

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, July 12, 2010

SPECIAL BOARD MEETING

CALL TO ORDER (12:00 p.m.--Noon)

1. Roll Call
2. Pledge of Allegiance
3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

ACTION ITEMS

INDIVIDUAL ITEMS

4. Approve Personnel

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public school board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

CONSENT GROUP ITEMS

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

07/12/2010

Agenda Item No.

3

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 07/12/2010

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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

07/12/2010

Agenda Item No.

6

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees
Prepared By: Jason Butcher
Date: 07/12/2010

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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: July 12, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
MITCHELL, Linda	Special Education Teacher	Garfield Elementary	Accept letter of resignation	June 30, 2010	See attached letter.
RHOADES, Rebekah	Elementary Secretary	Highland Park Elementary	Approve appointment on schedule— SEC II Step 0 for up to 8.00 hours per day for up to 220 days per year	Fall 2010	See attached hiring recommendation.
HUFF, Miriam	Special Education Teacher	Fergus High School	Approve appointment on schedule— MA 3 Step 7 (0.50 FTE)	Fall 2010	See attached memo.
FITZGERALD, Traci	Second Grade Teacher	Highland Park Elementary	Approve appointment on schedule— BA Step 4 (Actual)	Fall 2010	See attached hiring recommendation.
ASHLEY, Susan	Special Education Teacher	Garfield Elementary	Approve appointment on schedule— MA Step 9	Fall 2010	See attached hiring recommendation.
BROWN, Tony	Resource Aide Paraprofessional	Lewistown Junior High School	Approve appointment on schedule— BEHAVIORAL AIDE III Step 0+Para for up to 7 hours per day for up to 182 days per year	Fall 2010	See attached hiring recommendation.
FLENTIE, Suzie	Science Teacher	Lewistown Junior High School	Approve Out-of-State Travel to attend the ESRI Educators' Conference in San Diego, California	July 9-16, 2010	A portion of the travel expenses for this conference is being paid for by the MAGIP Grant approved at the last Board meeting.

June 21, 2010

Dear Chairman of the School Board and School Board Trustees,

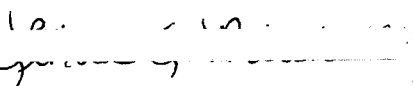
I am writing this letter to inform you of my resignation of my position as special education teacher in the Resource Room at Garfield School. Due to issues that are beyond my control I feel I can no longer effectively serve in this position. Attached is a copy of the email letter which I sent to school administrators addressing these very issues.

I do want to extend my gratitude to all of you throughout my eighteen years with the District. I truly feel blessed to have been part of one of the best special education teams in the state of Montana. I have many fond memories and rewarding experiences that I will hold dear to my heart. I will absolutely miss teaching and the sounds of children learning. To watch a child struggle and then see his/her eyes sparkle when that moment of understanding unfolds is definitely one of the greatest delights a teacher can experience. For all those wonderful enchanting moments, I am so very grateful.

Thank you again for the opportunity to have served in this capacity and to have been given the chance to work with these inspiring young minds. I know the lessons they have taught me have far outnumbered the lessons I have presented to them. I only hope that some of my lessons have taken them beyond the academics and into the world of citizenship and humanity.

It is with regret that I submit this letter, but I feel this is the best course of action for me.

Respectfully submitted,



Linda S. Mitchell

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:

Rebekah Rhoades

For:

Job Title

Elementary Secretary

Classification

SEC II

Step

0

Work location

Highland Park Elementary School

Date to begin work

Fall 2010

Hrs per day/Days per yr

up to 8 hours/day for up to 220 days/year

SELECTION COMMITTEE:

Jody d'Autremont

Matt Lewis

Tim Majerus

Mary Schelle

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Special Board meeting on July 12, 2010.

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Supt.; Mike Waterman, Business Manager
From: Jerry Feller, Principal
Date: July 6, 2010
Re: Hiring Recommendation

Following is the hiring recommendation for a Half-Time Special Education Teacher for the 2010-2011 School Year:

Miriam Huff

MA Step 7 (0.50 FTE)

187 days

Miriam is a certified teacher with endorsements in Elementary Curriculum and Reading (K-12) and has been working as a resource aide for the District at Garfield Elementary. Miriam will enroll in the Special Education Endorsement Program through MSU-Billings.

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:

Traci Fitzgerald

For:

Job Title

Elementary Teacher

Classification

BA

Step

4 (Actual)

Work location

Highland Park Elementary School

Date to begin work

Fall 2010

Days per yr/Hrs per day

187 days per year

SELECTION COMMITTEE:

Jason Butcher

Matt Lewis

Mary Schelle

Germaine Stivers

Jamie Sura

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Special Board meeting on July 12, 2010.

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:

Susan Ashley

For:

Job Title Elementary Special Education Teacher

Classification MA

Step Step 9

Work location Garfield Elementary School

Date to begin work Fall 2010

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Jerry Feller

Tami Kaufman

Matt Lewis

Tim Majerus

Jackie Rickl

Mary Schelle

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Special Board meeting on July 12, 2010.

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:

Tony Brown

For:

Job Title Resource Aide Paraprofessional

Classification BEHAVIORAL AIDE III

Step 0 + Para

Work location Lewistown Junior High School

Date to begin work Fall 2010

Days per yr/Hrs per day 182 days per year / up to 7 hours per day

SELECTION COMMITTEE: Val Frisbie

Tim Majerus

Chris Rice

Jackie Rickl

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Special Board meeting on July 12, 2010.

IN-STATE/OUT-OF-STATE TRAVEL REQUEST

and

REQUEST FOR USE OF SCHOOL VEHICLE

NAME Suzie Henke ADDRESS LJHS TODAY'S DATE 6/15/10

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

(TYPE OR WRITE THROUGH ALL COPIES—PRESS FIRMLY)

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

1. **CONFERENCE/MEETING:** ESRI Educators' Conference **LOCATION:** San Diego

Conference Starts: Date: 07/10/2010 01-10-2010 Time: 8:00 (A.M./P.M.)
 Conference Ends: Date: 07/15/2010 07-15-2010 Time: 8:00 (A.M./P.M.)
 Departure: Date: 07/09/2010 07-09-2010 Time: 6:00 (A.M./P.M.)
 Return: Date: 07/16/2010 07-16-2010 Time: 10:00 (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 \$ 281.86

3. **Lodging:** (Receipts Required) Requisition #/P. O. # _____ (attach proof of cost)
 OR
 Number of Nights: 7 Rate = \$ 169.00 x 4 + tax = 807.68
 Maximum Reimbursement: In-State: Reimbursed at Current State Rate Total Lodging \$ 1058.95
Out-of-State: Reservation will be made at Conference location, if possible

4. **Meals:** In-State: Out-of-State: Total Meals \$ 196.00
 _____ Breakfast (\$ 5.00) 7 Breakfast (\$ 6.00)
 _____ Lunch (\$ 6.00) 7 Lunch (\$ 8.00)
 _____ Dinner (\$12.00) 7 Dinner (\$14.00)

5. **Registration Fee:** Requisition #/P. O. # _____ (attach copy of registration forms) OR Registration \$ 150.00

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

TOTAL TRIP EXPENSE \$ 1686.81

MAXIMUM EMPLOYEE REIMBURSEMENT, INCLUDING ALL FEDERAL GRANTS \$ 700.00
 (if grant application is approved)

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

_____ Superintendent and/or Board of Trustees _____ Date _____

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

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

Actual Travel Costs: Payment to You

1. Meals: \$ _____

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

3. Lodging: (Attach receipts) \$ _____

4. Registration: (Attach receipts) \$ _____

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

TOTAL PAYMENT DUE EMPLOYEE \$ _____

Claimant's Signature _____ Position _____

ADMINISTRATORS USE ONLY **CENTRAL OFFICE USE ONLY**

Travel Request Number: _____ Date: _____

Budget Code for Travel: _____

Budget Code for Fuel Expense: _____

White—Employee, Post-Travel Canary—Accounts Payable Pink—Employee, Pre-Travel Goldenrod—Supervisor

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

Becky Jackson, Board Chair
 Jeremy Bristol
 Jennifer Granot
 Stan Monger
 Lisa Pierce
 Mary Schelle
 Monte Weeden

**LEWISTOWN PUBLIC SCHOOLS
 2010-2011 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester					91 Days	Second Semester					89 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	25 --	Aug	27	3	First Week	Jan	24 --	Jan	28	5
Second Week	Aug	30 --	Sept	3	5	Second Week	Jan	31 --	Feb	4	5
Third Week	Sept	7 --	Sept	10	4	Third Week	Feb	7 --	Feb	11	5
Fourth Week	Sept	13 --	Sept	17	5	Fourth Week	Feb	14 --	Feb	18	5
Fifth Week	Sept	20 --	Sept	24	5	Fifth Week	Feb	21 --	Feb	24	4
Sixth Week	Sept	27 --	Oct	1	5	Sixth Week	Feb	28 --	Mar	4	5
Seventh Week	Oct	4 --	Oct	8	5	Seventh Week	Mar	7 --	Mar	11	5
Eighth Week	Oct	11 --	Oct	15	5	Eighth Week	Mar	14 --	Mar	18	5
Ninth Week	Oct	18 --	Oct	20	3	Ninth Week	Mar	21 --	Mar	25	5
Tenth Week	Oct	25 --	Oct	29	5						44
					45						

SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	1 --	Nov	3	3	First Week	Mar	28 --	Apr	1	5
Second Week	Nov	8 --	Nov	12	5	Second Week	Apr	4 --	Apr	8	5
Third Week	Nov	15 --	Nov	19	5	Third Week	Apr	11 --	Apr	15	5
Fourth Week	Nov	22 --	Nov	23	2	Fourth Week	Apr	18 --	Apr	20	3
Fifth Week	Nov	29 --	Dec	3	5	Fifth Week	Apr	26 --	Apr	29	4
Sixth Week	Dec	6 --	Dec	10	5	Sixth Week	May	2 --	May	6	5
Seventh Week	Dec	13 --	Dec	17	5	Seventh Week	May	9 --	May	13	5
Eighth Week	Dec	20 --	Dec	21	2	Eighth Week	May	16 --	May	20	5
Ninth Week	Jan	3 --	Jan	7	5	Ninth Week	May	23 --	May	27	5
Tenth Week	Jan	10 --	Jan	14	5	Tenth Week	May	31 --	Jun	2	3
Eleventh Week	Jan	18 --	Jan	21	4						45
					46						

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

		Totals
August 23	All Staff Orientation/PIR	1.0
August 24	PIR	1.0
October 21-22	Staff Development Days - Teachers Convention	2.0
November 3-4	Parent Teacher Conferences (Evening Only on 3rd, All Day on 4th)	1.5
January 17	PIR	1.0
April 7	Parent Teacher Conference Evening <u>ONLY</u> (Regular School Day for Students)	0.5
		7.0

C. Holidays (Dates Inclusive)

September 6	Labor Day
October 21-22	Fall Vacation (Teachers -- Convention)
November 4	Parent Teacher Conferences (Vacation Day for Students)
November 5	Vacation Day
November 24-26	Thanksgiving Vacation
December 22-31	Christmas Vacation
January 17	PIR (Vacation Day for Students)
February 25	Vacation Day
April 21-25	Spring Break
May 30	Memorial Day

2010-2011 Regular Board Meetings		
July	26	5:30 p.m.
Aug.	9	5:30 p.m.
Aug.**	24	7:00 p.m.
Sept.	13	7:00 p.m.
Sept.	27	7:00 p.m.
Oct.	11	7:00 p.m.
Oct.	25	7:00 p.m.
Nov.	8	7:00 p.m.
Nov.	22	7:00 p.m.
Dec.	13	7:00 p.m.
Jan.	10	7:00 p.m.
Jan.	24	7:00 p.m.
Feb.	14	7:00 p.m.
Feb.	28	7:00 p.m.
Mar.	14	7:00 p.m.
Mar.	28	7:00 p.m.
Apr.	11	7:00 p.m.
Apr.	25	7:00 p.m.
May	9	7:00 p.m.
May	23	7:00 p.m.
June	13	5:30 p.m.
June	27	5:30 p.m.

** TUESDAY