

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, July 26, 2010**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

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

**SUPERINTENDENT'S REPORT**

6. Report—Investment
7. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

9. Minutes of the June 28, 2010, Regular Board Meeting
10. Minutes of the July 12, 2010, Special Board Meeting

**APPROVAL OF CLAIMS**

11. Claims

**CONSENT GROUP ITEMS**

12. Approve Substitute(s)
13. Approve Lewistown Junior High School Activity Fund Report for June 2010
14. Approve Lewistown Junior High School General Ledger Report for the 2009-2010 School Year

**INDIVIDUAL ITEMS**

15. Approve Personnel Report
16. Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown School District
17. First Reading—Board Policy #5333—Holidays

**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**

07/26/2010

**Agenda Item No.**

3

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

**ITEM TITLE:** DISCUSSION—FACILITIES

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 07/26/2010

**SUMMARY:**

The Board of Trustees would like to continue the discussion on facilities.

**SUGGESTED ACTION:** Informational

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**

07/26/2010

**Agenda Item No.**

4

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

**ITEM TITLE:** REPORT—COMMITTEES OF THE BOARD

**Requested By:** Board of Trustees    **Prepared By:** Committee    **Date:** 07/26/2010

**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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

5

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 07/26/2010

**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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

6

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

**ITEM TITLE:** REPORT—INVESTMENT

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 07/26/2010

**SUMMARY:**

Attached is the report(s) on the interest earned and distributed for June 2010.

The first column of the report(s) reflects the cash balance in various funds as of June 1, 2010.

**SUGGESTED ACTION:** Informational

**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						

**INVESTMENT INCOME DISTRIBUTION REPORT**  
**SCHOOL DISTRICT NO.1, FERGUS COUNTY**  
 June 30, 2010

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

**REPORTING PERIOD:** 6/1/2010 - 6/30/2010  
**ELEM INVESTMENT INCOME:** \$11,444.34  
**HS INVESTMENT INCOME:** \$5,512.07

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
<b>ELEMENTARY DISTRICT:</b>				
101 GENERAL	944,784.62	16.05%	1,836.62	8,820.77
110 TRANSPORTATION	472,534.54	8.03%	918.59	4,368.47
111 BUS DEPRECIATION	912,351.70	15.50%	1,773.58	10,158.24
112 FOOD SERVICE	215,634.92	3.66%	419.19	1,890.95
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	747,848.21	12.70%	1,453.79	7,655.17
120 RENTAL	10,027.25	0.17%	19.49	97.50
121 COMPENSATED ABSENCES	50,473.77	0.86%	98.12	574.97
124 METAL MINES	83,819.04	1.42%	162.94	954.81
128 TECHNOLOGY	59,882.76	1.02%	116.41	800.32
129 FLEXIBILITY	74,813.11	1.27%	145.43	783.44
150 DEBT SERVICE	389,414.61	6.61%	757.01	1,124.68
160 BUILDING	1,521,043.72	25.84%	2,956.85	18,167.94
161 BUILDING RESERVE	366,182.57	6.22%	711.85	3,685.91
184 STUDENT ACTIVITIES	38,308.19	0.65%	74.47	427.75
<b>ELEMENTARY TOTAL</b>	<b>5,887,119.01</b>	<b>100.00%</b>	<b>11,444.34</b>	<b>59,510.92</b>
<b>HIGH SCHOOL DISTRICT:</b>				
201 GENERAL	705,908.12	23.41%	1,290.59	5,710.01
210 TRANSPORTATION	298,877.61	9.91%	546.42	2,643.66
211 BUS DEPRECIATION	487,690.19	16.18%	891.62	5,050.98
213 TUITION	320.24	0.01%	0.59	1.78
214 RETIREMENT	337,408.42	11.19%	616.87	3,382.51
217 ADULT EDUCATION	19,320.00	0.64%	35.32	275.77
218 DRIVERS EDUCATION	32,571.57	1.08%	59.55	301.75
220 RENTAL	13,209.42	0.44%	24.15	121.36
221 COMPENSATED ABSENCES	24,830.73	0.82%	45.40	263.13
224 METAL MINES	160,384.51	5.32%	293.22	1,699.52
228 TECHNOLOGY	71,470.93	2.37%	130.67	728.77
229 FLEXIBILITY	75,763.61	2.51%	138.51	829.28
260 BUILDING	64,517.51	2.14%	117.95	683.67
261 BUILDING RESERVE	500,577.17	16.60%	915.18	4,852.56
281 ENDOWMENT FUNDS	89,852.19	2.98%	164.27	933.29
282 INTERLOCAL AGREEMENT	71,057.43	2.36%	129.91	1,457.21
284 STUDENT ACTIVITIES	61,180.18	2.03%	111.85	596.65
<b>HIGH SCHOOL TOTALS</b>	<b>3,014,939.83</b>	<b>100.00%</b>	<b>5,512.07</b>	<b>29,531.90</b>
<b>GRAND TOTALS</b>	<b>8,902,058.84</b>		<b>16,956.41</b>	<b>89,042.82</b>

**INVESTMENT INCOME DISTRIBUTION REPORT**  
**SCHOOL DISTRICT NO.1, FERGUS COUNTY**  
 June 30, 2010

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

**REPORTING PERIOD:** 6/1/2010 - 6/30/2010  
**ELEM INVESTMENT INCOME:** \$13,055.49  
**HS INVESTMENT INCOME:** \$6,864.18

FUND	CASH BALANCE	%	CURRENT INTEREST	YTD INTEREST
<b>ELEMENTARY DISTRICT:</b>				
101 GENERAL	944,784.62	16.05%	2,095.20	10,915.97
110 TRANSPORTATION	472,534.54	8.03%	1,047.91	5,416.38
111 BUS DEPRECIATION	912,351.70	15.50%	2,023.26	12,181.50
112 FOOD SERVICE	215,634.92	3.66%	478.20	2,369.15
113 TUITION	0.00	0.00%	0.00	0.00
114 RETIREMENT	747,848.21	12.70%	1,658.45	9,313.62
120 RENTAL	10,027.25	0.17%	22.24	119.74
121 COMPENSATED ABSENCES	50,473.77	0.86%	111.93	686.90
124 METAL MINES	83,819.04	1.42%	185.88	1,140.69
128 TECHNOLOGY	59,882.76	1.02%	132.80	933.12
129 FLEXIBILITY	74,813.11	1.27%	165.91	949.35
150 DEBT SERVICE	389,414.61	6.61%	863.58	1,988.26
160 BUILDING	1,521,043.72	25.84%	3,373.12	21,541.06
161 BUILDING RESERVE	366,182.57	6.22%	812.06	4,497.97
184 STUDENT ACTIVITIES	38,308.19	0.65%	84.95	512.70
<b>ELEMENTARY TOTAL</b>	<b>5,887,119.01</b>	<b>100.00%</b>	<b>13,055.49</b>	<b>72,566.41</b>
<b>HIGH SCHOOL DISTRICT:</b>				
201 GENERAL	705,908.12	23.41%	1,607.14	7,317.15
210 TRANSPORTATION	298,877.61	9.91%	680.46	3,324.12
211 BUS DEPRECIATION	487,690.19	16.18%	1,110.34	6,161.32
213 TUITION	320.24	0.01%	0.73	2.51
214 RETIREMENT	337,408.42	11.19%	768.19	4,150.70
217 ADULT EDUCATION	19,320.00	0.64%	43.99	319.76
218 DRIVERS EDUCATION	32,571.57	1.08%	74.16	375.91
220 RENTAL	13,209.42	0.44%	30.07	151.43
221 COMPENSATED ABSENCES	24,830.73	0.82%	56.53	319.66
224 METAL MINES	160,384.51	5.32%	365.15	2,064.67
228 TECHNOLOGY	71,470.93	2.37%	162.72	891.49
229 FLEXIBILITY	75,763.61	2.51%	172.49	1,001.77
260 BUILDING	64,517.51	2.14%	146.89	830.56
261 BUILDING RESERVE	500,577.17	16.60%	1,139.68	5,992.24
281 ENDOWMENT FUNDS	89,852.19	2.98%	204.57	1,137.86
282 INTERLOCAL AGREEMENT	71,057.43	2.36%	161.78	1,618.99
284 STUDENT ACTIVITIES	61,180.18	2.03%	139.29	735.94
<b>HIGH SCHOOL TOTALS</b>	<b>3,014,939.83</b>	<b>100.00%</b>	<b>6,864.18</b>	<b>36,396.08</b>
<b>GRAND TOTALS</b>	<b>8,902,058.84</b>		<b>19,919.67</b>	<b>108,962.49</b>



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

7

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 07/26/2010

**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.

- ❖ Staffing
- ❖ Annual Report
- ❖ Back-to-School Picnic—Monday, August 23, 2010—5:00 p.m.
- ❖ **Summer Board Meeting Schedule—**  
                     MONDAY, AUGUST 9, 2010                      5:30 p.m.  
                     **TUESDAY, AUGUST 24, 2010                      7:00 p.m.**

**SUGGESTED ACTION:** Informational

**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**

07/26/2010

**Agenda Item No.**

8

- 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:** 07/26/2010

**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**

07/26/2010

**Agenda Item No.**

9 - 10

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

**ITEM TITLE:** MINUTES

**Requested By:** Board of Trustees   **Prepared By:** Mike Waterman   **Date:** 07/26/2010

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the June 14, 2010, Regular Board Meeting
- Minutes of the July 12, 2010, Special 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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, June 28, 2010**

**REGULAR BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

Becky Jackson, Stan Monger, Mary Schelle, Lisa Pierce, Jeremy Bristol

TRUSTEES ABSENT:

Jennifer Granot, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Mike Waterman, Business Manager/District Clerk, Sandi Chamberlain, Andrea Payne, Paul Stengel, Jackie Rickl, Scott Dubbs

OTHERS PRESENT:

Joe Zahler-KXLO/KLCM Radio, David Murray-Lewistown News-Argus, Bridget Ekstrom - D.A. Davidson, John Eisen – JGA Architects, Dean Comes, Jackie McQuinn, Vera Benson, Pat Schelle, Debbie Parsons, and other interested parties

2. PLEDGE OF ALLEGIANCE

Vera Benson led the group in the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. DISCUSSION—FACILITIES

The Board of Trustees continued the discussion on building a new middle school on the site of Fergus High School. Community members attended this meeting to learn about forming a Steering Committee for the new Middle School. Bridget Ekstrom, Vice President/Public Finance from D.A. Davidson, helped to facilitate the development of the schedule and responsibilities for the committee. Trustees received information about the bond financing as well as timetable information and examples of information used in other District's bond campaigns. The Board discussed ways to formulate a lead support group, and ultimately decided to send a list of names to the Superintendent

4. REPORT—COMMITTEES OF THE BOARD

There were no committee reports.

5. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

**SUPERINTENDENT'S REPORT**

6. OTHER ITEMS

Jason Butcher, Superintendent, updated the Board on the second grade interviews that were conducted today, Monday, June 28, 2010. The Board will hold a special meeting within the first two weeks of July 2010 at 12pm to approve contracts and other personnel matters. Final Claims Report for the

2009-2010 School Year will be submitted to the Claims Finance Committee on Wednesday, June 30, 2010. The Board was reminded that the Back-to-School picnic will be on Monday, August 23, at 5:00 p.m. and that the second Board meeting in August will be on Tuesday, August 24, 2010, at 7:00 p.m.

**PUBLIC PARTICIPATION**

7. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

There was no public input.

**ACTION ITEMS**

**MINUTES**

8. MINUTES OF THE JUNE 14, 2010, REGULAR BOARD MEETING – approved unanimously (Monger/Bristol).

**APPROVAL OF CLAIMS**

9. CLAIMS – The claims referenced in the 2009-10 Bill Schedule and submitted through June 24, 2010, were approved unanimously (Monger/Schelle). New finance committee members will be Trustees Bristol, Schelle, Pierce, and Jackson.

**CONSENT GROUP ITEMS – approved unanimously (Bristol/Pierce)**

10. APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORTS FOR JANUARY, FEBRUARY, MARCH, APRIL, AND MAY 2010

**INDIVIDUAL ITEMS**

11. APPROVE PERSONNEL REPORT – see Exhibit A (Monger/Schelle - unanimous).
12. APPROVE APPLICATION FOR THE MONTANA ASSOCIATION OF GEOGRAPHIC INFORMATION PROFESSIONALS (MAGIP) GRANT – (Bristol/Pierce – unanimous).
13. APPROVE REISSUING OF LOST PAYROLL WARRANT (Bristol/Schelle – unanimous). Trustee Monger abstained from the vote because of a conflict of interest.
14. APPROVE SCHOOL COUNSELOR PROGRAM CURRICULUM (Pierce/Schelle – unanimous).
15. APPROVE CHANGE IN WORK AGREEMENT FOR SCHOOL FOOD SERVICE DIRECTOR (Pierce/Bristol – unanimous).
16. APPROVE AWARDED SCHOOL FOOD MILK BID TO MEADOW GOLD DAIRY – See Exhibit B (Monger/Schelle – unanimous).
17. APPROVE INCREASE FOR SCHOOL FOOD SERVICE MEALS AND ALA CARTE MILK FOR THE 2010-2011 SCHOOL YEAR (Pierce/Monger – unanimous).
18. APPROVE REQUEST TO TRANSFER MONEY FROM THE ELEMENTARY AND HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED ABSENCES FUND(S) (Pierce/Schelle– unanimous).
19. APPROVE CHANGES TO THE FERGUS HIGH SCHOOL HANDBOOK (Bristol/Monger – unanimous).
20. SECOND READING/ADOPTION—BOARD POLICY #7329—PETTY CASH FUNDS (Bristol/Monger – unanimous).

**ADJOURNMENT**

The meeting was adjourned at 7:40 p.m. The next regular meeting will be held on July 26, 2010, 5:30 p.m. in the Lincoln Building Board Room (Monger– unanimous).

---

**REBECCA S. JACKSON**  
**BOARD CHAIR**

---

**MIKE WATERMAN**  
**BUSINESS MANAGER/CLERK**

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** June 28, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>GOTTARDI, Katemarie</b>	Assistant Cheerleading Coach	Fergus High School	Accept letter of resignation	August 27, 2010	See attached letter.
<b>KASE, Amanda</b>	Special Education Teacher	Lewis & Clark Elementary	Approve appointment on schedule— BA Step 4 (Actual Step 0)	July 1, 2010	See attached hiring recommendation.
<b>HAYNES, Ronald</b>	Custodian	Fergus High School	Approve appointment on schedule— MAINT II Step 0 for up to 8 hours per day 260 days per year	July 15, 2010	See attached hiring recommendation.
<b>SEDERHOLM, Linda</b>	Library Aide	Garfield Elementary and Lewis & Clark Elementary	Approve appointment on schedule— AIDE I Step 6+Para for up to 7 hours per day for 110 days (3 days per week)	June 28, 2010	Linda has worked for the District for many years. Her contract was delayed until the schedule for the library aides was finalized.
<b>MAHLEN, Karen</b>	Library Aide	Highland Park Elementary and Garfield Elementary	Approve appointment on schedule— AIDE I Step 6+Para for up to 7 hours per day for up to 182 days	June 28, 2010	Karen has also worked for the District for many years. Her contract was delayed until the schedule for the library aides was finalized.
<b>SCHNITZMEIER, KC</b>	Special Education Resource Paraprofessional	TBD	Approve appointment on schedule— AIDE II Step 2 for up to 7 hours per day for up to 182 days	June 28, 2010	KC is being rehired from last year and will be used as a paraprofessional. The location will be determined after the Special Education Teachers are in place and the need can be accessed.

"EXHIBIT B"

BID: School Food Milk

AWARDED TO: Meadow Gold Dairy

DATE OF LETTING: June 14, 2010

Quantity	Item Description	Unit Size	Brand Name	Unit Price	Extended Cost	Total Bid
36,000	1% Milk	Half Pint	Viva	0.23	\$ 8,280.00	
135,000	1% Chocolate Milk	Half Pint	Viva	0.25	\$ 33,750.00	
9,000	Skim Milk	Half Pint	Viva	0.22	\$ 1,980.00	
275	1% Milk	Gallon	Viva	2.84	\$ 781.00	\$ 44,791.00

BIDS OPENED BY: Mike Waterman, Cindy Giese

**MINUTES  
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

TRUSTEES PRESENT:

Chair Becky Jackson, Mary Schelle, Jeremy Bristol, Lisa Pierce

TRUSTEES ABSENT:

Monte Weeden, Stan Monger, Jennifer Granot

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/Clerk Mike Waterman,  
Sandi Chamberlain, Andrea Payne

OTHERS PRESENT:

None

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Andrea Payne noted that Linda Mitchell's resignation could have perhaps been avoided, and asked that the District administration and staff pay close attention to the Garfield Special Education classroom and give the new staff there every opportunity to succeed.

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

4. APPROVE PERSONNEL – see Exhibit A (Bristol/Pierce- unanimous).

**ADJOURNMENT**

The meeting was adjourned at 12:05 p.m.

---

**REBECCA S. JACKSON  
BOARD CHAIR**

---

**MIKE WATERMAN  
BUSINESS MANAGER/CLERK**



**“EXHIBIT A”**

**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>
<b>MITCHELL, Linda</b>	Special Education Teacher	Garfield Elementary	Accept letter of resignation	June 30, 2010	See attached letter.
<b>RHOADES, Rebekah</b>	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.
<b>HUFF, Miriam</b>	Special Education Teacher	Fergus High School	Approve appointment on schedule— MA 3 Step 7 (0.50 FTE)	Fall 2010	See attached memo.
<b>FITZGERALD, Traci</b>	Second Grade Teacher	Highland Park Elementary	Approve appointment on schedule— BA Step 4 (Actual)	Fall 2010	See attached hiring recommendation.
<b>ASHLEY, Susan</b>	Special Education Teacher	Garfield Elementary	Approve appointment on schedule— MA Step 9	Fall 2010	See attached hiring recommendation.
<b>BROWN, Tony</b>	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.
<b>FLENTIE, Suzie</b>	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.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

11

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees   **Prepared By:** Sherry Martin   **Date:** 07/26/2010

**SUMMARY:**

Approve claims paid through July 21, 2010, as approved by the Finance Committee.

Current members of the Finance Committee include: Becky Jackson, Jeremy Bristol, Mary Schelle, and Lisa Pierce.

**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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

12 - 14

<u>Agenda Items</u>	<u>Additional Information</u>
12. Approve Substitute(s)  13. Approve Lewistown Junior High Schools Activity Fund Report for June 2010  14. Approve Lewistown Junior High Schools General Ledger Report for the 2009-2010 School Year	

**SUGGESTED ACTION:** No Items to Approve

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

12

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

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

**Requested By:** Board of Trustees    **Prepared By:** Sandi Chamberlain    **Date:** 07/26/2010

**SUMMARY:**

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

Substitute Teacher List:

Alissa Berry                      B.S. Equestrian Studies/Business Management

Substitute Bus Driver List:

Robert Moore

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

**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**

07/26/2010

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORT FOR JUNE 2010

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers    **Date:** 07/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund report for June 2010.

**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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

From: 06/01/2010  
To : 06/30/2010

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	1809.08	0.04	0.00	0.00	1809.12	0.00	1809.12
000105 Builder's Club	106.52	0.04	0.00	0.00	106.56	0.00	106.56
000115 Cheerleaders	1631.77	0.04	0.00	0.00	1631.81	0.00	1631.81
000120 Consumer Tech	428.52	26.94	0.00	0.00	455.46	0.00	455.46
000125 FACS	321.55	0.04	0.00	0.00	321.59	0.00	321.59
000130 BC,SC Store	1629.31	0.04	-292.65	0.00	1336.70	0.00	1336.70
000135 Music	99.95	0.04	0.00	0.00	99.99	0.00	99.99
000140 Photo Club	4735.43	427.04	-2078.02	0.00	3084.45	0.00	3084.45
000145 H.E.L.P.S.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000150 Service Learning	733.76	170.04	0.00	0.00	903.80	0.00	903.80
000155 Ski Club	1305.66	0.04	0.00	0.00	1305.70	0.00	1305.70
000160 Student Council	972.28	0.04	-83.75	0.00	888.57	0.00	888.57
000180 NEWS	37.17	0.03	0.00	0.00	37.20	0.00	37.20
000190 COMPUTER SERV LEARNING	129.29	0.03	0.00	0.00	129.32	0.00	129.32
Group Total	13940.29	624.40	-2454.42	0.00	12110.27	0.00	12110.27
Grand Total	13940.29	624.40	-2454.42	0.00	12110.27	0.00	12110.27

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**

07/26/2010

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE LEWISTOWN JUNIOR HIGH SCHOOL GENERAL LEDGER REPORT FOR THE 2009-2010 SCHOOL YEAR

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers    **Date:** 07/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the Lewistown Junior High School General Ledger Report for the 2009-2010 School Year.

**SUGGESTED ACTION:** Approve Lewistown Junior High School General Ledger Report 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						
Granot						
Jackson						
Monger						
Pierce						
Schelle						
Weeden						

From: 07/01/2009  
To : 06/30/2010

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	7.40	-44.88	0.00	1809.12	0.00	1809.12
000105 Builder's Club	106.08	0.48	0.00	0.00	106.56	0.00	106.56
000115 Cheerleaders	1272.72	6523.23	-6164.14	0.00	1631.81	0.00	1631.81
000120 Consumer Tech	459.61	1878.58	-1882.73	0.00	455.46	0.00	455.46
000125 FACS	220.91	1510.09	-1409.41	0.00	321.59	0.00	321.59
000130 BC,SC Store	1872.69	3002.88	-3588.87	50.00	1336.70	0.00	1336.70
000135 Music	99.55	0.44	0.00	0.00	99.99	0.00	99.99
000140 Photo Club	1850.62	4670.65	-3436.82	0.00	3084.45	0.00	3084.45
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	656.50	-280.00	0.00	903.80	0.00	903.80
000155 Ski Club	1551.67	10955.69	-11201.66	0.00	1305.70	0.00	1305.70
000160 Student Council	1055.27	1016.54	-1133.24	-50.00	888.57	0.00	888.57
000180 NEWS	53.82	985.86	-1002.48	0.00	37.20	0.00	37.20
000190 COMPUTER SERV LEARNING	128.89	0.43	0.00	0.00	129.32	0.00	129.32
Group Total	11045.73	31208.77	-30144.23	0.00	12110.27	0.00	12110.27
Grand Total	11045.73	31208.77	-30144.23	0.00	12110.27	0.00	12110.27

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**

07/26/2010

**Agenda Item No.**

15

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 07/26/2010

**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 26, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>GIESE, Cindy</b>	School Food Service Director	School District #1	Approve professional leave for travel to India to be a participant with a delegation of school nutrition professionals involved in the People to People Citizen Ambassador Program	November 2010	See attached memo.
<b>RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS</b>	Activity Bus Drivers	School District #1	Approve appointment on schedule as presented on the attachment	July 26, 2010	See attached list.
<b>RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS</b>	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on the attachment	July 26, 2010	See attached list.
<b>ROSS, Deena</b>	1 <sup>st</sup> Assistant Volleyball Coach	Fergus High School	Approve change in contract to reflect change from Assistant to 1 <sup>st</sup> Assistant	July 26, 2010	See attached memo.
<b>KRAUSE, Josie</b>	Assistant Coach	Fergus High School	Approve change in contract to reflect change from 1 <sup>st</sup> Assistant to Assistant	July 26, 2010	See attached memo.

Cynthia S. Giese  
2608 Castle Butte Rd  
Lewistown, MT 59457  
406-538-3619

TO: Board of Trustees  
FROM: Cindy Giese  
RE: Professional Leave  
DATE: July 20, 2010

I have accepted an invitation from Barbara Belmont, School Nutrition Association Executive Director, to be a participant in a delegation of school nutrition professionals that will travel to India in November 2010. In conjunction with People to People Citizen Ambassador Programs, this delegation has been developed to foster one-on-one dialogue with our overseas counterparts and to continue the tradition of professional diplomacy first set forth by President Eisenhower in 1956.

The School Nutrition Association, and its international arm, the Global Child Nutrition Foundation, continue to support efforts to build sustainable school feeding programs throughout the world so that all children have the opportunity to reach their potential through education and a well-fed body.

The delegation will explore school feeding programs in India, with special attention to funding, nutrition and regulatory requirements, resources/staffing, operations, food safety, role of agriculture, suppliers, and partnerships with NGOs. Delegates will participate in formal and informal discussions with government officials and school feeding providers. These exchanges will help facilitate increased learning for both the host professionals and for the U.S. delegation.

Our delegation will depart for India from the domestic gateway city, Newark, NJ, on November 14, 2010. We will meet with our Indian colleagues and experience the rich culture of Delhi, Jaipur and Agra. We will arrive back in the United States on November 23, 2010.

As People to People Citizen Ambassador Programs is a private-citizen effort, delegates are responsible for their own program costs. The estimated cost per delegate is \$6340.00. This includes round-trip airfare from the domestic gateway city, group transportation meetings and cultural activities, accommodations, most meals, group protection plan (insurance) and essentially all other costs associated with participation. I will also be responsible for the cost of transportation to and from Newark, NJ, the domestic gateway city, plus any personal travel expenses. These additional costs are estimated to be approximately \$800-900.

For this exciting, personal and professional educational venture I am asking for 8 days of professional leave from my position as Food Service Director. Of course, I would do my utmost to see that everything ran smoothly in my absence. I have every confidence that my staff will also do their best to make that happen.

I am prepared to personally incur the cost of this wonderful opportunity. If the Board should offer financial support in addition to granting professional leave it would most whole-heartedly be accepted on my part. If you need further documentation or information, I would be happy to provide it. Thank you for your consideration of this request.

Respectfully submitted,

Cindy Giese  
Food Service Director

CC: Jason Butcher, Superintendent

**LEWISTOWN PUBLIC SCHOOLS****EXTRA DUTY CONTRACTS**

July 26, 2010

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Baszczuk	Rebecca	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Beaudry	Ben	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Burns	Frank	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Distad	Gary	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Lantzer	Lee	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Leap	Leslie "Bud"	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Lelek	Wayne	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
McConnell	Dave	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Murray	Ted	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Odermann	Rob	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Pearson	Jim	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Sain, Jr.	Michael "Dean"	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Schaeffer	Kathleen	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Tresch	Daniel	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Tucek	Paul	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)
Wood	Fred	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum)

**LEWISTOWN PUBLIC SCHOOLS****EXTRA DUTY CONTRACTS**

July 26, 2010

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Baszczuk	Rebecca	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Beaudry	Ben	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Burns	Frank	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Goldsborough	Cathy	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Lantzer	Lee	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Leap	Leslie (Bud)	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Lelek	Wayne	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
McConnell	Dave	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Murray	Ted	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Odermann	Rob	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Pearson	Jim	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Sain, Jr.	Michael "Dean"	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Tresch	Daniel	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
Wood	Fred	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis



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: July 22, 2010**  
**RE: Contract Changes**

---

**Please recommend to the Board of Trustees changes in the contracts for the following individual(s) for extracurricular activities for the 2010-2011 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.**

**Fergus High School:**

**Volleyball**

Deena Ross	1 <sup>st</sup> Assistant Coach	(0.105)	\$3,159.77
Josie Krause	Assistant Coach	(0.085)	\$2,557.91

Josie was previously approved as 1<sup>st</sup> Assistant, but will need to be gone for part of the volleyball season this year. Therefore, Josie requested that Deena be moved to 1<sup>st</sup> Assistant and she will take the Assistant position.

**Thank you!**

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE AGREEMENT BETWEEN YELLOWSTONE BOYS AND GIRLS RANCH AND THE LEWISTOWN SCHOOL DISTRICT

**Requested By:** Board of Trustees   
**Prepared By:** Jason Butcher   
**Date:** 07/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the agreement between the Yellowstone Boys and Girls Ranch (YBGR) and the Lewistown School District for Comprehensive School and Community Treatment Services (CSCT).

YBGR will be responsible for billing third party insurers, students and/or student families for all CSCT medical services provided to students. The School District agrees to provide YBGR with private office space which is soundproof enough that conversations cannot be heard outside the walls of the office, phone, Internet and e-mail access, and reasonable office supplies to support the provision of CSCT services in the School District.

**SUGGESTED ACTION:** Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown School District for Comprehensive School and Community Treatment Services

**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						

## AGREEMENT

YELLOWSTONE BOYS AND GIRLS RANCH  
1732 So. 72<sup>nd</sup> Street West - Billings, MT 59106  
Ph: (406) 655-2100 - Fax: (406) 656-0021  
&

## LEWISTOWN SCHOOL DISTRICT

215 7<sup>th</sup> Avenue South. – Administration Offices – Lewistown, MT 59457  
Ph: (406) 535-8777 - Fax: (406) 535-2819

### Comprehensive School and Community Treatment Services

This Comprehensive School and Community Treatment Services Agreement (Agreement) is made and entered into this **1<sup>st</sup> day of August 2010**, by and between **Yellowstone Boys and Girls Ranch Community Based Services (YBGR) and Lewistown School District**.

### RECITALS

WHEREAS, YBGR provides an array of mental health services to emotionally disturbed youth and has extensive experience providing Comprehensive School and Community Treatment Services (CSCT); and

WHEREAS, the School District wishes to retain YBGR to perform School Based Comprehensive School and Community Treatment Services (CSCT) to students enrolled in the School District who are authorized to receive CSCT services; and

WHEREAS, YBGR is willing and able to render said services to those students in the School District authorized to receive CSCT services, pursuant to the terms of this Agreement.

### AGREEMENT

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties agree as follows:

#### 1. Terms

**This Agreement shall be effective as of the 1<sup>st</sup> day of August 2010 and shall continue in effect through 30th day of June 2011, unless earlier terminated as provided in paragraph 7 below.**

#### 2. YBGR Services

- a. YBGR agrees to render CSCT services as provided herein and in accordance with the Statement of Work attached hereto as Exhibit I and incorporated by reference. For the purposes of this Agreement, Comprehensive School and Community Treatment Services or "CSCT" shall mean mental health center services as defined in the State of Montana administrative rule **37.88.901**. For the purpose of this agreement CSCT is the only Mental Health Center service provided in conjunction with Lewistown School District. YBGR shall maintain clinical records and monthly progress reports including service documentation supporting the provision of CSCT services to the School District in sufficient amount to enable School District or the School District's contracted billing agent, to bill for Medicaid covered services provided to Medicaid eligible children. All CSCT records maintained by YBGR hereunder will be available for review by appropriate School District personnel to verify billing activity upon request. Furthermore, YBGR agrees to bill third party insurers, students and/or student families for all CSCT



medical services provided to students as applicable to satisfy third party liability requirements and the requirements of any insurance coverage or other third party payment sources. For those children ineligible for Medicaid, YBGR will invoice the student and or the student's family for services rendered following the YBGR fee schedule.

- b. The CSCT mental health services to be provided to students by YBGR pursuant to this Agreement and the eligibility criteria and referral processes related to such services, are separate and distinct from eligibility criteria, referral processes, and special education services provided free of charge pursuant to and as part of the Free Appropriate Public Education requirements of the Individuals with Disabilities Act. School District agrees to cooperate with and assist YBGR in providing information and documentation as necessary for YBGR to demonstrate to third party insurers or other payers that the services provided under, this Agreement are not services that a student is entitled to receive free of charge from the School District. In the event that any services provided by YBGR under this Agreement are determined to be special education services which a student is entitled to receive free of charge from the School District as part of the Free and Appropriate Public Education requirements of the Individuals with Disabilities Act, an Individual Education Plan will be developed by the School District and YBGR will be paid by the School District for such services pursuant to the sliding scale fee schedule for CSCT services.

### **3. School District Services.**

School District agrees to provide YBGR with private office space which is soundproof enough that conversations can not be heard outside the walls of the office, phone, Internet and e-mail access and reasonable office supplies to support the provision of CSCT services in the School District.

### **4. Compensation.**

YBGR will submit claims and/or statements for reimbursement to all identified potential payers according to the Fee Schedule attached hereto as Exhibit 2 and by reference made a part of this Agreement.

### **5. Manner of Payment.**

**YBGR will submit Medicaid billings for CSCT reimbursement under the School District Medicaid provider number. YBGR will assume all responsibility for Medicaid reimbursement collection and request for payment denial appeals.** YBGR shall be permitted to and shall be responsible to bill student, student's family, third party insurers and any other identified potential payers for services provided hereunder, as applicable. As a condition of providing services to a student, YBGR may require students, the parent or guardian of students, to execute such documents as YBGR deems appropriate, including but not limited to treatment consent, assignment of insurance benefits, payment agreements and authorizations for release of information.

### **6. Status as Independent Contractors,**

This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of either or both of the parties to recover third party or Medicaid payments. Each party to this Agreement shall act as an independent contractor, and neither party shall have the power to act for or bind the other party except as expressly provided for herein.

- a. Ineligible for Employee Benefits. YBGR and its employees shall not be eligible for any benefit available to employees of the School District, including, but not limited to, workers compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, savings plans and the like.

- b. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to YBGR under this Agreement. YBGR agrees to pay all state and federal taxes and other levies and charges for staff they employ. YBGR agrees to defend, indemnify and hold School District harmless from any and all liability resulting from any failure to do so.

## **7. Termination.**

Either party may terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from the non-defaulting party specifying such default. This Agreement may also be terminated by School District without prior notice if:

- (i) Montana DPHHS for any reason terminates Medicaid coverage of the CSCT program in the State of Montana
- (ii) Montana DPHHS no longer allows the School District to seek payment of Medicaid reimbursement for the provision of CSCT services to Medicaid eligible children, or
- (iii) YBGR does not meet federal and state CSCT licensure and service requirements.

## **8. Termination of Services and Return of Property.**

Upon the expiration or earlier termination of this Agreement, YBGR shall immediately terminate the services hereunder, and shall deliver promptly to School District all property relating to the business and work of the School District. Such property shall include but not be limited to all student records, office space, phone, computer, printer, Internet, e-mail access and reasonable office supplies.

## **9. Changes**

School District may, at any time by written order, make changes in YBGR's work within the general scope of the Statement of Work. If any change under this section causes an increase or decrease in YBGR's cost of, or time required for, the performance of any part of the work, the parties shall negotiate an equitable adjustment to the compensation payable hereunder, and this Agreement shall be modified in writing accordingly. In addition, the parties agree to negotiate in good faith to revise this Agreement in the event of (i) legislation or court action that affects this Agreement or State Medicaid Coverage; (ii) changes in the funds available that affect this Agreement; or (iii) other changes reasonably requested by School District necessary to make this Agreement consistent with federal and state Medicaid billing requirements. In the event the parties are not able to negotiate an equitable adjustment as a result of changes in the cost of YBGR's services, or are not able to negotiate a revision due to the other reasons set forth above, this Agreement shall immediately terminate.

## **10. Standard of Performance.**

YBGR warrants and represents that it possesses the skill and professional competence, licensure, expertise and experience to undertake the obligations imposed by this Agreement. YBGR agrees to perform in a diligent, efficient, competent and skillful manner commensurate with the applicable standards of the profession, and to devote such time as is necessary to perform the services required under this Agreement.

## **11. Indemnification.**

YBGR agrees to defend, indemnify and hold School District harmless from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of (i) the negligence or willful misconduct of YBGR, its employees or agents, which occurs during its performance of its obligations under this Agreement and/or (ii) a breach by YBGR of its obligations under this Agreement.

The School District agrees to defend, indemnify and hold YBGR harmless from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out

of (i) acts or omissions of the School District, its employees or agents, and/or (ii) a breach by the School District of its obligations under this Agreement.

## **12. Insurance.**

YBGR agrees to carry, for the term of this Agreement, the following insurance in the amounts indicated with insurance carriers that are licensed in the state(s) where the services will be performed. **[Note, counsel for each district should judge the adequacy of the required coverage.]**

- a. COMMERCIAL GENERAL LIABILITY insurance for Bodily Injury and Property Damage for limits not less than \$1,000,000 per occurrence / \$2,000,000 aggregate including coverage for Subcontractor's obligations, operations, promises, independent contractors, products/completed operations, personal injury and advertising injury on a per-project basis.
- b. BUSINESS AUTOMOBILE LIABILITY insurance with a combined single limit of not less than \$1,000,000 for Bodily Injury and Property Damage for all owned, non-owned and hired vehicles.
- c. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY insurance in the state(s) where the work will be performed whether or not required by law with statutory, limits for workman's' compensation and limits not less than \$1,000,000 each accident; \$1,000,000 each employee; \$1,000,000 each disease including occupational disease.
- d. PROFESSIONAL LIABILITY in the amount of \$2,000,000.

A combination of primary and UMBRELLA/EXCESS liability' policies will be acceptable in order to meet the required limits. All of the above policies shall be written on an occurrence form. Claims made forms are not acceptable except for Professional Liability. Upon the request of School District, YBGR will submit a standard ACORD Certificate of Insurance signed by an authorized agent or representative of the insurance companies evidencing that the above required policies and limits are in effect. All policies shall provide that the insurance coverage provided will be primary and noncontributory with any other applicable insurance. No reduction in coverage or cancellation of policies shall be effected without first giving School District 30 days written notice. The policies (except for workers' compensation) shall name School District as additional insureds.

## **13. Compliance.**

YBGR represents that it is not presently suspended or debarred or proposed for suspension or debarment by any government agency or regulatory agency. YBGR agrees to comply with all federal, state and local statutes, regulations, ordinances and rules as well as any and all School District policies and procedures relating, directly or indirectly, to YBGR's performance hereunder, including but not limited to all applicable laws pertaining to equal employment opportunity and procurement integrity.

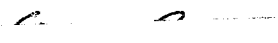
## **14. Medicaid Repayment.**

In the event that, after YBGR's receipt of payment from Medicaid through the School District, Medicaid determines for any reason through an audit or otherwise that the School District and YBGR were not entitled under applicable state and federal laws, regulations and rules to certain Medicaid payments for CSCT services, then YBGR is obligated to repay to Medicaid all such payments. YBGR and the School District may appeal this determination and request a hearing pursuant to applicable state and federal laws, rules and regulations. The decision to appeal such a determination shall be YBGR's alone, and the School District shall cooperate to the extent necessary.

## 15. Miscellaneous.

- a. **Survival.** The obligations assumed by YBGR pursuant to paragraph 5 hereof shall survive the expiration or early termination of this Agreement.
- b. **Attorneys' Fees.** In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court,
- c. **Waiver, Modification and Amendment.** No provision of this Agreement may be waived unless in writing, signed by all of the parties hereto. Waiver of any one provision of this Agreement shall not be deemed to be a continuing waiver or a waiver of any other provision. This Agreement may be modified or amended only by a written *agreement* executed by all of the parties hereto.
- d. **Governing Law; Venue.** This Agreement shall be governed and construed in accordance with the laws of the State of Montana, without regard to choice of law principles. The parties agree that the venue for legal actions related to this Agreement shall be the state and U.S. Federal courts for the State of Montana in or reasonably near the county in which the School District's central office is located.
- e. **Assignment; Subcontracting.** Neither this Agreement nor any duties or obligations hereunder shall be assigned, transferred, or subcontracted by YBGR without the prior written approval of School District. Approval may be withheld in the sole and absolute discretion of School District.
- f. **Notices.** All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or certified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant party, which initially shall be the address set forth on the signature page to this Agreement. All notices will include a designated receiver, also inclusive in the address. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party.
- g. **Records; Inspection.** YBGR shall maintain books, records, and documents in accordance with federal and state medical documentation requirements, accounting procedures and practices which sufficiently and properly reflect the services rendered and funds expended in connection with this Agreement. All service/program notes, books, medical records, documents, or other materials associated with this Agreement shall be subject to reasonable inspection, review, or audit by School District and/or the Montana Department of Public Health and Human Services and/or Centers for Medicare and Medicaid Services and their designees, during YBGR's usual business hours and Upon prior notice. YBGR shall retain all medical service progress notes, student case files/medical records, financial and other records pertaining to its work under this Agreement for seven (7) years after the termination or expiration of this Agreement or the conclusion of any audit pertaining to this Agreement, whichever is later.
- h. **Partial invalidity,** if any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining *provisions* shall nevertheless continue in full force without being impaired or invalidated in any manner.
- i. **Entire Agreement.** This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supercedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

IN WITNESS THEREOF, YBGR has caused its name to be hereunto subscribed by its Representative and the said School District has caused its name to be hereunto subscribed by the Chairman of its Board and its Superintendent on the dates recorded below.

  
By: Shawn Byrne, MSW, COO, YBGR 7-12-10  
Date

  
By: Jason Butcher, Superintendent 21 Jul 10  
Date

By: School Board – Chairman Date

EXHIBIT 1

STATEMENT OF WORK

Yellowstone Boys and Girls Ranch will provide the School District with the following services:

1. Meet all program requirements as required by the State and Federal standards for CSCT.
2. Ensure all eligible children within the CSCT sites, as appropriate, who meet the described criteria for service, are considered for admission to the program;
3. Ensure that all staff ratios and caseload requirements meet current State and Federal standards;
4. Develop and implement a CSCT plan of treatment in cooperation with the District for child enrolled in CSCT services.
5. Provide treatment, crisis management and discharge planning services to enrolled children;
6. Provide 90-Day updates to the child's plan of treatment to the District and pertinent agencies;
7. Provide for family involvement in treatment and discharge planning and in the course of treatment;
8. Provide continuing contact and information exchange with persons and agencies significantly involved in each child's treatment;
9. Ensure that all available financial resources for support of services including third party insurance and parent payment are utilized;
10. Bill all third parties for services provided to non-Medicaid eligible children including family members; and
11. Ensure that service delivered is adequately documented to support the reimbursement received.

\_\_\_\_\_  
Shawn Byrne, MSW, COO, YBGR

\_\_\_\_\_  
Jason Butcher, Superintendent

7-12-10  
\_\_\_\_\_  
Date

21 July 10  
\_\_\_\_\_  
Date

## EXHIBIT 2

### FEE SCHEDULE & BILLING PROCESS

YBGR will provide the direct CSCT services and bill for those services following this procedure:

1. YBGR will provide CSCT services to enrolled (clients) students authorized to receive CSCT services.
2. The YBGR billing/accounts receivable manager will work with the designated School District staff to obtain a CSCT Medicaid provider number for the School District. For Medicaid eligible students, YBGR will bill Medicaid using the School District CSCT Medicaid provider number.

YBGR Community Based Services – Fiscal Dept.

1732 72<sup>nd</sup> St. West

Billings, MT 59106

Attention: Chrystal Sanders      Email: [chrystals@ybgr.org](mailto:chrystals@ybgr.org)

Fax: (406)651-2783      Phone: (406) 655-2100

3. For those students who are Medicaid eligible, YBGR will bill Medicaid at the usual and customary rate of \$33.00 per 15-minute unit of service. For those students who are not Medicaid eligible, YBGR shall bill the student, the student's parent or guardian, third party insurer, or any other payor source according to its sliding scale fee schedule for CSCT services.
4. Medicaid payments for services provided will be sent by Medicaid to the School District with an attached Explanation of Benefits (EOB). EOBs will be viewed and printed from the Montana Medicaid website by the YBGR accounts receivable manager for YBGR's purposes. Therefore, postal mailings of the EOBs are no longer required.
5. For those students who are Medicaid eligible, the School District will pay YBGR at the 1<sup>st</sup> A/P cycle following receipt of Medicaid payment and corresponding invoice from YBGR. If the School District needs an invoice for payment, this process can be arranged through the YBGR accounts receivable manager.
6. YBGR will conduct random chart audits, twice per year, checking billed services against the clinical chart and make these audits available to the appropriate School District administrator.
7. The School District will be responsible to certify the non-federal match for CSCT services provided to Medicaid students once per year. The School District will be responsible to maintain a record of the total Medicaid payments for Medicaid CSCT and disbursements to YBGR. YBGR will assist the School District in understanding how to fulfill its responsibility with regard to compliance with state requirements.
8. YBGR will be responsible for all billing and collection of payment for non-Medicaid CSCT clients.
9. Once a month YBGR will provide the School District a list of students enrolled in and students discharged from the CSCT program.

Payments for services will be mailed to:

Yellowstone Boys and Girls Ranch

PO Box 80065

Billings, MT, 59108-0065

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

07/26/2010

**Agenda Item No.**

17

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #5333—HOLIDAYS

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 07/26/2010

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #5333—Holidays.

Information being added has been highlighted. This wording is being added to clarify the information in this Board policy.

**SUGGESTED ACTION:** Approve First Reading of Board Policy #5333—Holidays

**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						



# FIRST READING

## Lewistown School District PERSONNEL

5333

### Holidays

Holidays for certified staff are dictated in part by the school calendar. Temporary employees shall not receive holiday pay. Part-time employees shall receive holiday pay on a prorated basis.

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

Twelve-(12)-month employees will be granted an additional two (2) floating days per year.

In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday.

In cases where one of the above holidays falls on Sunday, the following Monday shall not be a holiday. In those cases where one of the above holidays falls on Saturday, the preceding Friday shall not be a holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

All seasonal classified employees will receive five (5) paid holidays per school year as follows, no matter which day of the week that the holiday may fall:

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Memorial Day

The effective date of this policy revision is December 2005 and will include Christmas Day 2005 and New Year's Day 2006.

Legal Reference: § 20-1-305, MCA School holidays

### Policy History:

Adopted on: June 28, 2004

Revised on: January 23, 2006

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**

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**

<b>First Semester</b>	<b>91 Days</b>	<b>Second Semester</b>	<b>89 Days</b>
-----------------------	----------------	------------------------	----------------

<b>FIRST QUARTER</b>	<b>DAYS</b>	<b>THIRD QUARTER</b>	<b>DAYS</b>
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		<b>44</b>
	<b>45</b>		

<b>SECOND QUARTER</b>	<b>DAYS</b>	<b>FOURTH QUARTER</b>	<b>DAYS</b>
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		<b>45</b>
	<b>46</b>		

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

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
		<b>7.0</b>

**Totals**

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

**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