

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

Monday, June 22, 2009

REGULAR BOARD MEETING

CALL TO ORDER (5:30 P.M.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Discussion—Facilities Review
4. Discussion—2009-2010 Budgets
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Report—Investment
8. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

10. Minutes of the June 4, 2009, Board Work/Study Session
11. Minutes of the June 8, 2009, Regular Board Meeting

APPROVAL OF CLAIMS

12. Claims

CONSENT GROUP ITEMS

13. Approve Substitute(s)
14. Approve Lewistown Junior High School Activity Fund Report for May 2009

INDIVIDUAL ITEMS

15. Approve Personnel
16. Approve Awarding School Food Milk Bid to Meadow Gold Dairy
17. Approve Voiding Outdated Stale Payroll/Claims Warrants
18. Approve Reissuing of Lost Payroll Warrant
19. Approve Reissuing of Lost Payroll Warrant
20. Approve Reissuing of Lost Claims Warrant
21. Approve First Reading—Policy #7320—Purchasing
22. Approve First Reading—Policy #7320P—Purchasing Procedures
23. Approve First Reading—Policy #7400—Credit Card Use

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

06/22/2009

Agenda Item No.

3

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

ITEM TITLE: DISCUSSION—FACILITIES REVIEW

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 06/22/2009

SUMMARY:

The Board of Trustees would like to have a discussion regarding the Facilities Master Plan and recommendations made by the Facilities Steering Committee.

SUGGESTED ACTION: Informational Report

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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



OFFICE OF PUBLIC INSTRUCTION

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Denise Juneau
Superintendent

To: District Clerks/Business Managers, District Superintendents
From: Adam Anfinson, Financial Specialist
School Finance Division
Date: June 9, 2009
Subject: Announcing the application period for Qualified Zone Academy Bonds (QZABs)

The American Recovery and Reinvestment Act (ARRA) of 2009 recently extended and expanded authority for Qualified Zone Academy Bonds (QZABs), a type of tax credit bond first authorized in 1997. QZABs are bonds the Federal Government subsidizes by allowing bondholders to receive tax credits that are approximately equal to the interest that would typically be paid to the holder of taxable bonds. As a result, issuers are generally responsible for repayment of just the principal only. A letter from the Department of Education regarding the program can be read at <http://www.ed.gov/policy/gen/guid/secletter/090529.html>.

States and LEAs have considerable flexibility in the use of QZABs. They may be used for rehabilitating or repairing school facilities, purchasing equipment, developing curricula, and training school personnel, but not for new construction. To meet QZAB eligibility criteria, a public school must be located in either an Empowerment Zone or an Enterprise Community or have at least 35 percent of its students eligible for free or reduced-price lunch under the Federal lunch program (National School Lunch Act). The school must also have an education program designed in cooperation with a business; receive a private contribution (which may be in-kind), the net present value of which is not less than 10 percent of the proceeds of the bond; and have an education plan that is approved by its LEA; and its students must be subject to the same standards and assessments as other students in the LEA.

The school must also have an education program designed in cooperation with business; receive a private contribution (which may be in-kind), the net present value of which is not less than 10 percent of the proceeds of the bond; and have an education plan that is approved by its LEA; and its students must be subject to the same standards and assessments as other students in the LEA.

The Montana Office of Public Instruction (OPI) has \$3,171,150 in remaining 2009 QZAB authority to allocate to Montana school districts. Please note that an approved QZAB request does not result in any payment from the OPI to an applicant school district. An approved allocation request allows a school district to designate a future bond issuance as a QZAB, which allows the school district to benefit from the reduced interest costs.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

The application period for QZABs is now open. Completed applications must be received by the OPI by [August 1, 2009](#) in order to be considered. Districts will be informed of any approved allocation requests by August 17, 2009.

One of the goals of the American Recovery and Reinvestment Act of 2009 is to stimulate the economy, and as a result, QZAB authority will be allocated to school districts that will be able to quickly utilize the program. The OPI has selected criteria that we believe are most likely to result in the successful sale of QZABs. Priority for application approval will be applied in the order shown below.

1. District has available debt capacity to support requested QZAB allocation request
2. District has received voter approval to issue bonds
3. District intends to issue without the need for voter approval (indicate on application)
4. District has an election scheduled before December 31, 2009

2009 QZAB authority must be issued before December 31, 2011, or the unused allocation expires and cannot be used. Any district receiving a QZAB allocation must inform OPI by [February 17, 2010](#) of their anticipated bond issuance date. The OPI reserves the right to reallocate any district's QZAB authority, if the district cannot demonstrate that it is progressing with the project. The ARRA extended and expanded QZAB authority to levels that have not been seen before. The demand is unknown, and the OPI may need to allocate less bond authority than initially requested by the district.

The application is enclosed with this letter. If interested, please complete the application and submit to the OPI by [August 1, 2009](#). Please read the application carefully to take note of specific requirements of the program, as well as limitations on the amount of authority your district is able to request.

If you have any questions regarding this program, please contact me at (406)-444-4524, or by e-mail at aanfinson@mt.gov.



Denise Juneau, Superintendent
 Montana Office of Public Instruction
 P.O. Box 202501
 Helena, Montana 59620-2501
 In-State Toll-Free 1-888-231-9393, Local (406) 444-3095
 www.opi.mt.gov

QUALIFIED ZONE ACADEMY BOND PROGRAM ALLOCATION REQUEST APPLICATION

CERTIFICATION OF ELIGIBILITY

Completed applications must be received by the Montana Office of Public Instruction by August 1, 2009 in order to be considered. Districts will be informed of any approved Qualified Zone Academy Bond (QZAB) allocation requests by August 17, 2009.

The Governing Board of the enclosed school district certifies that the named applicant satisfies Criterion 1 (either a or b) and Criteria 2 - 4 inclusive, with the appropriate boxes checked.

District Name	Contact Person
Address	Title
City State ZIP	Telephone
Date of Submission	E-Mail
Date the district received voter approval to issue bonds	If election not yet held, when is the anticipated election date?
Financial Advisor Firm and Contact Person	Bond Counsel Firm and Contact Person

Criterion 1: Qualified by virtue of location or composition of student body

a) Location

The applicant is located in the Fort Peck Assiniboine and Sioux Tribe Enterprise Community located within Roosevelt County, Valley County and the Fort Peck Indian Reservation.

OR

b) Composition

That at the time of application, and with the reasonable expectation as of the date of issuance, that at least 35 percent of the students attending the named applicant and participating in the program will be eligible for free or reduced-price lunches established under the National School Lunch Act.

Criterion 2: Qualified by virtue of private business contribution(s)

The eligible district has written commitments (must be included with this application) from:

(a) Private entity(ies) that will make qualified contributions having a present value as of the date of issuance of not less than 10 percent of the proceeds of the issue, including such items as:

- Equipment for use in the academy including state-of-the art technology and vocational equipment,
- Technical assistance in developing curriculum, or training teachers and professional staff to promote appropriate market-driven technology in the classroom,
- Volunteer mentors and mentorships,
- Internships, field trips, or other educational opportunities outside the academy for students, and/or
- Any other property or service specified by, and acceptable, to the eligible local education agency.
- Please note that the school district must have written verification on file at the school district main office before any QZAB can be issued.
- 10 percent match letter MUST be included with this application to OPI.

Criterion 3: Qualified by virtue of characteristics of the program



The public school, district or academic program within a public school is established by and operated under the supervision of an eligible local education agency (as defined in Section 14101 of the Elementary and Secondary Education Act of 1965) to provide education or training below: the postsecondary level; and, Such school or program is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the rigors of college and an increasingly complex workforce; and, Students in the academy are subject to the same academic standards and assessments as other students educated by the local school system; and, The comprehensive education plan of the school or program is approved by the Office of Public Instruction.

Criterion 4: Qualified by virtue of use of proceeds



For purposes of the application, the proceeds of the QZABs can be used for:

- Rehabilitating or repairing the public school facility in which the academy is established,
- Providing equipment for use at such academy,
- Providing instructional materials, and
- Providing teacher professional development.

AMOUNT OF AUTHORIZATION REQUESTED
\$500,000 MINIMUM, \$1 MILLION MAXIMUM

\$ _____
Amount of QZAB Request

\$ _____
Amount of Remaining Debt Capacity

I certify that this project will be administered in compliance with the criteria contained in this application, with state and federal laws and regulations applicable to the use of any QZAB proceeds. I certify that the information in this application is accurate and complete to the best of my knowledge, and that the Governing Board of the above named applicant has authorized me to sign this application on its behalf.

Signature
Designated Contact Person

Signature
Superintendent
Principal (if there is no Superintendent)
County Superintendent (if there is no Superintendent or Principal)

Mail Application and 10 percent match letter To:

Adam Anfinson
Financial Specialist
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Contact Information:

Telephone: (406) 444-4524
E-mail: aanfinson@mt.gov
Fax: (406) 444-0509

Montana Office of Public Instruction Use Only

Request for allocation of Qualified Zone Academy Bonds approved this _____ day of _____, 20____, in the amount of \$_____.

Request approved by _____.



OFFICE OF PUBLIC INSTRUCTION

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Denise Juneau
Superintendent

To: District Clerks/Business Managers, District Superintendents
From: Adam Anfinson, Financial Specialist
School Finance Division
Date: June 9, 2009
Subject: Announcing the application period for Qualified School Construction Bonds (QSCBs)

The American Recovery and Reinvestment Act (ARRA) of 2009 recently made a new type of tax-credit bond, called Qualified School Construction Bonds (QSCBs), available for the first time. QSCBs are bonds the Federal Government subsidizes by allowing bondholders to receive tax credits that are approximately equal to the interest that would typically be paid to the holder of taxable bonds. As a result, issuers are generally responsible for repayment of the principal only. A letter from the Department of Education regarding this program can be read at <http://www.ed.gov/policy/gen/guid/secletter/090529.html>.

For a QSCB that is issued by a local government where a public school is located, 100 percent of available project proceeds must be used for the construction, rehabilitation, or repair of the public school facility. In addition, a portion of the proceeds of such a bond may be used for the acquisition of land on which a public school facility is to be constructed.

The Montana Office of Public Instruction (OPI) has \$31,623,000 in 2009 QSCB authority to allocate to Montana school districts. Please note that an approved QSCB request does not result in any payment from the OPI to an applicant school district. An approved allocation request allows a school district to designate a future bond issuance as a QSCB, which allows the school district to benefit from the reduced interest costs.

The application period for QSCBs is now open. Completed applications must be received by the OPI by **August 1, 2009** in order to be considered. Districts will be informed of any approved allocation requests by August 17, 2009.

One of the goals of the American Recovery and Reinvestment Act of 2009 is to stimulate the economy, and as a result, QSCB authority will be allocated to school districts that will be able to quickly utilize the program. The OPI has selected criteria that we believe are most likely to result in the successful sale of QSCBs. Priority for application approval will be applied in the order shown below.

1. District has available debt capacity to support requested QSCB allocation request

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

2. District has received voter approval to issue bonds
3. District intends to issue without the need for voter approval (indicate on application)
4. District has an election scheduled before December 31, 2009

2009 QSCB authority must be issued before December 31, 2010, or the allocation expires and cannot be used. Due to the short timeframe, any district receiving an allocation must inform the OPI by December 20, 2009 of their anticipated bond issuance date. The OPI reserves the right to reallocate any district's QSCB authority, if the district cannot demonstrate that it is progressing with the project. The QSCB program is new, and the demand is unknown. The OPI may need to allocate less bond authority than initially requested by the district.

The application is enclosed with this letter. If interested, please complete the application and submit to the OPI by August 1, 2009. Please read the application carefully to take note of specific requirements of the program, as well as limitations on the amount of authority your district is able to request.

If you have any questions regarding this program, please contact me at (406)-444-4524, or by e-mail at aanfinson@mt.gov.

ASSURANCES

I certify that this project will be administered in compliance with the criteria contained in this application, with state and federal laws and regulations applicable to the use of any QSCB proceeds. I certify that the information in this application is accurate and complete to the best of my knowledge, and that the Governing Board of the above named applicant has authorized me to sign this application on its behalf.

Signature
Designated Contact Person

Signature
Superintendent
Principal (if there is no Superintendent)
County Superintendent (if no Superintendent or Principal)

Mail Application To:

Adam Anfinson
Financial Specialist
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Contact Information:

Telephone: (406) 444-4524
E-mail: aanfinson@mt.gov
Fax: (406) 444-0509

Montana Office of Public Instruction Use Only

Request for allocation of Qualified School Construction Bonds approved this _____ day of _____, 20____, in the amount of \$_____.

Request approved by _____.

Priorities		HIGHLAND PARK SCHOOL						
JGA - High								
JGA - Medium								
JGA - Low								
JGA - Further Analysis					18-Jun-09			
Project Description	2007-8	2008-09	2009-10	2010-11	2011-12	2012-13	?????	
1. Roof Replacement						\$45,000	\$22,000	
2. Roof & Flashing Repairs	\$4,950	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450		
3. Replace Countertops & Sinks	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500			
4. Replace Gym Lighting		\$4,000						
5. Install Underground Sprinklers					\$3,000	\$3,000	\$3,000	
6. Improve Gym Acoustics				\$1,000	\$1,000	\$1,000	\$1,000	
7. Replace Aluminum Entry Doorway			\$15,000					
8. Remodel Restrooms	\$500						\$20,000	
9. Additional Building Automation					\$1,000			
10. Install Fire Rated Doors				\$1,000	\$1,000			
11. Playspace Improvements				\$5,000	\$5,000			
12. Replace Fire Alarm System	\$22,000							
13. Accessible Restrooms	\$33,000							
14. Seal Coat Playground		\$11,000						
15. Upgrade/Replace Lighting	\$1,500	\$1,000	\$1,000				\$132,600	
16. Replace Wood Roof Trellis			\$1,300					
17. Replace Kitchen Exit Door			\$1,300					
18. Replace Kitchen Windows		\$1,500						
19. Replace Restroom Windows				\$7,700				
20. Replace Asbestos Tile in Rms 9 & 10			\$6,600					
21. Improve KG Wall Acoustics				\$8,400				
22. Improve Site Drainage, SW							\$26,100	
23. Replace Main Elect Dist Panel			\$21,000					
24. Replace Branch Panelboards			\$12,600					
25. Electronic Panelboard			\$14,400					
26. Additional Receptacles				\$2,200				
27. Wireless Clock System							\$14,200	
28. Elect Support for Mech Upgrades				\$11,400				
29. Replace Tunnel Piping			\$136,800					
30. Replace Unit Ventilators			\$253,900					
31. Chilled Water System					\$306,800			
32. Replace Gym HV Unit			\$82,300					
Total for Year	\$63,450	\$20,450	\$549,150	\$39,650	\$320,750	\$5,450	\$196,900	
07-08	Items 2, 3, & 15 were partially completed.					Building Total		\$1,195,800

Priorities		LEWIS AND CLARK SCHOOL							
JGA - High									
JGA - Medium									
JGA - Low					18-Jun-09				
JGA - Further Analysis									
Project Description		2007-8	2008-09	2009-10	2010-11	2011-12	2012-13	?????	
1.	Roofing	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500	\$75,000	\$35,000	
2.	Replace Playground Asphalt	\$200,000							
3.	Replace Gym Lighting	\$6,500							
4.	Install Irrigation system						\$10,000		
5.	Improve Gym Acoustics	\$1,000	\$1,000	\$1,000					
6.	Remodel Restrooms					\$55,000			
7.	Playspace Improvements					\$5,000			
8.	Remove Corridor Transom		\$5,500						
9.	Accessible Exit fr Music			\$1,500					
10.	Improve Site Drainage	\$14,000							
11.	Install Curb Cuts		\$7,500						
12.	Replace Sidewalk			\$1,200					
13.	Patch/Repoint Ext. Wall			\$1,800					
14.	Replace/Repair Parapet Caps		\$9,500						
15.	Replace Soffits			\$6,200					
16.	Replace Brick Planter			\$4,600					
17.	Replace Vinyl/Asbestos Tile				\$8,000	\$8,000	\$8,000	\$40,000	
18.	Replace N Ext. Music Wall					\$60,900			
19.	Replace Main Elect Panel					\$13,800			
20.	Replace Branch Panels						\$15,100		
21.	Replace Lighting	\$3,000	\$1,500	\$138,000					
22.	Electronic Grade Panels					\$2,200	\$14,400		
23.	Replace Fire Alarm Sys.	\$23,400							
24.	Wireless Clock System					\$13,200			
25.	Support for Mech Upgrades					\$11,400			
26.	Replace Steam Boiler & Heat Exch.						\$250,000		
27.	Replace HV Unit	\$243,600							
28.	Provide Cooling				\$96,000				
29.	Replace Gym HV Unit				\$73,300				
30.	Replace Ext. Doors		\$7,000						
Total for Year		\$491,500	\$32,000	\$154,300	\$177,300	\$169,500	\$297,500	\$40,000	
07-08	Items 1, 3, & 21 were partially completed.							Building Total	\$1,362,100

Priorities		Jr. High School						
						18-Jun-09		
	Project Description	2007-8	2008-09	2009-10	2010-11	2011-12	2012-13	?????
1.	Replace Roofing (1/4 of Bldg)	\$90,000						
2.	Replace Bad Sidewalk		5000	\$5,000				
3.	Additional Elect. Recept.					\$1,000	\$1,000	
4.	Remodel Rest Rooms		\$10,000					
5.	Install Irr. System				\$5,000	\$10,000		
6.	Remodel Locker Rooms						\$150,000	
7.	Install Fire Rated Doors	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
8.	Eliminate Dead End Corridors(-2 clsrm)		\$137,500					
9.	2nd Basement Exitway		\$110,000					
10.	Accessible Toilets, 2nd floor					\$4,000		
11.	Remove Shower Room Curbs						\$1,000	
12.	Accessible Exits fr Gym & Aud.						\$1,700	
13.	Repair Parapet Flashing	\$4,700						
14.	Replace Locker Room Windows						\$2,000	
15.	Replace All Ext Windows				\$156,800			
16.	Replace Asphalt Parking Lot							\$46,500
17.	Repair Aud Roof Structure	\$350,000						
18.	Replace Main Elect Panel					\$28,200		
19.	Replace Branch Panelboards				\$10,900			
20.	Replace Lighting	\$4,000	\$267,500					
21.	Electronic Grade Panelboards					\$2,200	\$14,000	
22.	HVAC System for Gym			\$106,800				
23.	HVAC for Auditorium			\$140,900				
24.	Gym/Aud - Multipurpose Room Improvements				?????			
	Total for Year	\$449,700	\$531,000	\$253,700	\$173,700	\$46,400	\$170,700	\$46,500
07-08	Items 1, 13, & 17 were completed.						Building Total	\$1,671,700

Priorities		FERGUS HIGH SCHOOL						
JGA - High								
JGA - Medium								
JGA - Low					18-Jun-09			
JGA - Further Analysis								
	Project Description	2007-8	2008-09	2009-10	2010-11	2011-12	2012-13	?????
1.	Paint	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
2.	Flooring	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
3.	Cabinetry	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000		
4.	Roofing	\$14,325	\$4,325	\$4,325	\$4,325	\$4,325	\$18,000	
5.	Upgrade Building Controls	\$26,000	\$10,000	\$15,000	\$5,000	\$5,000	\$10,000	
6.	Replace HP#3	\$130,000						
7.	Sidewalk				\$3,500	\$4,000	\$3,500	
8.	Pave Parking Area			\$50,000		\$50,000		
9.	Underground Sprinklers				\$15,000	\$15,000	\$15,000	
10.	Library Remodel	\$30,000						
11.	Seal coat asphalt	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		
12.	Upgrade Lighting	\$2,000	\$2,000					
13.	Gym Cooling				\$50,000			
14.	Warming House Repairs	\$500	\$500	\$500	\$500	\$500	\$500	
15.	FB Stadium Landscaping & Access			\$30,000	\$30,000	\$30,000		
16.	Additional Locker Rooms							\$50,000
17.	Replace Gym Lighting				\$30,000			
18.	Replace Front Entry	50000	\$100,000					
19.	Upgrade Bleacher Drives	\$15,000	\$15,000	\$15,000	\$15,000			
20.	Visitors Bus Parking	???						
21.	Move Dumpster Location	\$4,000						
22.	Elect Service to Tennis Courts						\$3,000	
23.	Fire Rated Wall btwn Weight & Wrestling			\$3,500				
24.	Fire Rated Covering Under Stairs(2)			\$4,000				
25.	Repair Misc Door Problems		\$11,500					
26.	Provide Vented Chemical Storage			\$3,000				
27.	Accesible Restrooms					\$64,000		
28.	Accesible Restrooms @ Warming House					\$14,400		
29.	Replace Caulking in Exterior Walls			\$28,000				
30.	Snow Breaks Above Cafeteria Serving Area			\$17,400				
31.	Repair Asphalt Paving		\$136,400					
32.	Repair Mold Damage in Warming House		\$15,600					
33.	Correct Lower Tennis Base/ Drainage							\$94,400
34.	Repair Upper Tennis Court, Reset Posts							\$52,800
35.	Replace Slab in N Mens RR						\$15,000	
36.	Replace Ext Stair @ NE Balcony Exit		\$34,800					
37.	Add Elect Disconnect Outside Bldg.					\$24,000		
38.	Add GFCI Protection in Hom-Ec & Science		\$10,200					
39.	Upgrade Fire Alarm System				\$3,600			
40.	Replace Lighting				\$452,400			
41.	Replace Circ Pumps & Piping Near Boilers					\$116,900		
42.	Add Exhaust Fans & Ducting in Science				\$21,200			
43.	New HVAC in Aud					\$140,900		
44.	Replace Temp Control System			\$147,400				
45.	Install Reduced Pressure Backflow Preventer				\$8,400			

Priorities		FERGUS HIGH SCHOOL						
JGA - High								
JGA - Medium								
JGA - Low					18-Jun-09			
JGA - Further Analysis								
	Project Description	2007-8	2008-09	2009-10	2010-11	2011-12	2012-13	?????
46.	Intercom/Clock Maintenance					?????		
47.	Security Lighting & Gates/Landscaping	????						
48.	Track Gates (each corner for lanes 1-6)			\$4,000				
49.	Stage/Music Storage	\$5,000						
50.	Special Education Classrooms	????(#10 Above)						
51.	Science Classrooms & Lab Reconfiguration							
52.	Countertop replacement across building	\$25,000						
53.	Parking Drainage - all lots			\$45,000				
54.	Student lockers - Maintenance & Painting		?????					
55.	Welding Shop Ventilation							\$60,000
	Total for Year	\$313,825	\$351,325	\$378,125	\$649,925	\$480,025	\$69,000	\$197,200
07-08	Items 1, 2, 3, 5, 10 & 12 were completed. Item 18 was partially completed. 3 tennis courts were resurfaced.					Building Total		\$2,439,425

Priorities		LINCOLN SCHOOL						
JGA - High								
JGA - Medium								
JGA - Low					18-Jun-09			
JGA - Further Analysis								
	Project Descriptions	2007-8	2008-09	2009-10	2010-11	2011-12	2012-13	?????
1.	Install Underground Sprinklers				\$7,500	\$7,500	\$15,000	
2.	Replace Curbing on 6th	\$5,000						
3.	Repair Retaining Walls					\$10,000		
4.	Window Reduction		\$8,400	\$8,400				
5.	Improve Cooling in Kitchen		\$4,000					
6.	Curb Cuts for Egress	\$7,200						
7.	Replace Parapet Caps	\$5,800						
8.	Replace Concrete Stairs & Railings	\$20,700						
9.	Modify Ramps for Code Compliance				\$9,500			
10.	Replace Parking Lot Paving				\$117,600			
11.	Roofing	\$4,950	\$975	\$975	\$58,000	\$975	\$60,000	\$120,000
12.	Provide ADA Compliant Toilets		\$62,500					
13.	Asbestos Tile Removal/Replacement		\$273,000					
14.	Replace Branch Panelboards				\$12,600			
15.	Replace Lighting	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
16.	New Phone System		\$14,400					
17.	Elect Support for New Mechanical					\$12,000		
18.	Increase Hot Water Heating Capacity			\$18,800				
	Total for Year	\$45,650	\$365,275	\$30,175	\$207,200	\$32,475	\$75,000	\$120,000
07-08	Item 11 was partially completed.					Building Total		\$875,775

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

4

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

ITEM TITLE: DISCUSSION—2009-2010 BUDGETS

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The Board of Trustees needs to review the 2009-2010 budgets after the recommendations for reductions that were voted on by the Board have been removed.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 06/22/2009

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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

6

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

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 06/22/2009

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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

7

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

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

The first column of the report reflects the cash balance in various funds as of May 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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

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

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

REPORTING PERIOD: 5/1/2009 - 5/31/2009
ELEM INVESTMENT INCOME: \$2,848.63
HS INVESTMENT INCOME: \$2,129.10

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
ELEMENTARY DISTRICT:				
101 GENERAL	267,549.96	11.73%	334.14	18,651.69
110 TRANSPORTATION	129,520.44	5.68%	161.76	4,187.32
111 BUS DEPRECIATION	831,130.88	36.44%	1,037.99	26,552.03
112 FOOD SERVICE	190,286.56	8.34%	237.65	4,948.89
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	304,926.90	13.37%	380.82	9,654.81
120 RENTAL	11,441.75	0.50%	14.29	215.82
121 COMPENSATED ABSENCES	49,904.33	2.19%	62.33	1,502.19
124 METAL MINES	82,873.41	3.63%	103.50	1,083.87
128 TECHNOLOGY	67,068.41	2.94%	83.76	1,723.22
129 FLEXIBILITY	55,063.82	2.41%	68.77	1,521.40
160 BUILDING	0.00	0.00%	0.00	72.05
161 BUILDING RESERVE	234,563.00	10.28%	292.94	6,146.26
175 CENTRAL TRANSPORTATION	0.00	0.00%	0.00	0.00
177 CENTRAL STORE	18,806.52	0.82%	23.49	192.36
184 STUDENT ACTIVITIES	37,786.57	1.66%	47.19	1,011.75
ELEMENTARY TOTAL	2,280,922.55	100.00%	2,848.63	77,463.66
HIGH SCHOOL DISTRICT:				
201 GENERAL	259,582.09	12.53%	266.73	12,413.75
210 TRANSPORTATION	114,633.12	5.53%	117.78	2,893.81
211 BUS DEPRECIATION	443,654.38	21.41%	455.85	12,432.91
214 RETIREMENT	166,542.34	8.04%	171.12	5,294.32
217 ADULT EDUCATION	39,529.63	1.91%	40.62	932.59
218 DRIVERS EDUCATION	75,904.23	3.66%	77.99	1,718.27
220 RENTAL	2,237.43	0.11%	2.30	27.43
221 COMPENSATED ABSENCES	24,547.16	1.18%	25.22	645.31
224 METAL MINES	158,552.94	7.65%	162.91	4,205.21
228 TECHNOLOGY	49,021.06	2.37%	50.37	931.81
229 FLEXIBILITY	48,717.44	2.35%	50.06	1,133.66
260 BUILDING	63,780.72	3.08%	65.53	1,532.21
261 BUILDING RESERVE	366,984.63	17.71%	377.07	8,911.10
275 ACTIVITY BUS	21,256.82	1.03%	21.84	666.61
281 ENDOWMENT FUNDS	86,129.75	4.16%	88.50	2,208.13
282 INTERLOCAL AGREEMENT	70,671.69	3.41%	72.61	3,129.77
284 STUDENT ACTIVITIES	80,392.63	3.88%	82.60	1,141.43
HIGH SCHOOL TOTALS	2,072,138.06	100.00%	2,129.10	60,218.32
GRAND TOTALS	4,353,060.61		4,977.73	137,681.98

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

8

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 06/22/2009

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.

- ❖ Final Claims Processing for June 2009
- ❖ Back-to-School Picnic Discussion—Friday, August 21, 2009

SUGGESTED ACTION: Informational

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

9

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 06/22/2009

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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

10 - 11

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the June 4, 2009, Board Work/Study Session
- Minutes of the June 8, 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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
JUNE 4, 2009

The Board of Trustees of School District Number One and High School District Number One held a Board Work/Study Session Thursday, June 4, 2009, at 7:00 p.m. in the Fergus High School Library, Lewistown, Montana.

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

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Paul Stengel, Andrea Payne, Sandi Chamberlain, Jerry Feller, Sharon Redfern, John Moffatt, Scott Dubbs, Tim Majerus, Jeff Friesen

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

TRUSTEES ABSENT: Jeremy Bristol, Monte Weeden

There was no public input.

PUBLIC PARTICIPATION

The Board reviewed the recommendations made by the Facility Steering Committee and John Eisen, a representative of JGA Architects, regarding the current and future facility needs of the school district. Committee members considered three basic options which included:

DISCUSSION - FACILITIES REVIEW

1. Repair and enhance the existing junior high school building.
2. Utilize Lewis & Clark Elementary School as a middle school.
3. Construct a new combined junior high school and community complex.

The committee used the following values to make its recommendation:

1. Provide the best possible education for all children.
2. Be the wisest use of taxpayer dollars.
3. Be supportable by most taxpayers.
4. Move Lewistown into the future.

Based on these options and values, the Facility Steering Committee recommended the following:

1. Proceed with facility improvements for long-term facilities which would include all buildings except the Lincoln Building.

2. Construct a new junior high school and relocate school district administrative functions there.
3. Reconfigure grades as follows:
 - Highland Park Elementary School: Grades PK-1
 - Garfield Elementary School: Grades 2-3
 - Lewis & Clark Elementary School: Grades 4-5
 - Lewistown Junior High School: Grades 6-8
 - Fergus High School: Grades 9-12

DISCUSSION
CONTINUED -
FACILITIES
REVIEW

The meeting was adjourned at 9:00 p.m. (Jackson - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

MINUTES
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
JUNE 8, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, June 8, 2009, at 6:30 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Jennifer Granot, Monte Weeden, Stan Monger, Becky Jackson

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne, Tim Majerus, Tammy Wynne, Suzy Flentie, Scott Dubbs, Jerry Feller, Matt Lewis, John Moffatt, Diane Lewis, Cindy Giese, Jim Daniels

OTHERS PRESENT: Russ, Laurie, & Caleb Bentley, David Faulkner, Joe Zahler-KXLO/KLCM, Doreen Heintz-NEWS ARGUS, and other interested parties

TRUSTEES ABSENT: Mary Schelle, Jeremy Bristol

Jim Daniels led the group in the Pledge of Allegiance.

PLEDGE

David Faulkner from the Central Montana Medical Center presented John Moffatt with a plaque honoring his service to the Central Montana Skilled Nursing Center.

PRESENTATION -
DAVID FAULKNER

The next student representative to the Board will be introduced in September.

APPOINT STUDENT
REPRESENTATIVE
TO THE BOARD

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

REPORT -
STUDENT
REPRESENTATIVE

Members of the Board discussed the work/study session that was held June 4, 2009, to review the Facilities Master Plan and the recommendations made by the Facility Steering Committee.

DISCUSSION -
FACILITIES
REVIEW

Becky Jackson reported on the Transportation Committee Meeting noting that items discussed included plans for the bus barn, the proposed activity trip structure, and purchasing additional vehicles for the drivers education program. No route changes were requested.

REPORT -
COMMITTEES OF
THE BOARD

A Special Board Meeting was scheduled for June 11, 2009, to act on changes to the Qualified Zone Academy Bond which will close on June 16, 2009.

CALENDAR ITEMS

The Board discussed updated budget figures for the 2009-10 school year.

DISCUSSION -
2009-10 BUDGETS

Superintendent Jason Butcher informed the Board about a gender discrimination complaint that has been filed with the Montana Human Rights Bureau which stems from an employee termination in January of 2009. The past employee claims that the school district discriminated against her based on her gender both during employment and termination. Members of the Board also reviewed the summer meeting schedule.

OTHER ITEMS

There was no public input.

PUBLIC
PARTICIPATION

Minutes of the Regular Board Meeting of May 26, 2009, were approved unanimously (Jackson/Monger). Minutes of the Special Board Meeting of May 29, 2009, were approved unanimously (Monger/Granot).

APPROVAL OF
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through June 4, 2009, were approved unanimously (Granot/Monger).

APPROVAL OF
CLAIMS

A motion to approve consent group items 15-19 was approved unanimously (Monger/Granot).

CONSENT GROUP
ITEMS

15. Approve adding Travis Gilskey to the Substitute Maintenance List.

APPROVE
SUBSTITUTE

16. Approve appointment of Scott Dubbs as Title IX Officer.

APPROVE
APPOINTMENT OF
TITLE IX
OFFICER

17. Approve appointment of Dale Lambert as Section 504/ADA Coordinator.

APPROVE
APPOINTMENT OF
SECTION 504/ADA
COORDINATOR

18. Approve the Fergus High School Activity Fund Reports for April and May, 2009.

APPROVE FERGUS
HIGH SCHOOL
ACTIVITY FUND
REPORTS

19. Approve establishing a new student activity account for the Fergus High School Fly Fishing Club.

APPROVE FERGUS
HIGH SCHOOL
STUDENT
ACTIVITY
ACCOUNT

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

APPROVE
PERSONNEL
REPORT

21. Approve issuing contracts for classified staff for the 2009-10 school year - see Exhibit B (Granot/Jackson - unanimous).

APPROVE ISSUING
CONTRACTS

- | | | |
|-----|---|---|
| 22. | Approve the Fergus County Investment Resolution for the 2009-10 school year, and appointing Mike Waterman to the Fergus County Investment Committee (Monger/Granot - unanimous). | APPROVE FERGUS COUNTY INVESTMENT RESOLUTION |
| 23. | Approve changes to the Fergus High School Code & Activities Handbook 2009-2010 (Jackson/Monger). Caleb Bentley, Diane Lewis, Suzy Flentie, and Russ Bentley spoke against the proposed changes, noting that students have competed successfully in dual sports in the past, colleges look favorably on athletes that compete in more than one sport, and they felt that it was in the best interest of the students to allow this type of participation. The original motion was amended to approve the recommendation to increase activity and participation fees (Jackson/Monger - unanimous). Administration was directed to revise the policy and bring it back to the Board for review at the regular meeting that will be held June 22, 2009. | APPROVE FERGUS HIGH SCHOOL CODE & ACTIVITIES HANDBOOK 2009-2010 CHANGES |

Trustee Jennifer Granot left the meeting at 8:30 p.m.

- | | | |
|-----|--|---|
| 24. | Approve membership in the Montana High School Association and any related payments during the 2009-10 school year (Monger/Jackson - unanimous). | APPROVE 2009-10 MONTANA HIGH SCHOOL ASSOCIATION MEMBERSHIP |
| 25. | Approve increasing the cost of a full-price school lunch by 5 cents to \$2.55 for elementary students, \$2.80 for secondary students, and \$3.55 for adults; and increasing the cost of a full-price school breakfast by 5 cents to \$1.55 for elementary students and \$1.80 for adults and students in grades 7-12 (Jackson/Monger - unanimous). | APPROVE INCREASE IN SCHOOL BREAKFAST AND LUNCH PRICES |
| 26. | Approve the Elementary Handbook which will be used at the elementary schools for the 2009-10 school year (Monger/Weeden - unanimous). | APPROVE ELEMENTARY HANDBOOK FOR THE 2009-10 SCHOOL YEAR |
| 27. | Approve membership with the Montana School Boards Association for the 2009-10 school year (Jackson/Monger - unanimous). | APPROVE 2009-10 MONTANA SCHOOL BOARDS ASSOCIATION MEMBERSHIP |
| 28. | Approve an activity trip bus driver assignment policy and matrix - see Exhibit C (Monger/Jackson - unanimous). | APPROVE ACTIVITY TRIP BUS DRIVER ASSIGNMENT POLICY AND MATRIX |

Chairman Dave Byerly called for an Executive Session at 9:00 p.m. for superintendent evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

EXECUTIVE
SESSION

The meeting was called back into regular session and adjourned at 9:50 p.m. The next regular meeting will be held on June 22, 2009, at 5:30 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

DAVE BYERLY
BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 8, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
FRIESEN, Jeff	Summer Computer Maintenance	School District #1	Approve appointment on schedule— MAINT II Step 2 for up to 40 hours per week for 10 weeks	June 8, 2009	See attached memo.
LUCOTCH, Greg	Social Studies Teacher	Lewistown Junior High School	Approve out-of-state travel to attend the summer conference sponsored by the National Geographic Society at the Waterton Peace Park in Canada	June 8, 2009	See attached letter. Even though this conference is during non-school time Greg needs Board approval for this trip so that he can use a school vehicle.
KOLAR, Lorna	Records Secretary	Fergus High Schools	Accept letter of resignation	July 10, 2009	See attached letter.
BENTON, Stacey	Food Server	Lewis & Clark Elementary	Accept letter of resignation	June 5, 2009	See attached letter.

"EXHIBIT B"

2009-2010 CLASSIFIED STAFF								
Employee	Location	Assignment	Grade	Step	Hours	Days	Longevity	
REBECCA	BASZCZUK	BB	SPEC EDUC BUS AIDE	AIDE2	2+15	5.00	180	
BEN	BEAUDRY	BB	BUS DRIVER	TRANS2	4+45	5.00	180	
FRANK	BURNS	BB	BUS DRIVER	TRANS2	3+30	3.50	180	
JOAN	D'HOOGHE	BB	SPEC EDUC BUS AIDE	AIDE2	5	5.00	180	
GARY	DISTAD	BB	MECHANIC	MECH1	5+45	8.00	260	
CATHY	GOLDSBOROUGH	BB	BUS DRIVER	TRANS2	4	5.00	180	
WAYNE	LELEK	BB	BUS DRIVER	TRANS2	4+45	6.00	180	
DAVE	MCCONNELL	BB	BUS DRIVER	TRANS2	4+30	4.50	180	
JEANETTE	MILLER	BB	SPEC EDUC BUS AIDE	AIDE2	3	7.00	180	
TED	MURRAY	BB	BUS DRIVER	TRANS2	4+45	4.75	180	
ROBERT	ODERMANN	BB	BUS DRIVER	TRANS2	3+30	5.00	180	
JAMES	PEARSON	BB	BUS DRIVER	TRANS2	4+45	5.50	180	1%
KATHLEEN	SCHAEFFER	BB	BUS DRIVER	TRANS2	4+45	8.00	195?	
PAUL	TUCEK	BB	MECHANIC	MECH1	5+45	8.00	260	3%
DEBORAH	WALKER	BB	SWEEPER	MAINT1	4+45	8.00	260	
FRED	WOOD	BB	BUS DRIVER	TRANS2	4+30	5.00	180	
RON	PEEVEY	CMEC	CONSTR ACADEMY COOR		\$26.52/hr	8.00	190	
BARBARA	PHILLIPS	CMEC	COMM EDUC SECRETARY	SEC2	15+45	8.00	260	2%
ROBERTA	ATCHISON	CO	COMPUTER SVCS/PAYROLL	OPERATOR	4+45	8.00	260	
RANDY	BARBER	CO	MAINTENANCE	MAINT5	5+15	8.00	260	
SANDRA	CHAMBERLAIN	CO	ADMIN SECRETARY	SEC4	7+45	8.00	260	
DALE	FISK	CO	GROUNDSKEEPER	MAINT2	2	8.00	190	
CHRISTINE	GOBBLE	CO	RECEIVING/AP CLERK	PUR/REC	2	4.00	260	
MARK	KENNEDY	CO	DELIVERY VAN DRIVER	MAINT2	6+45	8.00	180	
MARK	KENNEDY	CO	GROUNDSKEEPER/MAINT	MAINT2	6+45	8.00	80	
DAN	KONERT	CO	MAINTENANCE	MAINT5	6+15	8.00	260	
TERRY	LANKUTIS	CO	TECH SUPPORT SPECIALIST	OPERATOR	1	8.00	260	
TODD	LARK	CO	TECH SUPPORT ASST	TECH2	3	7.00	260	
SHERRY	MARTIN	CO	PURCHASING CLERK	PUR/REC	15+45	8.00	260	3%
NANCY	MATTHEIS	CO	IMC TECHNICIAN	TECH SUPER	6+30	8.00	209	
LLOYD	PRATHER	CO	CUSTODIAN	MAINT2	6	4.00	180	
LLOYD	PRATHER	CO	CUSTODIAN	MAINT2	6	8.00	80	
LYNNE	WISE-KLIPPENES	CO	TECH SUPPORT SPECIALIST	OPERATOR	8+45	8.00	260	
TAMMY	WYNNE	CO	BUSINESS SECRETARY	SEC3	15+45	8.00	260	1%
LAURIE	FOWLER	SF	SECOND COOK	COOK2	1	7.00	187	
GLORIA (GAIL)	KURNS	SF	SECOND BAKER	BAKER2	3	4.50	187	
KIM	MARTIN	SF	FIRST BAKER	BAKER1	8+45	7.00	187	
SHANNON	MAXWELL	SF	P.M. KITCHEN AIDE	KA	2+15	3.00	181	
MARY	MILLER	SF	P.M. KITCHEN AIDE	KA	1+15	3.00	181	
EILEEN	NEWMAN	SF	KITCHEN AIDE	KA	4	2.50	181	
CINDY	NOEL	SF	P.M. KITCHEN AIDE	KA	1	3.00	181	
DONNA	PAULSON	SF	SECOND COOK	COOK2	2+15	7.00	187	
LINDSEY	RICKL	SF	P.M. KITCHEN AIDE	KA	2	3.00	181	
SHERRI	SEBEK	SF	KITCHEN AIDE	KA	4+30	3.75	181	
DEBRA	WILLIAMS	SF	FIRST COOK	COOK1	10+45	7.00	187	1%

"EXHIBIT B"

2009-2010 CLASSIFIED STAFF								
Employee		Location	Assignment	Grade	Step	Hours	Days	Longevity
NATALIE	BUTLER	HP	SCHOOL SECRETARY	SEC2	11+45	8.00	209	
JERRY	GIEDD	HP	CUSTODIAN	MAINT2	5	8.00	260	
BARBARA	HOLLAND	HP	KITCHEN AIDE	KA	1+45	1.50	181	
FLEETA	O'DELL	HP	FOOD SERVER	FS	4+30	3.00	181	
SHANNON	MAXWELL	GA	FOOD SERVER	FS	2+15	3.00	181	
CLYDE	RETTNER	GA	CUSTODIAN	MAINT2	15	8.00	260	3%
LINDSEY	RICKL	GA	FOOD SERVER	FS	2	3.00	181	
KARMEN	TESAREK	GA	SCHOOL SECRETARY	SEC2	2+30	8.00	209	
JODY	D'AUTREMONT	LC	SCHOOL SECRETARY	SEC2	9+30	8.00	209	
DAVE	GATES	LC	CUSTODIAN	MAINT2	15	8.00	260	1%
CINDY	NOEL	LC	FOOD SERVER	FS	1	3.00	181	
ROBERT	BROWN	JH	CUSTODIAN	MAINT2	15+45	8.00	260	2%
STEVE	KELLY	JH	HEAD CUSTODIAN	MAINT3	7+30	8.00	260	
CHRISTY	ROGERS	JH	SCHOOL SECRETARY	SEC2	4	8.00	209	
SHERRI	SEBEK	JH	FOOD SERVER/CASHIER	FS	4+30	2.50	181	
DENISE	WILLIAMS	JH	FOOD SERVER/CASHIER	FS	4+45	3.75	181	
ANDRA	BURNHAM	FH	ATTENDANCE SECRETARY	SEC2	1	8.00	184	
JAMES	BUSSEY	FH	CUSTODIAN	MAINT2	0	8.00	260	
PAUL	FILAS	FH	CUSTODIAN	MAINT2	1	8.00	260	
KAREN	HANSON	FH	FOOD SERVER/CASHIER	FS	3	3.75	181	
DEBRA	JOHNSON	FH	FOOD SERVER/CASHIER	FS	1	3.75	181	
GARY	KNOX	FH	CUSTODIAN	MAINT2	6+15	8.00	260	
KEN	MARTIN	FH	HEAD CUSTODIAN	MAINT4	15+45	8.00	260	2%
MARY	MILLER	FH	FOOD SERVER/CASHIER	FS	1+15	2.75	181	
ROBIN	MOLINE	FH	PRINCIPAL'S SECRETARY	SEC3	4+15	8.00	260	
WENDY	PFAU	FH	ACTIVITIES SECRETARY	SEC2	11+15	5.00	195	

"EXHIBIT B"

2009-2010 ASSISTANTS								
Employee	Location	Assignment	Grade	Step	Hours	Days	Longevity	
ETTA (DARLENE)	BEAUDRY	HP	PK RESOURCE	AIDE2	6+45	7.50	182	1%
PAT	BENES	HP	2ND GRADE AIDE	AIDE2	1	6.00	182	
PAT	BENES	HP	PLAYGROUND	AIDE3	1	0.50	182	
SUSANNAH	EASTMAN	HP	RESOURCE	AIDE2	3+PARA	6.50	182	
SUSANNAH	EASTMAN	HP	PLAYGROUND	AIDE3	3	0.50	182	
DARCY	MCLENDON	HP	2ND GRADE AIDE	AIDE2	2+PARA	6.00	182	
DARCY	MCLENDON	HP	PLAYGROUND	AIDE3	2	0.50	182	
BETTE	MCPHERSON	HP	BEHAVIORAL	B-AIDE3	6+45	6.50	182	
BETTE	MCPHERSON	HP	PLAYGROUND	AIDE3	4+45	1.50	182	
FLEETA	O'DELL	HP	OFFICE	AIDE1	6+30	1.75	182	
FLEETA	O'DELL	HP	SUB CALL-IN	AIDE1	6+30	0.75	182	
FLEETA	O'DELL	HP	PLAYGROUND	AIDE3	4+30	1.50	182	
LYNNE	PRINDLE	HP	RESOURCE	AIDE2	4+PARA	7.00	182	
LYNNE	PRINDLE	HP	PLAYGROUND	AIDE3	4	1.00	182	
DARLA	QUINLAN	HP	SUB CALL-IN	AIDE1	5+PARA	0.75	182	
DARLA	QUINLAN	HP	RESOURCE	AIDE2	5+PARA	5.00	182	
DARLA	QUINLAN	HP	PLAYGROUND	AIDE3	4+45	2.00	182	
DEBRA	SMITH	HP	SCHOOL NURSE	NURSE	4	6.00	182	
SUE	STANDLEY	HP	TITLE I	AIDE2	6+PARA	3.00	182	
DEVNEY	WELSH	HP	TITLE I	AIDE2	3+PARA	6.00	182	
DEVNEY	WELSH	HP	PLAYGROUND	AIDE3	2	1.00	182	
TERESA	DYGERT-TRASK	GA	PLAYGROUND	AIDE3	3	3.50	182	
HEATHER	GUETHS	GA	RESOURCE	AIDE2	1+PARA	7.00	182	
SHERRY	HANLEY	GA	RESOURCE	AIDE2	6+PARA	7.00	182	2%
MIRIAM	HUFF	GA	LIBRARY	AIDE1	1+PARA	7.00	72	
KATHY	IRWIN	GA	TITLE I	AIDE2	1+PARA	7.50	182	
KAREN	MAHLEN	GA	LIBRARY	AIDE1	6+PARA	7.00	182	1%
LINDA	MAXWELL	GA	OFFICE	AIDE1	6+PARA	1.50	182	1%
LINDA	MAXWELL	GA	PLAYGROUND	AIDE3	4+45	1.50	182	
SUE	STANDLEY	GA	TITLE I	AIDE2	6+PARA	3.00	182	
TRACY	CONNOR	LC	TITLE I	AIDE2	6+PARA	7.50	182	2%
GRETCHEN	CONRAD	LC	RESOURCE	AIDE2	3+PARA	8.00	182	
KRIS	GAPAY	LC	RESOURCE	AIDE2	1+PARA	7.50	182	
MARY	GERTGE	LC	RESOURCE	AIDE2	5+PARA	7.50	182	
KAY	GODBAY	LC	SPEECH	AIDE2	6+45	7.00	182	3%
MANDIE	HUTCHINS	LC	PLAYGROUND	AIDE3	1	2.50	182	
MANDIE	HUTCHINS	LC	OFFICE/LIBRARY	AIDE1	1	3.00	182	
NORINE	MCKINNEY	LC	RESOURCE	AIDE2	6+45	7.50	182	
KC	SCHNITZMEIER	LC	PLAYGROUND	AIDE3	1	2.50	182	
LINDA	SEDERHOLM	LC	LIBRARY	AIDE1	6+PARA	7.00	110	2%
JENIFER	BLAZICEVICH	JH	TITLE I	AIDE2	2+PARA	7.50	182	
DERREE	KAMP	JH	LIBRARY	AIDE1	6+45	3.00	182	
DERREE	KAMP	JH	STUDY HALL	STDYHALL	4+45	4.00	182	
BARB	SAUBY	JH	RESOURCE	AIDE2	6+PARA	7.50	182	
KIM	WIEGERT	JH	RESOURCE	AIDE2	2	7.50	182	
CONNIE	BOWEN	FH	RESOURCE	AIDE2	3+PARA	7.00	182	
MARY	BURNS	FH	RESOURCE	AIDE2	6+PARA	7.00	182	
TIFFANY	HEMSATH	FH	RESOURCE	AIDE2	1	7.00	182	
SHERYL	HODGES	FH	RESOURCE	AIDE2	2+PARA	7.00	182	
JEAN	ROGAN	FH	JOB COACH	AIDE2	6+PARA	7.00	182	2%
SUSAN	RUTLEDGE	FH	RESOURCE	AIDE2	6+PARA	7.00	182	1%
BETTY	SANDERS	FH	RESOURCE	AIDE2	3	7.00	182	
MARY HELEN	SPOJA	FH	ACCOMPANIST	AIDE1	6	4.00	182	
SHARON	TINDALL	FH	STUDY HALL	STDYHALL	5 + 45	7.00	182	2%
GLORIA	WAHL	FH	TITLE I	AIDE2	6+PARA	5.00	182	
GLORIA	WAHL	FH	LIBRARY	AIDE1	5+PARA	3.00	182	

LEWISTOWN PUBLIC SCHOOLS

ACTIVITY DRIVING PROPOSAL

April 1, 2009

Destination	Day Trip Miles	Miles Driven	Drive Time	On Duty Time	Off Duty Time	Current Structure			Proposed Structure		
						Drive Time \$10.00	Wait Time \$6.90	Total Earnings	Drive Time \$16.88	Wait Time \$10.00	Total Earnings
Belgrade		206	4.25	11.5	8.25						
		49	2.5	8.75	11.75						
		189	4.5	12.5	7						
			0.5	0.75							
		444	11.75	33.5	27	\$ 117.50	\$ 231.15	\$ 348.65	\$ 198.34	\$ 80.00	\$ 278.34
Great Falls	228		4.5	9.5	11	\$ 45.00	\$ 65.55	\$ 110.55	\$ 75.96	\$ 20.00	\$ 95.96
Chinook	312		5.75	8.25	10	\$ 57.50	\$ 56.93	\$ 114.43	\$ 97.06	\$ 20.00	\$ 117.06
Havre	353		7	7	10	\$ 70.00	\$ 48.30	\$ 118.30	\$ 118.16	\$ 20.00	\$ 138.16
Great Falls		115	2.5	13.5	8	\$ 25.00					
		123	2.25	8.75	13	\$ 22.50					
		238	4.75	22.25	21	\$ 47.50	\$ 153.53	\$ 201.03	\$ 80.18	\$ 40.00	\$ 120.18
Hobson	56		1	3.5	19.5	\$ 10.00	\$ 24.15	\$ 34.15	\$ 16.88	\$ 20.00	\$ 36.88
Belgrade	344		6.75	7.5	11	\$ 67.50	\$ 51.75	\$ 119.25	\$ 113.94	\$ 20.00	\$ 133.94
Great falls	219		4.25	7.75	12	\$ 42.50	\$ 53.48	\$ 95.98	\$ 71.74	\$ 20.00	\$ 91.74
Hardin	339		6.75	7.25	11	\$ 67.50	\$ 50.03	\$ 117.53	\$ 113.94	\$ 20.00	\$ 133.94
Billings	269		5.25	9.25	12.5	\$ 52.50	\$ 63.83	\$ 116.33	\$ 88.62	\$ 20.00	\$ 108.62
Butte	509		4.75	13.25	8	\$ 47.50	\$ 91.43	\$ 138.93	\$ 80.18	\$ 20.00	\$ 100.18
Bozeman		220	5.5	7.75	10.75						
		240	6.75	9.75	8						
		460	12.25	17.5	18.75	\$ 122.50	\$ 120.75	\$ 243.25	\$ 206.78	\$ 40.00	\$ 246.78
Bozeman		171	4.25	8.5	11.25						

LEWISTOWN PUBLIC SCHOOLS

ACTIVITY DRIVING PROPOSAL

April 1, 2009

Destination	Day Trip Miles	Miles Driven	Drive Time	On Duty Time	Off Duty Time	Current Structure			Proposed Structure		
						Drive Time \$10.00	Wait Time \$6.90	Total Earnings	Drive Time \$16.88	Wait Time \$10.00	Total Earnings
		180	4.5	11	9.5						
		351	8.75	19.5	20.75	\$ 87.50	\$ 134.55	\$ 222.05	\$ 147.70	\$ 40.00	\$ 187.70
Grass Range	69		1.5	3.5	19	\$ 15.00	\$ 24.15	\$ 39.15	\$ 25.32	\$ 20.00	\$ 45.32
Winnett	112		2.25	3.75	18	\$ 22.50	\$ 25.88	\$ 48.38	\$ 37.98	\$ 20.00	\$ 57.98
Grass Range	68		1.5	3.5	19	\$ 15.00	\$ 24.15	\$ 39.15	\$ 25.32	\$ 20.00	\$ 45.32
Harlem	268		5	4.75	14.25	\$ 50.00	\$ 32.78	\$ 82.78	\$ 84.40	\$ 20.00	\$ 104.40
Moore	33		1	4.5	18.5	\$ 10.00	\$ 31.05	\$ 41.05	\$ 16.88	\$ 20.00	\$ 36.88
Denton	81		1.5	4.5	18.25	\$ 15.00	\$ 31.05	\$ 46.05	\$ 25.32	\$ 20.00	\$ 45.32
Great Falls	219		3.5	8.5	12	\$ 35.00	\$ 58.65	\$ 93.65	\$ 59.08	\$ 20.00	\$ 79.08
Great Falls	211		4	7	13	\$ 40.00	\$ 48.30	\$ 88.30	\$ 67.52	\$ 20.00	\$ 87.52
Billings	249		5	6.75	12.25	\$ 50.00	\$ 46.58	\$ 96.58	\$ 84.40	\$ 20.00	\$ 104.40
Glendive	485		4.5	15	8.25	\$ 45.00	\$ 103.50	\$ 148.50	\$ 75.96	\$ 20.00	\$ 95.96
Belgrade		190	3.5	11.75	8.75						
		188	4.5	9	10.5						
		378	8	20.75	19.25	\$ 80.00	\$ 143.18	\$ 223.18	\$ 135.04	\$ 40.00	\$ 175.04
Missoula		280	6.5	5.5	12						
		6	1	8.5	14.5						
		279	5.5	12.5	7.5						
		565	13	26.5	34	\$ 130.00	\$ 182.85	\$ 312.85	\$ 219.44	\$ 60.00	\$ 279.44
Livingston	274		5.5	11.5	7	\$ 55.00	\$ 79.35	\$ 134.35	\$ 92.84	\$ 20.00	\$ 112.84
Great Falls		119	2.5	14	8						

LEWISTOWN PUBLIC SCHOOLS

ACTIVITY DRIVING PROPOSAL

April 1, 2009

Destination	Day Trip Miles	Miles Driven	Drive Time	On Duty Time	Off Duty Time	Current Structure			Proposed Structure			
						Drive Time \$10.00	Wait Time \$6.90	Total Earnings	Drive Time \$16.88	Wait Time \$10.00	Total Earnings	
		110	2.25	9.75	12							
		229	4.75	23.75	20	\$ 47.50	\$ 163.88	\$ 211.38	\$ 80.18	\$ 40.00	\$ 120.18	
Livingston	280		5.25	9.5	11.75	\$ 52.50	\$ 65.55	\$ 118.05	\$ 88.62	\$ 20.00	\$ 108.62	
Browning	461		3.75	11.5	8.75	\$ 37.50	\$ 79.35	\$ 116.85	\$ 63.30	\$ 20.00	\$ 83.30	
Butte	491		4.5	12.5	7.5	\$ 45.00	\$ 86.25	\$ 131.25	\$ 75.96	\$ 20.00	\$ 95.96	
Glasgow	410		7.75	6	11.25	\$ 77.50	\$ 41.40	\$ 118.90	\$ 130.82	\$ 20.00	\$ 150.82	
Hardin	336		6.25	5.75	12	\$ 62.50	\$ 39.68	\$ 102.18	\$ 105.50	\$ 20.00	\$ 125.50	
Havre	356		6.5	8.5	9	\$ 65.00	\$ 58.65	\$ 123.65	\$ 109.72	\$ 20.00	\$ 129.72	
Belgrade	342		6	6.5	12.75	\$ 60.00	\$ 44.85	\$ 104.85	\$ 101.28	\$ 20.00	\$ 121.28	
Bozeman		163	3.25	1.75	19							
		20	2	11.5	10.5							
		19	3	9.25	11.75							
		172	4	6.75	13.25							
		374	12.25	29.25	35.5	\$ 122.50	\$ 201.83	\$ 324.33	\$ 206.78	\$ 80.00	\$ 286.78	
Great Falls	210		4.75	5.5	14.5	\$ 47.50	\$ 37.95	\$ 85.45	\$ 80.18	\$ 20.00	\$ 100.18	
Hardin	356		7	10	7	\$ 70.00	\$ 69.00	\$ 139.00	\$ 118.16	\$ 20.00	\$ 138.16	
								\$ 4,950.23			\$ 4,519.48	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

12

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 06/22/2009

SUMMARY:

Approve claims paid through June 17, 2009, as approved by the Finance Committee.

Need to select a new Finance Committee for July-September 2009. Current members of the Finance Committee include: Dave Byerly, Jennifer Granot, Stan Monger, and Mary Schelle.

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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

13 - 14

<u>Agenda Items</u>	<u>Additional Information</u>
<p>13. Approve Substitute(s)</p> <p>14. Approve Lewistown Junior High School Activity Fund Report for May 2009</p>	

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

13

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

ITEM TITLE: APPROVE SUBSTITUTE(S)

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 06/22/2009

SUMMARY:

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

Substitute Teacher List:

Amanda Phillips	College Student – Elementary Education Major
Danielle Stone	B.S. Secondary Education – Art K-12

Substitute Maintenance List:

PJ Granot

SUGGESTED ACTION: Approve Substitute(s)

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

14

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

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

Requested By: Board of Trustees **Prepared By:** Christy Rogers **Date:** 06/22/2009

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for May 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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

From: 05/01/2009
To : 05/31/2009

General Ledger Report

From Account: 1
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1846.52	0.04	0.00	0.00	1846.56	0.00	1846.56
000105 Builder's Club	106.00	0.04	0.00	0.00	106.04	0.00	106.04
000115 Cheerleaders	1272.64	0.04	0.00	0.00	1272.68	0.00	1272.68
000120 Consumer Tech	791.80	1019.96	-150.88	0.00	1660.88	0.00	1660.88
000125 FACS	262.05	0.04	-41.22	0.00	220.87	0.00	220.87
000130 BC,SC Store	2127.51	0.04	-283.17	0.00	1844.38	0.00	1844.38
000135 Music	99.48	0.04	0.00	0.00	99.52	0.00	99.52
000140 Photo Club	2461.11	1013.79	-120.80	0.00	3354.10	0.00	3354.10
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	1000.23	87.04	-150.00	0.00	937.27	0.00	937.27
000155 Ski Club	1551.60	0.04	0.00	0.00	1551.64	0.00	1551.64
000160 Student Council	1193.75	0.04	0.00	0.00	1193.79	0.00	1193.79
000180 NEWS	84.68	0.04	-30.93	0.00	53.79	0.00	53.79
000190 COMPUTER SERV LEARNING	128.82	0.04	0.00	0.00	128.86	0.00	128.86
Group Total	12926.19	2121.19	-777.00	0.00	14270.38	0.00	14270.38
Grand Total	12926.19	2121.19	-777.00	0.00	14270.38	0.00	14270.38

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

06/22/2009

Agenda Item No.

15

- 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: 06/22/2009

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						
Granot						
Jackson						
Monger						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 22, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
LARK, Todd	Technology Support Specialist	School District #1	Approve revision of contract to reflect hourly rate from the correct salary matrix and increase of hours from 7 to 8 hours per day	June 22, 2009	See attached memo.
RECOMMENDATIONS FOR EXTRA DUTY CONTRACTS	Extracurricular Bus Drivers and Summer School Staff/Registrar	School District #1	Approve appointment on schedule as recommended	June 22, 2009	See attached list.
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	Extracurricular Assignments	School District #1	Approve appointment on schedule as recommended	2009-2010 School Year	See attached list.
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR STAFF	Special Education Summer School Teachers and Aides	School District #1	Approve appointment on schedule as recommended	June 22, 2009	See attached memo.
SEVERIN, Whitney	Food Server/Cashier	Lewistown Junior High School	Accept letter of resignation	June 5, 2009	See attached letter.

Memorandum

To: Jason Butcher, Superintendent
From: Pat Weichel, Technology Supervisor
Date: June 15, 2009
Re: Contract Revision

The following correction, as stated below, needs to be made to Todd Lark's contract for the 2009-2010 School Year. Todd's salary should have been taken from the same salary matrix as the other Technology Support Specialists. The salary for the contract approved on June 8, 2009, was still being taken from the MAINT II salary matrix from when he was splitting his time between Transportation and Technology. The hours are also being increased from 7 hours per day to 8 hours per day.

Todd Lark:

Technology Support Specialist OPERATOR Step 1 8 hrs/day 260 days/yr

Thank you,

Pat Weichel

LEWISTOWN PUBLIC SCHOOLS**EXTRA DUTY CONTRACTS**

June 22, 2009

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Baszczuk	Rebecca	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Beaudry	Ben	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Burns	Frank	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Distad	Gary	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Eastman	Susannah	Summer School Teacher	\$15.00/hr for up to 60 hours
Frisbie	Val	Summer School Teacher	\$15.00/hr for up to 60 hours
Goldsborough	Cathy	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Gruna	Suzanne	Summer School Teacher	\$15.00/hr for up to 60 hours
Lelek	Wayne	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
McConnell	Dave	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
McLendon	Darcy	Summer School Teacher	\$10.00/hr for up to 60 hours
Murray	Ted	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Odermann	Rob	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Pearson	Jim	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Quinlan	Darla	Summer School Teacher	\$15.00/hr for up to 60 hours
Schaeffer	Kathleen	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Sebek	Amanda	Summer School Teacher	\$15.00/hr for up to 60 hours
Simpson	Stephanie	Summer School Teacher	\$15.00/hr for up to 60 hours
Smith	Margee	Summer School Teacher	\$15.00/hr for up to 60 hours
Stansberry	Rachel	Summer School Substitute	\$15.00/hr on an as-needed basis
Tesarek	Karmen	Summer Registrar	\$10.70/hr for up to 100 hours
Tucek	Paul	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Wiegert	Kim	Summer School Aide	\$10.00/hr for up to 60 hours
Wood	Fred	Activity Bus Driver	\$16.88/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)

2009-2010 School Year

Starting Salary \$ 30,093.00

FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
CMY MENTOR ADVISOR	<i>Rachel Stansberry</i>	Co-Advisors	0.0175	\$ 526.63	
	<i>Smith Works</i>	Co-Advisors	0.0175	\$ 526.63	
ANNUAL	<i>Fawna Kuntzelman</i>	Advisor	0.050	\$ 1,504.65	
ATHLETIC DIRECTOR	<i>Jim Daniels</i>	Director	0.195	\$ 5,868.14	
BASKETBALL	<i>Ron Miller</i>	Boys Head Coach	0.150	\$ 4,513.95	
	<i>Brad Breidenbach</i>	Boys First Assistant	0.110	\$ 3,310.23	
	<i>Jim Graham</i>	Boys Assistant - 1	0.090	\$ 2,708.37	
	<i>Brett McKee</i>	Girls Head Coach	0.150	\$ 4,513.95	
	<i>Rhonda Stenseth</i>	Girls First Assistant	0.110	\$ 3,310.23	
	<i>Jim Daniels</i>	Co-Girls Assistant - 1	0.090	\$ 2,708.37	
BUSINESS PROFESSIONALS OF AMERICA	<i>Diane Lewis</i>	Advisor	0.0350	\$ 1,053.26	
CHEERLEADERS	<i>Jennifier Pfau</i>	Head Coach	0.125	\$ 3,761.63	
	<i>Katemarie Gottardi</i>	Assistant	0.074	\$ 2,226.88	
CONCESSIONS	<i>Clubs</i>	Football	\$75 per game		
	<i>Clubs</i>	Volleyball	\$50 to \$75 per game		
	<i>Clubs</i>	Girls Basketball	\$75 per game		
	<i>Clubs</i>	Boys Basketball	\$75 per game		
	<i>Clubs</i>	Wrestling	\$50 per game/\$100 per day		
	<i>Clubs</i>	Track	\$100 per day		
	<i>Clubs</i>	Speech and Drama	\$100 per day		
	<i>Robin Moline</i>	Orders		\$ 500.00	
CROSS COUNTRY -- B/G	<i>Susie Flentie</i>	Head Coach	0.125	\$ 3,761.63	
	<i>Pat Deschemaeker</i>	Assistant	0.085	\$ 2,557.91	

2009-2010 School Year

Starting Salary \$ 30,093.00

FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
F CLUB	<i>Victor Feller</i>	Advisor	0.015	\$ 451.40	
FFA	<i>Jared Long</i>	Advisor	0.110	\$ 3,310.23	
FCCLA	<i>Karen Durbin</i>	Advisor	0.035	\$ 1,053.26	
FOOTBALL	<i>Gary Gebert</i>	Head Coach	0.145	\$ 4,363.49	
	<i>Victor Feller</i>	First Assistant	0.105	\$ 3,159.77	
	<i>Rick Wright</i>	Assistant - 1	0.085	\$ 2,557.91	
	<i>Troy Hudson</i>	Assistant - 2	0.085	\$ 2,557.91	
	<i>Steve Foy</i>	Assistant - 3	0.085	\$ 2,557.91	
	<i>Steve Paulson</i>	Assistant - 4	0.085	\$ 2,557.91	
	<i>Rich Nearhoof</i>	Field Preparation		\$ 700.00	
GOLF	<i>Branden Styer</i>	Head Coach	0.090	\$ 2,708.37	
	<i>Scott Koterba</i>	Assistant	0.055	\$ 1,655.12	
HONOR SOCIETY	<i>Jeff Friesen</i>	NHS Advisor	0.035	\$ 1,053.26	
INTRAMURALS w/Civic Ctr.	<i>TBA</i>	Coach	Paid by Agreement		
KEY CLUB	<i>Debra Slagel</i>	Advisor	0.047	\$ 1,414.37	
MAGAZINE SALES	<i>Robin Moline</i>	Coordinator	0.020	\$ 601.86	
MEET MANAGEMENT		Track & Field		\$ 75.00	
		Cross Country		\$ 75.00	
		Volleyball		\$ 75.00	
		Wrestling		\$ 75.00	

2009-2010 School Year

Starting Salary \$ 30,093.00

FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
MUSIC	<i>Brandon O'Halloran</i>	FCPA Manager	0.065	\$ 1,956.05	
	<i>Rich Kuntzelman</i>	Instrumental Activities	0.110	\$ 3,310.23	
	<i>Rich Kuntzelman</i>	Jazz Band Advisor	0.040	\$ 1,203.72	
	<i>Brandon O'Halloran</i>	Vocal Activities	0.070	\$ 2,106.51	
	<i>Brandon O'Halloran</i>	Choralaires Director	0.040	\$ 1,203.72	
RENAISSANCE	<i>TBA</i>	Advisor	0.047	\$ 1,414.37	
SCHOOL NEWSPAPER	<i>Luke Brandon</i>	Advisor	0.050	\$ 1,504.65	
SCHOOL PLAY	<i>Luke Brandon</i>	Co-Advisor	0.020	\$ 601.86	
	<i>TBA</i>	Co-Advisor	0.020	\$ 601.86	
SCIENCE	<i>Justin Guyer</i>	Science Bowl Advisor	0.035	\$ 1,053.26	
	<i>Justin Guyer</i>	Science Olympiad Advisor	0.020	\$ 601.86	
	<i>NA</i>	Envirothon Advisor	0.010	\$ 300.93	
SKI CLUB	<i>Rachel Stansberry</i>	Advisor	0.015	\$ 451.40	
SPEECH & DRAMA	<i>Janet Mann</i>	Head Coach	0.110	\$ 3,310.23	
	<i>Luke Brandon</i>	Assistant	0.0750	\$ 2,256.98	
STUDENT GOVERNMENT	<i>Beau Wright</i>	Advisor	0.047	\$ 1,414.37	
	<i>Melanie Smith</i>	Assistant	0.023	\$ 692.14	
SkillsUSA	<i>Loren Drivdahl</i>	Advisor	0.035	\$ 1,053.26	
TENNIS	<i>Diane Lewis</i>	Head Coach	0.145	\$ 4,363.49	
	<i>Brett McKee</i>	First Assistant	0.105	\$ 3,159.77	
	<i>TBA</i>	Assistant	0.085	\$ 2,557.91	

2009-2010 School Year

Starting Salary \$ 30,093.00

FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
TRACK & FIELD	<i>Steve Olson</i>	Head Coach	0.145	\$ 4,363.49	
	<i>Vic Feller</i>	First Assistant	0.105	\$ 3,159.77	
	<i>Suzy Flentie</i>	Assistant - 1	0.085	\$ 2,557.91	
	<i>Gary Cecrle</i>	Assistant - 2	0.085	\$ 2,557.91	
VOLLEYBALL	<i>Tara Taylor</i>	Head Coach	0.145	\$ 4,363.49	
	<i>Josie Krause</i>	First Assistant	0.105	\$ 3,159.77	
	<i>Deena Ross</i>	Assistant	0.085	\$ 2,557.91	
WEIGHT ROOM	<i>Mike Mangold</i>	Coordinator		\$ 1,200.00	
WRESTLING	<i>Chad Armstrong</i>	Head Coach	0.145	\$ 4,363.49	
	<i>Mark Malone</i>	First Assistant	0.105	\$ 3,159.77	

2009-2010 School Year

Starting Salary \$ 30,093.00

JUNIOR HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
COORDINATOR	<i>Brett McKee</i>	Coordinator	0.0525	\$ 1,579.88	
	<i>Jim Daniels</i>	Coordinator	0.0525	\$ 1,579.88	
BASKETBALL	<i>Gary Cecrle</i>	Boys Head Coach	0.070	\$ 2,106.51	
	<i>Stephanie Simpson</i>	Boys First Assistant	0.062	\$ 1,865.77	
		Boys Assistant - 1	0.055	\$ 1,655.12	
		Boys Assistant - 2	0.055	\$ 1,655.12	
	<i>Sherry Breidenbach</i>	Girls Head Coach	0.070	\$ 2,106.51	
	<i>Steve Olson</i>	Girls First Assistant	0.062	\$ 1,865.77	
		Girls Assistant - 1	0.055	\$ 1,655.12	
		Girls Assistant - 2	0.055	\$ 1,655.12	
CHEERLEADERS	<i>Kate Ruland</i>	Advisor	0.030	\$ 902.79	
		Assistant Advisor	0.018	\$ 541.67	
BUILDERS CLUB	<i>Terri Daniels</i>	Co-Advisor	0.0075	\$ 225.70	
	<i>Kim Miller</i>	Co-Advisor	0.0075	\$ 225.70	
CROSS COUNTRY	<i>Mary Kepler</i>	Head Coach	0.065	\$ 1,956.05	
FOOTBALL	<i>Brad Breidenbach</i>	Head Coach	0.065	\$ 1,956.05	
		First Assistant	0.057	\$ 1,715.30	
		Assistant - 1	0.050	\$ 1,504.65	
		Assistant - 2	0.050	\$ 1,504.65	
INTRAMURALS			0.030	\$ 902.79	
MATHCOUNTS	<i>Katherine Spraggins</i>	Advisor	0.015	\$ 451.40	

2009-2010 School Year

Starting Salary \$ 30,093.00

JUNIOR HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
MUSIC	<i>Bethany Rogers</i>	Instrumental Activities	0.034	\$ 1,023.16	
	<i>Bethany Rogers</i>	Vocal Activities	0.034	\$ 1,023.16	
	<i>Bethany Rogers</i>	Jazz Band	0.040	\$ 1,203.72	
	<i>Bethany Rogers</i>	Select Choir Director	0.040	\$ 1,203.72	
PHOTO CLUB	<i>Douglas Braulick</i>	Advisor	0.015	\$ 451.40	
SKI CLUB		Advisor	0.015	\$ 451.40	
STUDENT COUNCIL	<i>Teresa Majerus</i>	Advisor	0.025	\$ 752.33	
TRACK & FIELD	<i>Mary Kepler</i>	Head Coach	0.065	\$ 1,956.05	
	<i>Teresa Majerus</i>	First Assistant	0.057	\$ 1,715.30	
	<i>Brad Breidenbach</i>	Assistant - 1	0.050	\$ 1,504.65	
		Assistant - 2	0.050	\$ 1,504.65	
VOLLEYBALL	<i>Tara Taylor</i>	Head Coach	0.065	\$ 1,956.05	
	<i>Michelle Bass</i>	First Assistant	0.057	\$ 1,715.30	
	<i>Patti Petersen</i>	Assistant	0.050	\$ 1,504.65	
		Assistant	0.050	\$ 1,504.65	
WRESTLING	<i>Chad Armstrong</i>	Head Coach	0.065	\$ 1,956.05	
		Assistant	0.050	\$ 1,504.65	

ELEMENTARY SCHOOLS ACTIVITY & ATHLETIC RECOMMENDATIONS

COORDINATOR	<i>Jim Daniels</i>	Coordinator	0.065	\$ 1,956.05	
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Central Montana Learning Resource Center Cooperative

215 SEVENTH AVENUE SOUTH, LEWISTOWN, MONTANA 59457
OFFICE (406) 535-9012 FAX (406) 535-7455

M E M O

DT: June 18, 2009
TO: Jason Butcher, Sandi Chamberlain, and Lewistown Board of Trustees
FR: Dale Lambert
RE: Extended School Year (ESY), Special Education Summer School

**ESY summer school:
July 6 to 17 and July 27 through 31**

Leslie Long	Up to 125 hours	\$15/hour	Leslie is a SPED teacher at FHS (and has done a great job this year!)
Judy Fossum	Up to 125 hours	\$15/hour	Judy is a certified SPED teacher who has taught in Moore for 5 years and has taught ESY in Lewistown the past two years
Ann Long	Up to 90 hours	\$15/hour	Ann Long is a certified elementary teacher with 30 years of experience, is currently teaching in Ulm and is in Lewistown to stay with her son and daughter-in-law Jared & Leslie Long, and provides the ESY program with another certified instructor, a benefit to both instructional staff and students.
Amy Snapp	Up to 30 hours	\$15/hour	Amy is a certified SPED teacher and will be teaching in Denton starting in August. Amy will be serving the preschool ESY students.
Heather Gueths	Up to 30 hours	\$10/hour	Heather served as a SPED aide in the preschool room during the 2008-09 school year. Heather will also be serving the preschool ESY students.
Connie Bowen	Up to 85 hours	\$10/hour	Connie has worked as a SPED aide and ESY aide for the past year
Jenifer Blazicevich	Up to 60 hours	\$10/hour	Jenifer has been an aide at the Junior High for the past two years and helped with ESY last summer
Alex Spawr	Up to 60 hours	\$10/hour	Alex graduated from FHS this year, and is interested in a career in teaching, I have asked the teacher to watch and support Alex when she works, one of my goals would be to begin to support and recruit future teachers
Kris Gapay	Up to 45 hours	\$10/hour	Chris worked as an aide in the CARE room this year, she will work two hours per day doing CARE ESY and may be used as an aide in the afternoon ESY classes
Mandie Hutchins	Up to 45 hours	\$10/hour	Mandie did some subbing in the SPED rooms at L&C during the last year.
Gretchen Conrad	Up to 100 hours	\$10/hour	Gretchen has worked as a SPED aide for the past two year, and is frequently assigned to support behavior
Mary Gertge	Up to 55 hours	\$10/hour	Mary worked as an aide in the CARE room this year, she will work two hours per day doing CARE ESY and may be used as an aide in the afternoon ESY classes
Sherry Hodges	Up to 45 hours	\$10/hour	Sherry will provide ESY for a student she serves during the school year. Sherry has worked as an aide at FHS for the past two years

Elementary ESY costs:

Teachers to be paid from:	115.99.456.1000.117.277
Aides to be paid from:	215.60.456.1000.117.277
(The preceding funds to be expended to a maximum of \$5000)	
Additional costs to be paid for elementary aide time from:	101.99.280.1000.117.111

Cindy Giese,

I will not be renewing my contract next year due to my school schedule. I am putting a letter of resignation in effective June 5, 2009. I have enjoyed working at the Junior High and with my co-workers, Sherri and Denise. It has been a pleasure to work for you. Thank- you!

Whitney Severin

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

16

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

ITEM TITLE: APPROVE AWARDING SCHOOL FOOD MILK BID TO MEADOW GOLD DAIRY

Requested By: Board of Trustees
Prepared By: Mike Waterman
Date: 06/22/2009

SUMMARY:

On June 11, 2009, Mike Waterman, Business Manager/District Clerk, and Cindy Giese, School Food Services Director, opened the Bid for milk delivery as advertised. Meadow Gold Dairy in Great Falls was the sole bidder, and therefore is recommended for approval as the milk vendor for the 2009-2010 School Year.

SUGGESTED ACTION: Approve Awarding School Food Milk Bid to Meadow Gold Dairy

Additional Information Attached
Estimated cost/fund source _____

NOTES:

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

BID: School Food Milk

AWARDED TO: Meadow Gold Dairy

DATE OF LETTING: June 11, 2009

Quantity	Item Description	Unit Size	Brand Name	Unit Price	Extended Cost
36,000	1% Milk	Half Pint	Viva	0.1995	\$7,182.00
135,000	1% Chocolate Milk	Half Pint	Viva	0.2125	\$28,687.50
9,000	Skim Milk	Half Pint	Viva	0.185	\$1,665.00
150 cs/1800 ind.	2% Bottled Chocolate Milk	12/14 oz	Nestle's Quik	1.37	\$2,466.00
275	1% Milk	Gallon	Viva	2.3	\$632.50
					\$40,633.00

BIDS OPENED BY: Mike Waterman, Cindy Giese

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

17

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

ITEM TITLE: APPROVE VOIDING OUTDATED STALE PAYROLL/CLAIMS WARRANTS

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

Attached are reports of outstanding, stale dated warrants (checks) that should be cancelled at this time. 20-9-233, MCA authorizes the Board to cancel any warrants which have been issued and outstanding for at least one year. The District will not reissue these warrants at this time. Please note that I attempted to contact all of the employees on this list, and gave them each two weeks to come in and request a replacement warrant. Note also that although cancelled, the District must honor these warrants for eight years from the date of issuance in the unlikely event they are presented for payment. [27-2-202(1), MCA].

Districts should cancel stale dated warrants annually. We will cancel stale dated warrants again each June (to close the fiscal year) and annually thereafter. Following are the applicable statutes for your reference. Please contact me with questions.

20-9-223. Cancellation of outstanding warrants – duplication. The trustees of any school district shall be authorized to cancel any warrant that has been issued for at least 1 year. However, the contractual obligation of the district that has been satisfied by the issuance of the warrant shall not be terminated until the time specified by 27-2-202(1) has elapsed. When a warrant has been canceled and the obligation has not terminated under 27-2-202(1), the district may issue a duplicate warrant without the completion of an indemnity bond by the payee.

27-2-202. Actions based on contract or other obligation. (1) The period prescribed for the commencement of an action upon any contract, obligation, or liability founded upon an instrument in writing is within 8 years. (2) The period prescribed for the commencement of an action upon a contract, account, or promise not founded on an instrument in writing is within 5 years. (3) The period prescribed for the commencement of an action upon an obligation or liability, other than a contract, account, or promise, not founded upon an instrument in writing is within 3 years.

SUGGESTED ACTION: Approve Voiding Outdated Stale Payroll/Claims Warrants

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

Lewistown School District No. One

Outstanding Check Listing

Fiscal Year: 2008-2009

Criteria:

Bank Account: COUNTY TREASURER LEWISTOWN

From Date:

To Date: 06/30/2008

From Check:

To Check:

From Voucher:

To Voucher:

From Clear Date:

To Clear Date:

Types: Expense Manual Payroll Payroll Deductions Other Disbursements

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Clear	Clear Date	Void Date
16843	07/27/2007	WELLS FARGO BANK OF LEWISTOWN	\$2,087.01	1004	Printed	Payroll Ded			
* 17994	12/28/2007	GRUENER, BRENDA L	\$449.58	16	Printed	Payroll			
* 18146	01/15/2008	GRUENER, BRENDA L	\$671.76	17	Printed	Payroll			
SUBTOTAL PAYROLL			\$3,208.35						
* 100005	04/04/2007	STELLA WICHMAN	\$99.43	7085	Printed	Expense			
* 100090	04/19/2007	LITTLE BIG MEN PIZZA	\$40.00	7086	Printed	Expense			
* 101235	09/07/2007	HEATH GERBER - REFEREE	\$60.00	8009	Printed	Expense			
* 101240	09/07/2007	RON BOWEN-REFEREE	\$30.00	8010	Printed	Expense			
* 101679	10/24/2007	NICOLE GAMAS-REFEREE	\$80.00	8037	Printed	Expense			
* 101691	11/01/2007	GARY KUYKENDALL-REFEREE	\$60.00	8041	Printed	Expense			
* 101750	11/07/2007	ELENA VESTAL	\$12.00	8042	Printed	Expense			
* 103099	04/22/2008	EXTROSOFT.COM	\$50.00	8089	Printed	Expense			
SUBTOTAL EXPENSE			\$431.43						
GRAND TOTAL			\$3,639.78						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

18

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

ITEM TITLE: APPROVE REISSUING OF LOST PAYROLL WARRANT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The Board of Trustees needs to approve the reissuing of lost Payroll Warrant #16910 dated August 30, 2007, in the amount of \$38.34, payable to Teresa Majerus, Lewistown, Montana.

SUGGESTED ACTION: Approve Reissuing of Lost Payroll Warrant

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

LEWISTOWN SCHOOL DISTRICT NUMBER ONE
215 7th AVENUE SOUTH
LEWISTOWN, MT 59457
Phone: 535.8777/Fax: 535.7292

INDEMNITY BOND FOR LOST OR DESTROYED WARRANT

KNOW ALL MEN BY THESE PRESENT, that, Teresa Majerus, of 6629 Cottonwood Creek Road, Lewistown, MT 59457 as Principal, and Tim Majerus, of 6629 Cottonwood Creek Road, Lewistown, MT 59457, and Mike Waterman, of 34 Castle Ridge Drive, Lewistown, MT 59457, as Sureties, are held and firmly bound unto Fergus County, Montana, in a sum of \$76.68 to be paid to the Treasurer of Fergus County, Montana, for which payment, well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly and severally, firmly by these present.

The condition of this obligation is such that whereas a certain Warrant #16910 of Fergus County, Montana, dated August 30, 2007, in the sum of \$38.34 payable to Teresa Majerus is alleged to have been lost or destroyed.

That sufficient proof having been made that the said warrant has been lost or destroyed, a duplicate of such warrant has been issued to the owner or holder thereof, which said duplicate is to take the place, in order of registration and payment, of such original warrant.

NOW, if the said obligors shall well and truly save harmless and indemnify the County from all loss, costs, or damages, by reason of the issuing of the duplicate, and if the said obligors will pay to any person entitled to receive the same, as the lawful holder of the original warrant, all moneys received upon such duplicate, then this obligation to be void, otherwise to remain in full force and effect.

Dated: June 8, 2009

Principal

*Note: Signature of each Surety
required in two places

Surety

Surety

STATE OF MONTANA)
) ss,
COUNTY OF)

Tim Majerus and Mike Waterman, the sureties named in the foregoing Indemnity Bond, being first duly sworn, each for himself and not for the other, deposes and says that he is responsible and a householder or freeholder, within the State of Montana, and is worth the amount fixed as the penalty of the said bond, over and above all his just debts and liabilities, exclusive of property exempt from execution.

Surety

Surety

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__.

Signature of person authorized to take oaths

Printed name of person authorized to take oaths

Notary Public for the State of Montana
Residing at _____, Montana
My commission expires _____

(*Note: This bond should be double the amount of the warrant alleged to have been lost or destroyed.)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

19

Minutes/Claims Board of Trustees Superintendent's Report

Action - Consent
 Action - Indiv.

ITEM TITLE: APPROVE REISSUING OF LOST PAYROLL WARRANT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The Board of Trustees needs to approve the reissuing of lost Payroll Warrant #18537 dated February 15, 2008, in the amount of \$650.92, payable to John Williams, Lewistown, Montana.

SUGGESTED ACTION: Approve Reissuing of Lost Payroll Warrant

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

LEWISTOWN SCHOOL DISTRICT NUMBER ONE
215 7th AVENUE SOUTH
LEWISTOWN, MT 59457
Phone: 535.8777/Fax: 535.7292

INDEMNITY BOND FOR LOST OR DESTROYED WARRANT

KNOW ALL MEN BY THESE PRESENT, that, John Williams, of 554 Red Baron Lane, Lewistown, MT 59457 as Principal, and Betty Williams, of 554 Red Baron Lane, Lewistown, MT 59457, and Betty Sweeting, of 661 Red Baron Lane, Lewistown, MT 59457, as Sureties, are held and firmly bound unto Fergus County, Montana, in a sum of \$1301.84 to be paid to the Treasurer of Fergus County, Montana, for which payment, well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly and severally, firmly by these present.

The condition of this obligation is such that whereas a certain Warrant #18537 of Fergus County, Montana, dated February 15, 2008, in the sum of \$650.92 payable to John Williams is alleged to have been lost or destroyed.

That sufficient proof having been made that the said warrant has been lost or destroyed, a duplicate of such warrant has been issued to the owner or holder thereof, which said duplicate is to take the place, in order of registration and payment, of such original warrant.

NOW, if the said obligors shall well and truly save harmless and indemnify the County from all loss, costs, or damages, by reason of the issuing of the duplicate, and if the said obligors will pay to any person entitled to receive the same, as the lawful holder of the original warrant, all moneys received upon such duplicate, then this obligation to be void, otherwise to remain in full force and effect.

Dated: June 9, 2009

Principal

*Note: Signature of each Surety
required in two places

Surety

Surety

STATE OF MONTANA)
) ss,
COUNTY OF FERGUS)

Betty Williams and Betty Sweeting, the sureties named in the foregoing Indemnity Bond, being first duly sworn, each for himself and not for the other, deposes and says that he is responsible and a householder or freeholder, within the State of Montana, and is worth the amount fixed as the penalty of the said bond, over and above all his just debts and liabilities, exclusive of property exempt from execution.

Surety

Surety

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__.

Signature of person authorized to take oaths

Printed name of person authorized to take oaths

Notary Public for the State of Montana
Residing at _____, Montana
My commission expires _____

(*Note: This bond should be double the amount of the warrant alleged to have been lost or destroyed.)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

20

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

ITEM TITLE: APPROVE REISSUING OF LOST CLAIMS WARRANT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The Board of Trustees needs to approve the reissuing of lost Claims Warrant #100671 dated June 7, 2007, in the amount of \$12.00, payable to Tim Majerus, Lewistown, Montana.

SUGGESTED ACTION: Approve Reissuing of Lost Claims Warrant

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

LEWISTOWN SCHOOL DISTRICT NUMBER ONE
215 7th AVENUE SOUTH
LEWISTOWN, MT 59457
Phone: 535.8777/Fax: 535.7292

INDEMNITY BOND FOR LOST OR DESTROYED WARRANT

KNOW ALL MEN BY THESE PRESENT, that, Tim Majerus, of 6629 Cottonwood Creek Road, Lewistown, MT 59457 as Principal, and Teresa Majerus, of 6629 Cottonwood Creek Road, Lewistown, MT 59457, and Mike Waterman, of 34 Castle Ridge Drive, Lewistown, MT 59457, as Sureties, are held and firmly bound unto Fergus County, Montana, in a sum of \$24.00 to be paid to the Treasurer of Fergus County, Montana, for which payment, well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly and severally, firmly by these present.

The condition of this obligation is such that whereas a certain Warrant #100671 of Fergus County, Montana, dated June 7, 2007, in the sum of \$12.00 payable to Tim Majerus is alleged to have been lost or destroyed.

That sufficient proof having been made that the said warrant has been lost or destroyed, a duplicate of such warrant has been issued to the owner or holder thereof, which said duplicate is to take the place, in order of registration and payment, of such original warrant.

NOW, if the said obligors shall well and truly save harmless and indemnify the County from all loss, costs, or damages, by reason of the issuing of the duplicate, and if the said obligors will pay to any person entitled to receive the same, as the lawful holder of the original warrant, all moneys received upon such duplicate, then this obligation to be void, otherwise to remain in full force and effect.

Dated: June 8, 2009

Principal

*Note: Signature of each Surety
required in two places

Surety

Surety

STATE OF MONTANA)
) ss,
COUNTY OF FERGUS)

Teresa Majerus and Mike Waterman, the sureties named in the foregoing Indemnity Bond, being first duly sworn, each for himself and not for the other, deposes and says that he is responsible and a householder or freeholder, within the State of Montana, and is worth the amount fixed as the penalty of the said bond, over and above all his just debts and liabilities, exclusive of property exempt from execution.

Surety

Surety

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__.

Signature of person authorized to take oaths

Printed name of person authorized to take oaths

Notary Public for the State of Montana
Residing at _____, Montana
My commission expires _____

(*Note: This bond should be double the amount of the warrant alleged to have been lost or destroyed.)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

21

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

ITEM TITLE: APPROVE FIRST READING—POLICY #7320—PURCHASING

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The Board's Strategic Plan includes the following strategic objective for 2008/09 and 2009/10: "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."

To that end, two Business Office employees and I travelled to Havre this past winter to learn about that district's purchasing system. While most schools (including ours) purchases items using a traditional purchase order system, Havre does most of their purchasing with procurement (i.e., credit) cards. I believe a system similar to theirs would streamline our operation significantly.

I will present both our existing purchasing system and the Havre model with you at our June 22 meeting. Before we can implement this system, however, some policy changes must be made. These proposed changes are attached. Because policy changes take two meetings to approve, I recommend the Board approve the first reading of them at the June 22 meeting. The second and final reading will then come at the July 27 meeting, at which time we will also recommend a particular purchasing or credit card to the Board.

Please contact me with questions.

SUGGESTED ACTION: Approve First Reading—Policy #7320—Purchasing

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

FIRST READING

Lewistown School District

FINANCIAL MANAGEMENT

7320

Page 1 of 2

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. ~~Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds Twenty Five Thousand Dollars (\$25,000), except the Superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students.~~ The Superintendent and Business Manager shall establish ~~requisition and purchase order~~ procedures to as a means of controlling expenditures and maintaining proper accounting of the expenditure of funds. Any sStaff member who obligates ~~the District~~ funds without proper authorization may be held personally responsible for payment of such obligations and/or face disciplinary actions up to and including termination.

Bids and Contracts

Whenever the cost of any supplies, equipment, or work shall exceed the thresholds established in 20-9-204, MCATwenty Five Thousand Dollars (\$25,000), formal bids shall be called for by issuing public notice as specified in statute. Specifications shall be prepared and be made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any bids. In making a determination as to which vendor is the lowest responsible bidder, the Board will not only take into consideration the amount of each bid, the Board will consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. The bidding requirements do not apply to: a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

The advertisement for bid must be made once each week for two (2) consecutive weeks, and the second (2nd) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent shall establish bidding and contract awarding procedures. Bid procedures shall be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

In making a determination as to which vendor is the lowest responsible bidder, if any, the District will not only take into consideration the pecuniary ability of a vendor to perform the contract, the District will consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, other than those listed as references, in making a determination as to whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for the procurement of supplies or services. Such contracts must be awarded to the lowest responsible bidder, except that the trustees may reject all bids.

Legal Reference: §§ 18-1-101, et seq., MCA Public Contracts
 §§ 18-1-201, et seq., MCA Bid Security
 § 20-9-204, MCA Conflicts of interest, letting contracts, and
 calling for bids
 Debcov v. City of Glasgow, 305 Mont. 391 (2001)

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

22

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

ITEM TITLE: APPROVE FIRST READING—POLICY #7320P—PURCHASING PROCEDURES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The Board's Strategic Plan includes the following strategic objective for 2008/09 and 2009/10: "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."

To that end, two Business Office employees and I travelled to Havre this past winter to learn about that district's purchasing system. While most schools (including ours) purchases items using a traditional purchase order system, Havre does most of their purchasing with procurement (i.e., credit) cards. I believe a system similar to theirs would streamline our operation significantly.

I will present both our existing purchasing system and the Havre model with you at our June 22 meeting. Before we can implement this system, however, some policy changes must be made. These proposed changes are attached. Because policy changes take two meetings to approve, I recommend the Board approve the first reading of them at the June 22 meeting. The second and final reading will then come at the July 27 meeting, at which time we will also recommend a particular purchasing or credit card to the Board.

Please contact me with questions.

SUGGESTED ACTION: Approve First Reading—Policy #7320P—Purchasing Procedures

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

FIRST READING

Lewistown School District

FINANCIAL MANAGEMENT

7320P

Page 1 of 3

Purchasing Procedures

General

1. ~~Only the business manager and/or the purchasing agent, as approved by the Superintendent, may commit the District to a purchase. All purchases shall be either approved in advance by an Administrator or within the established purchasing limits established by the purchasing employee's supervisor and the District Business Office. Approvals may be obtained using a Requisition, a petty cash request, or a Credit Card Purchase Authorization Form. Employees who obligate District funds without proper approval may be subject to disciplinary action up to and including termination.~~
2. The materials, equipment, supplies, and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the ~~requisitioner~~approver and the purchasing agent.
3. ~~It is the responsibility of the requisitioner to provide an adequate description, as required by the purchasing agent, so he/she can prepare the specifications and procure the desired commodity and/or service. A source of supply should be included on requisitions for speciality or unusual items.~~
4. ~~It is the responsibility of the purchasing agent to make alternate suggestions to the requisitioner, if, in the judgment of the purchasing agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement between the requisitioner and the purchasing agent, either party may refer the matter in accordance with established procedure.~~

Requisitions

31. The following individuals are ~~designated "requisitioners"~~ authorized to ~~issue~~approve requisitions and Credit Card Purchase Authorization Forms against their assigned stipulated segments of budgetary appropriations:

Superintendent

~~Administrative assistant~~

Business Manager

Directors

Supervisors

Building principals

Each ~~requisitioner approver~~ will be responsible for limiting ~~requisitions-purchases~~ to amounts appropriated for their unit. ~~The~~ An approved requisition or Credit Card Purchase Authorization Form ~~does not constitute~~ permission for the purchasing employee to obligate District funds by the purchasing agent, business manager, or superintendent for release of said funds. ~~An employee~~ The requisitioner must have an approved signed purchase order of approval requisition Credit Card Purchase Authorization Form before ordering or purchasing goods and/or services. Items on an approved Credit Card Purchase Authorization Form may not be substituted without approval.

4. All requisitions and Credit Card Purchase Authorization Forms must:

- a. Contain adequate information to identify the vendor and item(s) purchased;
- b. Be verified for adequacy of budgetary appropriation;
- c. Have approval of the designated approver.

5. Employees may make approved purchases as provided by the District credit card policy or refer purchases to the District purchasing agent, as described below.

~~2. The purchasing agent and appropriate requisitioners will jointly develop standard supply lists of commonly used items for all categories or groups of supplies. These standard lists will be used as a basis for requisitioning.~~

~~3. Items not specifically included on standard supply lists will be requisitioned on the regular requisition forms.~~

~~4. The number of requisitions will be kept to a minimum and be submitted to conform with the purchasing schedule established by the purchasing agent.~~

~~5. Requisitions will be prepared in duplicate, the entity copy to be retained by the requisitioner and the file copy to be retained by the purchasing agent.~~

~~6. To be considered appropriate for processing, a requisition will meet the following requirements:~~

- ~~a. Be issued by an authorized requisitioner;~~
- ~~b. Contain adequate information;~~
- ~~c. Be verified for adequacy of budgetary appropriation;~~
- ~~d. Have approval of the Superintendent or designated administrator.~~

~~7. All approved requisitions will be submitted to the purchasing agent.~~

~~8. After a purchase order has been issued, the number of the requisition order will be recorded on the purchase order.~~

~~9. After processing, the file copy of the requisition will be filed in the purchasing office with the file copy of the purchase order. These copies will be filed alphabetically according to vendor name.~~

Page 2 of 3

Credit Card Orders

1. Employees must sign an Individual Faculty Credit Card Use Agreement form and file the form with the District Business Office before using a District credit card.
2. Employees with an approved Credit Card Purchase Authorization Forms may check out a credit card from the building Secretary.
3. The credit card may be used only to purchase approved items; additional or substitute items must be approved before purchasing.
4. After use, the purchasing employee will promptly return the credit card and the receipt to the Building Secretary.
5. All purchases must be accompanied by a receipt. It is the responsibility of the purchasing employee to obtain an itemized receipt for the purchase.
6. Receipts for purchases, with attached Purchase Authorization Forms, will be kept by the Building Secretary until an approval sheet is run each Friday.
7. The Building Secretary or Administrator will print off a credit card usage statement for the week each Friday. If the building is closed on Friday, the statement will be run on the last day of the week the building is open.
8. The Building Secretary or Administrator will verify that that they have a receipt and completed Purchase Authorization for each charge.
9. The Administrator will sign the credit card usage statement to verify that all purchases were authorized, have matching receipts and Purchase Authorization Forms.
10. The usage statement along with receipts, completed Purchase Authorization Forms, packing slips and all other related documentation and other pertinent documentation will be forwarded to the Business Office.
11. The Business Office will prepare payments based on the usage reports and retain the other documentation for audit and reference purposes as required.

Purchase Orders

For purchases made by the purchasing agent, it is the responsibility of the requisitioner to provide an adequate description, as required by the purchasing agent, so the purchasing agent can prepare the specifications and procure the desired commodity and/or service as needed. A source of supply should be included on requisitions for specialty or unusual items. The purchasing agent may make alternate suggestions to the requisitioner, if the purchasing agent believes the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement between the requisitioner and the purchasing agent, either party may refer the matter in accordance with established procedure.

Purchases made through the purchasing agent must be made by purchase order. P

~~1. Purchase orders will include the following essentials:~~

- ~~• A specification that adequately describes to the supplier the characteristics and quality of the item required.~~
- ~~• A firm net-delivered price quoted whenever possible. Prices will be shown per unit and extended.~~
- ~~• Clear delivery instructions, including place and time.~~
- ~~• The number of the requisition order.~~

~~Purchase orders will be:~~

- ~~a. A specification that adequately describes to the supplier the characteristics and quality standards of the item required.~~

~~b. A firm net-delivered price quoted whenever possible. Prices will be shown per unit and extended.~~

~~c. Clear delivery instructions, including place and time.~~

~~2. Purchase orders will be numbered and prepared in sets of three (3), to be used as follows:~~

- a. Vendor Copy – goes to vendor
- b. File Copy – retained in the business office and filed alphabetically by vendor
- c. Entity Copy – returned to requisitioner after purchase order has been processed.

~~3. Confirmation Orders – verbal orders subject to subsequent confirmation by a written purchase order – may be issued only in cases where there exists a bona fide emergency which can be handled only by this procedure.~~

~~a. Whenever possible the supplier will be given a purchase order number.~~

~~b. A confirming requisition will be issued immediately thereafter, marked “Confirmation” and indicating the purchase order number.~~

~~c. No verbal purchase orders will be given for equipment purchases or purchases from state and federal grants.~~

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/22/2009

Agenda Item No.

23

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

ITEM TITLE: APPROVE FIRST READING—POLICY #7400—CREDIT CARD USE

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/22/2009

SUMMARY:

The Board's Strategic Plan includes the following strategic objective for 2008/09 and 2009/10: "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."

To that end, two Business Office employees and I travelled to Havre this past winter to learn about that district's purchasing system. While most schools (including ours) purchases items using a traditional purchase order system, Havre does most of their purchasing with procurement (i.e., credit) cards. I believe a system similar to theirs would streamline our operation significantly.

I will present both our existing purchasing system and the Havre model with you at our June 22 meeting. Before we can implement this system, however, some policy changes must be made. These proposed changes are attached. Because policy changes take two meetings to approve, I recommend the Board approve the first reading of them at the June 22 meeting. The second and final reading will then come at the July 27 meeting, at which time we will also recommend a particular purchasing or credit card to the Board.

Please contact me with questions.

SUGGESTED ACTION: Approve First Reading—Policy #7400—Credit Card Use

Additional Information Attached **Estimated cost/fund source** _____

NOTES:

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

FIRST READING

Lewistown School District

FINANCIAL MANAGEMENT

7400

Credit Card Use

The Board of Trustees permits the use of District credit and/or procurement cards (henceforth, “credit cards”) by employees and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of individuals and locations that will be issued a District credit card will be maintained in the business office. All credit cards will be pre-approved by the Board and will be in the name of the District.

The District shall establish a credit line with an aggregate credit limit of \$_____ for all cards issued to the District. Individual card limits may be changed at the discretion of the Superintendent and Business Manager within the aggregate limit.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District’s policy on purchasing; rather, these policies are intended to work in conjunction with one another. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and disciplinary action, up to and including termination.

Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability and/or disciplinary action.

Users must submit detailed documentation for all purchases to their Building Secretary or the District Business Office. This documentation shall include:

- Itemized receipts for all expenses which have been incurred
- Completed and approved requisition
- Packing slips and other documentation demonstrating receipt of the goods purchased

It shall be the responsibility of the employee making the purchase to ensure that all relevant documentation is received by the Business Office.

The Superintendent shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference: 7320 Purchasing

Legal Reference: §2-7-503, MCA Financial reports and audits of local government entities

Policy History:

Adopted on:

Reviewed on:

Revised on:

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2008-2009 DISTRICT GOALS

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.

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 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. 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. Begin and maintain a 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 the process of designing the elementary buildings HVAC restoration work approved by voters in 2008.

Goal Area 3: Community and 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).

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. Find ways to use the Infinite Campus portal to inform and engage the community.

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 to meet the needs of our students and achieve 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 and 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, supports our schools and understands our needs and strategic direction.*

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
 2. Involve employees in budget development.
 3. Maintain a strong presence (Board and administration) in legislative proceedings.
 4. Conclude, prior to August 15, 2009, a review of the Strategic Plan with the adoption of new one-year goals and objectives (2009-2010) and two-year goals and objectives (2010-2011). Revisit our five-year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.
-
-

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

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

BOARD OF TRUSTEES

Dave Byerly, Chairman
 Jeremy Bristol
 Jennifer Granot
 Becky Jackson
 Stan Monger
 Mary Schelle
 Monte Weeden

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				FOURTH QUARTER						
DAYS				DAYS				DAYS						
First Week	Aug	25 -- Aug	29	5	First Week	Jan	26 -- Jan	30	5	First Week	Apr	1 -- Apr	3	3
Second Week	Sept	2 -- Sept	5	4	Second Week	Feb	2 -- Feb	6	5	Second Week	Apr	6 -- Apr	9	4
Third Week	Sept	8 -- Sept	12	5	Third Week	Feb	9 -- Feb	13	5	Third Week	Apr	14 -- Apr	17	4
Fourth Week	Sept	15 -- Sept	19	5	Fourth Week	Feb	16 -- Feb	20	5	Fourth Week	Apr	20 -- Apr	24	5
Fifth Week	Sept	23 -- Sept	26	4	Fifth Week	Feb	23 -- Feb	25	3	Fifth Week	Apr	27 -- May	1	5
Sixth Week	Sept	29 -- Oct	3	5	Sixth Week	Mar	2 -- Mar	6	5	Sixth Week	May	4 -- May	8	5
Seventh Week	Oct	6 -- Oct	10	5	Seventh Week	Mar	9 -- Mar	13	5	Seventh Week	May	11 -- May	15	5
Eighth Week	Oct	13 -- Oct	14	2	Eighth Week	Mar	16 -- Mar	20	5	Eighth Week	May	18 -- May	22	5
Ninth Week	Oct	20 -- Oct	24	5	Ninth Week	Mar	23 -- Mar	27	5	Ninth Week	May	26 -- May	29	4
Tenth Week	Oct	27 -- Oct	31	5	Tenth Week	Mar	30 -- Mar	31	2	Tenth Week	Jun	1 -- Jun	5	5
45				45				45						

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 (Evening on 5th, All Day on 6th)	1.5
January 12	PIR	1.0
April 7	Parent Teacher Conference (Evening ONLY--Regular School Day for Students)	0.5
Floating	1/2 Day PIR	0.5
		9.0

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 (Vacation for Students)
November 7	Veterans' Day (Observed)
November 27-28	Thanksgiving Vacation
December 22-January 2	Christmas Vacation
January 12	PIR (Vacation day for Students)
February 26-27	Boys/Girls Basketball Divisional Tournament
April 10-13	Spring Break
May 25	Memorial Day

2008-2009 Regular Board Meetings		
July	28	5:30 p.m.
Aug.	11	5:30 p.m.
Aug.	25	7:00 p.m.
Sept.	8	7:00 p.m.
Sept.	22	7:00 p.m.
Oct.	13	7:00 p.m.
Oct.	27	7:00 p.m.
Nov.	10	7:00 p.m.
Nov.	24	7:00 p.m.
Dec.	8	7:00 p.m.
Jan.	12	7:00 p.m.
Jan.	26	7:00 p.m.
Feb.	9	7:00 p.m.
Feb.	23	7:00 p.m.
Mar.	9	7:00 p.m.
Mar.	23	7:00 p.m.
Apr.	13	7:00 p.m.
Apr.	27	7:00 p.m.
May	11	7:00 p.m.
May**	26	7:00 p.m.
June	8	5:30 p.m.
June	22	5:30 p.m.

** Tuesday