

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

Monday, July 27, 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 General Fund Budgets
5. Discussion—Final Budget Meeting
6. Discussion—Strategic Plan
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

9. Report—Investment
10. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

12. Minutes of the June 22, 2009, Regular Board Meeting

APPROVAL OF CLAIMS

13. Claims

CONSENT GROUP ITEMS

14. Approve Substitute(s)
15. Approve Fergus High School Activity Fund Report for June 2009

INDIVIDUAL ITEMS

16. Approve Personnel
17. Approve 2009-2010 Lewistown Junior High School Choral and Band Handbook
18. Approve 2009-2010 Fergus High School Choral and Band Handbook
19. Approve Contract with Grant Thornton for Required Calculations of the QZAB
20. Second Reading—Policy #7320—Purchasing
21. Second Reading—Policy #7320P—Purchasing Procedures
22. Second Reading—Policy #7400—Credit Card Use
23. Approve Selection of Procurement Card
24. Approve Resolution of Intent to Sell Surplus Property

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

07/27/2009

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:** 07/27/2009

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						

LEWISTOWN ELEMENTARY DISTRICT
Estimated MILL LEVY IMPACT ANALYSIS
20-Year Tax-Exempt Bonds
16-Year QSCB (0%) Bonds
\$10,000,000 General Obligation

Mill Levy Computation:	Tax-Exempt 20-Year Term	QSCB 16 Year Term	Difference
Principal Amount of Bonds:	<u>\$10,000,000</u>	<u>\$10,000,000</u>	<u>\$10,000,000</u>
Total Interest Over Life of Bonds (1):	\$5,374,800	\$0	\$5,374,800
Estimated Annual Bond Payment (1):	\$768,740	\$625,000	\$143,740
LESS: Estimated Annual State Aid for Debt Service (2):	<u>\$16,543</u>	<u>\$16,543</u>	\$0
EQUALS: Estimated Net Annual Debt Service:	\$752,197	\$608,457	\$143,740
DIVIDED BY: FY 2008/09 Mill Value:	<u>\$11,381,411</u>	<u>\$11,381,411</u>	
EQUALS: Estimated Number of Mills Required:	66.09	53.46	12.63

Estimated Tax Increase for Individual Residential Taxpayer:

2008/09 Tax Year "Phase-In Value" of Residential Property(3)	2008/09 Tax Year "Taxable Market Value" of Residential Property (3)	2008/09 Tax Year "Taxable Value" of Residential Property(3)	Estimated ANNUAL Tax (4)	Estimated ANNUAL Tax (4)	Estimated ANNUAL Tax (4)
\$25,000	\$16,500	\$497	\$32.82	\$26.55	\$6.27
\$50,000	\$33,000	\$993	\$65.65	\$53.10	\$12.54
\$75,000	\$49,500	\$1,490	\$98.47	\$79.65	\$18.82
\$100,000	\$66,000	\$1,987	\$131.29	\$106.20	\$25.09
\$150,000	\$99,000	\$2,980	\$196.94	\$159.31	\$37.63
\$200,000	\$132,000	\$3,973	\$262.59	\$212.41	\$50.18
\$250,000	\$165,000	\$4,967	\$328.24	\$265.51	\$62.72

- (1) Estimate based on tax-exempt bonds being repaid at 4.50% over 20 years (about 0.25%-0.50% conservative based on current rates). Qualified School Construction Bonds "QSCB" (to the extent allocation is received) are tax-credit bonds and have a 0% interest rate.
- (2) The estimated effects of State support for debt service have been calculated using the current estimates from the Office of Public Instruction concerning the amount of reimbursement that districts statewide are eligible for and the estimated amount to be appropriated by the legislature for the biennium. As additional qualifying districts sell bonds, the amount of State aid for individual districts will decrease each year without an offsetting increase in the total amount appropriated by the State. THE AMOUNT, IF ANY, OF FUTURE BIENNIAL APPROPRIATIONS CANNOT BE ESTIMATED.
- (3) Based upon Class 4 residential property. The "Phase-In Valuation" and the "Taxable Market Value" for tax purposes will be different than the valuation of most residential real property for resale purposes. To better calculate the estimated tax impact of the bond issue, property owners should look up their exact taxable value as shown on their personal tax statement from the County Treasurer and use the formula shown below.
- (4) Tax Impacts are based on recently enacted property tax legislation for the current tax year. Tax Impacts will vary every year depending on such factors as District Mill Value, State reimbursement (if any), method of calculating taxable valuation, and actual debt service.

* All property owners (including farming and ranching operations, commercial businesses, home owners etc...) should use the following formula to calculate the estimated tax impact of the Bond issue.

Taxable Value (From Personal Tax Statement) X "Mills"/1,000 = Estimated Annual Tax Impact.

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

07/27/2009

Agenda Item No.

4

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

ITEM TITLE: DISCUSSION—2009-2010 GENERAL FUND BUDGETS

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 07/27/2009

SUMMARY:

The Board of Trustees needs to review the General Fund Budgets for the 2009-2010 Fiscal Year as presented on the attachment.

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

FY2009-2010 ELEMENTARY GENERAL FUND BUDGET SUMMARY - **DRAFT**

July 9, 2009

Fund 101

Sum of Total Cost			
Building	Functional Area	Object	Total
Garfield			911,333.61
Highland Park			1,022,233.97
Junior High			1,084,197.25
Lewis & Clark			785,547.71
Lincoln/Districtwide/Undistributed			1,723,117.30
Grand Total			5,526,429.85

LEWISTOWN PUBLIC SCHOOLS

FY2009-2010 ELEMENTARY GENERAL FUND BUDGET SUMMARY - DRAFT

July 9, 2009

Fund

101

Sum of Total Cost				
Building	Functional Area	Object	Total	
Garfield	Building Administration	Other	5,031.00	
		Salaries	96,778.18	
		Supplies & Equipment	735.00	
		Building Administration Total		102,544.18
	Buildings & Grounds	Salaries	30,342.14	
		Utilities	47,600.00	
		Buildings & Grounds Total		77,942.14
	Instruction	Other	5,344.00	
		Salaries	680,236.37	
		Supplies & Equipment	44,761.91	
		Supplies	505.00	
		Instruction Total		730,847.29
Garfield Total			911,333.61	
Grand Total			911,333.61	

LEWISTOWN PUBLIC SCHOOLS

FY2009-2010 ELEMENTARY GENERAL FUND BUDGET SUMMARY - DRAFT

July 9, 2009

Fund

101

Sum of Total Cost Building	Functional Area	Object	Total
Highland Park	Building Administration	Other	4,988.98
		Salaries	101,228.18
		Supplies & Equipment	1,784.60
	Building Administration Total		108,001.76
	Buildings & Grounds	Salaries	26,517.60
		Supplies & Equipment	1,168.00
		Utilities	62,789.00
	Buildings & Grounds Total		90,474.60
	District Administration	Other	320.00
	District Administration Total		320.00
	Instruction	Other	13,912.00
		Salaries	763,552.35
		Supplies & Equipment	45,219.26
		Supplies	754.00
Instruction Total		823,437.61	
Highland Park Total			1,022,233.97
Grand Total			1,022,233.97

LEWISTOWN PUBLIC SCHOOLS

FY2009-2010 ELEMENTARY GENERAL FUND BUDGET SUMMARY - **DRAFT**

July 9, 2009

Fund

101

Sum of Total Cost	Functional Area	Object	Total
Building			
Lewis & Clark	Building Administration	Other	4,725.00
		Salaries	93,280.80
		Supplies & Equipment	5,542.99
	Building Administration Total		103,548.79
	Buildings & Grounds	Salaries	29,755.17
		Utilities	51,600.00
	Buildings & Grounds Total		81,355.17
	Instruction	Other	2,989.00
		Salaries	578,302.75
		Supplies & Equipment	18,943.00
		Supplies	409.00
	Instruction Total		600,643.75
Lewis & Clark Total			785,547.71
Grand Total			785,547.71

LEWISTOWN PUBLIC SCHOOLS

FY2009-2010 ELEMENTARY GENERAL FUND BUDGET SUMMARY - DRAFT

July 9, 2009

Fund

101

Sum of Total Cost	Functional Area	Object	Total
Building			
Junior High	Building Administration	Other	4,107.00
		Salaries	96,757.82
		Supplies & Equipment	50.00
	Building Administration Total		100,914.82
	Buildings & Grounds	Other	1,000.00
		Salaries	62,655.98
		Utilities	96,100.00
	Buildings & Grounds Total		159,755.98
	Extracurriculars	Other	24,000.00
		P&L Insurance	1,000.00
		Salaries	46,990.22
	Extracurriculars Total		71,990.22
	Instruction	Other	5,843.12
		Salaries	704,384.34
		Supplies & Equipment	40,700.77
	Supplies	608.00	
Instruction Total		751,536.23	
Junior High Total			1,084,197.25
Grand Total			1,084,197.25

LEWISTOWN PUBLIC SCHOOLS

FY2009-2010 ELEMENTARY GENERAL FUND BUDGET SUMMARY - **DRAFT**

July 9, 2009

Fund

101

Sum of Total Cost				
Building	Functional Area	Object	Total	
Lincoln/Districtwide/Undistributed	Buildings & Grounds	P&L Insurance	24,000.00	
		Salaries	105,589.53	
		Undistributed Buildings & Grounds	72,466.20	
		Utilities	39,800.00	
		Buildings & Grounds Total		241,855.73
	Business Office	Other	25,213.65	
		Salaries	102,494.58	
		Supplies & Equipment	19,971.38	
		Supplies	820.08	
		Business Office Total		148,499.69
	Coop Transfer	Coop Transfer	68,000.00	
		Coop Transfer Total		68,000.00
	District Administration	District Contingency	144,652.00	
		Health Insurance	70,752.00	
		Other	18,265.50	
		P&L Insurance	12,500.00	
		Salaries	69,098.64	
		Supplies & Equipment	4,872.00	
		District Administration Total		320,140.14
	Instruction	Other	261.30	
		P&L Insurance	2,200.00	
		Salaries	8,000.00	
		Supplies & Equipment	1,000.00	
		Undistributed Instruction	772,788.19	
		Instruction Total		784,249.49
	School Foods	School Foods Salaries	74,633.12	
		School Foods Total		74,633.12
Technology	Salaries	78,239.13		
	Undistributed Instruction	7,500.00		
	Technology Total		85,739.13	
Lincoln/Districtwide/Undistributed Total			1,723,117.30	
Grand Total			1,723,117.30	

LEWISTOWN PUBLIC SCHOOLS

FY2009-2010 FERGUS HIGH SCHOOL GENERAL FUND BUDGET SUMMARY - DRAFT

July 9, 2009

Fund

201

Sum of Total Cost			
Building	Functional Area	Object	Total
Fergus High	Building Administration	Contingency	2,500.00
		Other	10,220.00
		Salaries	226,782.51
		Supplies & Equipment	2,512.63
	Building Administration Total		242,015.14
	Buildings & Grounds	Salaries	109,680.38
		Utilities	207,250.00
	Buildings & Grounds Total		316,930.38
	Extracurriculars	Other	105,529.04
		P&L Insurance	7,000.00
		Salaries	127,835.06
	Extracurriculars Total		240,364.10
	Instruction	Other	55,762.00
		Salaries	1,466,937.23
		Supplies & Equipment	93,730.44
		Supplies	1,243.00
	Instruction Total		1,617,672.67
	Transportation	Salaries	13,966.40
	Transportation Total		13,966.40
	Fergus High Total		
Lincoln/Districtwide/Undistributed	Buildings & Grounds	Other	56,200.00
		P&L Insurance	12,000.00
		Salaries	81,246.55
		Supplies & Equipment	89,600.00
		Utilities	19,900.00
	Buildings & Grounds Total		258,946.55
	Business Office	Contingency	330.00
		Other	16,749.78
		Salaries	61,196.78
		Supplies & Equipment	9,832.49
		Supplies	403.92
	Business Office Total		88,512.96
	Coop Transfer	Coop Transfer	9,300.00
	Coop Transfer Total		9,300.00
	District Administration	Contingency	43,043.08
		Health Insurance	34,848.00
		Other	5,382.50
		P&L Insurance	3,000.00
		Salaries	31,543.06
		Supplies & Equipment	3,168.00
	District Administration Total		120,984.64
	Instruction	Health Insurance	279,528.00
		Other	128.70
		P&L Insurance	1,500.00
		Supplies & Equipment	500.00
		Worker' Comp Insurance	40,760.94
	Instruction Total		322,417.64
Technology	Salaries	38,605.23	
Technology Total		38,605.23	
Lincoln/Districtwide/Undistributed Total			838,767.02
Grand Total			3,269,715.71

Highest Budget With a Vote

3,269,715.71

Surplus/(Shortfall)

(0.00)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

5

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

ITEM TITLE: DISCUSSION—FINAL BUDGET MEETING

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 07/27/2009

SUMMARY:

The Montana School Boards Association (MTSBA) has fielded some recent calls from members wondering about how to handle the adoption of budgets in August given the Montana Department of Revenue's anticipated delay in reporting certified values to school districts and counties across the state. Revenue Director Dan Bucks has reported that the agency won't certify the new taxable values, which are based on recent reappraisals, until the last week of August 2009. The final budget meeting is scheduled for August, 10, 2009.

MTSBA is recommending that our members proceed with adoption of the dollar amounts in each applicable budgeted fund of the District and thereby minimize the delay in fixing mills to support each budgeted fund after adoption. We are further recommending that the Board include direction for the District Clerk in its motion to authorize/direct the Clerk to calculate the mills when the official taxable values are available from the Department of Revenue and transmit the information to the County Superintendent.

Attached is a draft of a sample model motion from MTSBA to use in addressing this issue.

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						

Whereas, the Montana Department of Revenue has reported that it won't certify the new taxable values, which are based on recent reappraisals, until the last week of August, 2009; and

Whereas, 20-9-131, MCA, requires that the Trustees meet to consider all budget information and any attachments required by law on or before August 15; and

Whereas, 20-9-131, MCA, requires that the final budget for all budgeted funds be adopted not later than the fourth Monday in August and before fixing of the tax levies for the District; and

Whereas, upon final approval, the Trustees are required to deliver the adopted budget, including the amounts to be raised by tax levies to the County Superintendent within 5 days; and

Whereas, 20-9-142, MCA, requires the County Superintendent to report the final adopted budget of each school district in the county to the County Commissioners on the fourth Monday in August; and

Whereas, 20-9-152, MCA, requires the County Commissioners to fix levies for county and school purposes on the fourth Monday in August; and

Whereas the Montana Department of Revenue's delay will prevent school districts, county superintendents and county commissioners from complying with the statutory deadlines above; and

Whereas the Lewistown Public School District desires to comply with the law to the greatest extent possible given the limitations placed upon it by the Montana Department of Revenue's delay; and

Whereas, adoption of dollar amounts for each budgeted fund of the District is a prerequisite to the calculation of mills as required by the laws referenced above; and

Whereas, the District's action in adopting dollar amounts for each budgeted fund will ensure that the calculation of mills can be accomplished as efficiently and as soon as possible after receipt of the certified values from the Montana Department of Revenue.

I move that the Board of Trustees of School District #1 adopt the following FY10 budgets for the budgeted funds of the Lewistown Public School (fill in dollar amounts as applicable):

- | | |
|--|-----------------|
| 1. General Fund | \$ _____ |
| 2. Transportation Fund | \$ _____ |
| 3. Bus Depreciation reserve Fund | \$ _____ |
| 4. Tuition Fund | \$ _____ |
| 5. Retirement Fund | \$ _____ |
| 6. Debt Service Fund | \$ _____ |
| 7. Building Reserve Fund | \$ _____ |
| 8. Adult Education Fund | \$ _____ |
| 9. Non-operating Fund | \$ _____ |
| 10. Flexibility Fund | \$ _____ |
| 11. Technology Acquisition and Depreciation Fund: | \$ _____ |

I further move that the District Clerk be authorized and directed to, upon receipt of the certified taxable values from the Montana Department of Revenue, calculate the mills necessary to support the budgets above and report such mills to the County Superintendent.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

6

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

ITEM TITLE: DISCUSSION—STRATEGIC PLAN

Requested By: Board of Trustees **Prepared By:** Trustees **Date:** 07/27/2009

SUMMARY:

The Board of Trustees needs to review the 2008-2009 Goals and the 2009-2010 Goals as set forth in the Strategic Plan.

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						

One-Year 2008-2009 Planning Horizon Outcome-Oriented Goals and Strategic Objectives For Lewistown Public Schools

The following thinking represents goals for 2008-2009.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools have 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 have 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 into 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 have 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 have developed a recruitment and retention program to ensure 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 in 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 have secured adequate, sustainable funding from the state and have developed a process to prioritize the financial resources 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.

Two-Year 2009-2010 Planning Horizon Outcome-Oriented Goals and Strategic Objectives For Lewistown Public Schools

The following thinking represents goals for 2009-2010.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have 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. Implement (maximize the positives, minimize and/or alleviate the negatives) whatever recommendations are approved by the board during 2008-2009 regarding full-time kindergarten.

Goal Area 2: Facilities

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have 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 into our facilities plan.*

Strategic Objectives:

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

Goal Area 3: Community and Parental Engagement

Statement of Intended Outcome, 2009-2010 *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

1. Assess our efforts to reach out to the community – including steps taken during 2008-09 – and fine tune and improve for 2009-2010.

Goal Area 4: Technology

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

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Develop a plan to insure that we are investigating and, wherever necessary and affordable, implementing new technologies for cost-efficient delivery of technology for students and staff (such as expanding terminal services, implementing virtualization, proven open-source software solutions).
3. Encourage and support the expanded use of instructional aides for the classroom (projectors, interactive white boards, document cameras).
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Insure that, beginning in 2009-10, the technology staff is consulted and included in textbook/publisher decisions as these decisions increasingly have technology components and impacts.
6. Develop and implement a plan to address the technology generational gap (between staff and students).
7. Determine if and how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).
8. Develop a timeline on researching, understanding and implementing a plan to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have developed a recruitment and retention program to ensure 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 in 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. By September 30, 2009, assess and implement efforts to improve communication with our staff (including roundtables, regular building visits by administrators and suggestions from staff).

Goal Area 6: Fiscal Management and Responsibility

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have secured adequate, sustainable funding from the state and have developed a process to prioritize the financial resources 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. Seek ways, prior to Jan. 1, 2010, to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the board in better maintaining a strong and influential presence in the next Montana Legislature (2011).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to August 15, 2010, a review of the Strategic Plan with the adoption of new one-year goals and objectives (2010-2011) and two-year goals and objectives (2011-2012). Revisit our five-year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

7

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 07/27/2009

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

07/27/2009

Agenda Item No.

8

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

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

Requested By: Board of Trustees
Prepared By: _____
Date: 07/27/2009

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

07/27/2009

Agenda Item No.

9

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 07/27/2009

SUMMARY:

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

The first column of the report reflects the cash balance in various funds as of June 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
 June 30, 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: 6/1/2009 - 6/30/2009
ELEM INVESTMENT INCOME: \$32,987.16
HS INVESTMENT INCOME: \$23,530.25

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
ELEMENTARY DISTRICT:				
101 GENERAL	935,911.67	26.75%	8,824.69	27,476.38
110 TRANSPORTATION	308,321.97	8.81%	2,907.16	7,094.48
111 BUS DEPRECIATION	853,999.22	24.41%	8,052.34	34,604.37
112 FOOD SERVICE	170,167.28	4.86%	1,604.50	6,553.39
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	636,929.49	18.21%	6,005.59	15,660.40
120 RENTAL	11,320.94	0.32%	106.74	322.56
121 COMPENSATED ABSENCES	49,966.66	1.43%	471.13	1,973.32
124 METAL MINES	82,976.91	2.37%	782.39	1,866.26
128 TECHNOLOGY	84,210.03	2.41%	794.01	2,517.23
129 FLEXIBILITY	59,484.40	1.70%	560.88	2,082.28
160 BUILDING	0.00	0.00%	0.00	72.05
161 BUILDING RESERVE	267,087.36	7.63%	2,518.36	8,664.62
175 CENTRAL TRANSPORTATION	0.00	0.00%	0.00	0.00
177 CENTRAL STORE	0.00	0.00%	0.00	192.36
184 STUDENT ACTIVITIES	38,112.96	1.09%	359.37	1,371.12
ELEMENTARY TOTAL	3,498,488.89	100.00%	32,987.16	110,450.82
HIGH SCHOOL DISTRICT:				
201 GENERAL	627,417.19	22.92%	5,393.69	17,807.44
210 TRANSPORTATION	204,095.84	7.46%	1,754.54	4,648.35
211 BUS DEPRECIATION	456,029.54	16.66%	3,920.32	16,353.23
214 RETIREMENT	325,593.07	11.90%	2,799.01	8,093.33
217 ADULT EDUCATION	47,475.98	1.73%	408.13	1,340.72
218 DRIVERS EDUCATION	70,819.51	2.59%	608.81	2,327.08
220 RENTAL	3,867.36	0.14%	33.25	60.68
221 COMPENSATED ABSENCES	24,572.38	0.90%	211.24	856.55
224 METAL MINES	158,715.85	5.80%	1,364.42	5,569.63
228 TECHNOLOGY	66,144.90	2.42%	568.62	1,500.43
229 FLEXIBILITY	54,772.34	2.00%	470.86	1,604.52
260 BUILDING	63,846.25	2.33%	548.86	2,081.07
261 BUILDING RESERVE	399,891.18	14.61%	3,437.72	12,348.82
275 ACTIVITY BUS	0.00	0.00%	0.00	666.61
281 ENDOWMENT FUNDS	86,314.81	3.15%	742.02	2,950.15
282 INTERLOCAL AGREEMENT	73,415.97	2.68%	631.13	3,760.90
284 STUDENT ACTIVITIES	74,172.10	2.71%	637.63	1,779.06
HIGH SCHOOL TOTALS	2,737,144.27	100.00%	23,530.25	83,748.57
GRAND TOTALS	6,235,633.16		56,517.41	194,199.39

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

10

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 07/27/2009

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.

- ❖ Annual Report
- ❖ Staff Reassignments
- ❖ Summer School

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

07/27/2009

Agenda Item No.

11

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 07/27/2009

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

07/27/2009

Agenda Item No.

12

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 07/27/2009

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the June 22, 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 22, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, June 22, 2009, at 5:30 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Chairman Dave Byerly, Monte Weeden, Stan Monger, Jeremy Bristol ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Jim Daniels, Paul Stengel, Jackie Rickl

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

TRUSTEES ABSENT: Jennifer Granot, Becky Jackson, Mary Schelle

Jackie Rickl led the group in the Pledge of Allegiance. PLEDGE

Members of the Board reviewed the Facilities Master Plan and the recommendations made by the Facility Steering Committee. Administration was directed to make application with the Office of Public Instruction for \$10,000,000.00 of the State of Montana's 2009 Qualified School Construction Bond allocation. DISCUSSION - FACILITIES REVIEW

Mike Waterman noted that final budget figures for the 2009-10 school year are not yet available but will be presented to the Board upon completion. DISCUSSION - 2009-10 BUDGETS

Representatives from the school district and the Lewistown Municipal Airport Board plan to meet on June 23, 2009, regarding the renewal of the bus barn lease. REPORT - COMMITTEES OF THE BOARD

No items were discussed. CALENDAR ITEMS

Investment earning for May was reported with \$2,848.63 in the elementary funds and \$2,129.10 in the high school funds for a total of \$4,977.73. REPORT - INVESTMENT

The Finance Committee will review claims through June 29, 2009. If no objections are made, checks will be paid in advance on June 30, 2009. The school picnic was scheduled to be held on Friday, August 21, 2009. OTHER ITEMS

There was no public input. PUBLIC PARTICIPATION

Minutes of the Board Work/Study Session of June 4, 2009, were approved unanimously (Monger/Weeden). Minutes of the Regular Board Meeting of June 8, 2009, were approved unanimously (Monger/Bristol).

APPROVAL OF
MINUTES

The claims referenced in the 2008-09 Bill Schedule and submitted through June 17, 2009, were approved unanimously (Monger/Weeden). Trustees Jeremy Bristol, Stan Monger, and Monte Weeden will serve on the Finance Committee for the next three months.

APPROVAL OF
CLAIMS

A motion to approve consent group items 13-14 was approved unanimously (Bristol/Monger).

CONSENT GROUP
ITEMS

13. Approve adding Amanda Phillips and Danielle Stone to the Substitute Teachers/Assistants List, and adding Paul James Granot to the Substitute Maintenance List.

APPROVE
SUBSTITUTES

14. Approve the Lewistown Junior High School General Ledger Report for May, 2009.

APPROVE
LEWISTOWN
JUNIOR HIGH
SCHOOL GENERAL
LEDGER REPORT

15. Approve the Personnel Report - see Exhibit A (Monger/Weeden). The motion was amended correcting the amount activity bus drivers will earn for drive time to \$16.81 per hour (Monger/Weeden - unanimous). The original amended motion was approved unanimously.

APPROVE
PERSONNEL
REPORT

16. Approve awarding the School Food Milk Bid to Meadow Gold Dairy - see Exhibit B (Bristol/Monger - unanimous).

APPROVE SCHOOL
FOOD MILK BID
RECOMMENDATION

17. Approve voiding outdated Claims Fund and Payroll Fund warrants - see Exhibit C (Monger/Bristol - unanimous).

APPROVE
VOIDING
OUTDATED
CLAIMS FUND
AND PAYROLL
FUND WARRANTS

18. Approve reissuing lost Payroll Fund warrant #16910 in the amount of \$38.34 payable to Teresa Majerus (Monger/Weeden - unanimous).

APPROVE
REISSUING
WARRANT

19. Approve reissuing lost Payroll Fund warrant #18537 in the amount of \$650.92 payable to John Williams (Monger/Weeden - unanimous).

APPROVE
REISSUING
WARRANT

20. Approve reissuing lost Claims Fund warrant #100671 in the amount of \$12.00 payable to Tim Majerus (Bristol/Monger - unanimous).

APPROVE
REISSUING
WARRANT

21. Approve first reading - Purchasing Policy - #7320
(Monger/Bristol - unanimous).

APPROVE FIRST
READING -
PURCHASING
POLICY

22. Approve first reading - Purchasing Procedures
Policy - #7320P (Monger/Weeden - unanimous).

APPROVE FIRST
READING -
PURCHASING
PROCEDURES
POLICY

23. Approve first reading - Credit Card Use Policy -
#7400 (Bristol/Monger - unanimous).

APPROVE FIRST
READING -
CREDIT CARD USE
POLICY

The meeting was adjourned at 6:30 p.m. The next regular meeting
will be held on July 27, 2009, at 5:30 p.m. in the Lincoln
Building Board Room (Bristol - 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 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.

"EXHIBIT B"

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

"EXHIBIT C"

Lewistown School District No. One

Outstanding Check Listing

Fiscal Year: 2008-2009

Criteria:

Bank Account: COUNTY TREASURER LEWISTOWN

From Date:
From Check:
From Voucher:
From Clear Date:

To Date: 06/30/2008
To Check:
To Voucher:
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

07/27/2009

Agenda Item No.

13

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 07/27/2009

SUMMARY:

Approve claims paid through July 23, 2009, as approved by the Finance Committee.

SUGGESTED ACTION: Approve Claims as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

12 - 13

<u>Agenda Items</u>	<u>Additional Information</u>
<p>13. Approve Substitute(s)</p> <p>14. Approve Fergus High School Activity Fund Report for June 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

07/27/2009

Agenda Item No.

14

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

ITEM TITLE: APPROVE SUBSTITUTE(S)

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 07/27/2009

SUMMARY:

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

Substitute Teacher List:

Krystle Smith

College Student – Nursing

SUGGESTED ACTION: Approve Substitute(s)

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

15

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

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

Requested By: Board of Trustees **Prepared By:** Robin Moline **Date:** 07/27/2009

SUMMARY:

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

SUGGESTED ACTION: Approve Fergus High School Activity Fund Report(s) as Presented

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

NOTES:

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

From: 06/01/2009

General Ledger Report

From Account: 1

To : 06/30/2009

To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000001 AFS	9.19	0.00	0.00	0.00	9.19	0.00	9.19
000005 ANNUAL	13328.82	630.00	0.00	-25.00	13933.82	0.00	13933.82
000006 A.P. TESTS	1266.72	0.00	0.00	-25.00	1241.72	0.00	1241.72
000008 BAND	5377.13	0.00	-20.00	-225.00	5132.13	0.00	5132.13
000009 EASTERN MT JAZZ	684.65	102.81	0.00	-25.00	762.46	0.00	762.46
000010 BPA	918.60	0.00	0.00	-25.00	893.60	0.00	893.60
000012 CMT	569.69	0.00	0.00	0.00	569.69	0.00	569.69
000015 CT.MT.MENTORS	314.76	0.00	0.00	-25.00	289.76	0.00	289.76
000016 Student Store	251.77	0.00	0.00	0.00	251.77	0.00	251.77
000017 CHEERLEADERS	4851.92	0.00	-54.99	-225.00	4571.93	0.00	4571.93
000018 NHS - CLAWS	400.84	0.00	0.00	-25.00	375.84	0.00	375.84
000020 CONCESSIONS	3658.05	462.31	-2328.90	438.90	2230.36	0.00	2230.36
000021 EAGLE RENAISSANCE	2124.43	0.00	0.00	-25.00	2099.43	0.00	2099.43
000022 EAGLETTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000024 F CLUB	2046.32	0.00	-1000.00	-25.00	1021.32	0.00	1021.32
000026 FERGUS NEWSPAPER	206.15	0.00	-290.00	186.46	102.61	0.00	102.61
000028 FFA	18827.52	4245.00	-222.10	-905.00	21945.42	0.00	21945.42
000030 FCCLA	1310.49	504.06	-247.00	655.00	2222.55	0.00	2222.55
000032 FINANCIAL ADMINISTR.	221.73	0.75	0.00	600.00	822.48	0.00	822.48
000033 FLY FISHING	65.00	0.00	0.00	0.00	65.00	0.00	65.00
000034 FOREIGN LANGUAGE	65.85	0.00	0.00	0.00	65.85	0.00	65.85
000035 HOW CLUB	1417.42	113.25	0.00	-25.00	1505.67	0.00	1505.67
000036 VICA	491.10	0.00	0.00	-25.00	466.10	0.00	466.10
000038 KEY CLUB	511.65	0.00	-211.39	-25.00	275.26	0.00	275.26
000039 PARKING FINES	1368.45	40.00	0.00	0.00	1408.45	0.00	1408.45
000040 PEP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000042 SCIENCE CLUB	13245.00	0.00	-28.69	-25.00	13191.31	0.00	13191.31
000047 SKI CLUB	2577.52	0.00	-428.64	-25.00	2123.88	0.00	2123.88
000048 STUDENT ACT. TICKETS	7506.10	0.00	-5929.82	-1576.28	0.00	0.00	0.00
000050 STUDENT COUNCIL	3213.95	329.45	-4386.67	3140.22	2296.95	0.00	2296.95
000052 THESPIANS	2388.32	0.00	-300.00	-25.00	2063.32	0.00	2063.32
000055 TOURNAMENTS	1068.65	0.00	0.00	0.00	1068.65	0.00	1068.65
000057 TROPHY	3634.15	0.00	0.00	0.00	3634.15	0.00	3634.15
000065 VOCAL MUSIC	3913.72	782.00	-1144.00	-225.00	3326.72	0.00	3326.72
000066 DISTRICT 8 MUSIC	1585.14	1260.00	0.00	-25.00	2820.14	0.00	2820.14
000070 WEIGHT CLUB	4119.10	0.00	-15.96	-25.00	4078.14	0.00	4078.14
000107 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 CLASS OF 2008	77.30	0.00	0.00	-77.30	0.00	0.00	0.00
000109 CLASS OF 2009	2111.90	0.00	-774.90	-1337.00	0.00	0.00	0.00

From: 06/01/2009
To : 06/30/2009

General Ledger Report

From Account: 1
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	7374.50	0.00	-400.27	-200.00	6774.23	0.00	6774.23
002010 CLASS OF 2010	1338.85	0.00	0.00	-25.00	1313.85	0.00	1313.85
002011 CLASS OF 2011	362.00	0.00	0.00	-25.00	337.00	0.00	337.00
002012 FCCLA/CULINARY	28.60	185.50	-411.82	200.00	2.28	0.00	2.28
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	114833.05	8655.13	-18195.15	0.00	105293.03	0.00	105293.03
	-----	-----	-----	-----	-----	-----	-----
Grand Total	114833.05	8655.13	-18195.15	0.00	105293.03	0.00	105293.03

From: 06/01/2009

General Ledger Report

From Account: 1

To : 06/30/2009

To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	83094.53	8655.13	-18195.15	0.00	73554.51	0.00	73554.51
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50	0.00	353.50
000997 TRAVEL ACCOUNT	8986.16	0.00	0.00	0.00	8986.16	0.00	8986.16
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	121008.82	8655.13	-18195.15	0.00	111468.80	0.00	111468.80
Grand Total	121008.82	8655.13	-18195.15	0.00	111468.80	0.00	111468.80

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

knowledge. Bookkeeper : _____ Date: ___/___/___

Principal : _____ Date: ___/___/___

Board Chairman : _____ Date: ___/___/___

Bank Reconciliation Report

From: 06/01/2009

Checking Account

To : 06/30/2009

CHECK ACCOUNT

Ending Balance on statement dated 06/30/2009 ->	83901.68
Add: Outstanding Deposits (Bank Deposits) -> +	0.00
Less: Outstanding Checks -> -	10347.17

Cash Balance as of 06/30/2009 ->	73554.51

Cash Balance for CHECK ACCOUNT as of 06/01/2009 ->	83094.53
Add: Total Deposits (Bank Deposits) -> +	8655.13
Less: Total Checks and Withdrawls -> -	18195.15

Cash Balance as of 06/30/2009 ->	73554.51

Summary of Asset Accounts

Account	Beg. Bal.	Recpt/JV	Disb/JV	Transfers	End. Bal.
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	83094.53	8655.13	18195.15	0.00	73554.51
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	0.00	353.50
000997 TRAVEL ACCOUNT	8986.16	0.00	0.00	0.00	8986.16
000999 EDWARD JONES INVESTMENT	1790.05	0.00	0.00	0.00	1790.05
Asset Totals	121008.82	8655.13	18195.15	0.00	111468.80

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

knowledge. Bookkeeper : _____ Date: ___/___/___

Principal : _____ Date: ___/___/___

Board Chairman : _____ Date: ___/___/___

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

16

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 07/27/2009

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: July 27, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BLAZICEVICH, Jenifer	Summer School Aide	School District #1	Approve appointment on schedule at \$10.00 per hour for up to 60 hours.	July 27, 2009	Jenifer is helping with both the regular summer school and the extended school year program for special education. Her name was inadvertently missed on the list for summer school that was presented on June 22, 2009.
FILAS, Paul	Custodian	Fergus High School	Accept letter of resignation	July 27, 2009	See attached letter.
RECOMMENDATIONS FOR EXTRA DUTY CONTRACTS	Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	July 27, 2009	The bus drivers are occasionally called upon to transport students during the day to another school for practices or for in-town field trips.
TINDALL, Sheri	Summer Computer Maintenance	School District #1	Approve appointment on schedule—MAINT II Step 4 for 40 hours per week for up to 4 weeks	July 27, 2009	See attached memo.

TO WHO IT MAY CONCERN AS
OF 7-27-09 I PAUL FILAS
RESIGN MY JOB AS A CUSTODIAN
AT FERGUS High. THANK YOU FOR
EVERYTHING YOU HAVE DONE FOR
ME

()

PAUL FILAS

LEWISTOWN PUBLIC SCHOOLS**EXTRA DUTY CONTRACTS**

July 27, 2009

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Baszczuk	Rebecca	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Beaudry	Ben	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Burns	Frank	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Goldsborough	Cathy	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Lelek	Wayne	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
McConnell	Dave	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Murray	Ted	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Odermann	Rob	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Pearson	Jim	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Wood	Fred	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis



Memorandum

To: Jason Butcher, Superintendent
From: Pat Weichel, Technology Supervisor
Date: July 21, 2009
Re: Summer Contract

I recommend re-hiring Sheri Tindall for helping complete summer computer work at her last position on the MAINT II salary matrix, pending her doctor's release to work. Her next scheduled appointment is July 27. The contract would be for 4 weeks starting July 27th for 40 hours per week, ending August 21st.

Thank you,

Pat Weichel

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

17

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

ITEM TITLE: APPROVE 2009-2010 LEWISTOWN JUNIOR HIGH SCHOOL CHORAL AND BAND HANDBOOK

Requested By: Board of Trustees **Prepared By:** Music Department **Date:** 07/27/2009

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School Choral and Band Handbook as presented on the attachment.

SUGGESTED ACTION: Approve 2009-2010 Lewistown Junior High School Choral and Band Handbook

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						

Welcome to Music at the Lewistown Junior High School

We are happy and proud to welcome you to our music department. The world of music is beautiful and touches all of us. Excellence, success, and pride are traditions we have in the Lewistown Junior High Concert Bands and Choirs and you have the opportunity to share in their rewards. Never be afraid to ask questions, come in for individual help, or share a concern you have in music. We are here to help make you successful.

Good Luck,

The Music Department Faculty

BAND ORGANIZATIONS



Concert Bands

The Lewistown Junior High will have two (2) concert bands during the 2008-2009 school year. All 7th grade band students will meet during 1st period and all 8th grade band students will meet during 2nd period. The concert bands will present three (3) major concerts.

- ✦ 8th grade students interested in marching in the Fergus High School Homecoming parade will have extra rehearsals during the summer as well as a few after-school rehearsals.
- ✦ Band classes meet regularly one period per day each day of the week.
- ✦ Attendance and Tardiness guidelines are listed under class expectations.
- ✦ Concert programs are usually held evenings during the week. Attendance is mandatory. (There will be some exceptions made on an individual basis.)
- ✦ Extra rehearsals are rarely needed; however, if one is scheduled, advance notification will always be given and attendance will be required.
- ✦ All band students must provide the following: Essential Elements book 1 & 2, pencils, reeds, (one extra at all times), oils, cork grease, cleaning brushes/swabs.

Percussion Ensemble

The Junior High Percussion ensemble will meet during 8th hour. This group is for percussion students only. They will meet during this time instead of with the rest of the band. When concert time comes around they will have rehearsals with the band to ready them for the performance.

THE “NITTY-GRITTY” OF BAND

Expectations

A high standard of behavior is expected from all band students. Playing a musical instrument requires skill, self-discipline, common sense, a positive attitude, and heart. Playing in band requires all of these attributes and a sense of team-work. Band should be fun; but remember: *You are in class to improve your skills, learn more about music, and prepare for performances.* The following list will ensure that will happen.

- ✦ Be on time and ready to go when the director is.
- ✦ Absolutely ***NO GUM OR CANDY*** in the band room.
- ✦ No talking . . . listen when the director is on the podium.
- ✦ Remember to bring your instrument and music with you.
- ✦ Respect the right of your classmates to learn.
- ✦ Sit in assigned chairs unless told otherwise.
- ✦ Remember that music is something we all have in common and it is a privilege to be able to share it.
- ✦ *Take pride in being a musician at LJHS.*

Instrument Storage & Security

Lockers are provided for all private and school instruments. Music rooms are locked when not in use. It is recommended that instruments be taken home during breaks and holidays.

Instrumental Rental

Any student using a school owned instrument is responsible for its care and maintenance. An annual rental fee will be charged and collected the first month of the school year or whenever the instrument is assigned by the director. Those students owning their own instruments and doubling on another are charged a lesser fee. Excessive damage will be assessed by the director and handled through the administration.

Band Equipment

The school provides all large instruments, equipment and stands for the band program. Students are responsible for the care and upkeep of the assigned equipment. Costs due to neglect, damage or loss of these items are the direct responsibility of the student. Report any problems to the director immediately.

Band Music

All sheet music, method books, folders, and supplements are furnished by the school. Costs due to neglect, damage or loss of assigned music are the direct responsibility of the student. You will be expected to pay the following:

✦ Band Folders	\$8.00
✦ Sheet Music	\$2.50 each
✦ Method Book	\$6.00

Again, please notify the director when a problem occurs.

Instrumental Check Out

✦ Instruments & Equipment

All school instruments and equipment must be checked out through the director.

Band Grading

40% Daily Participation

- ❖ 3 points everyday
 - ✦ For being on time
 - ✦ Having all of your things with you
 - ✓ Music, pencil, instrument, SAB
 - ✦ Participating
 - ✓ Are you doing what you are supposed to be?

30% Assignments/ Worksheets

- ❖ Word of the week definitions
- ❖ Music theory worksheets
- ❖ Any Quizzes

30% Performances

- ❖ There are 3 performances for this class this year.

BAND AWARDS

Outstanding Section performer (*i.e. outstanding trumpet*)

At the annual spring awards program for the Lewistown Junior High School an award will be given to the outstanding flute, clarinet, saxophone, trumpet, low brass and percussion member of each band (7th and 8th). This award is voted on by the students.

Most Valuable Member Award

At the annual Spring Awards program for the Lewistown Junior High School an award will be presented to two 7th and 8th grade band students who have shown outstanding musicianship, growth, leadership, and good citizenship throughout the school year. This award is also voted on by the students.

Parade Dress

Blue jeans and tennis shoes! A blue or gold top should be worn.

BAND & CHOIR CONCERT DRESS

Evening Performances

The Lewistown Junior High *does* have a dress uniform. Students are asked to look nice, black on bottom & white on top. Young ladies are encouraged to wear dresses, skirts, or dress slacks. Young men should wear slacks and a shirt with a collar. Blue jeans, shorts, and t-shirts are unacceptable. Take pride in looking your best and you will perform your best! (Please let the director' know if you do not have proper dress clothes; a solution is available.)

School Performances

Look Sharp! If you look great, you will sound great!

SPECIAL MUSIC GROUPS

*To participate in Select Choir & Jazz Band
you must be a member of a regular band/choir class.*

Jazz Band

The Junior High Jazz Band rehearses on Tuesday and Thursday mornings from 7:15 a.m. until 8:00 a.m. The Jazz Band performs during the three (3) concerts, as well as at other community events. Membership is by audition.

Junior High Select Choir

Junior High Select Choir is an auditioned group for motivated singers. Select Choir members will meet twice a week during the lunch hour and will perform music from a variety of genres including Jazz and Pop. Students must participate in a junior high choir to be eligible to participate. ***This is a non credit class.*** Prerequisites: Current participation in 7th or 8th grade choir and audition.

CHOIR ORGANIZATIONS



Boys Concert Choir

Boys Choir is open to all male students in the 7th or 8th grade who are interested in learning how to use their voice and read music. Beginning level sight reading, vocal production, and musicianship will be taught throughout the year. Students will sing a variety of music from different genres and perform in Fall, Christmas, Winter, and Spring Concerts. (Performance attendance is required.) The initial goal of this course is to learn about music and have fun performing what is learned. The ultimate goal is to inspire a lifelong love of music. Boys Choir meets 5 fun-filled days a week!

Girls Concert Choir

Girls Choir is open to all female students in the 7th or 8th grade who are interested in learning how to use their voice and read music. Beginning level sight reading, vocal production, and musicianship will be taught throughout the year. Students will sing a variety of music from different genres and perform in Fall, Christmas, Winter, and Spring Concerts. (Performance attendance is required.) The initial goal of this course is to learn about music and have fun performing what is learned. The ultimate goal is to inspire a lifelong love of music. Girls Choir meets 5 fun-filled days a week!

Eighth Grade Combined Choir

Eighth Grade Combined Choir is open to male and female 8th grade students who are interested in expanding their knowledge in the choral arts (singing). Intermediate level sight reading, vocal production, and musicianship will be taught throughout the year. Students will sing a variety of music at a higher degree of difficulty than the 7th grade choirs. The 8th Grade Combined Choir will perform in Fall, Christmas, Winter, and Spring Concerts. (Performance attendance is required.) The initial goal of this course is to expand previous knowledge of music and have fun performing what is learned. The ultimate goal is to inspire a lifelong love of music. 8th Grade Combined Choir meets 5 fun-filled days a week! Prerequisites: Participation in choir during 7th grade year or instructors' approval.

Choral Grading

Performing Ability: Each member is expected to be able to perform his/her own part with a satisfactory degree of competence.

Participation and Attitude: Each member is expected to participate in a positive way and show a good attitude. Talking during rehearsal and any disruptive behavior is considered negative participation. **Daily Participation will count for 40% of your choral grade - 3 points daily.**

- 1 point - on time
- 1 point - prepared for class
- 1 point - on task

Tests and Quizzes: Periodically, members will be required to take written and singing tests to measure their understanding of musical terms, vocal production, and theory. In addition to quizzes, tests will be given at the quarters and semesters. **Written assignments will count for 30% of your choral grade.**

Attendance: Choir is a participation situation. A student cannot make up learning what is lost by missing rehearsals. Unexcused absences may negatively affect the member's grade.

Choral Performances

Each choir member is expected to participate in every performance which the group makes. Conflicts arise occasionally. If any member feels they must miss a performance, they must notify the director in advance. Unexcused absences will adversely affect the member's grade. **Performances will count as 30% of your grade.**

Exceptions:

- ❖ Serious Illness
- ❖ Acts of God (severe weather, fire, etc.)
- ❖ Death in the immediate family

Choral Equipment and Supplies

Two students are assigned a folder. They are responsible for the folder, the music, and any handouts. Students will be fined for lost or damaged folders and music. Each lost copy of music will cost \$2.00 and each folder that is lost or damaged will cost \$4.50.

After each rehearsal, members are responsible for putting their folders in the correct slot in the folder rack.

Choral Seating Charts

Students will have assigned seats and assigned folder partners. The seating charts are designed to create the best choral sound by mixing strong and weak voices into one harmonious sound. Unfortunately, students will have to change seats due to poor behavior thus adversely affecting the choral sound. So....Please be at your best and sing your best at all times!

Choral Guidelines

Each member of the Choir is responsible for learning the classroom guidelines and following them. Failure to follow guidelines constitutes poor attitude.

Choral Festivals and Clinics

There will be years the Concert Choir will host or participate in a choral festival or clinic. Each member will be expected to participate if asked to do so.

Choir Awards

At the annual Spring Awards Program for the Lewistown Junior High School, a certificate is given to the Outstanding Seventh & Eighth Grade Choir Members of the Year. Recipients are chosen on the following qualities:

- ❖ Musicianship
- ❖ Leadership
- ❖ Citizenship

2009-2010 MUSIC CALENDAR

<u>Event</u>	<u>Date</u>
FERGUS HIGH HOMECOMING PARADE	_____
JUNIOR HIGH CHRISTMAS CHOIR CONCERT (Combined with the FHS Choir)	<u>December 17, 2009</u>
JUNIOR HIGH CHRISTMAS BAND CONCERT	<u>December 15, 2009</u>
JUNIOR HIGH WINTER CHOIR CONCERT	<u>March 16, 2010</u>
JUNIOR HIGH WINTER BAND CONCERT	<u>March 18, 2010</u>
JUNIOR HIGH SPRING BAND & CHOIR CONCERT	<u>May 20, 2010</u>
COMMUNITY PERFORMANCES	_____

Aim High and Have Fun!!

JUNIOR HIGH BAND & CHORAL HANDBOOK

We have had the opportunity to read this
MUSIC HANDBOOK
information and policies for this school year

Parent's Signature

Date

Student's Signature

Date

Please cut on the dotted line and return to your music teacher by September 1, 2009 for 10 points. One point will be deducted each school day after this date. Failure to turn this in will result in DETENTION. It is important that we maintain communication throughout the school year.

THANK YOU!!

IT IS GOING TO BE A GREAT YEAR!!

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

18

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

ITEM TITLE: APPROVE 2009-2010 FERGUS HIGH SCHOOL CHORAL AND BAND HANDBOOK

Requested By: Board of Trustees
Prepared By: Music Department
Date: 07/27/2009

SUMMARY:

The Board of Trustees needs to approve the Fergus High School Choral and Band Handbook as presented on the attachment.

SUGGESTED ACTION: Approve 2009-2010 Fergus High School Choral and Band Handbook

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						

Welcome To The Fergus High Music Program

On behalf of the directors of the Fergus High School Department of Music; “WELCOME” to our musical organizations. You can be proud to be part of our group!

It is important for each member of the music department to recognize his/her part in contributing to a continued positive music program. We hope that your years participating in music here at Fergus will be rewarding to you. To help make them as rewarding as possible it is always our goal to help you become the best musician possible.

Please take the time to read through this handbook. We want you to know what we stand for, who we are, and some of the reasons we are so proud of the music program at Fergus High School.

FERGUS HIGH SCHOOL MUSIC DEPARTMENT HANDBOOK

CONTENTS

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I. PERFORMING GROUPS

CONCERT BAND

Open to all interested students, Concert Band is an introductory level performing ensemble where students will develop skills in large ensemble playing by exploring traditional and contemporary band literature. Previous instrumental experience is not required but highly recommended. All members of the Concert Band will perform with the marching and pep band as well as participate in scheduled concerts and festivals.

SYMPHONIC BAND

The Symphonic Band is Fergus High School's premier performing ensemble. Its members, grade 10-12, will perform traditional and contemporary band literature at scheduled concerts and will participate in local and out of town festivals. All Symphonic Band members will also perform with the marching and pep band.

PERCUSSION ENSEMBLE

Percussion Ensemble members will develop skills in all aspects of percussion technique, including snare rudiments, mallet playing, marching battery, and concert percussion. This ensemble will function as a marching drum-line for football and basketball games, a concert percussion section for the Concert and Symphonic Bands, and will perform independently as a percussion ensemble at scheduled concerts and festivals. Previous instrumental experience is not required but highly recommended.

JAZZ BAND

The Jazz Band is open to all students who are currently enrolled in any performing ensemble at Fergus High School. Instrumentation typically follows the standard big band format: five saxophones, five trumpets, five trombones, and jazz rhythm instruments (piano, bass, drums). If an excessive number of players show an interest in one particular instrument, auditions may be held to maintain instrumentation integrity. Rehearsals will concentrate on stylistic playing, including swing, Latin, rock, and funk with an emphasis on improvisation and improving general musicianship. The band meets daily from 7:00 to 7:50 AM and will perform at scheduled concerts and local and out of town festivals.

FERGUS WOMENS ENSEMBLE

Fergus Women's Ensemble is a highly advanced treble choir. The Ensemble is by director approval only. This group meets every day during the school day and is limited to 16 members. Members will find new and rewarding challenges in choral singing plus develop singing techniques. This group will perform music from the jazz, pop, contemporary, and classical genres at all major concerts and festivals.

SYMPHONIC CHOIR

The Symphonic Choir is made up of medium/advanced choir students. Symphonic Choir is the highest level of mixed vocal ensemble at Fergus High School and has a proud tradition of excellence. Students in Symphonic Choir develop and master vocal technique and sight singing skills learned previously in Concert Choir. The Symphonic Choir is a traveling ensemble and participates in the Eastern A Choral Festival each year. This group learns and performs music of varying styles and degrees of difficulty with traditional SATB voicing. Symphonic Choir members are auditioned. Audition includes: All State audition materials and short Sight Singing Component.

CONCERT CHOIR

Concert Choir is open to all students of Fergus. This class is designed to develop musicianship in the novice singer and prepare them for the other ensembles at Fergus. Sight singing and music theory are a large component of the course as well as the development of vocal technique. Literatures of all styles are performed with sight reading and fundamental musicianship skills being the primary focus. No audition. Course is open to all interested students. Come find your voice.

CHORALAIRES

The Fergus High School Choralaires are Lewistown's Vocal Jazz Ensemble. Members are highly advanced members of the Vocal Music Program here at Fergus. This class meets three times a week from 7:10-8:00 a.m. Students will learn proper jazz style, technique, and improvisational skills. The group is limited to 10 members with proper balance of voices. The Choralaires have consistently received superior ratings at District Music Festival, at State Music Festival, and participate in other festivals. Audition: Short prepared solo that demonstrates vocal ability and stage presence, voice placement test, 12 bar blues improvisation, and a short sight reading component

II.

MUSIC DEPARTMENT HISTORY

Lewistown has enjoyed a tradition of fine music, both in the town and here at Fergus High School. Musicians from Fergus High School have always strived for excellence and many of them have gone on to become concert professionals, university conductors, music education leaders in our state, as well as music positions throughout the U.S. and Canada.

FERGUS HIGH SCHOOL MUSIC FACULTY

<u>DIRECTOR</u>	<u>YEARS</u>	<u>ORGANIZATION</u>
Jess Ewer	1916-1923	Choir, Voice
Janet Thielke	1916-1923	Strings, Violin, Orchestra
Sue Kenny	1916-1923	Band, Orchestra
George Rigley	1923-1927	Band, Orchestra
Fred Wade	1927-1933	Band
Harry Pond	1934-1939	Band
Grace Pennock	1935-1973	Piano
Edmund Sedivy	1937-1942	Band, Orchestra
Robert Beers	1947-1950	Band
William Funk	1948-1953	Choir
Betty Lou Berland	1954-1955	Choir
Duane Miko	1955-1959	Band
Raymond Haugen	1956-1965	Choir
Glen Dietrich	1959-1984	Band
Paul Halpin	1965-1974	Choir
Richard Trerise	1974-1977	Choir
Nick Alex	1977-1978	Choir
Mark Huisenga	1978-1982	Choir
Thomas Sullivan	1982-1987	Choir
Kevin Hartse	1984-1986	Band
Randolph Elliot	1986-1987	Band
Will Hanson	1986-1988	Choir
Richard Garcia	1987-2006	Band
Lynn Jordan	1988-1989	Choir
Joni Wagner	1990-1991	Choir
Vicki Begin	1991-1992	Choir
Randy Crain	1992-1993	Choir
David Johnson	1993-1994	Choir
Kirsten Stephens	1994-1996	Choir
Gordon Klasna	1996-2004	Choir
Gerald Wondrak	2004-2005	Choir
Robert Brooks	2006-2007	Band
Brandon O'Halloran	2005-Present	Choir
Rich Kuntzelman	2007-Present	Band

III.

MUSIC FESTIVALS

DISTRICT NO. 8, STATE SOLO & ENSEMBLE FESTIVALS

Each spring the MSHA schedules district and state music festivals for those students interested in solo or ensemble performance for a rating and comments. Those receiving a Superior (I) rating qualify for the state festival. This activity is highly recommended as a means to further musical experience. The following areas are available for participation:

- Solo(s) Generally recommended for advanced students.
- Duet(s) It is recommended that students have experience in this area prior to solo performance.
- Ensemble(s) These consist of trios, quartets, quintets and groups up to 16 members.

All bands and choirs perform for ratings at the district festival. Due to their size, these organizations are not eligible for state festivals.

EASTERN “A”

Fergus High School music students attend separate band and choir festivals for two days each year. These are invitational festivals and are hosted by rotation by the Eastern A schools. Performance, clinics, rehearsals, and honor groups highlight the many activities.

MONTANA EAST

During the summer, band members can participate in a two-week trip to the east or west coast. Trips are usually scheduled every fourth summer to allow participation by every band student. Trips have been made to New York, Boston, Washington DC and Florida.

DISTRICT, HONOR AND ALL-STATE MUSIC FESTIVALS

Students, with director recommendation, will audition and/or tape for the privilege to apply for and participate in these esteemed groups.

IV. TRAVEL

Whenever traveling with the band or choir it is of primary importance for the student to recognize that he or she is representing himself or herself, the school, community and sometimes his or her state. Behavior should at all times be above reproach. The Fergus High School student handbook guidelines will be followed.

BUSING

- Each member will be responsible for his/her own luggage and instrument.
- You must listen and respect the requests of the driver and the rules of the transportation department serving us on the trips. Be polite to your driver.

MOTEL

On occasion, the music department has an overnight activity.

- The person whose name appears first on the housing list is responsible for room keys.
- Respect motel wishes.
- Keep your door locked when not present in the room.
- Do not call outside the motel. Use lobby phone for this purpose.
- No room service.
- Comply with the guidelines set by the directors and chaperones for curfew.
- Absolutely no boys in girls' rooms and vice-versa without the doors wide open and ALL the lights on.
- Respect all motel property. Any vandalism will be paid out of the student's own pocket. If the perpetrator of the damage cannot be determined, those in the room will be held responsible.

SCHOOL POLICIES

In the event that the director or a chaperone feels it necessary to discipline a student for alcohol, tobacco, or drug use, these steps will be taken.

- The student will not be allowed to participate in any further activity, but will remain with the Director or Chaperone.
- At the earliest convenience the parents will be informed. If possible the student will be referred to the parents.
- See the "School District's Drug and Alcohol Policy".

- In each case, the student will immediately, upon return to school, be referred to the building administrator for any and all action.

It is expected that this policy will never have to be used. As a member of a music group, the pride, in oneself and group, should preclude any problems of this kind. The Fergus High School Music Department stands for excellence and quality which carries into all areas of performance and personal behavior.

Any music student using a school owned instrument is responsible for its care and maintenance. An annual rental fee of \$45.00 will be charged and collected the first week of the school year or whenever the instrument is assigned by the Director. Excessive damage will be assessed by the Director and handled through the administration. Instruments checked out for the summer must be approved on an individual basis by the Director.

V. **STANDARDS OF BEHAVIOR**

In order to build an exciting and productive music program, it is necessary that required standards of behavior be followed.

- Always play/sing to the best of your ability.
- During instruction and part work, students are to be quiet and are to cooperate with the Director.
- Be on time to all rehearsals and performances with proper materials.
- Students are to act orderly at all times.
- Absolutely no food, candy, gum, etc. in the music room.
- Playing well is fun. Practice makes you a better player.

VI. **INSTRUMENTS**

INSTRUMENTAL RENTAL

Any music student using a school owned instrument is responsible for its care and maintenance. An annual fee will be charged and collected the first week of the school year or whenever the instrument is assigned by the Director. The fee is assessed for maintenance and general upkeep costs. Any damage done to the instrument that is beyond normal wear and tear will be the responsibility of the student.

SUMMER INSTRUMENT RENTAL

Instruments can be checked out for the summer. It is wise to see if your parent's homeowners insurance will cover the cost of the instrument or equipment in the case of damage or loss.

INSTRUMENT LOSS

Students are responsible for their instruments at all times. Students are expected to provide their instrument model and serial number information to their director to enable staff to return instruments back to the rightful owner if and when an instrument is lost or misplaced. From time to time private instruments are left at the school and never picked up. Those instruments will be held and then placed on the school's inventory after 90 school days.

VII. PERFORMANCE ATTENDANCE

It is understood that all members of the Fergus Music Department realize that music is performance oriented and that all performances are required. Exceptions will be granted for the following:

- Death or severe illness in the immediate family
- Acts of God (severe weather conditions, fire etc.)
- School District's Drug & Alcohol policy

All performances are scheduled at the beginning of the school year, and it is the responsibility of the students to get that schedule to his or her parents, employer, or any persons requiring his or her time.

VIII. AWARDS

JOHN PHILIP SOUSA BAND AWARD

This nationally recognized award is given to a senior member of the band who has proven to be musically outstanding, exhibit leadership and citizenship, and display a positive attitude in all band activities.

LOUIS ARMSTRONG JAZZ AWARD

This nationally recognized award is given to the outstanding senior Jazz Band member.

MOST IMPROVED FRESHMAN AWARD FOR BAND

An award is given to the freshman that has steadily shown the most improvement throughout the year.

OUTSTANDING MUSICIAN AWARDS FOR BAND

Awards are given each year to outstanding freshman, sophomore and junior band members.

BAND LETTERS

Students wishing to earn a letter in band must meet three of the following requirements:

- Be a member in good standing of the Jazz Band
- Serve as a Symphonic Band section leader
- Perform with the pep band for at least 12 out of 16 games
- Be a member of the District 8 Honor Band
- Be a member of the Eastern A Honor Band
- Be a member of the All State band or orchestra
- Be a member of the Eastern Montana Jazz Band
- Qualify to perform at the State Solo and Ensemble festival

NATIONAL SCHOOL CHORAL AWARD

This award is given to a senior who has been a member of choir for all four years at Fergus. They must be musically outstanding, exhibit leadership and citizenship, and display a positive attitude in all activities.

DIRECTOR'S AWARD FOR CHORUS

This award is given to the outstanding freshman in the Choral Music Department.

CERTIFICATES

Certificates of award are presented annually to all music students who receive superior or excellent ratings at district and state honor groups.

IX. DRESS

BAND

Marching Band: Members will be assigned a pair of marching trousers, marching shirt, hat, and black gloves. It is the responsibility of the students to supply their own black shoes and socks.

Concert Band: Members will be assigned a pair of concert trousers, tuxedo jacket, and black bow tie. It is the responsibility of the students to supply their own white button-down shirt, black shoes and socks.

Symphonic Band: Members will be assigned a pair of concert trousers, tuxedo jacket, and blue bow tie and cummerbund. It is the responsibility of the students to supply their own white button-down shirt, black shoes and socks.

Jazz Band: Members will wear their concert tuxedo jacket and trousers with their blue pep band T-shirt. It is the responsibility of the students to supply their own black shoes and socks.

Pep Band: Members will have the option to purchase or borrow a blue Pep Band t-shirt. This shirt is to be worn with clean blue jeans or khaki pants.

CHOIR

Symphonic Choir: All: and Concert Choir	Members will be assigned a robe. This robe is not to leave the school building unless permission is given by the Director.
Boys:	Black dress pants, black dress shoes and socks
Girls:	Black dress shoes and black nylons
Women's Ensemble:	Dresses/pants should not be showing below the robe Dress will be provided. Students will need black shoes
Choralaires: All:	Dress will be chosen by the Director and members. Customarily women wear dresses and men wear tuxedos.

X. GRADES

BAND

Band students receive a semester grade of which 40% comes from each quarter grade and 20% comes from their semester test score.

Quarter grades are based on:

- Daily participation
A band can only be as successful as its least proficient member. Therefore, every student is held accountable to improve themselves for the good of the whole
- Individual performing skills
Students will be asked to perform playing quizzes to measure individual skills. These quizzes will assess pitches, rhythms, tone quality and general musicality
- Quizzes and other written assignments
Students will be asked to complete exercises in music theory and history. The skills gained from these assignments will help to develop music reading skills and to give a personal meaning to the music we perform.
- Concert participation
Above all else band is a performance based class. Students are required to attend all performances. Any unexcused absence will result in a drop of a full letter grade.

The philosophy of the music department is that a student must always strive to be the best they can possibly be. Daily participation, a willingness to learn, and concert attendance will ensure quality musical ensembles as well as high grades for its members. To earn a “D” or “F” grade, a student must fail to meet the minimum requirements. This is based upon the material presented to each student and his or her parents at the beginning of each school term.

CHOIR

Choir students receive a semester grade of which 40% comes from each quarter grade and 20% comes from their semester testing score. Each quarter grade is determined from their scores in these four main areas:

- Individual Performing Skills 30% of Grade
The student is responsible for his/her own part and can, through the course of preparation, perform his/her part with a high degree of competence.

- Tests & Quizzes 20% of Grade
Singing tests, and written quizzes and tests will be given. Quarter tests will be given; these may be singing, written or a combination of both.
- Class Participation & Attitude 45% of Grade.
Each choral student is expected to give maximum effort each and every day in rehearsals. A student who exhibits lack of preparation, disrupts class, or otherwise distracts from the rehearsal is exhibiting a poor attitude.
- Attendance 5% of Grade
Unexcused absences or tardies are detrimental to the class. Choir is a total participation situation and regular attendance is absolutely necessary. As in any academic area, chronic absence has a diverse affect on academic outcome. All rehearsals, concerts, and performances need to be attended. Class success depends upon everyone's consistent and positive participation.

Due to the importance of concert performance participation, any unexcused absence from a required performance will severely drop a students overall choir grade.

If a student successfully meets the four above criteria he or she will receive a passing or better grade. The philosophy of the music department is that a student must work at not achieving at least a “C” grade. Daily participation and attentiveness will insure the passing of choir. To earn a “D” or “F” grade, a student must fail to meet the minimum requirements.

GPA/CREDIT

Music students receive one credit per year for each music class. All credits count toward graduation requirements. Each semester a student's music grades are averaged in the student's grade point average, and count toward their overall school GPA and honor roll.

XI.

FOOD & DRINK

There is no food, drink, or gum allowed in the music room. Food blocks the air stream which is so critical to good playing and singing. When taking a breath you can inhale food and lodge it in your throat making for a dreadful situation. Food and drink also damage musical instruments in a very bad way. Water is permissible in a sealed container.

WE have had the opportunity to read the MUSIC HANDBOOK information and policies for this school year.

My son/daughter will be participating in. (**check all that apply**)

_____Band

_____Choir

_____Jazz Band

_____Chorales

Parent/Guardian Signature

Date

Student Signature

Date

Please return this page to your music director/teacher by September 15th

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

19

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

ITEM TITLE: APPROVE CONTRACT WITH GRANT THORNTON FOR REQUIRED CALCULATIONS OF THE QZAB

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 07/27/2009

SUMMARY:

The Board of Trustees needs to approve the contract for services with Grant Thornton to conduct the required calculations on the QZAB Sinking Fund.

Our new QZAB bond has a "bullet maturity"—one payment due at the end of the bond term. For the next eight years, the District will receive the levy proceeds used to make the final payment. We will then deposit these tax receipts in an escrow-type account called a 'sinking fund.' The sinking fund earns interest, which reduces the amount needed from the taxpayers. However, those earnings cannot exceed a certain threshold set by statute. The District must demonstrate compliance with this regulation and threshold each year until the bond is fully repaid.

Following is a draft engagement letter from Grant Thornton, the accounting firm recommended by our bond counsel to perform the required calculations. Board policy requires Board approval for contracts such as this one lasting longer than one year. Note that the first payment under this contract will be made in fiscal year 2011.

Please contact me with questions.

SUGGESTED ACTION: Approve Contract with Grant Thornton for Required Calculations of the QZAB Sinking Fund

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						



Grant Thornton

Mike Waterman
Business Manager
Lewistown Public Schools
21 Seventh Avenue South
Lewistown, MT 59457

Audit • Tax • Advisory

Grant Thornton LLP
200 S 6th Street, Suite 500
Minneapolis, MN 55402-1459

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June 29, 2009

\$2,087,250 Municipal Finance Consolidation Act Bonds, Series 2009
(Lewistown Elementary Schools Qualified Zone Academy Program)

Dear Mr. Waterman:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide to School District No. 1 (Lewistown) Fergus County, Montana (the "District"). The District has specified the following procedures, which will assist you in analyzing your sinking fund investments under laws contained in Section 148 of the Internal Revenue Code of 1986 and applicable Treasury Regulations, as amended, (collectively, the "Code"), with respect to the District's above-referenced issue (the "Bonds") for your use in determining the yield on the sinking fund created to retire the Bonds. Based upon the Code, relevant sections of the Bond transcript, and information and assumptions provided by or on behalf of the District, we will apply the following procedures:

- (1) Read relevant Bond documents, including but not necessarily limited to, the Fiscal Agency Agreement (collectively, the "Bond Documents") for the Bonds to understand the nature of this financing transaction. Specific Bond Documents and additional information will be requested separately.
- (2) Accumulate the relevant investment activity of the investments in the sinking fund subject to yield restriction.
- (3) Calculate the yield on the sinking fund and determine that it is less than the Discount Rate which is defined as 110% of the applicable Federal rate (AFR) for April 2009.

This engagement to apply agreed-upon procedures will be performed in accordance with Statements on Standards for Attestation Engagements established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the District. Grant Thornton shall be entitled to rely on the accuracy, completeness and reliability of all information provided by, and on all decisions and approvals of, the District and the District's retained advisors, consultants, or legal counsel. Consequently, we make no representation regarding the sufficiency of the procedures described in this letter either for the purpose for which these reports have been requested or for any other purpose. The compliance with the laws and regulations mentioned above is the responsibility of the District.

It is understood that our reports are intended solely for the information and use of those to whom this letter is addressed and is not intended to be and should not be used by anyone other than this specified party.

These agreed-upon procedures do not constitute an examination or review of the information provided to us, the objective of which would be the expression of an opinion on the completeness or accuracy of the information for purposes of these calculations. Accordingly, we will not express such an opinion and the District will indemnify and hold us harmless from any liability, damages and legal or other costs we might sustain in the event such information is false, provided however, that should the District subsequently become an audit client that requires our independence or in the event that such clause is contrary to regulatory or similar requirements, then said indemnity clause shall have no effect. Thus, an agreed-upon procedures engagement does not provide assurance that we will become aware of all significant matters that would be disclosed in an examination or review. If, as a result of applying the above procedures, any matters come to our attention that cause us to believe that such information should be adjusted, we will disclose those matters in our reports. However, it is possible that because of unexpected circumstances, we may determine that we cannot render a report or otherwise complete the engagement. If, in our professional judgment, the circumstances require, we may resign from the engagement prior to completion.

Our estimated fees for each annual yield calculation on the sinking fund will be \$2,000 beginning with the calculation on June 15, 2011. This quote includes only those services outlined above and any additional services such as appearing before judicial proceedings, governmental organizations, or the IRS, will be billed for separately.

I appreciate the opportunity to work with you on this engagement. If you have any questions about the engagement, please feel free to me at 612.677.5237.

GRANT THORNTON LLP



M. Joseph Smith
Partner - Public Finance
MJS/mcs

Agreed and Accepted: The foregoing letter fully describes the services required and is accepted by us.

By: _____ Date: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

20

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

ITEM TITLE: SECOND READING—POLICY #7320—PURCHASING

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 07/27/2009

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 July 27 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 Adoption of 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						

SECOND 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

07/27/2009

Agenda Item No.

21

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

ITEM TITLE: SECOND READING—POLICY #7320P—PURCHASING PROCEDURES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 07/27/2009

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 July 27 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 Adoption of 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						

SECOND 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 ba. _____ 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

07/27/2009

Agenda Item No.

22

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

ITEM TITLE: SECOND READING—POLICY #7400—CREDIT CARD USE

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 07/27/2009

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 July 27 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 Adoption of 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						

SECOND 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:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

23

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

ITEM TITLE: APPROVE SELECTION OF PROCUREMENT CARD

Requested By: Board of Trustees
Prepared By: Mike Waterman
Date: 07/27/2009

SUMMARY:

The Board of Trustees needs to review the procurement cards available and approve the selection of a card for the Lewistown Public Schools.

The model purchasing card program we observed utilized a new purchasing card program offered through the Montana Association of School Business Officials. However, a survey of local banks revealed cards with features similar to those offered by the MASBO p-card. These cards would offer the same procedural benefits we discussed, with the added benefit that they would allow us to keep our business in Lewistown.

Attached is an overview of the credit card options we considered. Based on this information, I recommend the District apply for the card offered through First Bank of Montana. Not only does their card offer the most advantageous features, their service team was also able to take me on a tour of their website and show me the controls that exist on their card. I believe the First Bank card's controls and the features will meet our needs and allow us to monitor and regulate card usage.

Please contact me with questions.

SUGGESTED ACTION: Approve Selection of Procurement Card from First Bank of Montana

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

Purchasing Card Options

July 27, 2009

Provider	Card	Online Account Management	ACH Payments	Rewards Options	Fees	Other Notes
American Express	American Express	Yes	Yes	1%	Yes	
Basin State Bank	VISA	Yes	Yes	1%	No	
First Interstate Business Card (Bank of the Rockies)	Mastercard	Yes	Yes	None	No	
First Interstate Business ScoreCard (Bank of the Rockies)	Mastercard	Yes	Yes	Airline and merchandised points	\$50 per card	
First Interstate Corporate MultiCard (Bank of the Rockies)	Mastercard	Yes	Yes	None	\$50 per month	
FirstBank of Montana	Mastercard/ VISA	Yes	Yes	1% to 1.25% based on annual purchases	Waived	
MASBO P-Card	Mastercard	Yes	Yes	1%, less MASBO holdbacks	No	
Wells Fargo Business Platinum	Mastercard	Yes	Yes	1%	Waived	\$50,000 max credit limit
Wells Fargo Corporate Card	Mastercard	Yes	Yes	None	No	
WellsOne Commercial Card (Wells Fargo P-Card)	VISA	Yes	Yes	None	\$50 per month, \$1000 implementation, \$35 card issuance	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/27/2009

Agenda Item No.

24

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

ITEM TITLE: APPROVE RESOLUTION OF INTENT TO SELL SURPLUS PROPERTY

Requested By: Board of Trustees
Prepared By: Mike Waterman
Date: 07/27/2009

SUMMARY:

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell the surplus property as stated on the attached notice.

SUGGESTED ACTION: Approve Notice of Resolution of Intent to Sell Surplus Property

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						

NOTICE OF RESOLUTION OF INTENT TO SELL

WHEREAS, certain personal property owned by School District Number One and High School District Number One, Fergus County, Montana, has been determined by the Board of Trustees of said School Districts to be obsolete surplus, and unsuitable for school purposes because it is out of date and not usable, being described as follows:

AB Dick Folder – Model 58	Gray Printer Cart
Kyocera Copier – KM-4035 with Sorter/Finisher	13 Dell PC's
HP Printer – 895 Cse	1 Microsys PC
HP Printer – 895 Cxi	1 IBM PC
HP Printer/Fax/Copier	1 Compaq PC
Panasonic Quiet KX-P2123 24-pin Printer	30 CRT Monitors
HP B&W LaserJet Printer	10 Dell PC's
2 – HP Color Laser Printers	2 CD Towers
Misc science books	1 HP Color Inkjet Printer
Electric Bun Slicer	1 HP Multifunction Printer
3-Door Reach-In Freezer	3 Microfiche Machines
Overhead Projector	1 IBM Typewriter
20 Damaged Desks	1 Radio Shack VHS
Teacher Desks	3 CRT Monitors
2 cases AR400MT Sharp Copier Toner	4 Dell PC's
4 each Selex/Canon 3580 Copier Toner	1 Clincher PC
1 – 10 lb. Postal Scale	30 PS2 Keyboards
2 – TI-5660 10-key Calculators	16 Dell PC's
2 – Rubber Stamp Racks	28 CRT Monitors
Okidata Microline 395 24-pin printer	13 Dell PC's

WHEREAS, an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

THEREFORE BE IT RESOLVED that the Trustees of said School Districts authorize the sale and disposal of the above listed property.

BE IT FURTHER RESOLVED that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

DONE at Lewistown, Montana, this 27th day of July, 2009.

DAVE BYERLY, CHAIRMAN
BOARD OF TRUSTEES
SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE

ATTEST:

MIKE WATERMAN
BUSINESS MANAGER/CLERK
SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE

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

LEWISTOWN PUBLIC SCHOOLS
2009-2010 SCHOOL CALENDAR

A. Pupil Instruction

First Semester				89 Days	Second Semester				91 Days
FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
First Week	Aug	25 --	Aug 28	4	First Week	Jan	25 --	Jan 29	5
Second Week	Aug	31 --	Sept 4	5	Second Week	Feb	1 --	Feb 5	5
Third Week	Sept	8 --	Sept 11	4	Third Week	Feb	8 --	Feb 12	5
Fourth Week	Sept	14 --	Sept 18	5	Fourth Week	Feb	15 --	Feb 19	5
Fifth Week	Sept	22 --	Sept 25	4	Fifth Week	Feb	22 --	Feb 25	4
Sixth Week	Sept	28 --	Oct 2	5	Sixth Week	Mar	1 --	Mar 5	5
Seventh Week	Oct	5 --	Oct 9	5	Seventh Week	Mar	8 --	Mar 12	5
Eighth Week	Oct	12 --	Oct 14	3	Eighth Week	Mar	15 --	Mar 19	5
Ninth Week	Oct	19 --	Oct 23	5	Ninth Week	Mar	22 --	Mar 26	5
Tenth Week	Oct	26 --	Oct 30	5	Tenth Week	Mar	29 --	Mar 30	2
				45					46

SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
First Week	Nov	2 --	Nov 4	3	First Week	Mar	31 --	Apr 1	2
Second Week	Nov	9 --	Nov 13	5	Second Week	Apr	6 --	Apr 9	4
Third Week	Nov	16 --	Nov 20	5	Third Week	Apr	12 --	Apr 16	5
Fourth Week	Nov	23 --	Nov 24	2	Fourth Week	Apr	19 --	Apr 23	5
Fifth Week	Nov	30 --	Dec 4	5	Fifth Week	Apr	26 --	Apr 30	5
Sixth Week	Dec	7 --	Dec 11	5	Sixth Week	May	3 --	May 7	5
Seventh Week	Dec	14 --	Dec 18	5	Seventh Week	May	10 --	May 14	5
Eighth Week	Jan	4 --	Jan 8	5	Eighth Week	May	17 --	May 21	5
Ninth Week	Jan	12 --	Jan 15	4	Ninth Week	May	24 --	May 28	5
Tenth Week	Jan	18 --	Jan 22	5	Tenth Week	Jun	1 --	Jun 4	4
				44					45

B. Pupil Instruction Related Days (No School for Students)

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

2009-2010		
Regular Board Meetings		
July	27	5:30 p.m.
Aug.	10	5:30 p.m.
Aug.	24	7:00 p.m.
Sept.	14	7:00 p.m.
Sept.	28	7:00 p.m.
Oct.	12	7:00 p.m.
Oct.	26	7:00 p.m.
Nov.	9	7:00 p.m.
Nov.	23	7:00 p.m.
Dec.	14	7:00 p.m.
Jan.	11	7:00 p.m.
Jan.	25	7:00 p.m.
Feb.	8	7:00 p.m.
Feb.	22	7:00 p.m.
Mar.	8	7:00 p.m.
Mar.	22	7:00 p.m.
Apr.	12	7:00 p.m.
Apr.	26	7:00 p.m.
May	10	7:00 p.m.
May	24	7:00 p.m.
June	14	5:30 p.m.
June	28	5:30 p.m.

C. Holidays (Dates Inclusive)

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