our plant facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

#### **Strategic Objectives:**

1. Begin a constructive dialog with airport officials and community members to begin developing a win-win solution for the bus barn at the Lewistown Airport.
2. Finalize and place the QZAB issue approved by voters in 2008.
3. Have in place and underway a process to develop, with staff and community, a 10-year facilities plan.
4. Begin process of designing the elementary buildings HVAC restoration work approved by voters in 2008.
5. ???

### **Goal Area 3: Community / Parental Engagement**

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has created an environment of collaboration with families of students and with our community. Families of students are actively involved in their children's education. The community is highly engaged in our school environment. As a result of our community and family commitment to public education, we have established a positive voice in the legislature and a collaborative approach to solving public education issues with our local legislators.*

#### **Strategic Objectives:**

1. Obtain feedback on the Infinite Campus portal and parent use of it.
2. Implement steps to reach out to the community (don't wait for people to come to us), such as: visiting local coffee clubs, radio programs, newspaper articles and columns/opinions (from staff, administrators and trustees).
3. ???
4. ???

### **Goal Area 4: Technology**

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our plant facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

#### **Strategic Objectives:**

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Begin a discussion about how best to address the technology generational gap (between staff and students) and what role the District can play in educating parents about the ways their children use technology (in and out of school, for good and bad reasons).
3. ???
4. ???

### **Goal Area 5: Highly Qualified Staff**

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our*

*teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

**Strategic Objectives:**

1. Seek input from staff on non-financial ways to make jobs more rewarding.
2. Seek to remain competitive with classified, certified and administrative wages and benefits.
3. ???
4. ???

**Goal Area 6: Fiscal Management/Responsibility**

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

**Strategic Objectives:**

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Involve employees in budget development.
3. Maintain a strong presence (Board and administration) in legislative proceedings.
4. ???
5. ???

# **Two-Year 2009-2010 Planning Horizon**

## **Outcome-Oriented Goals and Strategic Objectives**

### **For Lewistown Public Schools**

The following thinking represents goals for 2009-2010.

#### **Goal Area 1: Measurable Student Achievement**

**Statement of Intended Outcome, 2009-2010:** *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

#### **Strategic Objectives:**

1. Implement whatever recommendations are approved by the Board during 2008-2009 regarding full-time kindergarten.
2. ???
3. ???

#### **Goal Area 2: Plant Facilities**

**Statement of Intended Outcome, 2009-2010:** *Lewistown Public Schools has developed a state-of-the-art plant facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our plant facilities program. Our plant facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

#### **Strategic Objectives:**

1. Complete the process to develop, with staff and community, a 10-year facilities plan. Research financing options, and develop and implement a plan to secure community understanding and approval of it.
2. Complete design of the elementary buildings HVAC restoration work approved by voters in 2008, go to bid and have project completed during the summer of 2010.
3. ???
4. ???

### **Goal Area 3: Community / Parental Engagement**

**Statement of Intended Outcome, 2009-2010:** *Lewistown Public Schools has created an environment of collaboration with families of students and with our community. Families of students are actively involved in their children's education. The community is highly engaged in our school environment. As a result of our community and family commitment to public education, we have established a positive voice in the legislature and a collaborative approach to solving public education issues with our local legislators.*

#### **Strategic Objectives:**

1. Assess our efforts to reach out to the community – including steps taken during FY2008-09 – and fine tune and improve for 2009-2010.
2. ???
3. ???

### **Goal Area 4: Technology**

**Statement of Intended Outcome, 2009-2010:** *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our plant facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

#### **Strategic Objectives:**

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Develop a plan to insure that we are investigating and, wherever necessary and affordable, implementing new technologies for cost-efficient delivery of technology for students and staff (such as expanding terminal services, implementing virtualization, proven open-source software solutions).
3. Encourage and support the expanded use of instructional aides for the classroom (projectors, interactive white boards, document cameras).
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Insure that, beginning in FY2009-10, the technology staff is consulted and included in textbook/publisher decisions as these decisions increasingly have technology components and impacts.
6. Develop and implement a plan to address the technology generational gap (between staff and students).
7. Determine if and how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).



8. Develop a timeline on researching, understanding and implementing a plan to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
9. ???

## **Goal Area 5: Highly Qualified Staff**

**Statement of Intended Outcome, 2009-2010:** *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

### **Strategic Objectives:**

1. By September 30, 2009, assess and implement efforts to improve communication with our staff (including roundtables, regular building visits by administrators and suggestions from staff).
2. ???
3. ???

## **Goal Area 6: Fiscal Management/Responsibility**

**Statement of Intended Outcome, 2009-2010:** *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

### **Strategic Objectives:**

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways, prior to Jan. 1, 2010, to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2011).
4. ???
5. ???

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

6

- 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:** 02/09/2009

**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**

02/09/2009

**Agenda Item No.**

7

- 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:** 02/09/2009

**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**

02/09/2009

**Agenda Item No.**

8

- 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:** 02/09/2009

**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**

02/09/2009

**Agenda Item No.**

9

- 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:** 02/09/2009

**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**

Montana Office of Public Instruction

PO Box 202501

Helena, Montana 59620-2501

(406) 444-3095

1-888-231-9393

Fax: (406) 444-2893

[www.opi.mt.gov](http://www.opi.mt.gov)

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

10

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 02/09/2009

**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.

- ❖ Day of Advocacy—Monday, March 16, 2009—Helena
- ❖ Full-Time Kindergarten Meetings—Highland Park Gym
  - K-6                                      Tuesday                      February 10                      3:30 p.m.
  - Community                              Thursday                      February 12                      6:30 p.m.
- ❖ Roundtable Schedule
- ❖ Early Release—Wednesday, February 11, 2009—1:30 p.m.—K-6 Math/7-12 Indian Ed
- ❖ WR—State Class A Tournament—February 13-14, 2009—Billings
- ❖ Home Extracurricular Activities:
  - BBB/GBB—Browning—Saturday, February 14, 2009
  - BBB—Park High—Tuesday, February 17, 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						



**The Day of Advocacy**  
**March 16, 2009**  
**Best Western Great Northern Hotel**  
**Helena, MT 59601**



*Montana Assn. of School Superintendents*

*Jointly sponsored by:*



*Montana School Boards Association*



*Montana Rural Education Association*

*"Strong leadership by superintendents working collaboratively with boards of trustees that are aligned with and supportive of the non-negotiable goals for achievement and instruction can make a significant difference in the academic attainment of a district's students! Come to our MASS-MREA-MTSBA Day of Advocacy to learn how you can make even more of a difference in your school district! The Day of Advocacy will also allow you to have an impact on the 2009 Legislature, including opportunities to meet with and hear from key legislators, including those that represent your area.*

*Trustees and superintendents, please come and join us at this important event!"*

Darrell Rud, MASS

Lance Melton, MTSBA

Dave Puyear, MREA

**Preliminary Agenda**

- 7:30am – 8:15am** Continental Breakfast
- 8:15am – 8:30am** Welcome and Introductions
- 8:30am – 11:30am** Guest Speaker, Doug Christensen, former Nebraska Commission of Education
- 11:30am – 12:30pm** Legislative Leaders' Panel
- 12:30pm – 1:30pm** Lunch (included) Sponsoring Organization's Legislative Overview
- 1:30pm** On the hill visit - Discuss education issues with your legislators and invite them to the evening reception. The House (Room #137) & Senate (Room #303) Education Committees meet at 3:00pm.
- 6:00pm – 9:00pm** Hosted reception for attendees and legislators



*Former Nebraska Commissioner of Education Dr. Douglas D. Christensen will present the keynote address.*  
*Dr. Christensen served as Commissioner of Education: Nebraska Department of Education from 1994 to 2008. He has served in many educational capacities including; Adjunct Professor-Emporia State University, Emporia, Kansas; Adjunct Professor for Curriculum & Instruction & Educational Administration: University of Nebraska; Superintendent-North Platte Public Schools, North Platte, Nebraska; Associate Commissioner of Education, and Deputy Commissioner of Education: Nebraska Department of Education.*

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

11

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 02/09/2009

**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**

02/09/2009

**Agenda Item No.**

12

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

**ITEM TITLE:** MINUTES

**Requested By:** Board of Trustees   **Prepared By:** Mike Waterman   **Date:** 02/09/2009

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the January 26, 2009, 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  
JANUARY 26, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, January 26, 2009, at 7:00 p.m. in the Highland Park Elementary School Library, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Jennifer Granot, Becky Jackson, Jeremy Bristol, Mary Schelle

ROLL CALL

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

OTHERS PRESENT: Zane Fulbright, Dale Lambert, Doreen Heintz-NEWS ARGUS, and other interested parties

TRUSTEES ABSENT: Tara Cutler, Stan Monger

Zane Fulbright led the group in the Pledge of Allegiance.

PLEDGE

Members of the Board spoke briefly about strategic planning and will continue discussion at the next regular meeting.

DISCUSSION -  
STRATEGIC  
PLANNING

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

REPORT -  
STUDENT  
REPRESENTATIVE

The Collective Gaining Committee hopes to finalize a contract when it meets Wednesday, January 28, 2009.

REPORT -  
COMMITTEES OF  
THE BOARD

No items were discussed.

CALENDAR ITEMS

Mike Waterman reported on calendar dates and procedures for the School Election to be held on May 5, 2009.

REPORT -  
ELECTION  
UPDATE

Members of the Board discussed the schedule for upcoming roundtables and meetings. The next early release will be held January 28, 2009. Analysis of full-time kindergarten was continued with information being reviewed on modular classrooms, classroom start-up costs, and staff and community meetings. Superintendent Jason Butcher reported that Fergus High School was granted approved accreditation by the Northwest Association of Accredited Schools. Mike Waterman also noted that the United States Congress is currently looking at expanding Qualified Zone Academy Bond financing.

OTHER ITEMS

Zane Fulbright addressed the Board regarding full-time kindergarten. He advocated the continuance of the current program and stressed the importance of an ongoing dialogue on the topic.

PUBLIC  
PARTICIPATION

Minutes of the Regular Board Meeting of January 12, 2009, were approved unanimously (Jackson/Schelle). Minutes of the Board Work/Study Session of January 21, 2009, were approved unanimously (Granot/Bristol).

APPROVAL OF  
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through January 22, 2009, were approved unanimously (Bristol/Jackson).

APPROVAL OF  
CLAIMS

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

CONSENT GROUP  
ITEMS

13. Approve adding Victoria Beddall, Aimee Hausman, Tyson Kolar, and Jerimiah Miller to the Substitute Teachers/Assistants List, and adding Aimee Hausman and Karen Phillips to the Substitute Food Service List.

APPROVE  
SUBSTITUTES

14. Approve the calendar for the 2009-2010 school year.

APPROVE  
2009-2010  
SCHOOL  
CALENDAR

15. Approve the Lewistown Junior High School General Ledger Report for December, 2008.

APPROVE  
LEWISTOWN  
JUNIOR HIGH  
SCHOOL GENERAL  
LEDGER REPORT

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

APPROVE  
PERSONNEL  
REPORT

17. Approve a request by Lynn Lensing for an extended leave of absence of one to four days following the completion of the standard 30-day maternity leave (Jackson/Schelle - unanimous).

APPROVE  
EXTENDED LEAVE  
OF ABSENCE

18. Approve second reading/adoption - Admission of Non-Resident Students Policy - #7008 (Granot/Schelle - unanimous).

APPROVE SECOND  
READING/  
ADOPTION -  
ADMISSION OF  
NON-RESIDENT  
STUDENTS  
POLICY

The Board recessed at 7:54 p.m. and reconvened at 8:00 p.m.

RECESS/  
RECONVENE

Chairman Dave Byerly called for an Executive Session to discuss a personnel matter stating that the individual's right to privacy clearly exceeds the public's right to know. Procedures to be followed during the session were read.

EXECUTIVE  
SESSION

The meeting was called back into regular session at 8:52 p.m.

REGULAR  
SESSION

20. The Board of Trustees approved accepting the administration's recommendation of termination of an employee (Schelle/Granot). The motion passed unanimously (Bristol - aye, Byerly - aye, Granot - aye, Jackson - aye, Schelle - aye).

APPROVE  
TERMINATION  
RECOMMENDATION

The meeting was adjourned at 8:54 p.m. The next regular meeting will be held on February 9, 2009, at 7:00 p.m. in the Fergus High School Library (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 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

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

13

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees   **Prepared By:** Sherry Martin   **Date:** 02/09/2009

**SUMMARY:**

Approve claims paid through February 5, 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**

02/09/2009

**Agenda Item No.**

14 - 15

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

**SUGGESTED ACTION:** Approve All Items

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

14

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

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

**Requested By:** Board of Trustees    **Prepared By:** Sandi Chamberlain    **Date:** 02/09/2009

**SUMMARY:**

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

Substitute Teacher List:

Bo Laughery	B.S. Human Health & Performance/History
Christine Olson	B.A. Liberal Arts-Fine Arts
Justin Shobe	B.A. Biology/Chemistry

Substitute School Food List:

Jerimiah Miller

**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**

02/09/2009

**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 DECEMBER 2008

**Requested By:** Board of Trustees    **Prepared By:** Robin Moline    **Date:** 02/09/2009

**SUMMARY:**

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

## General Ledger Report

From Account: 1  
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000001 AFS	9.19	0.00	0.00	0.00	9.19	0.00	9.19
000005 ANNUAL	4266.87	2124.80	0.00	0.00	6391.67	0.00	6391.67
000006 A.P. TESTS	1176.72	0.00	0.00	0.00	1176.72	0.00	1176.72
000008 BAND	3729.31	24.00	-1079.77	0.00	2673.54	0.00	2673.54
000009 EASTERN MT JAZZ	350.00	0.00	0.00	0.00	350.00	0.00	350.00
000010 BPA	207.87	4095.00	-3363.50	0.00	939.37	0.00	939.37
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	50.00	0.00	0.00	251.77	0.00	251.77
000017 CHEERLEADERS	2694.55	89.00	-349.00	0.00	2434.55	0.00	2434.55
000018 NHS - CLAWS	615.11	0.00	-72.50	0.00	542.61	0.00	542.61
000020 CONCESSIONS	1718.31	1907.13	-1140.19	0.00	2485.25	0.00	2485.25
000021 EAGLE RENAISSANCE	2809.43	0.00	-110.00	0.00	2699.43	0.00	2699.43
000022 EAGLETTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000024 F CLUB	2546.32	0.00	0.00	0.00	2546.32	0.00	2546.32
000026 FERGUS NEWSPAPER	392.25	0.00	0.00	0.00	392.25	0.00	392.25
000028 FFA	18443.49	1133.00	-150.00	0.00	19426.49	0.00	19426.49
000030 FCCLA	1051.49	3282.00	-1122.75	0.00	3210.74	0.00	3210.74
000032 FINANCIAL ADMINISTR.	1461.45	120.55	-900.00	0.00	682.00	0.00	682.00
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	436.38	10.00	0.00	0.00	446.38	0.00	446.38
000036 VICA	768.94	0.00	-515.72	0.00	253.22	0.00	253.22
000038 KEY CLUB	767.21	15.00	0.00	0.00	782.21	0.00	782.21
000039 PARKING FINES	1271.45	6.00	0.00	0.00	1277.45	0.00	1277.45
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	1101.73	7760.00	0.00	0.00	8861.73	0.00	8861.73
000048 STUDENT ACT. TICKETS	6930.00	30.00	0.00	0.00	6960.00	0.00	6960.00
000050 STUDENT COUNCIL	1350.89	1300.30	-75.91	0.00	2575.28	0.00	2575.28
000052 THESPIANS	2379.37	0.00	0.00	0.00	2379.37	0.00	2379.37
000055 TOURNAMENTS	1272.65	0.00	0.00	0.00	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	6108.88	3065.75	-64.64	0.00	9109.99	0.00	9109.99
000066 DISTRICT 8 MUSIC	1790.50	519.00	0.00	0.00	2309.50	0.00	2309.50
000070 WEIGHT CLUB	4284.03	0.00	-64.95	0.00	4219.08	0.00	4219.08
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: 12/01/2008  
 To : 12/31/2008

## General Ledger Report

From Account: 1  
 To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
002010 CLASS OF 2010	-6.00	7809.38	0.00	0.00	7803.38	0.00	7803.38
002011 CLASS OF 2011	232.00	0.00	0.00	0.00	232.00	0.00	232.00
002012 FCCLA/CULINARY	113.30	243.22	0.00	0.00	356.52	0.00	356.52
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Group Total</b>	<b>92186.20</b>	<b>33584.13</b>	<b>-9008.93</b>	<b>0.00</b>	<b>116761.40</b>	<b>0.00</b>	<b>116761.40</b>
<b>Grand Total</b>	<b>92186.20</b>	<b>33584.13</b>	<b>-9008.93</b>	<b>0.00</b>	<b>116761.40</b>	<b>0.00</b>	<b>116761.40</b>

From: 12/01/2008  
To : 12/31/2008

## General Ledger Report

From Account: 1  
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	67380.98	33584.13	-9008.93	-559.50	91396.68	0.00	91396.68
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	205.00	0.00	0.00	34.50	239.50	0.00	239.50
000997 TRAVEL ACCOUNT	2201.36	0.00	0.00	525.00	2726.36	0.00	2726.36
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	98361.97	33584.13	-9008.93	0.00	122937.17	0.00	122937.17
Grand Total	98361.97	33584.13	-9008.93	0.00	122937.17	0.00	122937.17

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: 12/01/2008

Checking Account

To : 12/31/2008

CHECK ACCOUNT

Ending Balance on statement dated 12/31/2008 ->	101705.66
Add: Outstanding Deposits (Bank Deposits) -> +	0.00
Less: Outstanding Checks -> -	10308.98
	-----
Cash Balance as of 12/31/2008 ->	91396.68

Cash Balance for CHECK ACCOUNT as of 12/01/2008 ->	67380.98
Add: Total Deposits (Bank Deposits) -> +	33584.13
Less: Total Checks and Withdrawls -> -	9568.43
	-----
Cash Balance as of 12/31/2008 ->	91396.68

## 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	67380.98	33584.13	9008.93	-559.50	91396.68
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	205.00	0.00	0.00	34.50	239.50
000997 TRAVEL ACCOUNT	2201.36	0.00	0.00	525.00	2726.36
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>	98361.97	33584.13	9008.93	0.00	122937.17

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**

02/09/2009

**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:** 02/09/2009

**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:** February 9, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>BREIDENBACH, Brad</b>	Driver Education Instructor	School District #1	Approve appointment at \$16.50 per hour for up to \$1,600 for Classroom and Behind-the-Wheel Instruction	March 2 – April 29, 2009	See attached memo.
<b>MCCONNELL, Dave</b>	Driver Education Instructor	School District #1	Approve appointment at \$16.50 per hour for up to \$1,800 for Behind-the-Wheel Instruction	March 2 – April 29, 2009	See attached memo.
<b>MENTZER, Paula</b>	Adult basic Education Instructor	Roundup, MT	Approve appointment at \$15.00 per hour for up to 846 hours per year	February 9, 2009	See attached memo.

# Memorandum

---

**To:** Jason Butcher, Superintendent  
**From:** Diane Oldenburg, Driver Education Director  
**Date:** February 2, 2009  
**Re:** Winter Drivers Education

---

I am requesting the Board of Trustees approval to hire Brad Breidenbach and Dave McConnell to instruct the Driver Education winter session for 2009. They each have received the appropriate Traffic Education Endorsement to teach Drivers Education from the Office of Public Instruction.

Approximate dates of employment and approximate contract amounts:

March 2-April 29, 2009, Brad Breidenbach, contract amount \$1,600 (Classroom & BTW)  
March 2-April 29, 2009, Dave McConnell, contract amount \$1,800 (BTW only)

The rate of pay would be \$16.50 per hour for classroom time and behind-the-wheel (BTW) driving time. Thank you for your consideration.

# Memorandum

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**To:** Jason Butcher, Superintendent  
Lewistown Board of Trustees

**From:** Diane Oldenburg, Director  
Central Montana Education Center

**Date:** February 4, 2009

**Re:** Adult Basic Education

---

This is a request to renew Paula Mentzer's contract for 2008-2009. Paula is the Adult Basic Education instructor for our Roundup Adult Learning Center. Our Adult Basic and Literacy Education grant covers service to six counties, including Musselshell County. Her wages are provided by our State and Federal ABLÉ Grant dollars.

ABLE Grant Program Year: July 1, 2008 to June 30, 2009

18 hours/week x 47 weeks (closed in July) = 846 hrs x \$15/hr = \$12,690 Contract Total

Thank you for your consideration of this request.

This contract renewal did not get submitted last spring due to Diane not knowing that her office needs to make these employment recommendations every year. She will be sending a letter each spring for her Adult Basic Education Instructor's contracts for the following school year for Board approval.

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

17

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

**ITEM TITLE:** DECISION ON RETIREMENT INCENTIVE

**Requested By:** Board of Trustees   
**Prepared By:** Mike Waterman   
**Date:** 02/09/2009

**SUMMARY:**

The Board of Trustees needs to make a decision and call for a vote as to whether or not to offer a Retirement Incentive to the Lewistown Public Schools Certified Staff.

A Retirement Incentive Proposal is attached for your review and consideration.

**SUGGESTED ACTION:** Approve Retirement Incentive for the Lewistown Public Schools Certified Staff

**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						

# RETIREMENT INCENTIVE PROPOSAL

02/09/2009

## LEWISTOWN PUBLIC SCHOOLS SCHOOL DISTRICT #1

This is a retirement incentive proposal from the Board of Trustees to the Certified Staff of the Lewistown Public Schools. The incentive will be offered on Tuesday, February 10, 2009, after approval by the full Board.

### RETIREMENT INCENTIVE:

The incentive being offered to teachers eligible for retirement is as follows:

Lewistown Public School District will pay \$400.00 per month for twenty-three (23) months to the Retiree. This payment will be paid through payroll on the 30<sup>th</sup> of each month beginning on August 30, 2009, with the final payment on June 30, 2011. All required payroll taxes will be withheld from each incentive payment. In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

### TIMETABLE:

This is a one-time offering from the District to Certified Staff. This offering is only available from **February 10, 2009, until February 25, 2009**. All staff wishing to take part in the incentive must declare their intent to retire by **5:00 p.m. on February 25, 2009**. After that date the incentive program will become void.

# LEWISTOWN PUBLIC SCHOOLS

FY2010 General Fund Budget Analysis and Savings Options

February 6, 2009

	Elementary	High School
Existing Costs:		
Salary Costs (step and lane increases only)	3,853,173	2,107,522
Other Budgeted Costs (2009 Amount + 3% Inflation)	1,749,483	1,181,560
Subtotal	5,602,656	3,289,082
Plus: Proposed Gaining Increases:		
Proposed Salary Increases (2% on BASE)	77,097	42,172
Proposed Certified Insurance Increase (split 67% Elem/33% HS)	30,899	15,219
<b>Total FY10 Proposed General Fund Budget</b>	<b><u>5,710,652</u></b>	<b><u>3,346,472</u></b>
FY10 Highest Budget Without a Vote (Current Law)	5,278,591	3,163,578
Expected Surplus/(Shortfall)	<u>(432,061)</u>	<u>(182,894)</u>
FY10 Total Budget Per Governor's Budget Proposal*	5,472,990	3,234,814
Expected Surplus/(Shortfall)	<u>(237,662)</u>	<u>(111,658)</u>
FY10 Total Budget Per OPI Budget Proposal*	5,598,515	3,297,322
Expected Surplus/(Shortfall)	<u>(112,137)</u>	<u>(49,150)</u>
<u>Budget Savings Options:</u>		
Voted Levy WITHOUT Full Time Kindergarten (current law)	41,870	13,692
Voted Levy WITH Full Time Kindergarten (current law)	84,319	13,692
Increase School Lunch Prices (2009 budgeted General Fund support of lunch program)	128,433	0
Retirement Incentive (average savings per retiree from previous two incentive offerings)	12,188	12,188
Full Time Kindergarten Permissive Net Gain	85,417	0
Federal Stimulus: Title I	87,500	32,700
Federal Stimulus: Construction	229,600	76,100
Federal Stimulus: IDEA	111,000	50,800
Federal Stimulus: State Fiscal Stabilization Fund	TBD	TBD

\* Source: <http://www.mtsba.org/LinkClick.aspx?fileticket=aV5HbGf%2bung%3d&tabid=400>



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE CREATION OF ELEMENTARY AND HIGH SCHOOL CAFETERIA/FLEX PLAN FUNDS

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 02/09/2009

**SUMMARY:**

The Board of Trustees needs to approve the creation of the Elementary and High School Cafeteria/Flex Plan Funds.

Lewistown Public Schools provides a cafeteria plan (IRC 125) for its employees. This plan provides participants an opportunity to receive certain benefits on a pretax basis. Currently, the District accounts for the plan as a part of the Elementary Miscellaneous Programs Fund (Fund 115). However, we should account for it in funds 195 and 295: the Elementary and High School Cafeteria/Flex Plan Funds. These funds exist specifically to account for flex/cafeteria plans such as ours.

Unlike most district funds, agency funds such as these never have revenues or expenditures. Rather, the assets in agency funds will correspond to an equal liability amount owed to the participants of the plan. The only activity in these funds, then, will be the change in the amount of money our flex plan administrator holds for benefit of the plan participants.

For this first year, the flex plan administrator carried forward a cash balance of \$27,000. As a result, the Elementary and High School funds will be opened with \$18,000 and \$9,000, respectively. Each fund will have a corresponding liability as this money is actually being held on behalf of employees participating in the plan.

Please contact me with questions.

**SUGGESTED ACTION:** Approve Creation of Elementary and High School Cafeteria/Flex Plan Funds

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2009

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE APPLICATION FOR THE MONTANA ASSOCIATION OF GEOGRAPHIC INFORMATION PROFESSIONALS (MAGIP) GRANT

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 02/09/2009

**SUMMARY:**

The Board of Trustees needs to approve the application for a Montana Association of Geographic Information Professionals (MAGIP) Grant as submitted by Susan Flentie, Junior High School Science Teacher.

The MAGIP is soliciting proposals for a \$1,000 grant to develop a K-12 Curriculum to bring Geographic Information Systems (GIS) into classrooms.

The focus of the project is to create a curriculum that merges existing subject curriculums with geospatial technologies. The grant will be awarded on a competitive basis by the Board of Directors of MAGIP. One of the primary missions of MAGIP is geospatial education, and the Association represents GIS professionals throughout Montana. Every other year MAGIP hosts the Intermountain GIS Conference, which attracts approximately 300 professionals.

**SUGGESTED ACTION:** Approve Application for the MAGIP Grant

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