

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lewistown Junior High School  
914 West Main Street  
Lewistown, Montana 59457**

**Monday, February 23, 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. Recommendation—Full-Time Kindergarten
4. Discussion—Strategic Planning
5. Report—Student Representative
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

8. Report—Investment
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 February 9, 2009, Regular Board Meeting
13. Minutes of the February 12, 2009, Board Work/Study Session

**APPROVAL OF CLAIMS**

14. Claims

**CONSENT GROUP ITEMS**

15. Approve Substitute(s)
16. Approve Lewistown Junior High School Activity Fund Report for January 2009
17. Approve Fergus High School Activity Fund Report for January 2009

**INDIVIDUAL ITEMS**

18. Approve Personnel
19. Decision and Ratification or Denial of the 2009-2010 Collective Gaining Proposal
20. Approve Extension of Deadline for Retirement Incentive

**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**

02/23/2009

**Agenda Item No.**

3

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

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

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 02/23/2009

**SUMMARY:**

Jason Butcher, Superintendent and the Administrators for the Lewistown Public Schools would like to present to the Board of Trustees a recommendation for Full-Time Kindergarten.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

## **Full-Time Kindergarten Administrative Recommendations**

The recommendation of Lewistown School District Administration is to implement Full-Time Kindergarten at the beginning of the 2009-2010 School Year.

While we understand that this is a big decision and involves change, we believe Full-Time Kindergarten is best for the students of our District. We also believe that improvements can be made in the configuration of our schools. These improvements will further enhance our students' learning environments and, we believe, ultimately increase their academic achievement.

With those goals in mind, we recommend the following changes:

**Highland Park Elementary School** will become an early childhood center housing grades Pre K, Kindergarten, and 1st grade as well as the CARE classroom.

**Garfield Elementary and Lewis and Clark Elementary Schools** will become neighborhood schools, both housing 2nd through 6th grade.

Below are other advantages our proposal will have in addition to the positive impact on learning:

- Maximizes intervention opportunities at the early grades where they are most effective.
- Reduces building transitions for students.
- Allows for consistent interaction with one school staff and administrator.
- Concentrates families in one or two elementary schools.
- Utilizes current facilities without adding modular classrooms.
- Positions the Lewistown School District to transition to a middle school structure as was recommended by the Facilities Use Committee. This fits with the long-term direction of the District.
- Promotes family involvement in the schools

Facilities are a major hurdle, no matter which Full-Time Kindergarten option we choose. We feel that we have a knowledge-based proposal which maximizes the use of our current facilities.

We also understand that change is a difficult process and a decision of this magnitude will not make everyone happy. However, this decision incorporates our research and the feedback we have received through surveys and through community and staff meetings on this topic. In the end, we feel it is the best long term solution for our students, staff and community.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**Agenda Item No.**

4

- 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:** 02/23/2009

**SUMMARY:**

The Board of Trustees needs to continue the discussion regarding the draft of the plan which resulted from the strategic planning sessions and develop a short and long-term plan that will include a Mission Statement and a Values and Beliefs Statement for the Lewistown Public Schools.

Once the rough draft is completed, this information will be presented to the staff and community 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. As part of this process, Lewistown Public Schools has begun a strategic planning and thinking process that will lead to an even stronger 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 focus its resources in a manner that will best benefit the students enrolled in Lewistown Public Schools.

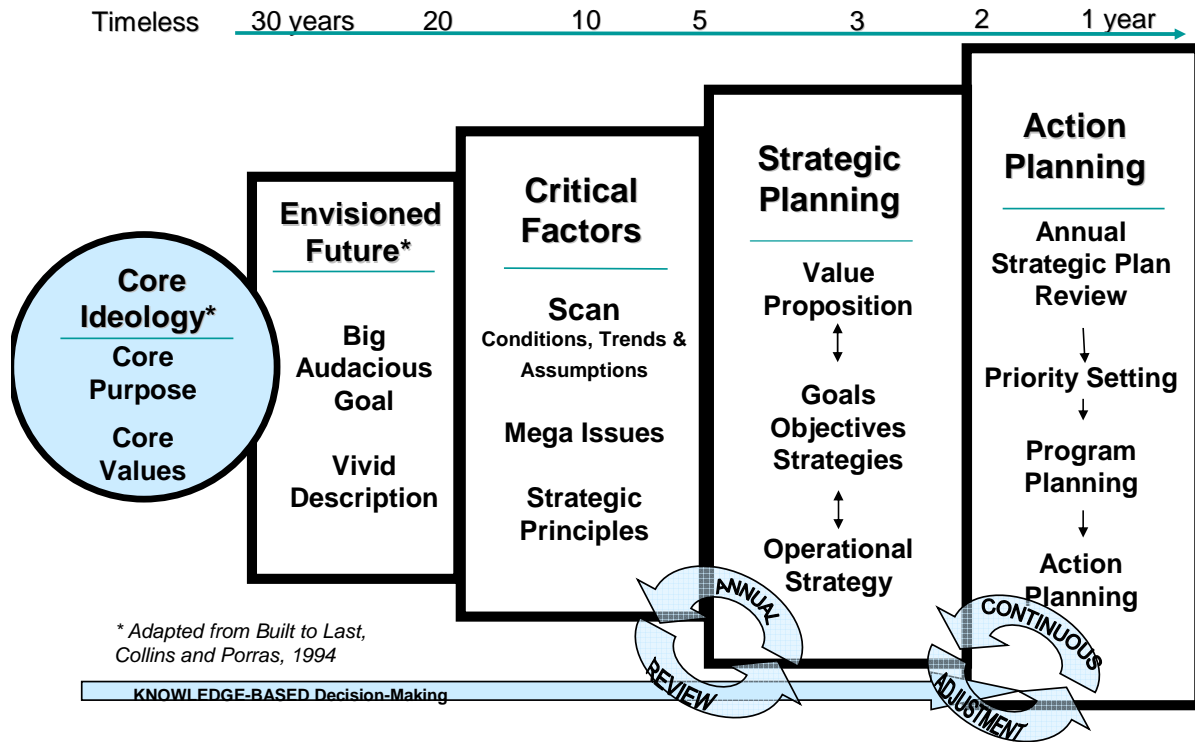
The Lewistown Board of Trustees and Staff Leadership Team began the strategic planning and thinking process to carry out their commitment to children and to the community. Lewistown Public Schools engaged Lance Melton and Debra Silk of the Montana School Boards Association to facilitate the strategic 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 ongoing. This is not a "strategic planning project" that is completed; rather this is a process that requires frequent assessment, and adaptation as this is a living document that should evolve to fit the needs of the district in perpetuity. 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.

### **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.

# Five Planning Horizons



## Core Ideology of the Lewistown Public Schools

**Core ideology** describes a school district's consistent identity. 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.

## 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:

1. **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.
1. **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.
2. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
3. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
4. **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.
5. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.



## **20-Year Planning Horizon**

**Envisioned future** conveys a concrete yet unrealized vision for the school district. It consists of a **big audacious goal** – a clear and compelling goal 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.

### **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 sets needed in order for our students to succeed.
- Our staff ensures that every student succeeds to the best of his/her ability.
- We have adequate funding to support all of our programs and offerings.
- Each board member understands the duties and responsibilities that come with the job and does everything they can to ensure they understand the issues in order to make sound decisions.
- We have effectively incorporated technology into our district.

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

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

In order to make progress the 20 year Envisioned Future, Lewistown Public Schools must constantly anticipate and assess the factors likely to affect its ability to succeed. This process of building foresight about the future helps the Lewistown Public Schools to make assumptions about the relevant future - these assumptions have been used to determine outcome-oriented goals that form the basis of this long- range strategic plan. Continued anticipation and assessment of factors likely to affect the district can then be a basis upon which to update the strategic plan as needed.

During the October 27, 2008, Strategic Planning meeting, the Lewistown Board of Trustees and Staff Leadership Team made many assumptions about the future. What follows are those assumptions that are likely to have the greatest influence on achieving the envisioned future.

### **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 brings uncertainty
- 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
- Each legislative session will bring new financial uncertainty

### **Legislation/Regulation**

- State funding suit will be decided.
- Lack of programs/funding for gifted/talented students
- Same or increased governmental control of schools
- Each legislative session will bring new financial uncertainty
- Continued earmarking of funds.
- Continued increase in one time only allocation of funds (OTO funds).
- Decreased local control
- 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 for its effective use in the district.
- Continued struggle to remain current in the fields of technology and science
- Increase in technology-based instructional opportunities
- Challenge to compete globally

### **Social Values**

- Increase in numbers of students with severe health concerns.
- Behavioral issues impacting students at younger ages
- Apathy towards public education issues

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

**Mega issues** are questions of strategic importance, which indicate choices the school district will need to make in defining the objectives 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.

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

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

- **Demographics**
  - What steps will the district take to ensure that sound financial decisions are made as our budgets decrease due to declining enrollment to make the best use of limited resources to retain the credibility of the community?
  - What can the District do to minimize the impacts of poverty on families with school aged children.
  
- **Business/Economic Climate**
  - What steps can the District take to ensure that we hire and retain quality certified and classified 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?
  - How can the school board act to 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 money is prudently spent on technology?
  - What can the District do to have the staff both participate in and be enthusiastic about the implementation of our technology plan?
  
- **Health 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 increased numbers of students with severe health issues?
  - What can the district do with the community to address the issue of behavioral issues of students 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?*

*(I don't see the logical sequence from: Mega issues - to knowledge-based decision making - to these outcome oriented goals)*

## **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 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 assessed and adapted as necessary, 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 and/or vocational 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 and life choices. Our staff is highly supportive 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. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

**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**

02/23/2009

**Agenda Item No.**

5

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

**ITEM TITLE:** REPORT—STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** LeAnn Quinlan    **Date:** 02/23/2009

**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**

02/23/2009

**Agenda Item No.**

6

- 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:** 02/23/2009

**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**

02/23/2009

**Agenda Item No.**

7

- 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:** 02/23/2009

**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**

02/23/2009

**Agenda Item No.**

8

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

**ITEM TITLE:** REPORT—INVESTMENT

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 02/23/2009

**SUMMARY:**

Attached are reports on the interest earned and distributed for January 2009.

The first column of each report reflects the cash balance in various funds as of January 1, 2009.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

**INVESTMENT INCOME DISTRIBUTION REPORT**  
**SCHOOL DISTRICT NO.1, FERGUS COUNTY**  
 January 31, 2009

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

**REPORTING PERIOD:** 1/1/2009 - 1/31/2009  
**ELEM INVESTMENT INCOME:** \$3,311.67  
**HS INVESTMENT INCOME:** \$2,501.24

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
<b>ELEMENTARY DISTRICT:</b>				
101 GENERAL	972,728.49	30.25%	1,001.90	14,911.11
110 TRANSPORTATION	223,396.15	6.95%	230.10	3,100.29
111 BUS DEPRECIATION	906,792.63	28.20%	933.99	20,538.45
112 FOOD SERVICE	155,860.62	4.85%	160.53	3,684.87
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	496,628.97	15.45%	511.52	7,028.12
120 RENTAL	5,057.68	0.16%	5.21	140.68
121 COMPENSATED ABSENCES	49,575.91	1.54%	51.06	1,162.50
124 METAL MINES	0.00	0.00%	0.00	519.79
128 TECHNOLOGY	73,501.12	2.29%	75.71	1,240.93
129 FLEXIBILITY	54,701.45	1.70%	56.34	1,146.60
160 BUILDING	0.00	0.00%	0.00	72.05
161 BUILDING RESERVE	229,491.73	7.14%	236.37	4,559.90
175 CENTRAL TRANSPORTATION	0.00	0.00%	0.00	0.00
177 CENTRAL STORE	8,648.91	0.27%	8.91	123.32
184 STUDENT ACTIVITIES	38,859.66	1.21%	40.03	746.21
<b>ELEMENTARY TOTAL</b>	<b>3,215,243.32</b>	<b>100.00%</b>	<b>3,311.67</b>	<b>58,974.82</b>
<b>HIGH SCHOOL DISTRICT:</b>				
201 GENERAL	650,685.91	24.57%	614.58	9,853.05
210 TRANSPORTATION	153,418.17	5.79%	144.90	2,117.79
211 BUS DEPRECIATION	482,786.82	18.23%	455.99	9,554.03
214 RETIREMENT	277,040.92	10.46%	261.66	3,984.25
217 ADULT EDUCATION	40,399.30	1.53%	38.16	687.26
218 DRIVERS EDUCATION	59,864.91	2.26%	56.54	1,299.77
220 RENTAL	0.00	0.00%	0.00	25.00
221 COMPENSATED ABSENCES	24,399.49	0.92%	23.05	495.47
224 METAL MINES	157,599.17	5.95%	148.85	3,237.38
228 TECHNOLOGY	49,431.09	1.87%	46.69	631.82
229 FLEXIBILITY	48,424.38	1.83%	45.74	836.28
260 BUILDING	63,410.57	2.39%	59.89	1,156.42
261 BUILDING RESERVE	361,370.58	13.65%	341.31	6,679.89
275 ACTIVITY BUS	24,229.00	0.91%	22.88	527.79
281 ENDOWMENT FUNDS	84,241.93	3.18%	79.57	1,686.38
282 INTERLOCAL AGREEMENT	113,322.49	4.28%	107.03	2,585.33
284 STUDENT ACTIVITIES	57,598.53	2.17%	54.40	803.15
<b>HIGH SCHOOL TOTALS</b>	<b>2,648,223.26</b>	<b>100.00%</b>	<b>2,501.24</b>	<b>46,161.06</b>
<b>GRAND TOTALS</b>	<b>5,863,466.58</b>		<b>5,812.91</b>	<b>105,135.88</b>

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**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:** 02/23/2009

**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

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**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**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:** 02/23/2009

**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
- ❖ Construction Academy—2009-2010 Project
- ❖ Design 3 Engineering—Fee Proposal for HVAC Upgrades
- ❖ Special Needs Bus Driver Conference—Date and Location Change
- ❖ Roundtable Schedule
- ❖ Junior High Band and Choir Concert—Tuesday, February 24, 2009—7:00 p.m.—FCPA
- ❖ No School—Winter Break—February 26-27, 2009
- ❖ BBB/GBB Central A Divisional Tournament—February 26-28, 2009—Belgrade
- ❖ Eagle Booster Meeting—Monday, March 2, 2009—7:00 p.m.—Yogo
- ❖ Early Release—Wednesday, March 4, 2009—1:30 p.m.—Response to Intervention (RtI)
- ❖ Third Grade Music Program—Thursday, March 5, 2009—7:00 p.m.—FCPA
- ❖ Daylight Savings Time Begins—Sunday, March 8, 2009
- ❖ Key Club State Convention—March 8-10, 2009—Billings

**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.*

## FEE SUMMARY SHEET

### A. Site Investigation and as built drawings

Highland Park	\$3,885.00
Garfield School	\$2,655.00
Lewis and Clark	<u>\$3,885.00</u>

Sub total for site investigation and as built drawings	\$10,425.00	<b>\$10,425.00</b>
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### B. Site visits for Engineer

Highland Park	\$4,170.00
Garfield School	\$4,582.50
Lewis and Clark	<u>\$6,480.00</u>

Sub total for site visits for Engineer	\$15,232.50	<b>\$15,232.50</b>
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### C. Non destructive testing

Highland Park	\$2,250.00
Garfield School	\$2,250.00
Lewis and Clark	<u>\$2,250.00</u>

Sub total for non destructive testing	\$6,750.00	<b>\$6,750.00</b>
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### D. Preliminary design, cost estimates and approaches

Highland Park	\$20,875.00
Garfield School	\$17,050.00
Lewis and Clark	<u>\$16,330.00</u>

Sub total for preliminary design, costs and approache	\$54,255.00	<b>\$54,255.00</b>
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### E. Final design, working drawings and specifications

Highland Park	\$18,775.00
Garfield School	\$15,550.00
Lewis and Clark	<u>\$20,350.00</u>

Sub total for working drawings and specifications	\$54,675.00	<b>\$54,675.00</b>
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### F. Construction Services

Highland Park	\$10,350.00
Garfield School	\$10,350.00
Lewis and Clark	<u>\$10,350.00</u>

Sub total for constructon services	\$31,050.00	<b>\$31,050.00</b>
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<b>G. Total projected engineering fee for all schools:</b>		<b><u>\$172,387.50</u></b>
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**HIGHLAND PARK  
Engineering Fee Proposal**

A. Site Investigation and as built drawings

Site investigation	two trips 3 days/trip=	6 days		
	8 Hours/day	\$65.00 per hour		\$3,120.00
Mileage	.55 cents/mile	700 Miles		\$385.00
Motels and meals				
# people	1 cost/nite	\$95.00	4 days	\$380.00
				<u>\$3,885.00</u>
				<b>\$3,885.00</b>

B. Site visits for Engineer

# trips	4	Hourly rate	\$85.00	10 Hrs/day	\$3,400.00
Mileage	.55 cents/mile		1400 Miles		\$770.00
					<u>\$4,170.00</u>
					<b>\$4,170.00</b>

C. Non destructive testing

# days	1.5	Cost/day	\$1,500.00		\$2,250.00
					<u>\$2,250.00</u>
					<b>\$2,250.00</b>

D. Preliminary design, cost estimates and approaches

Drafting	hourly rate	\$55.00	hrs	120	\$6,600.00
Mechanical	hourly rate	\$85.00	hrs	110	\$9,350.00
Electrical	hourly rate	\$85.00	hrs	30	\$2,550.00
Structural	hourly rate	\$85.00	hrs	20	\$1,700.00
Clarical	hourly rate	\$45.00	hrs	15	\$675.00
					<u>\$20,875.00</u>
					<b>\$20,875.00</b>

E. Final design, working drawings and specifications

Drafting	hourly rate	\$55.00	hrs	70	\$3,850.00
Mechanical	hourly rate	\$85.00	hrs	90	\$7,650.00
Electrical	hourly rate	\$85.00	hrs	55	\$4,675.00
Structural	hourly rate	\$85.00	hrs	20	\$1,700.00
Clarical	hourly rate	\$45.00	hrs	20	\$900.00
					<u>\$18,775.00</u>
					<b>\$18,775.00</b>

F. Sub total for completion of working drawings \$49,955.00 **\$49,955.00**

G. Construction Services

Bidding					
Printing	30	sets @	\$55.00 / set		\$1,650.00
Pre bid walk through					\$1,050.00
C A	12	trips	550 /trip		\$6,600.00
Close out and final inspection					\$1,050.00
					<u>\$10,350.00</u>
					<b>\$10,350.00</b>

**H. Total projected engineering fee for Highland Park School \$60,305.00**

**GARFIELD SCHOOL  
Engineering Fee Proposal**

A. Site Investigation and as built drawings

Site investigation	two trips	2 days/trip=	4 days		
	8 Hours/day	\$65.00	per hour	\$2,080.00	
Mileage	.55 cents/mile	700 Miles		\$385.00	
Motels and meals					
# people	1	cost/nite	\$95.00	2 days	\$190.00
					<u>\$2,655.00</u>
					<b>\$2,655.00</b>

B. Site visits for Engineer

# trips	3	Hourly rate	\$95.00	10 Hrs/day	\$2,850.00
Mileage	.55 cents/mile	1050 Miles			\$1,732.50
					<u>\$4,582.50</u>
					<b>\$4,582.50</b>

C. Non destructive testing

# days	1.5	Cost/day	\$1,500.00		\$2,250.00
					<u>\$2,250.00</u>
					<b>\$2,250.00</b>

D. Preliminary design, cost estimates and approaches

Drafting	hourly rate	\$55.00	hrs	120	\$6,600.00
Mechanical	hourly rate	\$85.00	hrs	70	\$5,950.00
Electrical	hourly rate	\$85.00	hrs	30	\$2,550.00
Structural	hourly rate	\$85.00	hrs	15	\$1,275.00
Clarical	hourly rate	\$45.00	hrs	15	\$675.00
					<u>\$17,050.00</u>
					<b>\$17,050.00</b>

E. Final design, working drawings and specifications

Drafting	hourly rate	\$55.00	hrs	50	\$2,750.00
Mechanical	hourly rate	\$85.00	hrs	80	\$6,800.00
Electrical	hourly rate	\$85.00	hrs	40	\$3,400.00
Structural	hourly rate	\$85.00	hrs	20	\$1,700.00
Clarical	hourly rate	\$45.00	hrs	20	\$900.00
					<u>\$15,550.00</u>
					<b>\$15,550.00</b>

F. Sub total for completion of working drawings \$42,087.50 **\$42,087.50**

G. Construction Services

Bidding					
Printing	30	sets @	\$55.00 / set		\$1,650.00
Pre bid walk through					\$1,050.00
C A	12	trips	550 /trip		\$6,600.00
Close out and final inspection					\$1,050.00
					<u>\$10,350.00</u>
					<b>\$10,350.00</b>

**H. Total projected engineering fee for Highland Park School \$52,437.50**

**LEWIS AND CLARK SCHOOL  
Engineering Fee Proposal**

A. Site Investigation and as built drawings

Site investigation	2 trips 3 days/trip=	6 days		
	8 Hours/day	\$65.00 per hour		\$3,120.00
Mileage	.55 cents/mile	700 Miles		\$385.00
Motels and meals				
# people	1 cost/nite	\$95.00	4 days	\$380.00
				<u>\$3,885.00</u>
				<b>\$3,885.00</b>

B. Site visits for Engineer

# trips	4	Hourly rate	\$85.00	10 Hrs/day	\$3,400.00
Mileage	.55 cents/mile		1400	Miles	\$3,080.00
					<u>\$6,480.00</u>
					<b>\$6,480.00</b>

C. Non destructive testing

# days	1.5	Cost/day	\$1,500.00		\$2,250.00
					<u>\$2,250.00</u>
					<b>\$2,250.00</b>

D. Preliminary design, cost estimates and approaches

Drafting	hourly rate	\$55.00	hrs	60	\$3,300.00
Mechanical	hourly rate	\$85.00	hrs	100	\$8,500.00
Electrical	hourly rate	\$85.00	hrs	40	\$3,400.00
Structural	hourly rate	\$85.00	hrs	8	\$680.00
Clarical	hourly rate	\$45.00	hrs	10	\$450.00
					<u>\$16,330.00</u>
					<b>\$16,330.00</b>

E. Final design, working drawings and specifications

Drafting	hourly rate	\$55.00	hrs	60	\$3,300.00
Mechanical	hourly rate	\$85.00	hrs	120	\$10,200.00
Electrical	hourly rate	\$85.00	hrs	50	\$4,250.00
Structural	hourly rate	\$85.00	hrs	20	\$1,700.00
Clarical	hourly rate	\$45.00	hrs	20	\$900.00
					<u>\$20,350.00</u>
					<b>\$20,350.00</b>

F. Sub total for completion of working drawings \$49,295.00 **\$49,295.00**

G. Construction Services

Bidding					
Printing	30	sets @	\$55.00 / set		\$1,650.00
Pre bid walk through					\$1,050.00
C A	12	trips	550 /trip		\$6,600.00
Close out and final inspection					\$1,050.00
					<u>\$10,350.00</u>
					<b>\$10,350.00</b>

**H. Total projected engineering fee for Highland Park School \$59,645.00**

**BOARD OF TRUSTEES ROUNDTABLE SCHEDULE**  
**2008-2009**

Date	Group	Time	Meeting Site
December 8, 2008	Garfield Elementary	5:00-7:00 p.m.	Garfield Elementary School
January 12, 2009	Lewis & Clark Elementary	5:00-7:00 p.m.	Lewis & Clark Elementary School
January 26, 2009	Highland Park Elementary	5:00-7:00 p.m.	Highland Park Elementary School
February 9, 2009	FHS Staff	5:00-7:00 p.m.	Fergus High School
February 23, 2009	Junior High School	5:00-7:00 p.m.	Junior High School
<b>March 9, 2009</b>	<b>FHS Students</b>	<b>5:00-7:00 p.m.</b>	<b>Fergus High School</b>
March 23, 2009	LEA	5:00-7:00 p.m.	Lincoln Board Room
April 27, 2009	Classified Staff	5:00-7:00 p.m.	Lincoln Board Room
May 11, 2009	Admin Council	5:00-7:00 p.m.	Lincoln Board Room

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**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:** 02/23/2009

**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**

02/23/2009

**Agenda Item No.**

12 - 13

- 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:** 02/23/2009

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the February 9, 2009, Regular Board Meeting
- Minutes of the February 12, 2009, Board/Work Study Session and Community 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  
FEBRUARY 9, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, February 9, 2009, at 7:00 p.m. in the Fergus High School Library, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne, Pat Giedd, Scott Dubbs, DeeAnn Buehler, Suzy Flentie, Teresa Stokken, Karen Durbin, Chad Armstrong, Vic Feller, Robert Rutledge, Jill Reed

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

TRUSTEES ABSENT: Jeremy Bristol

DeeAnn Buehler led the group in the Pledge of Allegiance.

PLEDGE

Paul Strom, representing Paul Strom & Associates, reviewed the annual audit.

REPORT - AUDIT RESULTS

Members of the Collective Gaining Committee presented their recommendations for the upcoming contract period to the Board. The trustees will vote on the proposal at the regular meeting that will be held on February 23, 2009. The Lewistown Education Association will vote within the next two weeks.

PRESENTATION - COLLECTIVE GAINING COMMITTEE

The results of the strategic planning sessions were examined and the Board also reviewed a rough draft of the Lewistown Public Schools' Strategic Planning Process for 2009. A work/study session will be held in the Highland Park Elementary School Library at 5:30 p.m. on Thursday, February 12, 2009, to further discuss the strategic plan.

DISCUSSION - STRATEGIC PLANNING

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

REPORT - STUDENT REPRESENTATIVE

The Transportation Committee plans to meet on Wednesday, February 11, 2009. Members of the Science Curriculum Committee also recently met to discuss feedback on recent changes and proposals.

REPORT - COMMITTEES OF THE BOARD

Mary Schelle spoke about the Day of Advocacy being held in Helena encouraging all trustees to attend and advocate our schools. She also noted that the Montana Unified School Trust Board of Directors met and insurance rates will be available in early March.

CALENDAR ITEMS

The Board discussed the timetable for the upcoming School Election to be held on Tuesday, May 5, 2009. Petitions for Nomination of School Board Trustee are to be turned into the Business Office by 5:00 p.m. on March 26, 2009. The election will be held at Fergus High School.

REPORT -  
ELECTION  
UPDATE

The schedule for the remaining roundtables was reviewed by the trustees. The school district continues to pursue the possibility of implementing full-time kindergarten. A meeting with elementary personnel has been scheduled for Tuesday, February 10, 2009, and a community meeting will be held on Thursday, February 12, 2009.

OTHER ITEMS

Zane Fulbright commented on the strategic plan, and called the Board's attention to issues with full-time kindergarten and the four-day school weeks. He noted that the plan seemed to assume that full-time kindergarten will be implemented when that decision has not yet been made. Mr. Fulbright urged the members of the Board to further develop goals especially in the area of measurable student achievement.

PUBLIC  
PARTICIPATION

Minutes of the Regular Board Meeting of January 26, 2009, were approved unanimously (Jackson/Granot).

APPROVAL OF  
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through February 5, 2009, were approved unanimously (Cutler/Jackson).

APPROVAL OF  
CLAIMS

A motion to approve consent group items 14-15 was approved unanimously (Monger/Schelle).

CONSENT GROUP  
ITEMS

14. Approve adding Bo Laughery, Christine Olson, and Justin Shobe to the Substitute Teachers/Assistants List, and adding Jerimiah Miller to the Substitute Food Service List.

APPROVE  
SUBSTITUTES

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

APPROVE FERGUS  
HIGH SCHOOL  
ACTIVITY FUND  
REPORT

16. Approve the Personnel Report - see Exhibit A (Cutler/Monger - unanimous).

APPROVE  
PERSONNEL  
REPORT

17. Approve offering certified staff a retirement incentive (Granot/Jackson). Members of the Board discussed the details of several options. The motion was amended to pay retirees \$500.00 a month for 23 months beginning in August of 2009 and ending June 30, 2011. Declaration is to be made by February 25, 2009 (Jackson/Monger). The motion passed by a vote of 5 to 1 (Byerly - aye, Cutler - nay, Granot - aye, Jackson - aye, Monger - aye, Schelle - aye). The original amended motion passed by a vote of 4 to 2 (Byerly - aye, Cutler - nay, Granot - aye, Jackson - aye, Monger - aye, Schelle - nay).

APPROVE  
RETIREMENT  
INCENTIVE

18. Approve establishing an Elementary Cafeteria/Flex Plan Fund and a High School Cafeteria/Flex Plan Fund (Schelle/Jackson - unanimous).

APPROVE  
ESTABLISHING  
FUNDS

19. Approve Montana Association of Geographic Information Professionals (MAGIP) Grant Proposal (Jackson/Monger - unanimous).

APPROVE GRANT  
PROPOSAL

The meeting was adjourned at 9:00 p.m. The next regular meeting will be held on February 23, 2009, at 7:00 p.m. in the Lewistown Junior High School Gymnasium (Jackson - unanimous).

ADJOURNMENT

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DAVE BYERLY  
BOARD CHAIRMAN

---

MIKE WATERMAN  
BUSINESS MANAGER/CLERK

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** 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.

MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
FEBRUARY 12, 2009

The Board of Trustees of School District Number One and High School District Number One held a Board Work/Study Session Thursday, February 12, 2009, at 5:30 p.m. in the Highland Park Elementary School Library, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Jennifer Granot, Tara Cutler, Jeremy Bristol, Becky Jackson at 5:35 p.m.

ROLL CALL

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

OTHERS PRESENT: Zane Fulbright

TRUSTEES ABSENT: Mary Schelle, Stan Monger

There was no public input.

PUBLIC PARTICIPATION

Members of the Board reviewed and discussed changes to the rough draft of the Lewistown Public Schools' Strategic Planning Process for 2009.

DISCUSSION - STRATEGIC PLANNING

The Board recessed at 6:25 p.m. and reconvened at 6:30 p.m. for a Community Meeting in the Highland Park Elementary School Gymnasium.

RECESS/ RECONVENE

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Matt Lewis, John Moffatt, Sharon Redfern, Brandon O'Halloran, Margee Smith, Bridget Sparks, Laura Gilskey, Luke Brandon, Bobbie Atchison

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

TRUSTEES ABSENT: Mary Schelle

There was no public input.

PUBLIC PARTICIPATION

Superintendent Jason Butcher, Matt Lewis, and Mike Waterman provided everyone with research information, configuration options, and financial considerations regarding full-time kindergarten. School district administration and staff also answered various questions from the public in attendance.

COMMUNITY  
MEETING -  
FULL-TIME  
KINDERGARTEN

The meeting was adjourned at 8:25 p.m. (Jackson - unanimous).

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DAVE BYERLY  
BOARD CHAIRMAN

---

MIKE WATERMAN  
BUSINESS MANAGER/CLERK

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**Agenda Item No.**

14

- 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:** 02/23/2009

**SUMMARY:**

Approve claims paid through February 19, 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**

02/23/2009

**Agenda Item No.**

15 - 17

<u>Agenda Items</u>	<u>Additional Information</u>
<p>15. Approve Substitute(s)</p> <p>16. Approve Lewistown Junior High School Activity Fund Report for January 2009</p> <p>17. Approve Fergus High School Activity Fund Report for January 2009</p>	

**SUGGESTED ACTION:** Approve All Items

**NOTES:**

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



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**Agenda Item No.**

15

- 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:** 02/23/2009

**SUMMARY:**

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

Substitute Teacher List:

Fiina Burns

Student Teacher at Highland Park

**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**

02/23/2009

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORT FOR JANUARY 2009

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers    **Date:** 02/23/2009

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for January 2009.

**SUGGESTED ACTION:** Approve Lewistown Junior High School Activity Fund Report(s) as Presented

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

**NOTES:**

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

From: 01/01/2009  
To : 01/31/2009

General Ledger Report

From Account: 1  
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1945.74	8.49	0.00	0.00	1954.23	0.00	1954.23
000105 Builder's Club	141.03	8.48	-38.00	0.00	111.51	0.00	111.51
000115 Cheerleaders	1665.19	8.47	0.00	0.00	1673.66	0.00	1673.66
000120 Consumer Tech	858.47	8.47	0.00	0.00	866.94	0.00	866.94
000125 FACS	734.85	213.47	-794.75	0.00	153.57	0.00	153.57
000130 BC,SC Store	1383.17	378.90	-232.50	0.00	1529.57	0.00	1529.57
000135 Music	96.52	8.49	0.00	0.00	105.01	0.00	105.01
000140 Photo Club	2107.97	404.49	0.00	0.00	2512.46	0.00	2512.46
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	652.89	8.49	-641.50	0.00	19.88	0.00	19.88
000155 Ski Club	2431.83	8.48	-135.00	0.00	2305.31	0.00	2305.31
000160 Student Council	1692.29	376.23	0.00	0.00	2068.52	0.00	2068.52
000165 Green Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000170 LifeSkills	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000180 NEWS	101.39	251.63	0.00	0.00	353.02	0.00	353.02
000190 COMPUTER SERV LEARNING	125.86	8.48	0.00	0.00	134.34	0.00	134.34
Group Total	13937.20	1692.57	-1841.75	0.00	13788.02	0.00	13788.02
Grand Total	13937.20	1692.57	-1841.75	0.00	13788.02	0.00	13788.02

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Principal: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**Agenda Item No.**

17

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

**ITEM TITLE:** APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORT FOR JANUARY 2009

**Requested By:** Board of Trustees    **Prepared By:** Robin Moline    **Date:** 02/23/2009

**SUMMARY:**

The Board of Trustees needs to approve the Fergus High School Activity Fund report for January 2009.

**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: 01/01/2009  
To : 02/01/2009

## 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	6391.67	45.00	0.00	0.00	6436.67	0.00	6436.67
000006 A.P. TESTS	1176.72	0.00	0.00	0.00	1176.72	0.00	1176.72
000008 BAND	2673.54	0.00	-2049.00	0.00	624.54	0.00	624.54
000009 EASTERN MT JAZZ	350.00	0.00	0.00	0.00	350.00	0.00	350.00
000010 BPA	939.37	193.00	0.00	165.00	1297.37	0.00	1297.37
000012 CMT	569.69	0.00	0.00	0.00	569.69	0.00	569.69
000015 CT.MT.MENTORS	344.76	0.00	-30.00	0.00	314.76	0.00	314.76
000016 Student Store	251.77	0.00	0.00	0.00	251.77	0.00	251.77
000017 CHEERLEADERS	2434.55	515.16	-112.18	0.00	2837.53	0.00	2837.53
000018 NHS - CLAWS	542.61	0.00	0.00	0.00	542.61	0.00	542.61
000020 CONCESSIONS	2485.25	6207.58	-1966.91	-1290.00	5435.92	0.00	5435.92
000021 EAGLE RENAISSANCE	2699.43	0.00	-10.00	0.00	2689.43	0.00	2689.43
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	-325.00	0.00	67.25	0.00	67.25
000028 FFA	19426.49	167.00	-5876.19	0.00	13717.30	0.00	13717.30
000030 FCCLA	3210.74	0.00	0.00	0.00	3210.74	0.00	3210.74
000032 FINANCIAL ADMINISTR.	682.00	6.03	-389.78	0.00	298.25	0.00	298.25
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	446.38	0.00	0.00	150.00	596.38	0.00	596.38
000036 VICA	253.22	0.00	-50.12	300.00	503.10	0.00	503.10
000038 KEY CLUB	782.21	246.00	-46.54	0.00	981.67	0.00	981.67
000039 PARKING FINES	1277.45	6.00	0.00	0.00	1283.45	0.00	1283.45
000040 PEP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000042 SCIENCE CLUB	13754.51	25.00	-295.53	150.00	13633.98	0.00	13633.98
000047 SKI CLUB	8861.73	3272.00	-5731.00	525.00	6927.73	0.00	6927.73
000048 STUDENT ACT. TICKETS	6960.00	25.00	0.00	0.00	6985.00	0.00	6985.00
000050 STUDENT COUNCIL	2575.28	866.75	-897.36	0.00	2544.67	0.00	2544.67
000052 THESPIANS	2379.37	0.00	-64.75	0.00	2314.62	0.00	2314.62
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	9109.99	107.00	-5739.57	0.00	3477.42	0.00	3477.42
000066 DISTRICT 8 MUSIC	2309.50	137.00	-1584.60	0.00	861.90	0.00	861.90
000070 WEIGHT CLUB	4219.08	0.00	-99.98	0.00	4119.10	0.00	4119.10
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	-505.00	0.00	2239.90	0.00	2239.90
000110 PASS-THROUGH	519.58	12331.10	0.00	0.00	12850.68	0.00	12850.68

From: 01/01/2009  
 To : 02/01/2009

## 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	7803.38	48.00	-4656.96	0.00	3194.42	0.00	3194.42
002011 CLASS OF 2011	232.00	0.00	0.00	0.00	232.00	0.00	232.00
002012 FCCLA/CULINARY	356.52	90.00	-99.31	0.00	347.21	0.00	347.21
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Group Total</b>	<b>116761.40</b>	<b>24287.62</b>	<b>-30529.78</b>	<b>0.00</b>	<b>110519.24</b>	<b>0.00</b>	<b>110519.24</b>
<b>Grand Total</b>	<b>116761.40</b>	<b>24287.62</b>	<b>-30529.78</b>	<b>0.00</b>	<b>110519.24</b>	<b>0.00</b>	<b>110519.24</b>

From: 01/01/2009

## General Ledger Report

From Account: 1

To : 02/01/2009

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	91396.68	24287.62	-30529.78	0.00	85154.52	0.00	85154.52
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	239.50	0.00	0.00	0.00	239.50	0.00	239.50
000997 TRAVEL ACCOUNT	2726.36	0.00	0.00	0.00	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	122937.17	24287.62	-30529.78	0.00	116695.01	0.00	116695.01
Grand Total	122937.17	24287.62	-30529.78	0.00	116695.01	0.00	116695.01

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: 01/01/2009

Checking Account

To : 02/01/2009

CHECK ACCOUNT

Ending Balance on statement dated 02/01/2009 ->	94524.73
Add: Outstanding Deposits (Bank Deposits) -> +	0.00
Less: Outstanding Checks -> -	9370.21
	-----
Cash Balance as of 02/01/2009 ->	85154.52

Cash Balance for CHECK ACCOUNT as of 01/01/2009 ->	91396.68
Add: Total Deposits (Bank Deposits) -> +	24287.62
Less: Total Checks and Withdrawls -> -	30529.78
	-----
Cash Balance as of 02/01/2009 ->	85154.52

## 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	91396.68	24287.62	30529.78	0.00	85154.52
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	239.50	0.00	0.00	0.00	239.50
000997 TRAVEL ACCOUNT	2726.36	0.00	0.00	0.00	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>	122937.17	24287.62	30529.78	0.00	116695.01

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**

02/23/2009

**Agenda Item No.**

18

- 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:** 02/23/2009

**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 23, 2009

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>ARMSTRONG, Chad</b>	Head Wrestling Coach	Fergus High School	Approve Out-of State Travel to attend the NCAA Divisional Wrestling Tournament/Clinic in St. Louis, MO	March 18-22, 2009	See attached travel request.
<b>MELVIN, Jonathan Scott</b>	Head Custodian	Lewistown Junior High School	Accept Letter of Resignation	March 6, 2009	See attached letter.

Professional  
Leave for 3-19-09 to 3-20-09

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

NAME Chad Armstrong ADDRESS 220 Cedar St. TODAY'S DATE 2-18-09

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

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

1. **CONFERENCE/MEETING:** NCAA Division Wrestling Tourney <sup>clinic</sup> **LOCATION:** St. Louis, MO

Conference Starts: Date: 3-19-09 Time: All Day (A.M./P.M.)  
 Conference Ends: Date: 3-21-09 Time: (A.M./P.M.)  
 Departure: Date: 3-18-09 Time: (A.M./P.M.)  
 Return: Date: 3-22-09 Time: (A.M./P.M.)

2. **Transportation:** (check one) Is a school vehicle available on district website? \_\_\_\_\_  
 (http://www.lewistown.k12.mt.us -- Request District Vehicles)  
 Did you reserve a vehicle on district website? \_\_\_\_\_

Auto: \_\_\_\_\_ x \_\_\_\_\_ /mile = \$ \_\_\_\_\_ Driver's Name: \_\_\_\_\_  
 (Distance) (Rate)

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

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

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

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

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

**TOTAL TRIP EXPENSE** \$ \_\_\_\_\_

**MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS** \$ 250.00  
 (High School Wrestling Fund Booster Club)

APPROVED  MODIFIED  DISAPPROVED  Building Administrator Recommendation Date \_\_\_\_\_  
 ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE

Superintendent and/or Board of Trustees Date \_\_\_\_\_

**Part B**  
**Post-Travel:** Complete all information below after your trip and return the WHITE copy (the original signed copy) to ACCTS PAYABLE at the Lincoln Building within 10 working days.

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

**Actual Travel Costs:** Payment to You

1. Meals: \$ \_\_\_\_\_

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

3. Lodging: (Attach receipts) \$ \_\_\_\_\_

4. Registration: (Attach receipts) \$ \_\_\_\_\_

5. Other Local Transportation (taxi, bus, etc.): (Attach receipts) \$ \_\_\_\_\_

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

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

ADMINISTRATORS USE ONLY

CENTRAL OFFICE USE ONLY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

February 19, 2009

Jonathan S. Melvin  
1007 Fifth Avenue North  
Lewistown, MT 59457

Paul Stengel  
Lewistown Public Schools  
215 7<sup>th</sup> Avenue South  
Lewistown, MT 59457

Dear Paul:

With this letter, I hereby submit my resignation from Lewistown Public Schools effective March 6, 2009, to further my career as Lead Custodian at Turner Middle School.

I wish you good luck and continued success.

Sincerely,

Jonathan Scott Melvin  
Head Custodian Lewistown Junior High School

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/23/2009

**Agenda Item No.**

19

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

**ITEM TITLE:** DECISION AND RATIFICATION OR DENIAL OF THE 2009-2010 COLLECTIVE GAINING PROPOSAL

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_ **Date:** 02/23/2009

**SUMMARY:**

The Board of Trustees needs to make a decision and call for a vote to ratify or decline the proposal for the 2009-2010 Collective Gaining Agreement as presented by the Collective Gaining Committee at the February 9, 2009, Regular Board Meeting.

**SUGGESTED ACTION:** Call for a Vote to Ratify or Decline Proposal for the 2009-2010 Collective Gaining Agreement

**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**

02/23/2009

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE EXTENSION OF DEADLINE FOR RETIREMENT INCENTIVE

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 02/23/2009

**SUMMARY:**

The Board of Trustees needs to approve extending the deadline for the Retirement Incentive to Wednesday, March 11, 2009. This date will fall after the Board votes on whether or not to accept the recommendation for Full-Time Kindergarten.

**SUGGESTED ACTION:** Approve Extension of Deadline for Retirement Incentive to Wednesday, March 11, 2009

**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