

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, August 24, 2009

REGULAR BOARD MEETING

CALL TO ORDER (7:00 P.M.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Discussion—Facilities Review
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

6. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

8. Minutes of the August 10, 2009, Regular Board Meeting

APPROVAL OF CLAIMS

9. Claims

CONSENT GROUP ITEMS

10. Approve Substitute(s)
11. Approve Substitute List for the 2009-2010 School Year
12. Approve Out-of-District Enrollment Request
13. Approve Lewistown Junior High School General Ledger Report for the 2008-2009 School Year
14. Approve Fergus High School General Ledger Report for the 2008-2009 School Year
15. Approve Lewistown Junior High School Activity Fund Reports for June and July 2009

INDIVIDUAL ITEMS

16. Approve Personnel Report
17. Approve Certified Employee Handbook
18. Approve Reissuing of Lost Payroll Warrants

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

08/24/2009

Agenda Item No.

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- 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:** 08/24/2009

SUMMARY:

The Board of Trustees would like to continue the discussion regarding the Facilities Master Plan and recommendations made by the Facilities Steering Committee. Attached is the schedule for presentations that will be made to the community and staff.

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 Facilities Review Schedule

August 17, 2009

Below are the tentative dates and times of upcoming facilities presentations. I will update this list as more are scheduled.

Date	Time	Place	Group
August 21, 2009	8:30AM	Fergus	District Staff
August 24, 2009	12:00PM	Yogo Inn	Rotary
August 24, 2009	6:00PM	Highland Park	Open House
September 1, 2009	12:15PM	Yogo Inn	Board of Realtors
September 1, 2009	5:30PM	Lewis and Clark	Open House
September 3, 2009	6:40PM	Garfield	Open House
September 8, 2009	7:00AM	Chamber Office	Chamber Board
September 8, 2009	12:00PM	Yogo Inn	Kiwanis
September 8, 2009	6:00PM	Junior High	Open House
September 9, 2009	8:00AM	Lincoln Board Rm.	Local Pastors
September 9, 2009	1:00PM	Council on Aging	Public Forum
September 10, 2009	7:00PM	Fergus	Open House
September 16, 2009	7:00AM	Basin State Bank	Port Authority

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

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- Minutes/Claims
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ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 08/24/2009

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

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- Minutes/Claims
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 Action - Consent
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ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 08/24/2009

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

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- Minutes/Claims
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 Action - Consent
 Action - Indiv.

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 08/24/2009

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.

- ❖ All Staff Orientation—Substitute Training—Back-to-School Picnic
- ❖ Roundtable Schedule
- ❖ MTSBA'S "Back to School" Legal Primer—See Attached List for Dates and Locations
- ❖ MCEL—October 14-16, 2009—Missoula—Need Rooms Reserved by September 18, 2009
- ❖ Open Houses –

Highland Park	Monday, August 24
Lewis & Clark	Tuesday, September 1
Garfield	Thursday, September 3
Junior High	Tuesday, September 8
Fergus High	Thursday, September 10

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						

BOARD OF TRUSTEES ROUNDTABLE SCHEDULE

2009-2010

Tentative -- July 28, 2009

Date	Group	Time	Meeting Site
November 9, 2009	Garfield Elementary	5:00-7:00 p.m.	Garfield Elementary School
November 23, 2009	Lewis & Clark Elementary	5:00-7:00 p.m.	Lewis & Clark Elementary School
December 14, 2009	Highland Park Elementary	5:00-7:00 p.m.	Highland Park Elementary School
January 11, 2010	FHS Staff	5:00-7:00 p.m.	Fergus High School
January 25, 2010	Junior High School	5:00-7:00 p.m.	Junior High School
February 8, 2010	Classified Staff	5:00-7:00 p.m.	Lincoln Board Room
February 22, 2010	LEA	5:00-7:00 p.m.	Lincoln Board Room
March 8, 2010	FHS Students	5:00-7:00 p.m.	Fergus High School
March 22, 2010	Admin Council	5:00-7:00 p.m.	Lincoln Board Room



MTSBA’S “BACK TO SCHOOL” LEGAL PRIMER

It is that time of year again – the start of a new school year. If your District operates under a philosophy that strong and informed leadership enhances student achievement and you want your District’s administration and board to engage in “best practices” to operate as a well-informed, cohesive team with everyone having access to the same information, and minimize your risks (i.e., litigation), then this workshop is for you!!! The focus of this highly interactive all-day workshop will be on student issues and employment issues.

- **Student Rights and Responsibilities.** This segment will provide participants with needed information relating to student discipline, extra-curricular activities, disabilities, speech and the due process procedures that must be followed in student related matters.
- **Employment Matters.** This segment will focus on evaluation of staff, compliance with provisions in collective bargaining agreements and contracts, employee discipline, fair labor standards, and its application to coaches and other extra-duty assignments.
- **Policy/Handbook Update.** This segment will focus on recent changes to MTSBA model policies and will provide recommended language for both student and staff handbooks and how statements in your handbooks could impact your liability.
- **Frequently Asked Questions/Question & Answer Session.** There are always school related questions that impact everyone. This session will be an informal opportunity to ask any question whether it be on a topic covered during the day or not.

Mail or Fax to: MTSBA, 863 Great Northern Blvd., Suite 301, Helena MT 59601; 406-442-2194
Register on-line at: www.mtsba.org

District Name _____
Address _____ City _____ Zip _____
Confirmation Email: _____

Register the following individuals at the following city. **Mark only one selection:**

- ___ August 24, 2009 Missoula – Wingate Inn, 5252 Airway Blvd
- ___ August 24, 2009 Billings – Holiday Inn Grand, 5500 Midland Rd
- ___ August 25, 2009 Great Falls – Paris Gibson Education Center, Cafeteria, 2400 Central Avenue
- ___ August 25, 2009 Miles City – Custer County High School, West Multi-Purpose Room, 20 South Center
- ___ August 26, 2009 Glasgow – Glasgow School District, Board Room, 200 7th Street North
- ___ August 31, 2009 Kalispell – Glacier High School, Board Room, 275 Wolfpack Way
- ___ September 1, 2009 Bozeman – Willson School, Board Room, 404 West Main Street
- ___ September 2, 2009 Butte – East Middle School, Auditorium, 2600 Grand Avenue

Attendee Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Registration starts at 9:00 a.m.
Workshop 9:30 a.m. – 12:30 p.m.
Lunch on your Own 12:30 p.m. – 2:00 p.m.
Workshop 2:00 p.m. – 5:00 p.m.

Coffee & Snacks provided.

Registration fees for members and county superintendents: Participants registering from member districts will be charged \$120 per participant for the first 3 members of your district, the remaining members registered from your district will be charged \$20 per participant to cover costs (i.e., materials).

Cancellations/No Shows: There will be a \$20 charge.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

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- Minutes/Claims
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 Action - Consent
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ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 08/24/2009

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

08/24/2009

Agenda Item No.

8

- 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:** 08/24/2009

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the August 10, 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
AUGUST 10, 2009

The Board of Trustees of School District Number One and High School District Number One held a regular meeting Monday, August 10, 2009, at 5:30 p.m. in the Lincoln Building Board Room, Lewistown, Montana.

TRUSTEES PRESENT: Becky Jackson, Jennifer Granot, Stan Monger, Mary Schelle, Jeremy Bristol

ROLL CALL

STAFF PRESENT: Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman, Sandi Chamberlain, Matt Lewis, Andrea Payne

OTHERS PRESENT: Dale Lambert, Doreen Heintz-Lewistown News-Argus, Joe Zahler-KXLO/KLCM Radio, and other interested parties

TRUSTEES ABSENT: Chairman Dave Byerly, Monte Weeden

Becky Jackson acted as Chairman.

Matt Lewis led the group in the Pledge of Allegiance.

PLEDGE

Discussion was continued on the Facilities Master Plan and the recommendations made by the Facility Steering Committee.

DISCUSSION -
FACILITIES
REVIEW

The Board came to a consensus on the 2009-10 goals as presented.

DISCUSSION -
LEWISTOWN PUBLIC
SCHOOLS 2009
STRATEGIC PLAN

The Buildings and Grounds Committee will meet with engineer Tom Scott at 11:00 a.m. on August 27, 2009.

REPORT -
COMMITTEES OF
THE BOARD

Members of the Board expressed their condolences to the Kennedy family.

CALENDAR ITEMS

Investment earning for July was reported with \$1,025.62 in the elementary funds and \$462.15 in the high school funds for a total of \$1,487.77.

REPORT -
INVESTMENT

Orientation for new teachers has been scheduled to be held on Thursday, August 20, 2009, and the first day of school for students is August 25, 2009. Matt Lewis, principal at Lewis & Clark Elementary School, reported on the progression of achieving adequate yearly progress in all of the schools. Neither the elementary nor the high school district made adequate yearly progress during the 2008-09 school year. It was noted that a second grade teacher submitted her resignation on August 10, 2009. Existing teachers will be reassigned and an additional aide will be hired to fill the vacancy.

OTHER ITEMS

Superintendent Jason Butcher also addressed the recent accident in the weight room at Fergus High School. No policy changes are currently being pursued as a result of the incident.

OTHER ITEMS -
CONTINUED

There was no public input.

PUBLIC
PARTICIPATION

Minutes of the Regular Board Meeting of July 27, 2009, were approved unanimously (Granot/Schelle).

APPROVAL OF
MINUTES

The claims referenced in the 2009-10 Bill Schedule and submitted through August 6, 2009, were approved unanimously (Monger/Bristol).

APPROVAL OF
CLAIMS

A motion to approve consent group items 12-14 was approved unanimously (Bristol/Granot).

CONSENT GROUP
ITEMS

12. Approve adding David Wharton, Branigan King, and Shaylea Stewart to the Substitute Teachers/Assistants List, and adding Justin Martin to the Substitute Custodians List.

APPROVE
SUBSTITUTES

13. Approve the Substitute Teachers/Assistants List for the 2009-10 school year.

APPROVE
SUBSTITUTE
TEACHERS/
ASSISTANTS LIST

14. Approve the Fergus High School Activity Fund Report for July, 2009.

APPROVE FERGUS
HIGH SCHOOL
ACTIVITY FUND
REPORT

15. Approve the 2009-10 Elementary Expenditure Budget (Bristol/Granot - unanimous).

APPROVE 2009-10
ELEMENTARY
EXPENDITURE
BUDGET

General	\$5,526,429.92
Transportation	845,000.00
Bus Depreciation	932,348.67
Tuition	1,300.00
Retirement	950,000.00
Technology	127,521.22
Flex	74,661.55
Debt Service	260,906.25
Building Reserve	<u>370,005.19</u>
TOTAL	<u>\$9,088,172.80</u>

16. Approve the 2009-10 High School Expenditure Budget (Bristol/Schelle - unanimous).

APPROVE 2009-10
HIGH SCHOOL
EXPENDITURE
BUDGET

General	\$3,269,715.71
Transportation	475,000.00
Bus Depreciation	497,657.70
Tuition	200.00
Retirement	475,000.00
Adult Education	85,000.00
Technology	111,920.68
Flex	75,411.46
Building Reserve	<u>503,686.27</u>
TOTAL	<u>\$5,493,591.82</u>

The meeting was adjourned at 7:05 p.m. The next regular meeting will be held on August 24, 2009, at 7:00 p.m. in the Lincoln Building Board Room (Jackson - unanimous).

ADJOURNMENT

BECKY JACKSON
ACTING BOARD CHAIRMAN

MIKE WATERMAN
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/24/2009

Agenda Item No.

9

- 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:** 08/24/2009

SUMMARY:

Approve claims paid through August 20, 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

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Agenda Item No.

10 - 15

<u>Agenda Items</u>	<u>Additional Information</u>
<p>10. Approve Substitute(s)</p> <p>11. Approve Substitute List for the 2009-2010 School Year</p> <p>12. Approve Out-of-District Enrollment Request</p> <p>13. Approve Lewistown Junior High School General Ledger Report for the 2008-2009 School Year</p> <p>14. Approve Fergus High School General Ledger Report for the 2008-2009 School Year</p> <p>15. Approve Lewistown Junior High School Activity Fund Reports for June and July 2009</p>	

SUGGESTED ACTION: Approve All Items

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

08/24/2009

Agenda Item No.

10

- 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:** 08/24/2009

SUMMARY:

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

Substitute Teacher/Aide List:

Jodi Kindzerski	A.S. Nursing
Carol Lombard	M.A. Sociolinguistics
Whitney Miller	College Student – Biology
Julia Seng	B.S. Agribusiness
Bard "Dan" Tiegen	B.A. Economics & Anthropology

Substitute Bus Driver List:

Leslie "Bud" Leap
Dennis Noel

Substitute School Food List:

Marlaina Kelly

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

08/24/2009

Agenda Item No.

11

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

ITEM TITLE: APPROVE SUBSTITUTE LIST FOR THE 2009-2010 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 08/24/2009

SUMMARY:

The Board of Trustees formally hires all employees annually. Consequently, substitutes should be hired by the Trustees each year. Attached is the list of substitutes that have returned the "Letter of Reasonable Assurance for Substitute Employees" expressing their desire to remain on the substitute list for the 2009-2010 School Year.

The attached list shows those substitutes who returned letters after the last agenda was published.

SUGGESTED ACTION: Approve Substitute List for the 2009-2010 School Year

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

08/24/2009

Agenda Item No.

12

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

ITEM TITLE: APPROVE OUT-OF-DISTRICT ENROLLMENT REQUEST

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 08/24/2009

SUMMARY:

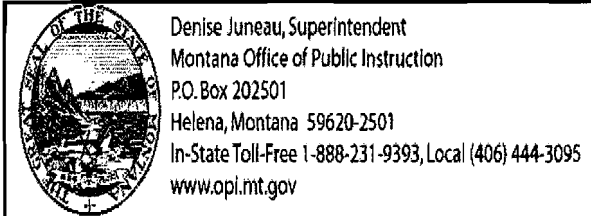
The Board of Trustees needs to approve the enrollment request for an out-of-district student to attend Fergus High School.

SUGGESTED ACTION: Approve Out-of-District Enrollment Request

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						



STUDENT ATTENDANCE AGREEMENT

School Year 20 09 - 20 10
 (Elementary and High School)

Instructions: (use separate form for each student)

Parent/Guardian or Official of Placing State Agency/Court or District: Complete Part I and submit to clerk of District of Choice/Placement. Use one form for each student. You should receive a copy of the form back, indicating approval or denial.

District of Choice/Placement: Trustees may act on this application when submitted by a parent/guardian or placing state agency or court official. However, the district may not count the student as an "eligible transportee" for state and county transportation reimbursement without the signature of the resident district on this application. **If approved:** send copies of the approved form to: 1) parent/guardian or official of the state agency/court; 2) clerk of the District of Residence; and 3) the Superintendent of Public Instruction, if the state will pay tuition and/or transportation costs. **If not approved:** send copies to parent/guardian or official of placing state agency/court.

District of Residence: (Approval in Section IV is necessary to allow District of Choice/Placement to transport the non-resident student as an "eligible transportee" for purposes of state/county transportation reimbursement OR if District of Residence is responsible for paying tuition.) **If approved,** send copies to: 1) parent/guardian or official of placing agency/court; 2) clerk of District of Choice/Placement; and 3) county superintendents of each county. **If not approved,** notify parent/guardian and District of Choice/Placement.

Superintendent of Public Instruction: (For placements only) OPI approval is required if the state will pay tuition or transportation. OPI must receive and approve this form and a form FP-15 Tuition Report NO LATER than June 30 in the year following attendance.

SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN OR OFFICIAL OF STATE AGENCY/COURT

I request that the following student be allowed to attend in a school district outside the student's District of Residence.

Student Name (Last, First, M.I.) Devin Reppe	Birth date (18 year olds are residents) Mo <u>03</u> Day <u>06</u> Year <u>1992</u>	Grade (for year of attendance) <u>Senior</u>
Student Address 208 1st Avenue N.	City/State/Zip Code Moore, MT 59457	If Kinder (circle one) <input type="radio"/> K Half or K Full
District of Residence (Where parent resides--see 1-1-215, MCA) Moore School District	What school district should be contacted for student records? Belgrade Public Schools	
District of Choice/Placement Fergus High School District	Date Attendance will Begin: August 25, 2009	Days in School Year: 175
Reason for Request: (check all that apply)		
<input checked="" type="checkbox"/> Parent/Guardian Request	<input type="checkbox"/> State Agency Placement	<input type="checkbox"/> Foster Care Placement
<input type="checkbox"/> Group Home Placement	<input type="checkbox"/> Court Placement	<input type="checkbox"/> District-to-District Placement
Name of Parent/Guardian -OR- Name and Title of Official of State Agency/Court Responsible for Placement: (print) Tracy & Jeffrey Huck		Telephone Number 374-2502
Representing (Name and Address of State Agency/Court, if applicable)		
This agreement will be returned to the parent/guardian after approval/disapproval and will specify the costs, if any, which will be charged to the parent/guardian for attendance. If the student attends under this agreement, the parent/guardian agrees to pay the costs, if any, charged to him or her under the terms of this agreement.		
Signature of Requestor: _____		Date: August 18, 2009

SECTION II: TRANSPORTATION - TO BE COMPLETED BY DISTRICTS OF CHOICE/PLACEMENT AND RESIDENCE

Parties must specify here the responsibilities and costs for transportation. Districts can charge for transporting nonresident students if costs exceed the amount reimbursed to the district by the state and county (i.e., may charge "over-schedule" costs). For parent requests, mileage reimbursements can be provided only for the distance from the home to the closest school or bus stop, less 3 miles each direction, regardless of which school district the student attends.

NO TRANSPORTATION will be provided. Parent/guardian will transport at own expense. (GO TO SECTION III.)

Check all that apply	<p>District of Choice/Placement will provide transportation: In order to claim a non-resident student as an "eligible transportee" for purposes of state and county reimbursement, the approval of the District of Residence is required in Section IV. Without approval, the District of Choice/Placement may not transport the student at state/county expense.</p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parents \$ _____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging District of Residence \$ _____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Bus service, charging State of Montana \$ _____ per year (over-schedule costs only -- attach documentation of costs)</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p> <p>District of Residence will provide transportation:</p> <p><input type="checkbox"/> Bus service, at NO COST</p> <p><input type="checkbox"/> Bus service, charging parent \$ _____ per _____ (attach payment schedule)</p> <p><input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)</p>
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SECTION III: TUITION COSTS - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

"Mandatory" means the attendance meets criteria in Section 20-5-321, MCA. Both districts must accept the attendance request if any of the following is true: (a) Student lives closer to school the student wishes to attend, and more than 3 miles from own school, and the resident school does not provide bus transportation or mileage reimbursements; (b) The County Transportation Committee has determined that geographic barriers make it impractical for student to attend his own school; (c) Another child of the student's family must attend high school in a different elementary district, and the student can more conveniently attend the elementary district where the high school is located, AND the elementary student lives more than 3 miles from his own school; (d) Student is placed by court in youth care facility (abused, neglected, dependent, or youth in need of supervision); or (e) Student is placed in foster care or a group home by parent, state or court.

"Discretionary" (20-5-320, MCA) means conditions do not require mandatory acceptance. Trustees of either district may disapprove the application.

NOTE: Tuition for students in special education or students without disabilities who are placed in group homes or residential treatment facilities may include a regular education rate and an additional special rate. In that case, the tuition amount is the sum of the regular ed rate and the special rate.

<input type="checkbox"/> Tuition is <u>waived</u> . No tuition will be charged. (GO TO SECTION IV)	REGULAR ED RATE	SPECIAL RATE (ATTACH FP-14A)	TOTAL ANNUAL TUITION (Note: Prorate final charges based on number of days enrolled)
Check One and indicate the Annual Amount of Tuition			
Parent/Guardian Request:			(Parent/Guardian)
<input type="checkbox"/> (discretionary) Parent/Guardian requests to enroll student <u>outside</u> district of residence.			(Parent/Guardian)
<input type="checkbox"/> (mandatory) Elementary student to attend where high school age sibling(s) attends.			(District of Residence)
<input type="checkbox"/> (mandatory) Student lives closer to school of choice and at least 3 miles from resident district school AND district of residence provides no bus service or mileage reimbursements.			(District of Residence)
<input type="checkbox"/> (mandatory) Geographic barrier prohibits attendance in District of Residence. District of Residence will be charged.			(State of Montana)
State/Court Placement: (includes Parental & State/Court Foster and Group Home Placements)			(State of Montana)
<input type="checkbox"/> (mandatory) The State of Montana will be charged. (See 20-5-323, MCA for allowable tuition charges.)			(District of Residence)
District-to-District Placement: (initiated by District of Residence)			(District of Residence)
<input type="checkbox"/> (discretionary) District of Residence will be charged.			

SECTION IV: AGREEMENTS AND SIGNATURES

A. DISTRICT OF CHOICE/PLACEMENT - This signature is required for both discretionary and mandatory agreements.
 The Board of Trustees:
 DISAPPROVES APPROVES this application subject to receipt of transportation/tuition charges stated on the application.

Print Name of Chairperson, Board of Trustees: _____
 Signature of Chairperson, District of Choice/Placement: _____ Date: _____

B. DISTRICT OF RESIDENCE

DISCRETIONARY:
 The Board of Trustees:
 DOES NOT PERMIT PERMITS the District of Choice/Placement to claim this student as an "ELIGIBLE TRANSPORTEE" for purposes of state and county transportation reimbursement.
 DISAPPROVES APPROVES this application allowing the student to enroll outside the District of Residence, and agrees to pay the costs of tuition stated in Section III and over-schedule transportation costs stated in Section II, if any.

MANDATORY:
 The Board of Trustees:
 ACKNOWLEDGES this application, allowing the student to enroll outside the District of Residence, and agrees to pay tuition stated in Section III and over-schedule transportation costs stated in Section II, if any.
 Print Name of Chairperson, Board of Trustees _____

Signature of Chairperson, District of Residence: _____ Date: _____

C. SUPERINTENDENT OF PUBLIC INSTRUCTION - This signature is required if the State of Montana will be charged for any costs of tuition or transportation.

MANDATORY ONLY:
 The Superintendent of Public Instruction:
 ACKNOWLEDGES this application and agrees to pay tuition stated in Section III, if any, and any over-schedule transportation costs stated in Section II, if any, subject to the state laws and administrative rules, on behalf of the State of Montana.

Print Name of OPI Representative: _____
 Signature of OPI Representative: _____ Date: _____

Payment Dates:	
If PAID BY: District	Half by 12/31 and half by 6/15 of year following attendance year
State	During year following year of attendance
Parent/guardian	During year of attendance, based on payment schedule provided by district policy

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/24/2009

Agenda Item No.

13

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

ITEM TITLE: APPROVE LEWISTOWN JUNIOR HIGH SCHOOL GENERAL LEDGER REPORT FOR THE 2008-2009 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Christy Rogers **Date:** 08/24/2009

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School General Ledger Report for the 2008-2009 School Year.

SUGGESTED ACTION: Approve Lewistown Junior High School General Ledger Report for the 2008-2009 School Year

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: 07/01/2008
To : 06/30/2009

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1202.65	792.65	-148.70	0.00	1846.60	0.00	1846.60
000105 Builder's Club	30.69	148.55	-123.16	50.00	106.08	0.00	106.08
000115 Cheerleaders	150.31	5539.73	-4417.32	0.00	1272.72	0.00	1272.72
000120 Consumer Tech	864.98	2159.96	-2512.06	-53.27	459.61	0.00	459.61
000125 FACS	90.67	1743.26	-1613.02	0.00	220.91	0.00	220.91
000130 BC,SC Store	1980.82	2269.70	-2431.10	53.27	1872.69	0.00	1872.69
000135 Music	103.04	-3.49	0.00	0.00	99.55	0.00	99.55
000140 Photo Club	1906.57	4701.43	-4707.38	-50.00	1850.62	0.00	1850.62
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	1263.19	9975.01	-10710.90	0.00	527.30	0.00	527.30
000155 Ski Club	282.96	4050.50	-2781.79	0.00	1551.67	0.00	1551.67
000160 Student Council	1844.77	904.14	-1693.64	0.00	1055.27	0.00	1055.27
000180 NEWS	31.71	683.04	-660.93	0.00	53.82	0.00	53.82
000190 COMPUTER SERV LEARNING	132.40	-3.51	0.00	0.00	128.89	0.00	128.89
Group Total	9884.76	32960.97	-31800.00	0.00	11045.73	0.00	11045.73
Grand Total	9884.76	32960.97	-31800.00	0.00	11045.73	0.00	11045.73

From: 07/01/2008
To : 06/30/2009

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000991 Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 Checking	9890.03	32960.97	-31800.00	0.00	11051.00	0.00	11051.00
000993 Savings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group Total	9890.03	32960.97	-31800.00	0.00	11051.00	0.00	11051.00
Grand Total	9890.03	32960.97	-31800.00	0.00	11051.00	0.00	11051.00

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

Bookkeeper: _____ Date: __/__/__
Principal: _____ Date: __/__/__

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/24/2009

Agenda Item No.

14

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL GENERAL LEDGER REPORT FOR THE
2008-2009 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Robin Moline **Date:** 08/24/2009

SUMMARY:

The Board of Trustees needs to approve the Fergus High School General Ledger Report for the 2008-2009 School Year.

SUGGESTED ACTION: Approve Fergus High School General Ledger Report for the 2008-2009 School Year

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: 07/01/2008
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
000001 AFS	9.19	0.00	0.00	0.00	9.19	0.00	9.19
000005 ANNUAL	155.46	14082.32	-278.96	-25.00	13933.82	0.00	13933.82
000006 A.P. TESTS	1175.72	1422.00	-1331.00	-25.00	1241.72	0.00	1241.72
000008 BAND	32349.71	13940.50	-40578.11	-579.97	5132.13	0.00	5132.13
000009 EASTERN MT JAZZ	0.00	1162.81	-1205.35	805.00	762.46	0.00	762.46
000010 BPA	260.87	6495.93	-6233.20	370.00	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	204.76	140.00	-30.00	-25.00	289.76	0.00	289.76
000016 Student Store	201.77	50.00	0.00	0.00	251.77	0.00	251.77
000017 CHEERLEADERS	4515.11	10647.36	-10366.10	-224.44	4571.93	0.00	4571.93
000018 NHS - CLAWS	364.06	120.00	-449.22	341.00	375.84	0.00	375.84
000020 CONCESSIONS	1570.29	24666.92	-20484.75	-3522.10	2230.36	0.00	2230.36
000021 EAGLE RENAISSANCE	1969.43	930.00	-775.00	-25.00	2099.43	0.00	2099.43
000022 EAGLETTES	0.41	0.00	0.00	-0.41	0.00	0.00	0.00
000024 F CLUB	2665.41	0.00	-1619.09	-25.00	1021.32	0.00	1021.32
000026 FERGUS NEWSPAPER	1042.25	25.00	-1590.00	625.36	102.61	0.00	102.61
000028 FFA	9353.51	23715.81	-10238.90	-885.00	21945.42	0.00	21945.42
000030 FCCLA	529.58	11076.08	-10203.11	820.00	2222.55	0.00	2222.55
000032 FINANCIAL ADMINISTR.	686.23	1290.23	-1753.98	600.00	822.48	0.00	822.48
000033 FLY FISHING	0.00	65.00	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	85.63	1398.40	-578.36	600.00	1505.67	0.00	1505.67
000036 VICA	252.44	528.50	-1151.84	837.00	466.10	0.00	466.10
000038 KEY CLUB	976.06	4754.89	-5555.69	100.00	275.26	0.00	275.26
000039 PARKING FINES	1573.25	274.70	-439.50	0.00	1408.45	0.00	1408.45
000040 PEP CLUB	0.15	0.00	0.00	-0.15	0.00	0.00	0.00
000042 SCIENCE CLUB	12880.46	1342.00	-1306.15	275.00	13191.31	0.00	13191.31
000047 SKI CLUB	1162.33	19870.00	-19794.45	886.00	2123.88	0.00	2123.88
000048 STUDENT ACT. TICKETS	0.00	7945.00	-5929.82	-2015.18	0.00	0.00	0.00
000050 STUDENT COUNCIL	11028.29	12074.85	-25132.14	4325.95	2296.95	0.00	2296.95
000052 THESPIANS	2379.37	1259.65	-1250.70	-325.00	2063.32	0.00	2063.32
000055 TOURNAMENTS	1622.65	2436.00	-2640.00	-350.00	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	2295.65	10673.25	-9417.18	-225.00	3326.72	0.00	3326.72
000066 DISTRICT 8 MUSIC	0.00	8826.50	-5981.36	-25.00	2820.14	0.00	2820.14
000070 WEIGHT CLUB	1158.99	4538.00	-1593.85	-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	1340.33	0.00	-77.30	-1263.03	0.00	0.00	0.00
000109 CLASS OF 2009	2748.90	0.00	-1403.90	-1345.00	0.00	0.00	0.00

From: 07/01/2008
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	519.58	17975.12	-11695.47	-25.00	6774.23	0.00	6774.23
002010 CLASS OF 2010	0.00	8567.38	-7303.50	49.97	1313.85	0.00	1313.85
002011 CLASS OF 2011	232.00	130.00	0.00	-25.00	337.00	0.00	337.00
002012 FCCLA/CULINARY	246.82	842.22	-1411.76	325.00	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	101826.35	213266.42	-209799.74	0.00	105293.03	0.00	105293.03
	-----	-----	-----	-----	-----	-----	-----
Grand Total	101826.35	213266.42	-209799.74	0.00	105293.03	0.00	105293.03

From: 07/01/2008
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
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	77991.13	213266.42	-209799.74	-7903.30	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	185.00	0.00	0.00	168.50	353.50	0.00	353.50
000997 TRAVEL ACCOUNT	1251.36	0.00	0.00	7734.80	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	108002.12	213266.42	-209799.74	0.00	111468.80	0.00	111468.80
Grand Total	108002.12	213266.42	-209799.74	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: ___/___/___

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/24/2009

Agenda Item No.

15

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

ITEM TITLE: APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORTS FOR JUNE AND JULY 2009

Requested By: Board of Trustees **Prepared By:** Christy Rogers **Date:** 08/24/2009

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund reports for June and July 2009.

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

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

NOTES:

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

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

General Ledger Report

From Account: 1
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1846.56	0.04	0.00	0.00	1846.60	0.00	1846.60
000105 Builder's Club	106.04	80.04	-80.00	0.00	106.08	0.00	106.08
000115 Cheerleaders	1272.68	0.04	0.00	0.00	1272.72	0.00	1272.72
000120 Consumer Tech	1660.88	182.80	-1330.80	-53.27	459.61	0.00	459.61
000125 FACS	220.87	7.54	-7.50	0.00	220.91	0.00	220.91
000130 BC,SC Store	1844.38	0.04	-25.00	53.27	1872.69	0.00	1872.69
000135 Music	99.52	0.03	0.00	0.00	99.55	0.00	99.55
000140 Photo Club	3354.10	174.54	-1678.02	0.00	1850.62	0.00	1850.62
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	937.27	0.03	-410.00	0.00	527.30	0.00	527.30
000155 Ski Club	1551.64	0.03	0.00	0.00	1551.67	0.00	1551.67
000160 Student Council	1193.79	0.03	-138.55	0.00	1055.27	0.00	1055.27
000180 NEWS	53.79	0.03	0.00	0.00	53.82	0.00	53.82
000190 COMPUTER SERV LEARNING	128.86	0.03	0.00	0.00	128.89	0.00	128.89
Group Total	14270.38	445.22	-3669.87	0.00	11045.73	0.00	11045.73
Grand Total	14270.38	445.22	-3669.87	0.00	11045.73	0.00	11045.73

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: __/__/__

From: 07/01/2009
To : 07/31/2009

General Ledger Report

From Account: 1
To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1846.60	0.04	0.00	0.00	1846.64	0.00	1846.64
000105 Builder's Club	106.08	0.04	0.00	0.00	106.12	0.00	106.12
000115 Cheerleaders	1272.72	0.04	0.00	0.00	1272.76	0.00	1272.76
000120 Consumer Tech	459.61	0.04	0.00	0.00	459.65	0.00	459.65
000125 FACS	220.91	0.03	0.00	0.00	220.94	0.00	220.94
000130 BC,SC Store	1872.69	0.03	0.00	0.00	1872.72	0.00	1872.72
000135 Music	99.55	0.03	0.00	0.00	99.58	0.00	99.58
000140 Photo Club	1850.62	0.03	0.00	0.00	1850.65	0.00	1850.65
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	527.30	0.03	0.00	0.00	527.33	0.00	527.33
000155 Ski Club	1551.67	0.03	0.00	0.00	1551.70	0.00	1551.70
000160 Student Council	1055.27	0.03	0.00	0.00	1055.30	0.00	1055.30
000180 NEWS	53.82	0.03	0.00	0.00	53.85	0.00	53.85
000190 COMPUTER SERV LEARNING	128.89	0.03	0.00	0.00	128.92	0.00	128.92
Group Total	11045.73	0.43	0.00	0.00	11046.16	0.00	11046.16
Grand Total	11045.73	0.43	0.00	0.00	11046.16	0.00	11046.16

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

Bookkeeper: _____ Date: __/__/__
Principal: _____ Date: __/__/__

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/24/2009

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: 08/24/2009

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: August 24, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GERTGE, Mary	Playground Aide/Resource Paraprofessional	Lewis & Clark Elementary	Approve revision of contract to reflect actual hours worked	August 24, 2009	See attached memo.
WOODHALL, Holly	Second Grade Teacher	Highland Park Elementary	Accept letter of resignation	August 10, 2009	See attached letter.
THAYNE, Melinda	Food Server	Lewis & Clark Elementary	Approve appointment on schedule—FOOD SERVER Step 0 for up to 3 hours per day for 181 days per year	August 24, 2009	See attached hiring recommendation.
KING, Branigan	Food Server/Cashier	Lewistown Junior High School	Approve appointment on schedule—FOOD SERVER Step 0 for up to 3.50 hours per day for 181 days per year	August 24, 2009	See attached hiring recommendation.
BASZCZUK, Rebecca	Bus Route Driver	School District #1	Approve appointment on schedule—TRANS II Step 1 for up to 2 hours per day for 180 days per year	August 24, 2009	See attached hiring recommendation.
BASZCZUK, Rebecca	Delivery Van Driver	School District #1	Approve appointment on schedule—MAINT II Step 0 for up to 6 hours per day for 190 days per year	August 24, 2009	See attached hiring recommendation.
BROWN, Anthony	First Assistant Football Coach	Lewistown Junior High School	Approve appointment on schedule—(0.057)	August 24, 2009	See attached memo.
BUCKENTIN, Paul	Assistant Football Coach	Lewistown Junior High School	Approve appointment on schedule—(0.050)	August 24, 2009	See attached memo.
BURNHAM, Jedadiah	Assistant Football Coach	Lewistown Junior High School	Approve appointment on schedule—(0.050)	August 24, 2009	See attached memo.
FUZESY, Jolene	Assistant Girls Basketball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.055)	August 24, 2009	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: August 24, 2009

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GUYER, Justin	Assistant Boys Basketball Coach	Fergus High School	Approve appointment on schedule—(0.090)	August 24, 2009	See attached memo.
WATERMAN, Mike	Business manager/District Clerk	Central Office	Approve out-of-state travel to attend the National Association of School Business Officials Conference in Chicago, IL	October 23-27, 2009	See attached memo and travel request.

Memorandum

To: Jason Butcher, Superintendent
From: Matt Lewis, Lewis & Clark Principal
Date: August 20, 2009
Re: Contract Revision

Following is a recommendation for a contract revision for Mary Gertge to reflect her actual duties at Lewis & Clark:

AIDE II Step 5+Para	Up to 7.00 hours per day	Up to 182 days per year
AIDE III Step 4+15	Up to 0.75 hours per day	Up to 182 days per year

Thank you.

From: Wyatt & Holly [mailto:whwood@mtintouch.net]
Sent: Monday, August 10, 2009 3:02 PM
To: Jason Butcher
Subject: Holly Woodhall

Dear Jason,

I will send a formal letter with my signature and check in the mail tomorrow. I know that I have said it a time or two, but I really am sorry. I want to thank you for all that you do and for being so understanding. I understand if you or Sharon would rather not, but if there is anything I can do to make the transition easier for the incoming teacher, please call me, I will do anything to help. I was also wondering if I should or could send a note to my students. I would like to, when you do have the position filled, just to tell them good-bye. I will understand if you don't think that is appropriate.

Thank you so much,

Holly

Dear Mr. Butcher & Lewistown School Board Members,

This letter is to inform you of my resignation of my duties as a second grade teacher at Highland Park Elementary.

The past week has been very difficult for me as I have had to deliberate the direction of my career and family. After careful consideration, we have decided to move our family back to Stanford. I am sincerely sorry about the timing; given there are only a couple of weeks left until school starts. I deeply regret putting the school district in this kind of a predicament.

I thoroughly enjoyed working at Highland Park and felt very fortunate to have been a part of such an amazing group of people. I was very proud to call Highland Park my second home. Please let me know if there is anything I can do to make this transition any easier.

Sincerely yours,

Holly Woodhall

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Melinda Thayne

For:

Job Title

Food Server

Classification

FOOD SERVER

Step

0

Work location

Lewis & Clark Elementary

Date to begin work

August 25, 2009

Days per yr/Hrs per day

181 days per year / up to 3 hours per day

SELECTION COMMITTEE:

Cindy Giese

Cindy Noel

Fleeta O'Dell

Denise Williams

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on August 24, 2009.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Branigan King

For:

Job Title Food Server/Cashier

Classification FOOD SERVER

Step 0

Work location Lewistown Junior High

Date to begin work August 25, 2009

Days per yr/Hrs per day 181 days per year / up to 3.50 hours per day

SELECTION COMMITTEE: Cindy Giese

Cindy Noel

Fleeta O'Dell

Denise Williams

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on August 24, 2009.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Rebecca Baszczuk

For:

Job Title

Bus Route Driver

Classification

TRANS II

Step

1

Work location

Bus Barn

Date to begin work

August 25, 2009

Days per yr/Hrs per day

180 days per year / 2 hours per day

SELECTION COMMITTEE:

Jason Butcher

Kathleen Schaeffer

Mike Waterman

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on August 24, 2009.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Rebecca Baszczuk

For:

Job Title

Delivery Van Driver

Classification

MAINT II

Step

0

Work location

Lincoln

Date to begin work

August 24, 2009

Days per yr/Hrs per day

190 days per year / 6 hours per day

SELECTION COMMITTEE:

Kathleen Schaeffer

Paul Tucek

Mike Waterman

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on August 24, 2009.



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

TO: Jason Butcher, Superintendent of Schools

FROM: Jim Daniels A.D.

DATE: August 20, 2009

RE: Coaches

Please recommend to the Board of Trustees the following individual(s) for extracurricular activities for the 2009-2010 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Athletic Coaches:

Lewistown Junior High School

Football

Anthony Brown	First Assistant	(0.057)	\$1,715.30
Paul Buckentin	Assistant	(0.050)	\$1,504.65
Jedariah Burnham	Assistant	(0.050)	\$1,504.65

Girls Basketball

Jolene Fuzesy	Assistant	(0.055)	\$1,655.12
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Thank you!



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

TO: Jason Butcher, Superintendent of Schools

FROM: Jim Daniels A.D.

DATE: August 20, 2009

RE: FHS Boys Basketball Coach

Jim Graham was approved by the Board on June 22, 2009, as an assistant boys basketball coach. Jim has decided not to coach this year. Therefore, please recommend to the Board of Trustees the following individual for this extracurricular activity for the 2009-2010 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Athletic Coaches:

Fergus High School

Boys Basketball

Justin Guyer	Assistant Coach	(0.090)	\$2,708.37
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Thank you!

MEMO

TO: Lewistown Board of Trustees

FROM: Mike Waterman

DATE: August 12, 2009

SUBJECT: OUT-OF-STATE TRAVEL REQUEST

Attached to this memo you will find an out-of-state travel request for me to attend the national Association of School Business Officials conference. The conference is in Chicago from October 23-26, 2009.

Next year, I will be president of Montana's ASBO chapter. As this year's president-elect, MASBO will contribute \$1,000 toward my costs of attending the ASBO conference. After deducting this amount from the total trip cost, I estimate the net cost to the school district at \$1,150.

While I worked at OPI, I attended an ASBO conference in Charlotte, NC. I found the information at the ASBO conference completely different from the information we typically receive at Montana conferences. While in-state conferences typically focus on issues specific to Montana, the ASBO workshops tend to address managerial and national topics that apply to schools across the country.

This type of focus is especially relevant right now, with the national politics and funding commanding so much of our attention. Of particular interest this year is the ASBO economic stimulus town hall meeting, which will focus on how to translate funding into long-term school reform at the ground level. There are also several sessions where I can find out how to optimize the effectiveness of our stimulus funding.

Last spring, the Board cut 10% from Board and Admin travel. As a result, budget does not currently exist for this trip. If the Board does approve this request, funding for the trip would come either from contingency dollars or one-time dollars we have discussed.

Note that the discount for early bird registration ends August 28. As a result, I had a check cut for the registration costs of this conference and included it with the bills to be paid on the agenda. Should the Board not choose to approve this travel request, that check will be voided.

In the end, I believe my attendance would benefit both me and the Lewistown School District. I certainly appreciate the budget issues facing the District and will understand if the Board cannot approve this request. Nonetheless, I appreciate you considering it, and would be happy to answer any questions you may have.

Mike

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

NAME MIKE WATERMAN ADDRESS 341 BOSTON ROAD OR TODAY'S DATE 8/12/09

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

(TYPE OR WRITE THROUGH ALL COPIES—PRESS FIRMLY)

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

1. **CONFERENCE/MEETING:** ASBO INTERNATIONAL LOCATION: CHICAGO, IL

Conference Starts:	Date: <u>10/24/09</u>	Time: <u>9:00</u>	(A.M./P.M.)
Conference Ends:	Date: <u>10/26/09</u>	Time: <u>7:00</u>	(A.M./P.M.)
Departure:	Date: <u>10/26/09</u>	Time: <u>7:45 (DL)</u>	(A.M./P.M.)
Return:	Date: <u>10/27/09</u>	Time: <u>10:15 (DL)</u>	(A.M./P.M.)

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

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

Airline: Requisition #/P. O. # _____ (attach proof of cost) Total Travel \$ 300

3. **Lodging:** (Receipts Required) Requisition #/P. O. # _____ (attach proof of cost)

OR 4
Number of Nights: _____ Rate = \$ 227 Total Lodging \$ 908
Maximum Reimbursement: In-State: Reimbursed at Current State Rate
Out-of-State: Reservation will be made at Conference location, if possible

4. **Meals:**

<u>In-State:</u>	<u>Out-of-State:</u>	Total Meals	\$ <u>126</u>
Breakfast (\$ 5.00) <u>5</u>	Breakfast (\$ 6.00)		
Lunch (\$ 6.00) <u>5</u>	Lunch (\$ 8.00)		
Dinner (\$12.00) <u>4</u>	Dinner (\$14.00)		

5. **Registration Fee:** Requisition #/P. O. # _____ (attach copy of registration forms) OR Registration \$ 785

6. **Other Expenses:** (Receipts required for \$5.00 or more) Other Expenses \$ 31
(Taxi, bus, etc.)

TOTAL TRIP EXPENSE \$ 2150

MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS \$ 1150

APPROVED MODIFIED DISAPPROVED Building Administrator Recommendation Date 8/12/09
ADMINISTRATOR: PLEASE SEND ENTIRE FORM TO SUPERINTENDENT'S OFFICE

Superintendent and/or Board of Trustees Date _____

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

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

Actual Travel Costs: Payment to You

1. Meals: \$ _____

2. Travel: (Attach airline ticket if applicable) \$ _____

Date/Time of Departure _____ Date/Time of Return _____

School Vehicle Ending Odometer Reading: _____ Credit Card Used? Yes No

School Vehicle Beginning Odometer Reading: - _____ (If YES, attach receipts)

Total Miles Traveled: = _____

3. Lodging: (Attach receipts) \$ _____

4. Registration: (Attach receipts) \$ _____

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

TOTAL PAYMENT DUE EMPLOYEE \$ _____

Claimant's Signature _____ Position _____

ADMINISTRATORS USE ONLY

CENTRAL OFFICE USE ONLY

Travel Request Number: _____ Date: _____
Budget Code for Travel: 115-10-600-2540-82-633
Budget Code for Fuel Expense: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/24/2009

Agenda Item No.

17

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

ITEM TITLE: APPROVE 2009-2010 CERTIFIED PERSONNEL EMPLOYEE HANDBOOK

Requested By: Board of Trustees
Prepared By: Jason Butcher
Date: 08/24/2009

SUMMARY:

The Board of Trustees needs to approve the 2009-2010 Certified Personnel Handbook for the 2009-2010 School Year.

SUGGESTED ACTION: Approve 2009-2010 Certified Personnel Employee 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						

DRAFT – 08/24/2009

LEWISTOWN PUBLIC SCHOOLS
CERTIFIED PERSONNEL HANDBOOK
2009 – 2010 School Year

FOREWARD

This handbook is designed for teachers as a supplementary guide and interpretation of Board Policy and/or Administrative Rule. Although it may occasionally quote or even contain sections of Board Policy, it is not actually policy, and is not to be construed as such. It does reflect the ways in which a multitude of situations should be handled. All teachers are also required to read the student handbook, which contains additional information regarding rules, regulations, and procedures to be followed. This document is neither a contract nor an agreement for employment for a definite period of time.

This handbook may require revisions, additions, or deletions from time to time. You will be notified of such changes as soon as possible, and may participate in the formation of such changes. When updates are received, discard all previous and refer to the most recent publication.

IN ANY CASE, WHEN A PROBLEM COMES UP AND YOU ARE NOT SURE OF A PROPER COURSE OF ACTION, ALWAYS CONTACT YOUR SUPERVISOR FIRST, CONSULT BOARD POLICY, CONSULT COLLECTIVE BARGAINING AGREEMENT, CONSIDER THE LAW, AND USE COMMON SENSE.

GENERAL COMMENTS

Teaching involves providing a stimulating and effective program of instruction and establishing and maintaining an atmosphere conducive to learning and to the development of sound social attitudes and habits. This is a cooperative effort in which the teacher, with the assistance of the principal, should:

- Approach each teaching assignment with enthusiasm and regard each pupil as a worthy individual.
- Plan and conduct a program of instruction that will make each child eager to learn and which will enable to achieve full potential.
- Teach the student what is expected in terms of conduct in and about the school.
- Enforce the rules of the system and of the school courteously, consistently, and justly.
- Distinguish between pupil misconduct which should be handled by the teacher and that which requires the assistance of the principal.

Employ good judgment and understanding in dealings with students, parents/guardians, and other teachers. Very few situations require split second action; a moment's thought will usually result in a better solution. You are professionals in education and will be treated as such and should treat your fellow staff members as such. In return for this consideration, you are expected to do your best at all times.

When dealing with students and parents/guardians please remember that:

- They are the most important people in our business.
- They are not dependent on us, we are dependent on them.
- They are not an interruption of our work; they are the purpose of it.
- They do us a favor when they call upon us.
- They are not doing us a favor when we serve them.
- They are part of our business; they are not outsiders.
- They are not a cold statistic; they're flesh and blood human beings with feelings, emotions, and problems like our own.
- They are not a name, a face, or number; they're individuals.
- They are not someone with whom to argue with or match wits.
- They are people who bring us their needs; it's our job to consider those needs.
- They are the life blood of this or any other business.
- They are the people who buy our services, pay our salaries, and go to the polls and vote.
- They deserve the most courteous and attentive treatment we can give them.

At all levels of teaching, the professional tasks of teachers require considerably more time than that devoted to actual class instruction. Some of these tasks are: study and research to keep abreast of new knowledge and techniques; evaluation of students' work; record keeping; lesson planning and preparation; student, parent, and principal conferences; in-service training meetings; and pupil supervision outside the classroom.

All teachers are expected to teach reading, writing, spelling and grammar at all times. Please do not overlook errors in any of these areas.

Teachers shall:

- Be alert at all times to recognize unusual conditions, either mental or physical, in the pupils under their immediate supervision. It is the responsibility of the teacher to continually observe the students for any changes in their behavior which may indicate a need for further study by qualified personnel. Where such conditions are suspected or discovered, proper reference of the student is to be made.
- Encourage and promote good attendance. The teacher is authorized to excuse absence for reasons specified by law. Unexcused absence and all cases of persistent absence or tardiness shall be reported to the principal/office.
- Be accountable for books and supplies issued to their classroom and shall keep such records as may be required to carry out this duty.

JOB DESCRIPTION

Each teacher is assigned yearly to a position which is under the direct supervision of an administrator to whom he/she is immediately responsible for all aspects of his/her professional behavior. The primary responsibility of all other personnel is to support the instructional efforts of District teaching personnel. The teacher's evaluation criteria is based upon, but not limited to, specified minimum job expectations and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and District.
- Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter to class.
- Assists in diagnosing the learning problems of students on a regular basis, seeking the assistance of District specialists as required.
- Prepares, administers, and corrects tests, and records results.
- Assigns lessons, corrects papers, and hears oral presentations.
- Assists the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, in a fair and just manner.
- Counsels pupils when adjustment and academic problems arise.
- Discusses pupils' academic and behavioral attitudes and achievements with parents/guardian.
- Keeps attendance and grade records as required by school.
- Coordinates class field trips.
- Recognizes limitations and seeks competent assistance when problems arise.
- Is involved in a process of self-evaluation and self-improvement.
- Perpetuates and maintains professional working relationships with colleagues.
- Assumes responsibility for co-curricular and other duties beyond the regular teaching activities.
- Cares for and uses school property and maintains an inventory of district property.
- Adheres to all conditions of the contract or to the specific terms of an appointment until his/her employment is terminated.
- Avoids engaging in outside employment or other activities which negatively affect classroom performance.
- Is knowledgeable of and adheres to existing district policies and procedures governing the obligation of his/her employment.

SUPERVISORY RESPONSIBILITIES - Supervision would be limited to Para Professionals assigned to this program and the preparation of the daily work schedule for the Para Professional.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - Bachelor's degree (B.S.) from an accredited college or university; and a valid Montana teaching certificate with an endorsement specific to the classes being taught.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS - The work environment for instructors has increasingly become technology driven. School District #1 expects staff to meet reasonable expectations in the use of computers and other technology, in and out of the classroom.

REASONING ABILITY - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stoop, kneel, or crouch. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

PERSONAL CHARACTERISTICS - Employees of Lewistown School District #1 must exhibit acceptable work habits and perform tasks in a professional manner by adhering to the following guidelines: Maintain proper grooming and dress consistent with the type of task being performed; be regular in attendance and punctual for work; initiate tasks in a self-directed manner and perform work with a minimum of supervision; organize work and manage time to achieve efficiency and high quality of work; perform tasks neatly and accurately in accordance with desired quality and quantity; provide positive feedback to supervisor(s) for implementing ideas which will make the work assigned more effective and efficient; maintain self control and a friendly, outgoing disposition; and maintain confidentiality of related work matters as applicable.

DRUG FREE WORKPLACE - Screening tests for alcohol and illegal drug use may be required before hiring and during your employment in School District #1, as per Board Policy #5226. Employees of

Lewistown School District #1 must submit to a fingerprint criminal background check. Any appointment will be contingent upon the results of the criminal background report received from the Department of Justice, which must be acceptable to the Board of Trustees, in its sole discretion.

EVALUATION - Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

DISTRICT EDUCATIONAL GOALS

School District Number One Trustees have adopted a Strategic Plan for the Lewistown Public Schools. It is the duty and responsibility of the professional staff to make every possible effort to achieve these goals.

The Strategic Plan can be viewed online at:

http://joomla.lewistown.k12.mt.us/index.php?option=com_docman&task=cat_view&gid=64&Itemid=169

RULES AND REGULATIONS

CERTIFICATES, REGISTRATION OF

All personnel employed by the District in a capacity requiring certification must have a valid certificate registered with the County Superintendent of Schools within sixty (60) days after the term of service begins. No salary for services rendered will be made after the sixty (60) day grace period.

CHAIN OF COMMAND

The chain of command that should be followed for situations that arise is: Building Principal, Superintendent, and then Board of Trustees. For information regarding grievance procedures please refer to Board Policy #5240/5240F and the Collective Bargaining Agreement; for harassment refer to Board Policy #5012/5012F.

CHILD ABUSE/NEGLECT

School nurse, teachers, other school officials and employees who work during regular school hours are mandated reporters of child abuse/neglect. When the professional or official know or have reasonable cause to suspect as a result of information they received in their professional or official capacity, that a child is abused or neglected, they shall report the matter promptly to the Department of Public Health and Human Services. Notifying your administrator or counselor is not enough; it is your professional responsibility to make the report to the Department of Public Health and Human Services.

CLASSROOM APPEARANCE

Students and parents/guardians appreciate an attractive, pleasant learning atmosphere. Classrooms should be neat and pleasantly decorated - preferably with student work. Displays and posted materials should be changed on a regular basis.

COMMITTEE ASSIGNMENTS

Teachers will frequently be asked to serve on committees. This is a professionally related duty.

COMMUNICABLE DISEASES, PREVENTION OF

The Board recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

For complete information on Communicable Diseases please refer to Board Policy #3417.

CONFIDENTIAL INFORMATION

Teachers will refrain from discussing confidential information with unauthorized people. No information of a confidential nature may be used for personal reasons.

CORRESPONDENCE FROM STAFF

In order to facilitate clear, consistent and accurate communications between the school District and parents/guardians, the community, or other outside persons, groups, or agencies, it is recommended that staff members clear all correspondence with the administration before distribution. By doing this, we can be certain that we speak with one voice, that we all know what is happening, and that we are all kept abreast of events in our District. This method of operation can also provide a high degree of assurance for you, the staff member, that whatever correspondence you are planning to distribute is not going to cause you grief due to clerical or context errors, misstatements, etc. This procedure is consistent with basic chain of command.

DISCIPLINE

A SOLUTION FOR 99% OF DISCIPLINE PROBLEMS

ENTER THE CLASSROOM PREPARED TO TEACH IN AN INTERESTING AND DYNAMIC MANNER. Maintaining a well-disciplined classroom is conducive to an effective instructional program. Logically it follows that an effective instructional program is the foundation of a well-disciplined school.

TEACHER'S ROLE - The teacher has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building, and on the school grounds. All teachers are responsible for the behavior of students in all areas of school and at all times. If students leave your room after a period of no structure, no expectations, no rules and no effective instruction (which invariably follows the former), then the next teacher will have trouble with them, etc., etc. It takes hard work to maintain good discipline, but it is impossible to teach effectively without it.

Teachers have the authority to deny certain classroom privileges, and may use such reasonable measures as may be necessary to maintain control in the classroom, in the school building, on the school grounds, and on the way to and from school. It is a rule, if a behavior or action would not be allowed in a home or within the standards of the community, it should also not be allowed within a classroom.

Teachers will make every effort to take care of discipline themselves in the classroom and the hallways. If problems occur repeatedly in the classroom, the parent of the student should be notified by the teacher and a conference held if needed. If the problems persist, the principal should be notified. Documentation of misbehavior including student's name, the date, and specific behavior should be kept, as well as a narrative of specific remedial measures tried by the teacher. Teachers may remove a student temporarily from the classroom by sending the student to the principal's office because of behavior. However, this must be a last resort when all other avenues have been attempted. If abused, this tactic quickly loses its effectiveness and may force unnecessary escalation.

PRINCIPAL'S ROLE - If the teacher's efforts to solve problems are unsuccessful, the student may be referred to the principal, who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building, and on school property. THE PRINCIPAL WILL ESTABLISH AND IMPLEMENT RULES AND REGULATIONS FOR THE SCHOOL GOVERNING THE CONDUCT OF STUDENTS.

A BASIC DISCIPLINE MODEL FOR TEACHERS TO FOLLOW - The following discipline model is for the use of classroom teachers. Each teacher is required to use this model with appropriate modifications for maturity levels and minor adjustments to fit a particular situation. However, the core elements of this model will serve well to aid in establishing a safe and orderly learning environment for all students.

EXPECTED BEHAVIORS, TRANSMITTED TO STUDENTS AND PARENTS/GUARDIANS - What are your rules for the classroom? Write them down. Post them. Communicate rules to parents/guardians. Tell the students. Go over the rules as part of beginning class activities. Go over them again...and again. Leave no doubt as to what is expected. Schools are more structured and have higher expectations of behavior than your average teenage gathering spot. Relay these expectations to your students and consistently implement fair and impartial consequences when behaviors warrant such.

ACADEMIC STANDARDS CLEARLY COMMUNICATED - The same is true for academic standards. Write them out—specifically. Inform parents/guardians and students exactly what is expected, how they will be graded, what homework is expected, when the consequences for failure to perform, etc. Again,

remember that you as a professional are trained to set attainable standards within your classroom. These standards may vary from student to student based on their abilities. Also, remember that your expectations, based on the abilities of the students, may be higher than those expected by their parents/guardians. Be ready to defend yourself and your expectations based on this reasoning.

The same is true for consequences. Consequences should be sequential according to the severity of the offense. Follow your own plan. Post consequences. Inform everyone. Control yourself in implementing your own consequences.

REINFORCEMENT FOR GOOD BEHAVIOR/PERFORMANCE - Praise is the oldest and most reliable form of reinforcement. Devise other small rewards for good behavior, but remember that you cannot buy or ride your way to good discipline. That is based on respect, and the students are far too wise to fall for other tactics. In fact, such tactics will do little other than to breed contempt.

ESTABLISH POSITIVE COMMUNICATION WITH PARENTS/GUARDIANS - Do not wait until something is wrong to contact parents/guardians. Establish contact early. Communicate with parents/guardians. Remember how you feel when mail from the school arrives unexpectedly. Your first reaction is "What's wrong?" Parents/guardians are no different. Work diligently to change that perception. Only you can do that.

DOCUMENT ALL PROBLEMS - Keep a log, perhaps as part of your grade book. Detail incidents in writing as soon after they occur as possible. Do not wait until details are fuzzy. Record, at a minimum, date, time, place, who is involved, what action was taken.

CONTACT PARENTS/GUARDIANS AT FIRST SIGN OF A PROBLEM - Perhaps the most important of all: If any problem arises which has the potential to become serious (or is at the first instance), contact parents/guardians. Do not backlog incidents until you are at the edge and the student is also. Use your interpersonal skills training to address problems early on. Throughout this process, keep the office informed.

GENERAL IDEAS AND SUGGESTIONS FOR GOOD DISCIPLINE

1. Start firmly and then ease up later if you are so inclined. It is much easier to retain control than to regain it.
2. Most teachers take care of nearly all of their own discipline, but occasionally it is necessary to send a student to the office. Sending the pupil from your room must be the last resort.
3. When you cannot personally bring a student to the principal for disciplinary reasons, send a note that will acquaint the principal with the situation.
4. Do not be timid about making a child behave when the child has been caught disobeying rules.
5. You do not have the privilege of expelling students from your classroom.
6. If a student becomes a severe discipline problem do not send him or her to the library or study hall. This will not solve the problem.

7. A suggestion: One should not get too angry. You might do something you will later regret. If you reach this state, send the student to the office.
8. After a student has been disciplined, start fresh. Don't carry a grudge.
9. Insist on a Mr., Miss, Ms., or Mrs., title. In our relationships with the students we are teacher-student, not buddy-buddy. Maintain social distance.

DISCIPLINARY PITFALLS - There are several “pitfalls” which may be tied to our own personality needs. They may trap the unwary and may result in failure as a teacher. Some of the more common are listed here:

1. A desire to be popular with the kids—which is indicated by the actions of the teacher. If you are going to be like “one of the gang”, who will be the leader in the classroom? Kids do not like to be bossed by other kids. Forget about having the kids love you. This is fine and perhaps necessary in the elementary grades, but at the junior high/high school level you must seek to attain the students respect as a classroom teacher.
2. Teachers who consistently send students to someone else for discipline reveal an inability to control their class. When you wish assistance inform the principal, but under no circumstance should you use the office as a crutch. It must be the “court of last resort”.
3. “Inconsistent Discipline” involves being stringent one day and playfully lax the next. This inconsistency leads to trouble because students do not know what to expect and how to act from day to day. Trouble with the students because of “inconsistencies” is the teacher’s fault. Be sure the students know what behavior is expected of them and then demand that it is adhered to. When you make an error, admit it, correct it, and start new.

SITUATIONS TO AVOID - Listed below are some of the teacher practices that seem to cause parents/guardians and students the most concern. All of us have undoubtedly violated a few of these at one time or another. We ask that you also be especially careful of these “pitfalls” and see that they do not occur. When actually based upon fact, they are quite difficult for an administrator—or anyone else—to defend.

1. Not informing the parents/guardians about students who are earning failing grades.
2. Not permitting students who have been absent to make up work when they have an excused absence.
3. Any type of corporal punishment such as striking, kicking, pulling hair, or other laying on of hands.
4. Embarrassing the student before the rest of the class with degrading remarks or ridicule. (e.g., “too dumb”; “you’re going to flunk anyway”; “why do you even bother to come to school?”).
5. Comments to the rest of the class about another student (especially remarks while the student is absent from school).

6. Remarks to students to be delivered to the parents/guardians (e.g. “You can tell your dad for me...”).
7. Unreasonable or unusual punishment (punishment in excess of the behavior). Be particularly careful about multiplying the number...it can quickly become ridiculous.
8. Excessive amount of work in connection with assignments. Remember, students have at least five subjects. Please also remember that Wednesday night is considered “family night”.
9. Comparison of brothers and sisters.
10. Placing stigma on the entire group. (“Roughnecks”).
11. Group punishment...keeping a whole class so that they are late to lunch or miss the bus.
12. Comments to students or parents/guardians that are basically administrative.
13. Penalizing a student’s grade because of behavior.

BEFORE YOU SEND THEM TO THE OFFICE - Before sending or bringing a student to the office, please give some thought to the checklist below:

1. If there is a personal conflict between you and the student, you are certain that you have done your part to provide the desired harmony? In other words, are you certain that the student is COMPLETELY at fault?
2. Have you tried a variety of approaches?
3. Have you had a private conference with the student (one in which the student had an opportunity to plead his/her side of the case)?
4. Have you made an earnest attempt to investigate the real cause behind the difficulty?
5. Have you checked with the guidance counselor regarding the student’s ability, or for any other problem that may be the root cause of behavioral deviations?
6. Has an attempt been made to assign work commensurate with the student’s ability?
7. What opportunities has the student had for recognition and success in the class?
8. Have you talked with the student’s other teachers to see how he/she behaves in other classes and what approach they have found successful?
9. Have you moved the student to another seat?

DISMISSAL PRECAUTIONS

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior knowledge and approval of the building principal.

The building principal shall not excuse a pupil before the end of the day without a request for the early dismissal by the student's parents/guardians. Telephone request for early dismissal of pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. As a general rule, students may not leave school to go home due to illness unless it can be established that some relative of the student is at home to care for him/her or the parent/guardian has been contacted and arrangements have been made.

Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise.

DUTIES, ASSIGNMENTS, REASSIGNMENT

Teachers will perform all duties assigned. All staff will be subject to assignment, reassignment, and/or transfer of position and duties as assigned by the administration and/or the Superintendent in accordance with the Collective Bargaining Agreement.

EMPLOYEE ACCIDENTS OR INJURIES

Report all accidents to your principal/office immediately. The administration will then notify the insurance company. Keep the office informed of progress in settlement of injury claims with the insurance company. (The school system carries liability and compensation insurance on all employees in case of injury or accident while on school business, in school rooms, or elsewhere.)

ETHICS

All certified personnel are expected to abide by the Code of Ethics for Montana Teachers.

EXPECTATIONS FOR FACULTY

- Return required paperwork to building and/or administration offices in a timely manner.
- At their classroom door during class changes **every** period.
- Bathroom supervision – please walk in regularly so that bathrooms are not student territory.
- Room is maintained and cared for.
- Students responsible for keeping room neat and organized.
- No vandalism allowed.
- Entire period used for learning.
- Start class on time with activity, assignment – use management skills to set learning tone right from start.

- Have seating plan and complete detailed lessons for yourself and substitutes. Provide standards and consequences for student behavior with subs.
- Parent contacts - early. Don't wait for failure and frustration to mount. Failing grade or danger of failing requires parent and student notice to be supported.
- Catch students being good every day and recognizes them.
- Return student papers, assignments quickly so feedback is gained.
- Supervise study during class time.
- Use a variety of learning approaches to reach students and motivate them. Your enthusiasm and creativity are contagious!
- Grading includes participation and effort.
- Find out basic skill levels at the beginning of the course.
- Some possible methods are pre-tests, surveys, assignments, interviews, norm tests, etc.
- Set and maintain high standards - people work to meet them.
- Require homework, completed assignments, projects, etc. and you will get them if expectations and consequences are made clear to students and enforced by the teacher.
- Be assertive.
- Know what you want.
- Communicate standards – rules, etc. to students.
- Enforce consistently – do not ignore negative behavior or let it build up.
- Seeing students individually is crucial – lay out the welcome mat for availability.
- The needs and interests of the teacher and students are placed first. Being assertive is not being hostile or “putting down” anybody.

DO NOT touch, grab or physically threaten a student. When you are absolutely at the “end of the line”, send or bring the student to the office. However, no student is to be sent to the office unless you also send a referral or some written explanation of why they are being sent. If a child is sent without such explanation, the administration has only the student's version of whatever happened to go on.

Reminder of common purpose – to establish and maintain a positive, orderly, and challenging school atmosphere so students can learn to their maximum potential. Together and united we move forward and we can enjoy each other and our work.

FIRE DRILLS

On the first day of school, each teacher shall explain fire drill procedures to each class that meets in that particular classroom. A fire escape plan must be posted in each classroom. When the fire bell rings, teachers should: (1) close windows; (2) shut off lights; (3) be the last one to leave the room; (4) close the door; (5) take grade book or class register and take an accurate accounting of the students who are present upon reaching the designated area; (6) instruct class to meet in a pre-designated area at least one hundred feet from the building; (7) notify the principal or other designee if students are missing, and (8) do not return to the building until told to do so by authorized personnel.

GRADE BOOKS

Records should be carefully kept. Entries should be sufficient in number to assure a fair evaluation of a child's achievement and progress for each reporting period. If you have enough entries for a good evaluation, you can readily justify the grade given.

INVENTORIES, GENERAL AND FIXED ASSET

An inventory of all school equipment is kept in the District office. This is updated as new equipment is purchased and old equipment is discarded. Staff members are to keep the inventory current for equipment used in their departments.

JURY DUTY

An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive their regular salary or take annual leave during jury time. If the employee elects not to take annual leave, however, all juror and witness fees and allowances (except for expenses and mileage) must be remitted to the employer. An employer may request the court to excuse an employee from jury duty if he or she is needed for the proper operation of the school.

KEYS AND BUILDING SECURITY

All teachers have been issued necessary keys. This places a responsibility upon your shoulders. Every effort is being made by the administration and the custodians to see that buildings are locked at all times when not occupied. All doors are carefully checked and locked each evening. Your responsibility is to never lend your keys to students and to see that the keys issued to you do not fall into the hands of persons unauthorized to have them in their possession. Please observe this carefully. **DO NOT LOAN KEYS TO STUDENTS OR OTHER UNAUTHORIZED PERSONS!** If students need to be admitted into locked places, unlock the door yourself and see that the place is locked afterward. **PLEASE PAY PARTICULAR ATTENTION TO THIS IN THE GYMNASIUM AND AUDITORIUM.** This is a matter of insurance coverage, general building security and responsibility for facilities. Those who violate this regulation may be subject to disciplinary reprimand, up to and including termination.

LANGUAGE

No unbecoming or profane language is to be used by anyone in the school building (locker rooms included), on the school grounds, or at school sponsored activities.

LOCKER ROOMS AND GYMNASIUM

These are to be under the supervision of the coach, Health Enhancement teacher, classroom teacher, or assistant coach at all times whenever anyone is in the locker rooms or gym. All doors in the gymnasium, locker rooms, and classrooms are to be kept locked when not in use unless specific instructions to the contrary have been issued.

MAILBOXES

Each teacher is assigned a mailbox. The boxes are located in the main office of each building complex. Every teacher is expected to personally check for mail and read posted notices each day upon arrival and before departing for the day. This is a professional responsibility. Please do not say, "I didn't know because I didn't check my mailbox." It is also the responsibility of the teacher to keep the mailbox

cleaned out. You have a classroom in which to keep items so do not use the mailbox as a repository for articles, keys, or unwanted materials.

MEDICATION, ADMINISTRATION OF

All personnel are directed to refrain from dispensing, providing, or administering any medication to any student at any time. This includes Aspirin, Tylenol, Ibuprofen, and other such substances. The regulation also applies to extracurricular activities. Should any personnel choose to ignore this directive, associated liability falls directly on that employee's shoulders.

POSTING NOTICES, ADVERTISEMENTS, OR INFORMATIONAL SIGNS

No signs advertising anything which falls outside the school district curriculum or extracurricular activities programs may be posted in or on any district property unless such signs have received prior administrative approval.

PREPARATION PERIOD

The school District will make every effort to provide teachers with a preparation period. These preparation periods are to be used to prepare materials for your classroom and/or to carry out district-related professional duties—get district mail from your school box, make copies, get supplies, make lesson plans, correct tests, etc.

A preparation period is set aside to help teachers prepare professionally for their teaching assignment. Preparation periods are not to be used in any other fashion.

PROFESSIONAL DRESS

It is our intention to provide a professional and businesslike atmosphere for our students. Students are people, and they are young and very impressionable. Therefore, since we model all behavior, each staff member will dress in an appropriate manner during the teaching day. Appropriate means in accordance with high standards of professional behavior and in accordance with what our community considers being appropriate role modeling.

Use some common sense. Ordinarily, shorts and blue jeans are not permitted, except nice blue jeans are permissible on Fridays. T-shirts are never acceptable wear for the teaching day, unless approved by the building administrator for specific curriculum areas, i.e. Health Enhancement. Hats need to be removed within the buildings during the teaching day.

There may be exceptions to usual school day dress guidelines. There is a simple solution in every case. If you're not absolutely sure, just ask a principal.

REFERRALS FOR SPECIAL ATTENTION/504

Be alert at all times to recognize unusual conditions, either mental or physical, in the pupils under your immediate supervision. It is the responsibility of the teacher to continually observe the children for any

changes in their behavior, which may indicate a need for further study by qualified personnel. Where such conditions are suspected or discovered, proper referral of the child is to be made. **However, such referrals are not to be made until after you have conferred with your principal, and before you have conferred with parents/guardians regarding this issue.**

REQUESTS FOR REPAIRS, SUPPLIES AND EXTRA MAINTENANCE JOBS

Faculty members are reminded that custodians and secretaries are a part of our team and are not to be considered as teacher employees at any time. Make your requests and complaints, when necessary, to the principal.

ROOM CARE

The teacher, not the custodian, is responsible for the adjustment of shades, the closing and locking of windows, and the locking of classroom doors at the close of the school day. Teachers are personally responsible for all school property, textbooks, and supplies entrusted to their care and supplied for their use. Each teacher must note any breakage or transfer of property.

Teachers must help teach responsibility to their students. While most people would not allow muddy shoes and garbage strewn about in their homes, neither should the individual teachers allow this in their classrooms.

SAFETY RESPONSIBILITIES

All employees of Lewistown Public Schools Public Schools are responsible to:

USE EXTREME CARE IN LIFTING HEAVY OBJECTS. THIS MEANS EITHER (1) employees should bend their knees and use the large muscles of the legs instead of the smaller muscles of the back in lifting, OR (2) GET HELP TO DO THE LIFTING. Back injuries are the most frequent, and the most persistent and painful type of workplace injury.

Also:

1. Observe all school safety and health rules and apply the principles of accident prevention in day-to-day duties.
2. Report any job related injury, illness or property damage to the immediate supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts to a supervisor promptly.
4. Observe all hazard warning and tobacco free signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the locations of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment for which authorized and properly trained.
8. Refrain from fighting, horseplay, or distracting fellow workers.
9. Operate only the equipment for which authorized and properly trained. Observe safe operating procedures for this equipment.
10. Walk at all times in school buildings (no running).

11. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
12. Do not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
13. Drive any vehicle on school property with caution under all weather conditions.
14. Immediately clean up spills of any kind.
15. Store materials in a safe manner. Employees are expected to keep your work areas and/or machinery as clean and uncluttered as possible.
16. Avoid carrying sharp-edge tools in pockets.
17. See that extension cords are grounded.
18. Do not attempt to operate equipment without special permission, unless it is part of regular duties.
19. Know where the closest fire extinguisher is located and see that the path to it is kept clear at all times. Notify a supervisor immediately when a fire extinguisher is used so it may be replaced.
20. Know where the closest exit is located. Follow the instructions of your supervisor in case of an emergency.
21. Do not be under the influence of alcohol and/or drugs while in the workplace or on the job. Persons with symptoms of alcohol and/or drug use are encouraged to discuss personal or work-related problems with the supervisor.
22. Not knowingly be permitted or required to work while ability or alertness is so impaired by fatigue, illness, or other causes that might necessarily expose the individual or others to injury or health problems (especially while operating a motor vehicle.)
23. Actively support and participate in the school's efforts to provide a safety and health program.

SCHOOL BUS REQUESTS

Please consult your building administrator/secretary for proper procedures when a bus is needed to transport students for field trips, practices, etc.

SCHOOL PROPERTY

Avoid pasting materials on blackboards or plaster. Paste stains either paint or blackboards in such a way that it leaves permanent marks on the walls or boards. Do not use scotch tape or double stick tape on walls. Poster putty should be used to mount pictures, posters, students' work, etc. to all areas other than bulletin boards and windows. If you put the tape up, be willing to take it down.

STAFF MEETINGS

All teachers are expected to attend all school staff meetings on time unless excused by the administration.

STUDENT ACCIDENTS AND INJURIES

If a student is injured, staff members are to immediately notify the office and begin proper first aid. Proper first aid is defined, as doing only what is necessary to sustain life until help arrives.

In case of severe injuries:

1. Administer first aid.
2. Call parents/guardians for disposition of case if administrative personnel have not already done so.
3. If unable to contact parents/guardians, call family physician for advice.
4. For transportation of injured student to the hospital or doctor, call the principal.
5. File a school accident report.

In case of minor injuries:

1. Administer first aid.
2. Call the principal if deemed advisable.
3. File a school accident report.

Drugs and/or medicines – Do not give any medicine or drugs to a student unless you have prior written permission from the student’s parents/guardians to do so. This written permission must be on file in the office before any medicine or drug is dispensed.

STUDENT ILLNESS

If a student becomes ill, please accompany, or have someone accompany, the student to the office if possible. Never leave a student unattended in the lavatory. When you get the student to the office, we will take over and do what is necessary. Any student proposing to leave class due to illness must report immediately to the office before going anywhere else. Any student who does otherwise is unexcused and is to be treated accordingly.

SUBSTITUTES

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal/designee shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute. The teacher is to contact the principal/designee as soon as possible when a substitute is needed. When the situation presents itself that the teacher is in need of a substitute last minute, the teacher is to call the Sub Hotline which is available starting at 6:00 a.m. at 535-2555.

SUBSTITUTE TEACHER INFORMATION

The substitute teacher’s job is not easy. They seldom have more than a few hours notice and sometimes much less time to prepare for the day or days ahead. Because of the numerous problems and questions the substitute is bound to have, each teacher is to prepare a folder containing the following:

1. An up-to-date seating chart.
2. A daily class schedule (weekly).
3. A list of room rules.
4. A list of dependable children.
5. Problems of specific children.
6. Location of items that are not easily seen such as art supplies, etc.
7. What is usually done on rainy days, at noon and recess?

8. How special events such as films, music, assembly programs, physical education and opening exercises are handled.
9. Where teacher guides and editions are kept.
10. A well-prepared daily lesson plan book.
11. A back-up plan in case the lesson runs short and is not understood.
12. The grade book or class rosters.
13. Attendance list.
14. Any special assignments or information such as playground, bus or lunchroom duty, homework deadlines, bulletin boards, etc.
15. Whether he/she should or should not grade certain papers.
16. What to do with a sick child.
17. What is done if the fire alarm rings?
18. Special attire, if any, for gym classes.

This plan is to be available to any substitute, and must be kept in an easily accessible place in the classroom or with the teacher's plan book.

SUPERVISION OF STUDENTS

Every teacher is responsible for proper supervision and control of pupils in the school building, on the school grounds, or at any school-sponsored activity, and is authorized to use such moderate and reasonable constraint only as may be necessary to restrain a pupil from attacking another pupil, a teacher, or other school personnel, or from injuring himself or herself, or to remove a pupil from a scene of disturbance if the pupil refuses to comply with the teacher's directions for establishing or maintaining order. If the use of such constraint is necessary, the principal shall be promptly apprised of the situation. Serious cases of misbehavior, indicating the need for special study or adjustment of pupil's program, should be reported to the principal.

Students assigned to you either as a class or an organization is your responsibility. Groups should not be left unsupervised. When organization groups meet in the building at night, **IT IS THE RESPONSIBILITY OF THE SPONSORS TO SEE THAT THE GROUP IS SUPERVISED WHILE IN THE BUILDING, AND THAT ALL EXITS ARE LOCKED UPON LEAVING, AND, THAT THE BUILDING IS SECURE.** A suggestion is that the students be instructed as to what door or doors through which to enter or leave, and they are to go directly to the place of meeting.

Do not delegate the responsibility of supervising any student to anyone. You are responsible and liable.

Whether we like it or not, state law dictates that under all circumstances the school is directly responsible for the welfare of students at all times. This direct liability means that:

- No teacher will leave the classroom at any time class is in session, unless for an emergency.
- No teacher shall send a student to the library or study hall unless previous arrangements have been made with the librarian or study hall teacher (as appropriate).
- Teachers will not be called to the telephone unless it is an emergency.
- Teachers will be in attendance at all times - recess, athletic practices, school play rehearsals, etc. Weightlifting and athletic practicing require direct supervision within close proximity to the participants.

- You as a teacher are responsible. See to it that you do not leave yourself vulnerable to a lawsuit because you were negligent in your direct supervision of students.

Hall Conduct - Hall conduct is the responsibility of all. Conduct of students between classes is to be monitored by all teachers. Repetitive poor behavior is to be reported to the office.

Leaving Room - Students should NOT BE LEFT in a room without supervision. Remember, if an accident occurs while the teacher is out of the room, the teacher is still responsible. Only the administrative staff can grant permission for students to leave the building on errands, to go home, or to go to the doctor.

TEACHER ASSESSMENT AND EVALUATION PROGRAM

View the complete certified evaluation handbook online at:
<http://www.lewistown.k12.mt/Lincoln/certevalhdbk.pdf>

TELEPHONE USAGE

Telephones in the District are provided for official business. Personal calls should seldom be placed from the District's phones. Personal long distance calls are to be made using cards, if they cannot wait until the day's end. Any personal long distance charges will be reimbursed to the District monthly.

Teachers will not be disrupted in their classrooms to take telephone calls unless the call is due to an emergency. Teachers should not make phone calls during their assigned duty periods.

TRANSCRIPTS, SUBMISSION OF FOR SALARY SCHEDULE MOVEMENT

Per the Collective Bargaining Agreement, on or before September 1 of each year, the teacher shall provide written notice of credits earned to the Clerk of the School District. An official transcript must be received in the Clerk's office within sixty (60) calendar days after the teacher begins to perform his/her services.

TRAVEL REGULATIONS

1. All employees who travel out of the district must complete a travel request whether reimbursement is expected or not. This is the only way we have of keeping track of who is out of the district for substitute purposes and of tracking mileage and gas expenses on vehicles. Instructions for filling out the travel request form are outlined on the back of the form.
2. Travel requests are to be done **prior** to travel. Out-of-state travel requests must be approved by the Building Principal and Board of Trustees. Please submit requests at least **ONE MONTH** prior to traveling. In-state travel requests must be approved by the Building Principal and the Superintendent. Please submit these requests at least **TWO WEEKS** prior to traveling.
3. School cars are to be used when available in order to cut costs. Please refer to the back of the travel request form for proper procedure.

4. A copy of the workshop/conference registration is to be attached to the travel request stating the date and time the conference starts and ends.
5. If meals are included as part of the conference, there will be no reimbursement for out of pocket expense.
6. Group travel—MBI, etc.—Please wait until you have all the travel requests for the group and made all arrangements before sending the requests to the district office. It is up to the person traveling to double check that Purchase Orders have been done for registration, lodging, etc. prior to leaving Lewistown. Please stress to your employees that if they do not take care of everything before they leave, they will have to use their own credit card and arrange for reimbursement when they return.
7. Travel in June—our fiscal year end is June 30—all claims for reimbursement must be submitted as soon as you return from your trip. It is not our problem if requests are late coming into the district office, and are processed close to school being out and teachers do not open their mail. Reimbursement has to be cutoff June 30.

WEATHER-RELATED ABSENCES

If weather prevents any teacher from coming to work, discretionary leave may be used to cover such occasion until no more such leave is available. Thereafter, such absences are on a leave-without-pay basis. Accordingly, getting to work is your responsibility.

WORK DAY

Teachers will be required to report to school not later than 8:00 A.M. to the building that they are assigned unless a staff meeting or other scheduled event requires their attendance at another site.

Teachers should remain in their rooms or available after school at the site of their last class, until quitting time, daily at 4:00 P.M. (3:30 P.M. on Fridays), unless prior arrangements have been made with the building principal.

Teachers are to notify the office if it is necessary to leave the building during school hours, including preparation periods.

Teachers are expected to be in their buildings or at assigned duties prior to the beginning of the instructional day and after the close of the instructional day. This time is necessary for educational planning, preparation, and conferences with students, parents/guardians, and faculty members. Teachers whose effectiveness is impaired by a lack of lesson planning or participation in necessary activities before and after school shall be dealt with as individuals.

STAFF DEVELOPMENT

PURPOSES AND OBJECTIVES

The Lewistown Public Schools Staff Development Program is based upon the premise that all students should receive a quality education. Consequently, the overall purpose of the program may be seen as twofold. First, our in-service training attempts to provide all staff members with the basic knowledge and skills inherent to quality education. In this sense, the models we present are not new in that they present methods of instruction which have always been used by effective teachers. The program, however, does provide a structure of organization which centralizes such methods and allows the teacher to systematically select and implement them into the classroom. Secondly, the program provides training which assists teachers in utilizing the most current educational research and practices. Not only do the models present the theory, but they also demonstrate practical approaches by which the teacher can actually use the theory in the classroom.

Consequently, the overall purpose and goal of the program may be viewed as an intention of the District to develop and implement strategies and techniques which promote excellence for both the individual teacher and the entire school system. Specifically, it addresses the following two levels.

First, it establishes objectives for the classroom teacher:

1. To provide all teachers with the basic knowledge and skills inherent to quality education.
2. To provide all teachers with in-service training that is based on current educational research and practice.
3. To provide all teachers with an opportunity to receive individual assistance in areas that create difficulty or require additional instructional resources.

The second focus of the program addresses the entire District. At this level the objectives are:

1. To establish instructional models and techniques that are consistent K-12 with both existing staff and those that are employed in the future.
2. To design and implement in-service training which is based upon research and future needs of the District.
3. To monitor the effectiveness and continuity of in-service training throughout the District.

The schedule for the Staff Development Topics/Dates for the 2009-2010 School Year is displayed on the following page.

**Staff Development Topics/Dates for the
2009-2010 School Year**

Staff Development Opportunity Date	Staff Development Opportunity Type	School Improvement Staff Development Topics
Thurs, August 20, 2009	New Teacher Orientation	New Teacher Orientation
Fri, August 21, 2009	Full Day PIR District Meeting @ FHS Building Level Meeting - Transition	Opening Orientation Building Level
Mon, August 24, 2009	Full Day PIR	Building Level
Mon, September 21, 2009	Full Day PIR	1/2 day MAPS Training 1/2 day IEFA Training
Wed, September 30, 2009	Early Release	Transition - District Level
Thurs, October 15, 2009	Full Day PIR	MEA Days
Fri, October 16, 2009	Full Day PIR	MEA Days
Wed, October 28, 2009	Early Release	Curriculum Teams/Departmental
Wed, November 4, 2009	1/2 Day PIR - Evenings	Parent/Teacher Conference
Thurs, November 5, 2009	Full Day PIR	Parent/Teacher Conference
Wed, November 18, 2009	Early Release	Assessment/MAPS
Mon, January 18, 2010	Full Day PIR	<u>K-6</u> AM-Curriculum/Building Level/MAPS PM-CPR/AED
		<u>7-12</u> AM-CPR/AED PM-Curriculum/Building Level/MAPS
Wed, January 27, 2010	Early Release	Assessment/MAPS
Wed, February 17, 2010	Early Release	Bullying
Wed, March 24, 2010	Early Release	Building Level
Thurs, April 8, 2010	1/2 Day PIR - Evenings	Parent/Teacher Conference
Wed, April 28, 2010	Early Release	Assessment/Curriculum/MAPS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/24/2009

Agenda Item No.

18

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

ITEM TITLE: APPROVE REISSUING OF LOST PAYROLL FUND WARRANTS

Requested By: Board of Trustees
Prepared By: Mike Waterman
Date: 08/24/2009

SUMMARY:

The Board of Trustees needs to approve the reissuing of lost Payroll Fund Warrant #17994 dated December 28, 2007, in the amount of \$449.58, and Warrant #18146 dated January 15, 2008, in the amount of \$671.76, both payable to Brenda Gruener, Lewistown, Montana.

SUGGESTED ACTION: Approve Reissuing of Lost Payroll Fund Warrants

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

NOTES:

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

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

INDEMNITY BOND FOR LOST OR DESTROYED WARRANT

KNOW ALL MEN BY THESE PRESENT, that, Brenda Gruener, of 74 West Manor Drive, Lewistown, MT 59457 as Principal, and Mark Gruener, of 74 West Manor Drive, Lewistown, MT 59457, and Stephen Gruener, of 74 West Manor Drive, Lewistown, MT 59457, as Sureties, are held and firmly bound unto Fergus County, Montana, in a sum of \$899.16 to be paid to the Treasurer of Fergus County, Montana, for which payment, well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly and severally, firmly by these present.

The condition of this obligation is such that whereas a certain Warrant #17994 of Fergus County, Montana, dated December 28, 2007, in the sum of \$449.58 payable to Brenda Gruener is alleged to have been lost or destroyed.

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

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

Dated: June 15, 2009

Principal

*Note: Signature of each Surety
required in two places

Surety

Surety

STATE OF MONTANA)
) ss,
COUNTY OF)

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

Surety

Surety

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

Signature of person authorized to take oaths

Printed name of person authorized to take oaths

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

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

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

INDEMNITY BOND FOR LOST OR DESTROYED WARRANT

KNOW ALL MEN BY THESE PRESENT, that, Brenda Gruener, of 74 West Manor Drive, Lewistown, MT 59457 as Principal, and Mark Gruener, of 74 West Manor Drive, Lewistown, MT 59457, and Stephen Gruener, of 74 West Manor Drive, Lewistown, MT 59457, as Sureties, are held and firmly bound unto Fergus County, Montana, in a sum of \$1343.52 to be paid to the Treasurer of Fergus County, Montana, for which payment, well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly and severally, firmly by these present.

The condition of this obligation is such that whereas a certain Warrant #18146 of Fergus County, Montana, dated January 15, 2008, in the sum of \$671.76 payable to Brenda Gruener is alleged to have been lost or destroyed.

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

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

Dated: June 15, 2009

Principal

*Note: Signature of each Surety
required in two places

Surety

Surety

STATE OF MONTANA)
) ss,
COUNTY OF)

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

Surety

Surety

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

Signature of person authorized to take oaths

Printed name of person authorized to take oaths

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

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

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2009-2010 GOALS AND STRATEGIC OBJECTIVES

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

Goal Area 1: Measurable Student Achievement

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

Strategic Objectives:

1. Support staff as they find ways to motivate students in the required testing process.
2. 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 has developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

1. Complete the process to develop, with staff and community, a 10-year facilities plan. Research financing options, and develop and implement a plan to secure community understanding and approval of it.
2. Conclude by February 28, 2010, a feasibility study about how to get out of the Lincoln Building, secondary to results of the Facility Study and Plan.

Goal Area 3: Community / Parental Engagement

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

Strategic Objectives:

1. Obtain data on parent use of Infinite Campus portal and utilize data to increase usage.
2. Implement steps to reach out to the community (don't wait for people to come to us), such as: visiting local coffee clubs, radio programs, newspaper articles and columns/opinions (from staff, administrators and trustees).
3. Assess our efforts to reach out to the community – including steps taken during 2008-2009 – and fine tune and improve for 2009-2010.

Goal Area 4: Technology

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

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Develop a plan to insure that we are investigating and, wherever necessary and affordable, implementing new technologies for cost-efficient delivery of technology for students and staff (such as expanding terminal services, implementing virtualization, proven open-source software solutions).
3. Encourage and support the expanded use of instructional aids for the classroom (projectors, interactive white boards, document cameras).
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Insure that, beginning in 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 has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

Strategic Objectives:

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

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

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways, prior to January 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.
6. Need to have budget talks with projections early in the fall with an idea for retirement incentives, etc. by November 2009.
7. Have budget projections and potential cuts presented to the public before the School Election held in May of 2010.

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
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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 11 -- Jan 15 5	Ninth Week	May 24 -- May 28 5
Tenth Week	Jan 19 -- Jan 22 4	Tenth Week	Jun 1 -- Jun 4 4
	44		45

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

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

Totals

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