

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room**  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Monday, March 23, 2009**

**BOARD WORK/STUDY SESSION**

**CALL TO ORDER (5:00 P.M.)**

1. Roll Call
2. Public Participation

**AGENDA**

3. Discuss the Method of Implementation for Full-Time Kindergarten

**ADJOURNMENT**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Presentation—Fergus High School H.O.W. (Helping Our World) Club
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 March 9, 2009, Regular Board Meeting

**APPROVAL OF CLAIMS**

13. Claims

**CONSENT GROUP ITEMS**

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

**INDIVIDUAL ITEMS**

17. Approve Personnel
18. Set School District Number One Levy Election
19. Set High School District Number One Levy Election
20. Approve Method of Implementation for Full-Time Kindergarten

**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**

03/23/2009

**Agenda Item No.**

3

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

**ITEM TITLE:** DISCUSS THE METHOD OF IMPLEMENTATION FOR FULL-TIME KINDERGARTEN

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 03/23/2009

**SUMMARY:**

The Board will discuss the possible methods of implementation for Full-Time Kindergarten.

**SUGGESTED ACTION:** Discussion

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

**NOTES:**

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

**REGULAR**

**BOARD**

**MEETING**

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**Agenda Item No.**

3

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

**ITEM TITLE:** PRESENTATION—FERGUS HIGH SCHOOL H.O.W. (HELPING OUR WORLD) CLUB

**Requested By:** Board of Trustees    **Prepared By:** Melanie Smith    **Date:** 03/23/2009

**SUMMARY:**

A newly formed environmental club at Fergus High School called H.O.W. (Helping Our World) would like to talk to the Board of Trustees about their club and about a grant for a wind generator at the high school.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**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:** 03/23/2009

**SUMMARY:**

The Board of Trustees will continue to have a discussion regarding the draft of the Strategic Plan and make any necessary changes.

**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 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.

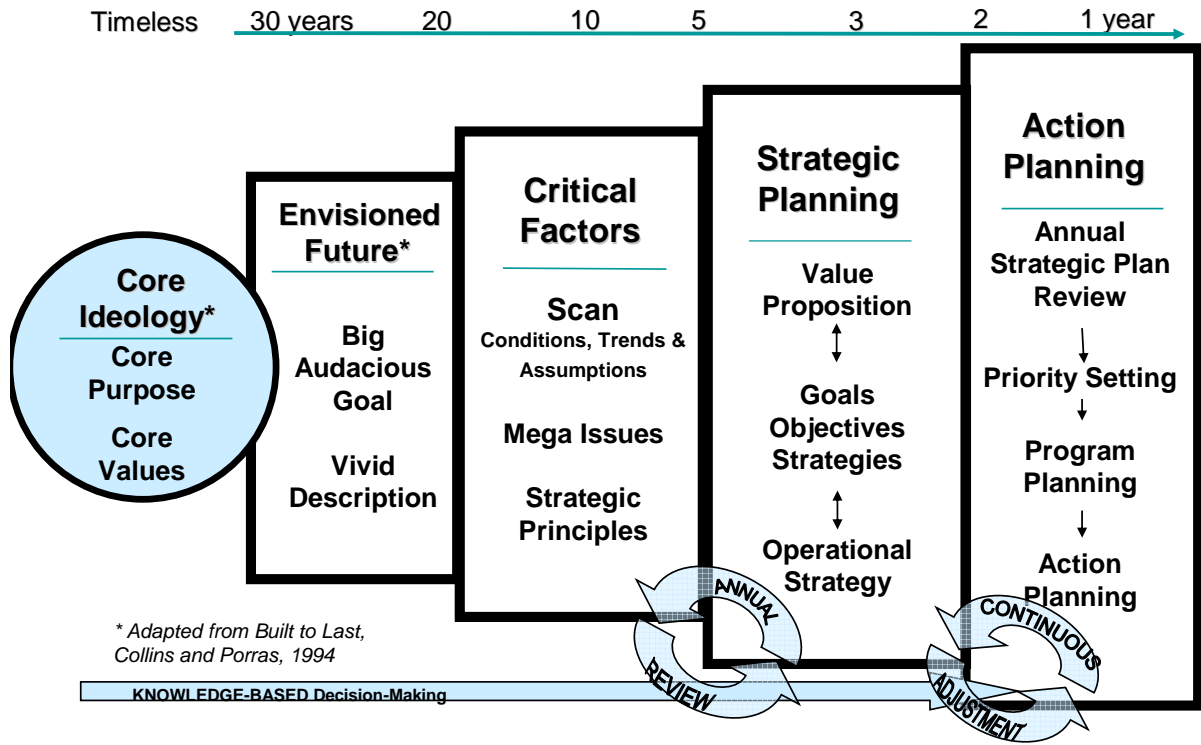
The Lewistown Board of Trustees and Staff Leadership Team began the strategic planning and thinking process to carry out their commitment to children and to the community. Lewistown Public Schools engaged Lance Melton and Debra Silk of the Montana School Boards Association to facilitate the strategic 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



\* Adapted from *Built to Last*, Collins and Porras, 1994



## **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 for its outcome oriented goals and strategic objectives:*

*📁 Question #1 – What do we know our students' / parents' / community's / needs, wants and preferences that is relevant to this decision?*

*📁 Question #2 – What do we know about the current realities and evolving dynamics of our community / marketplace / industry / profession that is relevant to this decision?*

*📁 Question #3 – What do we know about the capacity and strategic position of the Lewistown Public Schools that is relevant to this decision?*

*📁 Question #4 – What are the ethical implications of our choices?*

## **Five-Year Planning Horizon Outcome-Oriented Goals and Strategic Objectives For Lewistown Public Schools**

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

Strategic Objectives provide direction 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.
5. Analyze to ensure best practice testing methods
6. Create meaningful progress goals for students
- 7.

**Goal Area 2: Facilities**

**Statement of Intended Outcome, Five years:** *Lewistown Public Schools has developed a state-of-the-art 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 facilities program. Our 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. Identify and complete “phase one” of the plan.

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

**Statement of Intended Outcome, Five Years:** *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children’s education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community’s and family’s commitment to public education, we have established a collaborative approach to solving public education issues that includes 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. Ensure that the board and the district operate in a transparent manner at all times to promote the environment of collaboration and maintain the community's trust and support.
5. Consistent timely delivery of information
6. Create a Parent involvement plan - orientation, opportunities in schools
7. Create parent advocacy at state level through PTSG (opportunities)

**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 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. Develop technology plan or update to reflect new equipment needs and procedures
4. Provide staff development to ensure that technology standards are implemented in classrooms district wide.

**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. Develop and implement an evaluation system that will:
  - Emphasize the importance of assessment and professional growth as a vital tool in assuring students work with highly trained and competent staff.
  - Assist certified staff with their professional growth, support and recognize efforts to better perform as educators.
  - Provide a greater and more consistent opportunity for instructional leaders to observe, monitor, work with, assess, coach, mentor, evaluate and support certified staff.
  - Hold certified staff accountable to the Lewistown Public School District's Professional Standards.

**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. The District continues its approach to letting the community know why its support is necessary to maintain the excellent system of education in place.
2. The Lewistown Public Schools provides timely information to members of the board and public about budgets and about legislation that may impact those budgets, (positively or negatively), so local legislators can be productively engaged.
3. Conduct annual survey to establish needs and priorities
4. Actively support legislators and legislation affecting school funds and funding.
5. Engage area legislators and our community in conversations about the needs of our schools to be sure our needs are clear and our legislators know the effect of their votes on us.
6. Evaluate, in an open, collaborative process with the community, the effects of declining enrollment and prioritize needs to respond to the declining revenues.

# **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. Support staff as they find ways to engage students in the required testing process.

## **Goal Area 2: Facilities**

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has developed a state-of-the-art 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 facilities program. Our 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. Continue the constructive dialog with airport officials and community members to develop 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. Determine how to best implement technology given space demands of the district

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

**Statement of Intended Outcome, 2008-2009:** *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes 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. Be as transparent as possible in all that we do as a district to maintain the community's trust and the district's credibility.

### **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 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. Analyze costs versus benefits of current distance learning system and make a recommendation to continue or seek other methods.

### **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.

**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.

**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. Survey students, staff, and parents to determine level of current ability to actively participate in both co-curricular and extra-curricular activities and possible suggestions to foster active participation.
3. Students will show 80% attainment of district created progress goals
4. Define “district-created progress goals.”

**Goal Area 2: Facilities**

**Statement of Intended Outcome, 2009-2010:** *Lewistown Public Schools has developed a state-of-the-art 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 facilities program. Our 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.

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

**Statement of Intended Outcome, 2009-2010** *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children’s education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community’s and family’s commitment to public education, we have established a collaborative approach to solving public education issues that includes 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. Survey parents on how district can help them be more involved, and utilize results.

## **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 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 aids 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. Find ways to use the infinite campus portal to inform and engage the community.

## **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. Assess district-wide use of technology and differentiated instruction and provide additional training to staff as necessary.

**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. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**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:** 03/23/2009

**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**

03/23/2009

**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:** 03/23/2009

**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**

03/23/2009

**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:** 03/23/2009

**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**

03/23/2009

**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:** 03/23/2009

**SUMMARY:**

Attached is the report on the interest earned and distributed for February 2009.

The first column of the report reflects the cash balance in various funds as of February 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**  
February 28, 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:** 2/1/2009 - 2/28/2009  
**ELEM INVESTMENT INCOME:** \$2,195.48  
**HS INVESTMENT INCOME:** \$1,689.42

| FUND                         | CASH<br>BALANCE     | %              | CURRENT<br>INTEREST | YTD<br>INTEREST   |
|------------------------------|---------------------|----------------|---------------------|-------------------|
| <b>ELEMENTARY DISTRICT:</b>  |                     |                |                     |                   |
| 101 GENERAL                  | 806,710.83          | 26.09%         | 572.88              | 15,483.99         |
| 110 TRANSPORTATION           | 195,432.06          | 6.32%          | 138.78              | 3,239.07          |
| 111 BUS DEPRECIATION         | 908,570.53          | 29.39%         | 645.21              | 21,183.66         |
| 112 FOOD SERVICE             | 177,537.72          | 5.74%          | 126.08              | 3,810.95          |
| 113 TUITION                  | 0.00                | 0.00%          | 0.00                | 0.00              |
| 114 RETIREMENT               | 459,760.77          | 14.87%         | 326.49              | 7,354.61          |
| 120 RENTAL                   | 4,971.84            | 0.16%          | 3.53                | 144.21            |
| 121 COMPENSATED ABSENCES     | 49,626.97           | 1.61%          | 35.24               | 1,197.74          |
| 124 METAL MINES              | 82,412.83           | 2.67%          | 58.52               | 578.31            |
| 128 TECHNOLOGY               | 72,596.66           | 2.35%          | 51.55               | 1,292.48          |
| 129 FLEXIBILITY              | 54,757.79           | 1.77%          | 38.89               | 1,185.49          |
| 160 BUILDING                 | 0.00                | 0.00%          | 0.00                | 72.05             |
| 161 BUILDING RESERVE         | 230,938.97          | 7.47%          | 164.00              | 4,723.90          |
| 175 CENTRAL TRANSPORTATION   | 0.00                | 0.00%          | 0.00                | 0.00              |
| 177 CENTRAL STORE            | 10,046.29           | 0.32%          | 7.13                | 130.45            |
| 184 STUDENT ACTIVITIES       | 38,276.42           | 1.24%          | 27.18               | 773.39            |
| <b>ELEMENTARY TOTAL</b>      | <b>3,091,639.68</b> | <b>100.00%</b> | <b>2,195.48</b>     | <b>61,170.30</b>  |
| <b>HIGH SCHOOL DISTRICT:</b> |                     |                |                     |                   |
| 201 GENERAL                  | 558,806.05          | 22.41%         | 378.65              | 10,231.70         |
| 210 TRANSPORTATION           | 141,911.82          | 5.69%          | 96.16               | 2,213.95          |
| 211 BUS DEPRECIATION         | 483,688.13          | 19.40%         | 327.75              | 9,881.78          |
| 214 RETIREMENT               | 254,066.59          | 10.19%         | 172.16              | 4,156.41          |
| 217 ADULT EDUCATION          | 41,757.54           | 1.67%          | 28.29               | 715.55            |
| 218 DRIVERS EDUCATION        | 64,804.86           | 2.60%          | 43.91               | 1,343.68          |
| 220 RENTAL                   | 144.51              | 0.01%          | 0.10                | 25.10             |
| 221 COMPENSATED ABSENCES     | 24,422.54           | 0.98%          | 16.55               | 512.02            |
| 224 METAL MINES              | 157,748.02          | 6.33%          | 106.89              | 3,344.27          |
| 228 TECHNOLOGY               | 49,861.23           | 2.00%          | 33.79               | 665.61            |
| 229 FLEXIBILITY              | 48,470.12           | 1.94%          | 32.84               | 869.12            |
| 260 BUILDING                 | 43,470.46           | 1.74%          | 29.46               | 1,185.88          |
| 261 BUILDING RESERVE         | 362,917.39          | 14.56%         | 245.91              | 6,925.80          |
| 275 ACTIVITY BUS             | 23,720.66           | 0.95%          | 16.07               | 543.86            |
| 281 ENDOWMENT FUNDS          | 84,696.50           | 3.40%          | 57.39               | 1,743.77          |
| 282 INTERLOCAL AGREEMENT     | 100,411.21          | 4.03%          | 68.04               | 2,653.37          |
| 284 STUDENT ACTIVITIES       | 52,335.39           | 2.10%          | 35.46               | 838.61            |
| <b>HIGH SCHOOL TOTALS</b>    | <b>2,493,233.02</b> | <b>100.00%</b> | <b>1,689.42</b>     | <b>47,850.48</b>  |
| <b>GRAND TOTALS</b>          | <b>5,584,872.70</b> |                | <b>3,884.90</b>     | <b>109,020.78</b> |

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**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:** 03/23/2009

**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<br/>2009</b>      | <b>Expire<br/>2010</b>        | <b>Expire<br/>2011</b>                          |
|---------------------------|-----------------------------|-------------------------------|---|
| <b>SCHOOL DISTRICT #1</b> | Tara Cutler<br>Mary Schelle | Jeremy Bristol<br>Dave Byerly | Jennifer Granot<br>Becky Jackson<br>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<br/>through<br/>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**<br/>(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<br/>(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.<br/><br/>[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 Commissioned 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.<br/><br/>*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><br>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

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**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**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:** 03/23/2009

**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
- ❖ Construction Academy—Information Update
- ❖ 2007-2008 Effectiveness Reports
- ❖ MUST Insurance
- ❖ Roundtable Schedule
- ❖ FHS Choir Concert—Tuesday, March 24, 2009—7:00 p.m.—FCPA
- ❖ Second Grade Music Program—Thursday, March 26, 2009—7:00 p.m.—FCPA
- ❖ Adult Education Registration—Monday, March 30, 2009—CMEC
- ❖ FHS Band Concert—Tuesday, March 31, 2009—7:00 p.m.—FCPA
- ❖ District 8 Music Festival—April 2-4, 2009—Lewistown
- ❖ Eagle Booster Meeting—Monday, April 6, 2009—7:00 p.m.—Yogo
- ❖ Skills USA—State Leadership and Skills Conference—April 6-8, 2009—Havre
- ❖ Parent/Teacher Conferences—Tuesday, April 7, 2009—5:00-8:00 p.m.
- ❖ Early Release—Wednesday, April 8, 2009—Assessment
- ❖ No School—Spring Break—April 10-13, 2009
- ❖ Home Extracurricular Activities:  
 TR—Saturday, April 4, 2009—Central Montana Invitational—9:00 a.m.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

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

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**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:** 03/23/2009

**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**

03/23/2009

**Agenda Item No.**

12

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

**ITEM TITLE:** MINUTES

**Requested By:** Board of Trustees   
**Prepared By:** Mike Waterman   
**Date:** 03/23/2009

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the March 9, 2009, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
MARCH 9, 2009

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

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Teresa Stokken, Brandon O'Halloran, Andrea Payne, Pat Weichel, Becky Woltermann, Sherry Hanley, Beth Kirsch, Linda Mitchell, Ann Ruddy, Germaine Stivers, Paula Drissell, Michelle Trafton, Cindy Gremaux, Jackie Rickl, Margee Smith, Bridget Sparks, Norine McKinney, Mary Kepler, Matt Lewis, Jerry Feller, John Moffatt, Sharon Redfern, Scott Dubbs, Bobbie Atchison, Michelle Hartman

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

Andrea Payne led the group in the Pledge of Allegiance.

PLEDGE

Members of the Board reviewed changes made to the Lewistown Public Schools' Strategic Planning Process for 2009. Once completed, the rough draft will be presented for staff and community input.

DISCUSSION -  
STRATEGIC  
PLANNING

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

REPORT -  
STUDENT  
REPRESENTATIVE

There was no report.

REPORT -  
COMMITTEES OF  
THE BOARD

Trustee Tara Cutler spoke regarding a recent email she received from a staff member. Her concern was that the individual circumvented chain-of-command and lacked professionalism.

CALENDAR ITEMS

Mike Waterman updated the Board on election deadlines.

REPORT -  
ELECTION UPDATE

Superintendent Jason Butcher indicated that he will continue to research construction academy protocol in other school districts, and noted students will be taking Criteria Reference Tests during the month of March. Staff from the Office of Public Instruction will be meeting with administration to discuss the library accreditation issue. Mr. Butcher also explained the federal stimulus package as it relates to schools.

OTHER ITEMS

Andrea Payne asked if the Board would like to give input on a survey the Lewistown Education Association is conducting regarding roundtables. Scott Irvin commented that he was in favor of full-time kindergarten but was opposed to changing to the neighborhood schools concept without more conclusive evidence to show its benefit. Michelle Hartman stated that students profit from a fresh social start when they reach junior high age. Brandon O'Halloran added that neighborhood schools can take advantage of the best practices of other schools. He also asked the members of the Board to consider class sizes in their decision making process. Germaine Stivers echoed Mr. O'Halloran's request for small class sizes.

PUBLIC PARTICIPATION

Minutes of the Regular Board Meeting of February 23, 2009, were approved unanimously (Cutler/Monger).

APPROVAL OF MINUTES

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

APPROVAL OF CLAIMS

A motion to approve consent group item 12 was approved unanimously (Granot/Schelle).

CONSENT GROUP ITEMS

12. Approve adding Kenneth Roberts to the Substitute Teachers/Assistants List.

APPROVE SUBSTITUTE

13. Approve recommendation for full-time kindergarten (Cutler/Bristol - unanimous).

APPROVE FULL-TIME KINDERGARTEN RECOMMENDATION

14. Approve recommendation for reconfiguration of the elementary schools (Cutler). The motion died for lack of a second. Trustee Becky Jackson noted she would like to hear more feedback before making a decision. Mary Schelle felt that such a change constituted a paradigm shift for the school district. She asked what the compelling reason is for making such a drastic change at this time. Tara Cutler stated she thought there were compelling reasons for the change, but agreed that the Board should hear and understand those reasons. Consensus was to hold a work/study session at 5:00 p.m. on Monday, March 23, 2009, to further explore the issue.

APPROVE RECONFIGURATION RECOMMENDATION

15. Approve Trustee Resolution Calling for an Election - see Exhibit A (Jackson/Bristol - unanimous).

APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION

Chairman Dave Byerly called for an Executive Session to discuss a personnel matter stating that the individual's right to privacy clearly exceeds the public's right to know.

EXECUTIVE  
SESSION

The meeting was called back into regular session at 8:47 p.m.

REGULAR SESSION

16. The Board of Trustees approved the settlement agreement as recommended by counsel (Monger/ Schelle). The motion passed unanimously (Bristol - aye, Byerly - aye, Cutler - aye, Granot - aye, Jackson - aye, Monger - aye, Schelle - aye).

APPROVE  
SETTLEMENT  
AGREEMENT  
RECOMMENDATION

The meeting was adjourned at 8:50 p.m. The next regular meeting will be held on March 23, 2009, at 7:00 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

---

DAVE BYERLY  
BOARD CHAIRMAN

---

MIKE WATERMAN  
BUSINESS MANAGER/CLERK



**“EXHIBIT A”**

**TRUSTEE RESOLUTION CALLING FOR AN ELECTION**

BE IT RESOLVED, the Board of Trustees for School District No. One, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the fifth day of May, 2009, which date is not less than forty (40) days after the passage of this resolution.

The polls will be open from 8:00 a.m. until 8:00 p.m.

The purpose of the election is to elect two (2) trustees for a three-year term. Approval of additional levies to operate and maintain the Elementary and High Schools for the 2009-2010 school year will also be requested. If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Mike Waterman, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The board hereby appoints the attached list of electors of this district who are qualified to vote at such election to act as judges at the election.

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request him/her to close registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

\_\_\_\_\_  
Dave Byerly  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Mike Waterman  
Print Name of District Clerk

\_\_\_\_\_  
Signature of District Clerk

DATED this 9<sup>th</sup> day of March, 2009.

20-20-201, MCA

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**Agenda Item No.**

13

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees   **Prepared By:** Sherry Martin   **Date:** 03/23/2009

**SUMMARY:**

Approve claims paid through March 19, 2009, as approved by the Finance Committee.

Need to select a new Finance Committee for April-June 2009. Current members of the Finance Committee include: Dave Byerly, Jeremy Bristol, Tara Cutler, and Becky Jackson.

**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**

03/23/2009

**Agenda Item No.**

14

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

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

**Requested By:** Board of Trustees    **Prepared By:** Sandi Chamberlain    **Date:** 03/23/2009

**SUMMARY:**

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

Substitute Teacher List:

|                  |                        |
|------------------|------------------------|
| Stephanie O'Dell | College Student        |
| Kathleen Otto    | A.S. Paralegal Studies |

**SUGGESTED ACTION:** Approve Substitute(s)

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**Agenda Item No.**

15

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

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

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers    **Date:** 03/23/2009

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for February 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: 02/01/2009  
To : 02/28/2009

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     | 1954.23   | -5.70    | 0.00    | 0.00     | 1948.53   | 0.00     | 1948.53  |
| 000105 Builder's Club         | 111.51    | -5.70    | 0.00    | 0.00     | 105.81    | 0.00     | 105.81   |
| 000115 Cheerleaders           | 1673.66   | -5.70    | -315.00 | 0.00     | 1352.96   | 0.00     | 1352.96  |
| 000120 Consumer Tech          | 866.94    | -5.70    | 0.00    | 0.00     | 861.24    | 0.00     | 861.24   |
| 000125 FACS                   | 153.57    | 10.05    | 0.00    | 0.00     | 163.62    | 0.00     | 163.62   |
| 000130 BC,SC Store            | 1529.57   | 516.87   | -191.89 | 0.00     | 1854.55   | 0.00     | 1854.55  |
| 000135 Music                  | 105.01    | -5.70    | 0.00    | 0.00     | 99.31     | 0.00     | 99.31    |
| 000140 Photo Club             | 2512.46   | -5.70    | -174.82 | 0.00     | 2331.94   | 0.00     | 2331.94  |
| 000145 H.E.L.P.S.             | 0.00      | 0.00     | 0.00    | 0.00     | 0.00      | 0.00     | 0.00     |
| 000150 Service Learning       | 19.88     | -5.70    | 0.00    | 0.00     | 14.18     | 0.00     | 14.18    |
| 000155 Ski Club               | 2305.31   | 782.30   | 0.00    | 0.00     | 3087.61   | 0.00     | 3087.61  |
| 000160 Student Council        | 2068.52   | 411.05   | -206.54 | 0.00     | 2273.03   | 0.00     | 2273.03  |
| 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                   | 353.02    | -5.70    | 0.00    | 0.00     | 347.32    | 0.00     | 347.32   |
| 000190 COMPUTER SERV LEARNING | 134.34    | -5.70    | 0.00    | 0.00     | 128.64    | 0.00     | 128.64   |
| Group Total                   | 13788.02  | 1668.97  | -888.25 | 0.00     | 14568.74  | 0.00     | 14568.74 |
| Grand Total                   | 13788.02  | 1668.97  | -888.25 | 0.00     | 14568.74  | 0.00     | 14568.74 |

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**

03/23/2009

**Agenda Item No.**

16

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

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

**Requested By:** Board of Trustees    **Prepared By:** Robin Moline    **Date:** 03/23/2009

**SUMMARY:**

The Board of Trustees needs to approve the Fergus High School Activity Fund report for February 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: 02/01/2009

## General Ledger Report

From Account: 1

To : 03/02/2009

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               | 6416.68   | 1198.21  | 0.00     | 0.00     | 7614.89   | 0.00     | 7614.89  |
| 000006 A.P. TESTS           | 1176.72   | 0.00     | 0.00     | 0.00     | 1176.72   | 0.00     | 1176.72  |
| 000008 BAND                 | 624.54    | 4943.00  | 0.00     | -480.00  | 5087.54   | 0.00     | 5087.54  |
| 000009 EASTERN MT JAZZ      | 350.00    | 560.00   | 0.00     | 480.00   | 1390.00   | 0.00     | 1390.00  |
| 000010 BPA                  | 1297.37   | 488.13   | 0.00     | 230.00   | 2015.50   | 0.00     | 2015.50  |
| 000012 CMT                  | 569.69    | 0.00     | 0.00     | 0.00     | 569.69    | 0.00     | 569.69   |
| 000015 CT.MT.MENTORS        | 314.76    | 0.00     | 0.00     | 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         | 2837.53   | 1989.50  | -75.00   | 0.00     | 4752.03   | 0.00     | 4752.03  |
| 000018 NHS - CLAWS          | 542.61    | 0.00     | -76.41   | 60.00    | 526.20    | 0.00     | 526.20   |
| 000020 CONCESSIONS          | 5435.92   | 7279.60  | -5525.42 | -1261.00 | 5929.10   | 0.00     | 5929.10  |
| 000021 EAGLE RENAISSANCE    | 2689.43   | 0.00     | 0.00     | 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     | 67.25     | 0.00     | 0.00     | 0.00     | 67.25     | 0.00     | 67.25    |
| 000028 FFA                  | 13737.29  | 0.00     | -262.15  | 20.00    | 13495.14  | 0.00     | 13495.14 |
| 000030 FCCLA                | 3210.74   | 0.00     | 0.00     | -210.00  | 3000.74   | 0.00     | 3000.74  |
| 000032 FINANCIAL ADMINISTR. | 292.22    | 19.24    | -25.00   | 0.00     | 286.46    | 0.00     | 286.46   |
| 000034 FOREIGN LANGUAGE     | 65.85     | 0.00     | 0.00     | 0.00     | 65.85     | 0.00     | 65.85    |
| 000035 HOW CLUB             | 596.38    | 0.00     | -42.00   | 300.00   | 854.38    | 0.00     | 854.38   |
| 000036 VICA                 | 503.10    | 35.00    | -385.00  | 150.00   | 303.10    | 0.00     | 303.10   |
| 000038 KEY CLUB             | 981.67    | 2866.50  | -35.00   | 0.00     | 3813.17   | 0.00     | 3813.17  |
| 000039 PARKING FINES        | 1283.45   | 0.00     | 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         | 13633.98  | 0.00     | -463.98  | 150.00   | 13320.00  | 0.00     | 13320.00 |
| 000047 SKI CLUB             | 6927.73   | 4335.00  | -5851.00 | 386.00   | 5797.73   | 0.00     | 5797.73  |
| 000048 STUDENT ACT. TICKETS | 6985.00   | 0.00     | 0.00     | 0.00     | 6985.00   | 0.00     | 6985.00  |
| 000050 STUDENT COUNCIL      | 2544.67   | 1401.40  | -21.67   | 0.00     | 3924.40   | 0.00     | 3924.40  |
| 000052 THESPIANS            | 2314.62   | 0.00     | 0.00     | 0.00     | 2314.62   | 0.00     | 2314.62  |
| 000055 TOURNAMENTS          | 1272.65   | 2436.00  | -2640.00 | 0.00     | 1068.65   | 0.00     | 1068.65  |
| 000057 TROPHY               | 3634.15   | 0.00     | 0.00     | 0.00     | 3634.15   | 0.00     | 3634.15  |
| 000065 VOCAL MUSIC          | 3477.42   | 0.00     | 0.00     | 0.00     | 3477.42   | 0.00     | 3477.42  |
| 000066 DISTRICT 8 MUSIC     | 861.90    | 0.00     | 0.00     | 0.00     | 861.90    | 0.00     | 861.90   |
| 000070 WEIGHT CLUB          | 4119.10   | 0.00     | 0.00     | 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        | 2239.90   | 0.00     | 0.00     | 0.00     | 2239.90   | 0.00     | 2239.90  |
| 000110 PASS-THROUGH         | 12850.68  | 1948.02  | -6537.20 | 175.00   | 8436.50   | 0.00     | 8436.50  |



From: 02/01/2009  
 To : 03/02/2009

## 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  | 3194.42          | 0.00            | -57.00           | 0.00        | 3137.42          | 0.00        | 3137.42          |
| 002011 CLASS OF 2011  | 232.00           | 130.00          | 0.00             | 0.00        | 362.00           | 0.00        | 362.00           |
| 002012 FCCLA/CULINARY | 347.21           | 101.50          | -144.54          | 0.00        | 304.17           | 0.00        | 304.17           |
| 002013 CLASS OF 2012  | 0.00             | 0.00            | 0.00             | 0.00        | 0.00             | 0.00        | 0.00             |
| <b>Group Total</b>    | <b>110513.21</b> | <b>29731.10</b> | <b>-22141.37</b> | <b>0.00</b> | <b>118102.94</b> | <b>0.00</b> | <b>118102.94</b> |
| <b>Grand Total</b>    | <b>110513.21</b> | <b>29731.10</b> | <b>-22141.37</b> | <b>0.00</b> | <b>118102.94</b> | <b>0.00</b> | <b>118102.94</b> |

From: 02/01/2009

## General Ledger Report

From Account: 1

To : 03/02/2009

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   | 85148.49  | 29731.10 | -22141.37 | -64.00   | 92674.22  | 0.00     | 92674.22  |
| 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      | 64.00    | 303.50    | 0.00     | 303.50    |
| 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            | 116688.98 | 29731.10 | -22141.37 | 0.00     | 124278.71 | 0.00     | 124278.71 |
| Grand Total            | 116688.98 | 29731.10 | -22141.37 | 0.00     | 124278.71 | 0.00     | 124278.71 |

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: 02/01/2009

Checking Account

To : 03/02/2009

CHECK ACCOUNT

|   |          |
|---|----------|
| Ending Balance on statement dated 03/02/2009 -> | 97263.20 |
| Add: Outstanding Deposits (Bank Deposits) -> +  | 0.00     |
| Less: Outstanding Checks -> -                   | 4588.98  |
|   | -----    |
| Cash Balance as of 03/02/2009 ->                | 92674.22 |

|  |          |
|--|----------|
| Cash Balance for CHECK ACCOUNT as of 02/01/2009 -> | 85148.49 |
| Add: Total Deposits (Bank Deposits) -> +           | 29731.10 |
| Less: Total Checks and Withdrawls -> -             | 22205.37 |
|  | -----    |
| Cash Balance as of 03/02/2009 ->                   | 92674.22 |

## 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           | 85148.49  | 29731.10 | 22141.37 | -64.00    | 92674.22  |
| 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     | 64.00     | 303.50    |
| 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>            | 116688.98 | 29731.10 | 22141.37 | 0.00      | 124278.71 |

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**

03/23/2009

**Agenda Item No.**

17

- 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:** 03/23/2009

**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:** March 23, 2009

| <i>EMPLOYEE NAME</i>    | <i>POSITION</i>              | <i>LOCATION</i>                 | <i>RECOMMENDED ACTION</i>   | <i>EFFECTIVE DATE</i>    | <i>COMMENTS</i>                         |
|-------------------------|------------------------------|---------------------------------|---|--------------------------|---|
| <b>FELLER, Vic</b>      | First Assistant Track Coach  | Fergus High School              | Approve appointment on schedule—(.105)  | March 23, 2009           | See attached memo.                      |
| <b>FLENTIE, Suzy</b>    | Assistant Track Coach        | Fergus High School              | Approve appointment on schedule—(.085)  | March 23, 2009           | See attached memo.                      |
| <b>CECRLE, Gary</b>     | Assistant Track Coach        | Fergus High School              | Approve appointment on schedule—(.085)  | March 23, 2009           | See attached memo.                      |
| <b>FOY, Steve</b>       | Volunteer Track Coach        | Fergus High School              | Approve appointment on a volunteer basis  | March 23, 2009           | See attached memo.                      |
| <b>MCKEE, Brett</b>     | First Assistant Tennis Coach | Fergus High School              | Approve appointment on schedule—(.105)  | March 23, 2009           | See attached memo.                      |
| <b>HARTFORD, Justin</b> | Assistant Tennis Coach       | Fergus High School              | Approve appointment on schedule—(.085)  | March 23, 2009           | See attached memo.                      |
| <b>DAVIS, Jean</b>      | Elementary School Counselor  | School District #1              | Accept letter of resignation  | June 30, 2009            | See attached Retirement Incentive Form. |
| <b>REDFERN, Sharon</b>  | Principal                    | Highland Park Elementary School | Approve Out-of-State Travel to attend the NAESP Convention in New Orleans, LA                   | March 31 – April 6, 2009 | See attached travel request.            |
| <b>KELLY, Steve</b>     | Head Custodian               | Lewistown Junior High School    | Approve appointment on schedule—MAINT III Step 6+30 for 8 hours per day up to 260 days per year | March 24, 2009           | See attached hiring recommendation.     |



FERGUS HIGH SCHOOL  
Athletic Director Jim Daniels, Athletic Secretary Wendy Pfau  
(406) 535-2321 Fax: 535-3835

**TO: Jason Butcher, Superintendent of Schools**  
**FROM: Jim Daniels, A.D.**  
**DATE: February 20, 2009**  
**RE: FHS Track and Tennis Coaches**

---

**Please recommend to the Board of Trustees the following individuals for extracurricular activities for the 2008-2009 School Year. Stipends and salaries are taken from the Collective Gaining Agreement.**

**Athletic Coaches: Fergus High School**

**Track:**

|                        |                     |               |                   |
|------------------------|---------------------|---------------|-------------------|
| <b>First Assistant</b> | <b>Vic Feller</b>   | <b>(.105)</b> | <b>\$3,097.82</b> |
| <b>Assistants</b>      | <b>Suzy Flentie</b> | <b>(.085)</b> | <b>\$2,507.76</b> |
|                        | <b>Gary Ceerle</b>  | <b>(.085)</b> | <b>\$2,507.76</b> |
| <b>Volunteer Coach</b> | <b>Steve Foy</b>    |               |                   |

**Tennis:**

|                        |                        |               |                   |
|------------------------|------------------------|---------------|-------------------|
| <b>First Assistant</b> | <b>Brett McKee</b>     | <b>(.105)</b> | <b>\$3,097.82</b> |
| <b>Assistant</b>       | <b>Justin Hartford</b> | <b>(.085)</b> | <b>\$2,507.76</b> |

**Thanks!!**

February 10, 2009 (1<sup>st</sup> letter)  
February 24, 2009 (2<sup>nd</sup> letter)

TO: Certified Staff  
FROM: Jason Butcher, Superintendent  
RE: Retirement and Retirement Incentive

**RETIREMENT:**

According to the Collective Bargaining Agreement, teachers with eight (8) years or more in the District are eligible for one-quarter (1/4) of their accumulated sick leave upon retirement, which is recognized by Teachers Retirement System (TRS) as termination pay. Teachers wishing to retire should submit the Irrevocable Form to Teachers Retirement at least **ninety (90) days before the last day of instruction** in order to have pre-taxed termination pay contributions.

**RETIREMENT INCENTIVE:**

This is a one-time offering from the District to Certified Staff. This offering is only available from **February 10, 2009, until March 11, 2009**. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Wednesday, March 11, 2009**. After that date the incentive program will become void. The incentive being offered to teachers eligible for retirement is as follows:

Lewistown Public School District will pay \$500.00 per month for twenty-three (23) months to the Retiree. This payment will be paid through payroll on the 30<sup>th</sup> of each month beginning on August 30, 2009, with the final payment on June 30, 2011. All required payroll taxes will be withheld from each incentive payment. In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

I agree that by signing this form I am accepting the district's proposal and that this form serves as my formal letter of resignation effective June 30, 2009.

Jean Diane Davis  
NAME (PRINTED)

3/9/09  
DATE

[Signature]  
SIGNATURE

[Signature]

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

NAME Sharon Redfern ADDRESS 123 W. Boulevard TODAY'S DATE 3.4.09

**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. <b>CONFERENCE/MEETING:</b> <u>NAESP Convention</u>  |   | <b>LOCATION:</b> <u>New Orleans LA</u>  |   |
| Conference Starts: Date:   | <u>4.2.09</u>   | Time:   | <u>8:30</u> (A.M./P.M.)                         |
| Conference Ends: Date:   | <u>4.6.09</u>   | Time:   | <u>12:00 noon</u> (A.M./P.M.)                   |
| Departure: Date:   | <u>3.31.09</u>  | Time:   | <u>7:00</u> (A.M./P.M.)                         |
| Return: Date:  | <u>4.6.09</u>   | Time:   | <u>1:00</u> (A.M./P.M.)                         |
| 2. <b>Transportation:</b> (check one)  |   | Is a school vehicle available on district website? _____<br>(http://www.lewistown.k12.mt.us -- Request District Vehicles) |   |
| <input type="checkbox"/> Auto:   | _____ x _____ /mile = \$ _____  | Driver's Name: _____  |   |
|  | (Distance) (Rate)   |   |   |
| <input type="checkbox"/> Airline:  | Requisition #/P. O. # _____   | Total Travel  | \$ <u>MAEMSP</u>                                |
| 3. <b>Lodging:</b> (Receipts Required) Requisition #/P. O. # _____ (attach proof of cost)      |   | OR  |   |
| Number of Nights: _____  | Rate = \$ _____   | Total Lodging   | \$ _____  |
| Maximum Reimbursement: <u>In-State:</u>  | Reimbursed at Current State Rate  |   |   |
|  | <u>Out-of-State:</u> Reservation will be made at Conference location, if possible |   |   |
| 4. <b>Meals:</b>   |   | <b>In-State:</b>  | <b>Out-of-State:</b>                            |
| _____ Breakfast  | (\$ 5.00)   | _____ Breakfast   | (\$ 6.00)                                       |
| _____ Lunch  | (\$ 6.00)   | _____ Lunch   | (\$ 8.00)                                       |
| _____ Dinner   | (\$12.00)   | _____ Dinner  | (\$14.00)                                       |
| 5. <b>Registration Fee:</b> Requisition #/P. O. # _____ (attach copy of registration forms) OR |   | Registration  | \$ _____  |
| 6. <b>Other Expenses:</b> (Receipts required for \$5.00 or more)                               |   | Other Expenses  | \$ _____  |
| (Taxi, bus, etc.)  |   |   |   |
|  |   | <b>TOTAL TRIP EXPENSE</b>   | \$ <u>MAEMSP</u>                                |
|  |   | <b>MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS</b>   | \$ <u>0</u>                                     |
| APPROVED <input checked="" type="checkbox"/>   | MODIFIED <input type="checkbox"/>   | DISAPPROVED <input type="checkbox"/>  |   |
| ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE                              |   |   | <u>3.4.09</u><br>Date                           |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | Superintendent and/or Board of Trustees<br>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\*\*\*\***

|  |   |
|--|---|
| <b>Actual Travel Costs:</b>  | <b>Payment to You</b>   |
| 1. Meals:  | \$ _____  |
| 2. Travel: (Attach airline ticket if applicable)                   | \$ _____  |
| <b>Date/Time of Departure</b> _____                                | <b>Date/Time of Return</b> _____  |
| School Vehicle <b>Ending</b> Odometer Reading: _____               | Credit Card Used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| School Vehicle <b>Beginning</b> 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) | \$ _____  |
|  | <b>TOTAL PAYMENT DUE EMPLOYEE</b> \$ _____  |
| Claimant's Signature _____   | Position _____  |

ADMINISTRATORS USE ONLY

CENTRAL OFFICE USE ONLY

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

Travel Request Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Budget Code for Travel: \_\_\_\_\_  
Budget Code for Fuel Expense: \_\_\_\_\_



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

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

Steve Kelly

For:

Job Title

Custodian

Classification

MAINT III

Step

6+30

Work location

Lewistown Junior High School

Date to begin work

March 24, 2009

Days per yr/Hrs per day

260 days per year / 8 hours per day

SELECTION COMMITTEE:

Jerry Feller

Dan Konert

Paul Stengel

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

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

If approved, the Superintendent will recommend to the Trustees at their regular meeting on March 23, 2009.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**Agenda Item No.**

18

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

**ITEM TITLE:** SET SCHOOL DISTRICT NUMBER ONE LEVY ELECTION

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 03/23/2009

**SUMMARY:**

The Board of Trustees needs to set the School District Number One Levy Election.

A copy of the FY2010 General Fund Legislative and Full-Time Kindergarten Analysis is attached.

**SUGGESTED ACTION:** Set School District Number One Levy Election

**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

FY2010 General Fund Legislative and Full Time Kindergarten Analysis

March 19, 2009

|  | Elementary              | High School             |
|--|-------------------------|-------------------------|
| Existing Costs:                                      |                         |                         |
| Salary Costs (step and lane increases only)          | 3,853,173               | 2,107,522               |
| Other Budgeted Costs (2009 Amount + 3% Inflation)    | 1,749,483               | 1,181,560               |
| <b>Subtotal</b>                                      | <b>5,602,656</b>        | <b>3,289,082</b>        |
| Plus: Approved Gaining Increases:                    |                         |                         |
| Salary Increases (2% on BASE)                        | 77,097                  | 42,172                  |
| Certified Insurance Increase (split 67% Elem/33% HS) | 30,899                  | 15,219                  |
| <b>Total FY10 Proposed General Fund Budget</b>       | <b><u>5,710,652</u></b> | <b><u>3,346,472</u></b> |

|   | Current Law      | Governor's Proposal |
|---|------------------|---------------------|
| <u>Lewistown Elementary WITH Full-Time Kindergarten</u> |                  |                     |
| Highest Budget Without a Vote                           | 5,441,647        | 5,554,070           |
| Projected Shortfall (No Vote)                           | (353,961)        | (241,537)           |
| Maximum Voted Amount                                    | 123,863          | 111,510             |
| Maximum Voted Mills (est)                               | 10.88            | 9.80                |
| Tax Impact of Highest Voted Amount on \$100,000 Home    | \$21.61          | \$19.47             |
| <b>Projected Shortfall (Maximum Vote)</b>               | <b>(230,098)</b> | <b>(130,028)</b>    |
| <u>Fergus High School</u>                               |                  |                     |
| Highest Budget Without a Vote                           | 3,182,647        | 3,251,666           |
| Projected Shortfall (No Vote)                           | (163,825)        | (94,806)            |
| Maximum Voted Amount                                    | 34,998           | 26,705              |
| Maximum Voted Mills (est)                               | 2.85             | 2.17                |
| Tax Impact of Highest Voted Amount on \$100,000 Home    | \$5.66           | \$4.31              |
| <b>Projected Shortfall (Maximum Vote)</b>               | <b>(128,827)</b> | <b>(68,101)</b>     |

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**Agenda Item No.**

19

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

**ITEM TITLE:** SET HIGH SCHOOL DISTRICT NUMBER ONE LEVY ELECTION

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 03/23/2009

**SUMMARY:**

The Board of Trustees needs to set the High School District Number One Levy Election.

A copy of the FY2010 General Fund Legislative and Full-Time Kindergarten Analysis is attached.

**SUGGESTED ACTION:** Set High School District Number One Levy Election

**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

FY2010 General Fund Legislative and Full Time Kindergarten Analysis

March 19, 2009

|  | <u>Elementary</u>       | <u>High School</u>      |
|--|-------------------------|-------------------------|
| Existing Costs:                                      |                         |                         |
| Salary Costs (step and lane increases only)          | 3,853,173               | 2,107,522               |
| Other Budgeted Costs (2009 Amount + 3% Inflation)    | 1,749,483               | 1,181,560               |
| Subtotal   | <u>5,602,656</u>        | <u>3,289,082</u>        |
| Plus: Approved Gaining Increases:                    |                         |                         |
| Salary Increases (2% on BASE)                        | 77,097                  | 42,172                  |
| Certified Insurance Increase (split 67% Elem/33% HS) | 30,899                  | 15,219                  |
| <b>Total FY10 Proposed General Fund Budget</b>       | <b><u>5,710,652</u></b> | <b><u>3,346,472</u></b> |

|   | <u>Current Law</u> | <u>Governor's Proposal</u> |
|---|--------------------|----------------------------|
| <u>Lewistown Elementary WITH Full-Time Kindergarten</u> |                    |                            |
| Highest Budget Without a Vote                           | 5,441,647          | 5,554,070                  |
| Projected Shortfall (No Vote)                           | (353,961)          | (241,537)                  |
| Maximum Voted Amount                                    | 123,863            | 111,510                    |
| Maximum Voted Mills (est)                               | 10.88              | 9.80                       |
| Tax Impact of Highest Voted Amount on \$100,000 Home    | \$21.61            | \$19.47                    |
| Projected Shortfall (Maximum Vote)                      | (230,098)          | (130,028)                  |
| <u>Fergus High School</u>                               |                    |                            |
| Highest Budget Without a Vote                           | 3,182,647          | 3,251,666                  |
| Projected Shortfall (No Vote)                           | (163,825)          | (94,806)                   |
| Maximum Voted Amount                                    | 34,998             | 26,705                     |
| Maximum Voted Mills (est)                               | 2.85               | 2.17                       |
| Tax Impact of Highest Voted Amount on \$100,000 Home    | \$5.66             | \$4.31                     |
| Projected Shortfall (Maximum Vote)                      | (128,827)          | (68,101)                   |

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/23/2009

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE METHOD OF IMPLEMENTATION FOR FULL-TIME KINDERGARTEN

**Requested By:** Board of Trustees    **Prepared By:** Board    **Date:** 03/23/2009

**SUMMARY:**

The Board of Trustees needs to approve the method of implementation for full-time kindergarten as per discussion at the Board Work/Study Session.

**SUGGESTED ACTION:** Approve Method of Implementation for Full-Time Kindergarten

**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<br><b>(Evening on 5th, All Day on 6th)</b>               | 1.5        |
| January 12     | PIR   | 1.0        |
| April 7        | Parent Teacher Conference<br><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<br>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