

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, August 9, 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. Discussion—Strategic Plan
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

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 July 26, 2010, Regular Board Meeting

APPROVAL OF CLAIMS

10. Claims

CONSENT GROUP ITEMS

11. Approve Substitute List for the 2010-2011 School Year
12. Approve Fergus High School Activity Fund Report for June 2010
13. Approve Fergus High School General Ledger Report for the 2009-2010 School Year

INDIVIDUAL ITEMS

14. Approve Personnel Report
15. Approve Elementary Budget for the 2010-2011 School Year
16. Approve High School Budget for the 2010-2011 School Year
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

08/09/2010

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:** 08/09/2010

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

08/09/2010

Agenda Item No.

4

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

ITEM TITLE: DISCUSSION—STRATEGIC PLAN

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 08/09/2010

SUMMARY:

The Board of Trustees needs to review the 2009-2010 Goals and Strategic Objectives as set forth in the Strategic Plan, which is attached, and set goals for the 2010-2011 School Year.

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 2009 Strategic Plan

Overview

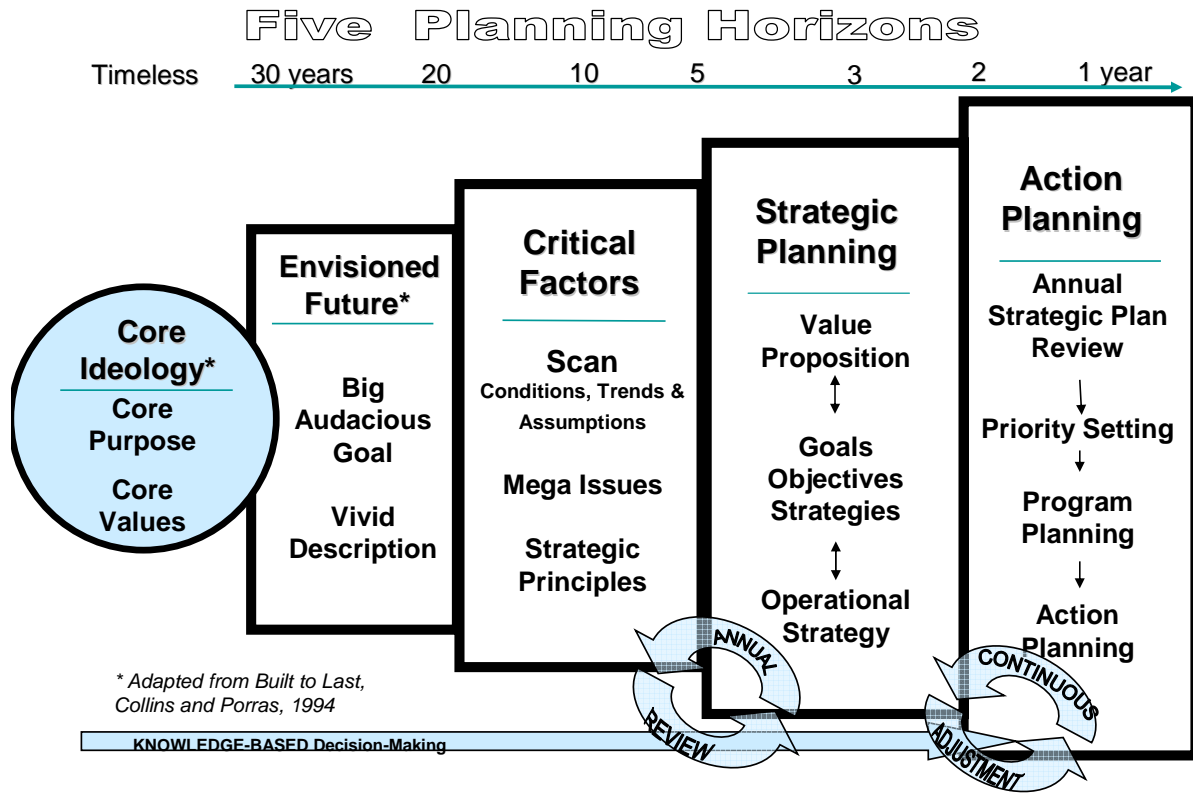
The Lewistown Public School District is revising the direction of the district to strategically focus its resources. As part of this process, the Lewistown Board of Trustees has begun a strategic planning and thinking process that will lead to an even stronger school district. This process will be ongoing as Lewistown Public Schools move into the future. This Strategic Plan is intended to help Lewistown Public Schools focus its resources in a manner that will best benefit the students enrolled in Lewistown Public Schools.

The Lewistown Board of Trustees and Staff Leadership Team began the strategic planning and thinking process to carry out their commitment to children and to the community. Lewistown Public Schools engaged Lance Melton and Debra Silk of the Montana School Boards Association to facilitate the strategic planning process. On April 27, 2009, after seeking input from the staff and community, the Board of Trustees formally adopted its new strategic plan.

Lewistown Public Schools' Board and Staff Leadership Team view the process of strategic planning as ongoing. This is not a "strategic planning project" that is completed; rather this is a process that requires frequent assessment and adaptation. This is a living document that should evolve to fit the needs of the district in perpetuity. Adoption of this plan is an affirmation of the general intent and direction articulated by the Core Ideology, Envisioned Future and Goals and Strategic Objectives.

Strategic Planning Framework

The framework used by the Lewistown Public Schools for its strategic planning process was adapted from a model developed by Jim Collins, author of “Built to Last” and “Good to Great.” Lewistown Public Schools focused on five different planning horizons, starting with the long term issues first to provide focus to shorter term efforts.



Core Ideology of Lewistown Public Schools

Core ideology describes a school district's consistent identity. It consists of two elements - **core purpose** - the school district's reason for being - and **core values** - essential and enduring principles that guide a school district.

Core Purpose of Lewistown Public Schools:

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.

Core Values of Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools uphold 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.
1. **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.
2. **Effective and Efficient Practices:** Lewistown Public Schools are committed to effective and efficient stewardship of our resources.
3. **Accountability:** Lewistown Public Schools are accountable for all that we do from fiscal management to the performance of students, staff, administration and the board.
4. **Community Support:** Lewistown Public Schools understand 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.
5. **Communication:** Lewistown Public Schools value effective and open communication with parents, students, staff, trustees and the community.

20-Year Planning Horizon

Envisioned future conveys a concrete yet unrealized vision for the school district. It consists of a **big audacious goal** – a clear and compelling goal that serves as a focal point for effort – and a **vivid description** – vibrant and engaging descriptions of what it will be like to achieve the big audacious goal.

Envisioned Future of the Lewistown Public Schools

Big Audacious Goal:

Lewistown Public Schools provide an enriching positive learning environment that produces independent and successful graduates. Students perform at high levels on achievement tests and in extra- and co-curricular activities. Our programs and offerings allow students to achieve at their highest level while preparing for a global environment and career and life success.

Lewistown Public Schools enthusiastically and effectively ensure the success of our students and is recognized as a role model for schools across Montana and the nation. The parents of our students and the Lewistown community are actively involved in our schools, programs and services. We are THE educational leader in this state. We have completed a 20-year state-of-the-art building and renovation project through the support of the community in every phase.

Wherever and whatever they do, students who graduate from Lewistown Public Schools frequently cite their interest in replicating the positive experiences and influences they enjoyed as students in our schools.

A Vivid Description of the Desired Future:

- We offer a diverse, rigorous and challenging curriculum.
- Because of our diverse offerings, we have a 0% dropout rate.
- We have a 100% graduation rate while maintaining our high standards.
- Our students' average scores are in the top 5% nationally on ACT and SAT tests.
- We have numerous highly qualified applicants for all open positions.
- We offer small, diverse courses.
- Our open houses are well attended by our community.
- The parents of our students are actively involved in the education of their child(ren).
- We have 100% participation in our parent-teacher conferences.
- Our district has numerous individuals who volunteer in our schools.
- Our administration and staff are well informed of the skill sets needed for our students to succeed.
- Our staff ensures that every student succeeds to the best of his/her ability.
- We have adequate funding to support all of our programs and offerings.
- Each board member understands the duties and responsibilities that come with the job and does everything they can to ensure they understand the issues in order to make sound decisions.
- We have effectively incorporated technology into our district.

5-10 Year Planning Horizon

Assumptions Regarding the Relevant Future for Lewistown Public Schools

In order to make progress toward the 20-year Envisioned Future, Lewistown Public Schools must constantly anticipate and assess factors likely to affect its ability to succeed. This process of building foresight about the future helps us to make assumptions about the relevant future - these assumptions have been used to determine outcome-oriented goals that form the basis of this long-range strategic plan. Continued anticipation and assessment of factors likely to affect the district can be used to update the strategic plan as needed.

During the October 27, 2008, Strategic Planning meeting, the Lewistown Board of Trustees and Staff Leadership Team made many assumptions about the future. What follows are those assumptions likely to have the greatest influence on achieving the envisioned future.

Assumptions about the future

Demographics

- Continued declining enrollment
- Continued aging population (both locally and state-wide)
- Increase in families with school-aged children living in poverty
- Continued increase in free and reduced lunch counts
- Shift from rural to urban
- Loss of agricultural families in the Lewistown area
- Lewistown Public Schools will be better off than eastern Montana schools
- Growing gap between lower-socioeconomic families and retired professional non-family

Business/Economic Climate

- Continued stable local economy so long as government and public agencies remain stable
- Ability of our district to hire/retain quality employees (classified and certified) will continue to be an issue
- New federal administration brings uncertainty
- The agricultural base will continue in Fergus County, but the employment base is changing from primarily agricultural to government and service industries

- Lewistown will remain geographically isolated
- Each legislative session will bring new financial uncertainty

Legislation/Regulation

- State funding suit will be decided
- Lack of programs/funding for gifted/talented students
- Same or increased governmental control of schools
- Each legislative session will bring new financial uncertainty
- Continued earmarking of funds
- Continued increase in one time only allocation of funds (OTO funds).
- Decreased local control
- Underfunded/funded mandates.

Technology/Science

- Technology will continue to change at rapid rates
- Possibility of more money to schools in the areas of science/technology
- Challenge of spending money wisely on technology for its effective use in the district
- Continued struggle to remain current in the fields of technology and science
- Increase in technology-based instructional opportunities
- Challenge to compete globally

Social Values

- Increase in numbers of students with severe health concerns
- Behavioral issues impacting students at younger ages
- Apathy towards public education issues

Mega Issues facing Lewistown Public Schools: 5-Year to 10-Year Horizon

Mega issues are questions of strategic importance, which indicate choices the school district must make in defining its long-range objectives. These issues are potential impediments to achieving the Envisioned Future and form a basis for dialogue about the choices facing the school district.

Mega-Issue Questions:

- **Demographics**
 - What steps will the district take to ensure that sound financial decisions are made as our budgets decrease due to declining enrollment to make the best use of limited resources to retain the credibility of the community?
 - What can the district do to minimize the impacts of poverty on families with school-aged children?

- **Business/Economic Climate**
 - What steps can the district take to ensure that we hire and retain quality certified and classified employees?
 - What can we do as a school district and as a community to attract families with school-aged children into the Lewistown community?
 - How will the state of our economy impact local business on a long-term basis and how will we address those issues as a board?

- **Legislation/Regulation**
 - What can we do to ensure we have adequate resources to support our schools?
 - How can the school board act to retain the discretion on where such resources are needed and spent?

- **Technology and Science**
 - With the increased use of technology by students, what measures can the district take to ensure student safety and compliance with ethical/legal standards?
 - How can the district implement a technology plan that ensures that money is prudently spent on technology?
 - What can the district do to have the staff both participate in and be enthusiastic about the implementation of our technology plan?

- **Health and Social Values**
 - What can the district do to effectively communicate with the public about our school's programs, services and needs in order to engage the Lewistown community in our school environment?
 - What steps can we take as a school district to address the issue of increased numbers of students with severe health issues?
 - What can the district do with the community to address the issue of behavioral issues of students starting at younger ages?

Knowledge-Based Decision Making

In addressing identified mega-issues that have the potential of impeding the District's ability to achieve its Envisioned Future, Lewistown Public Schools is committed to applying a knowledge-based decision making process. Using a knowledge-based decision making process, Lewistown Public Schools will use the following as a framework for its outcome oriented goals and strategic objectives:

📁 Question #1 – What do we know our students' / parents' / community's / needs, wants and preferences that is relevant to this decision?

📁 Question #2 – What do we know about the current realities and evolving dynamics of our community / marketplace / industry / profession that is relevant to this decision?

📁 Question #3 – What do we know about the capacity and strategic position of the Lewistown Public Schools that is relevant to this decision?

📁 Question #4 – What are the ethical implications of our choices?

Five-Year Planning Horizon Outcome-Oriented Goals and Strategic Objectives For Lewistown Public Schools

The following thinking represents goals for the next five years. They are areas in which Lewistown Public Schools will explicitly state the conditions or attributes it wants to achieve. These outcome statements will define "what will constitute future success." The achievement of each goal will move the school district toward realization of its Envisioned Future.

Strategic Objectives provide direction on how the school district will accomplish its articulated goals. All strategies included in the strategic plan should be considered accomplishable at some point in the future. Strategic Objectives will be assessed and adapted as necessary, at least annually by the Board of Trustees.

Goal Area 1: Measurable Student Achievement

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

Strategic Objectives:

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The district is consistent – building to building, grade to grade - in developing and implementing both curricula and intervention programs to insure student achievement and success.
3. The district has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college-bound and vocation-bound students.
4. The district is consistent at all levels in developing and implementing differentiated instruction techniques.

Goal Area 2: Facilities

Statement of Intended Outcome, Five years: *Lewistown Public Schools have developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that into our facilities plan.*

Strategic Objectives:

1. Complete a comprehensive plan to address the district's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our

- students, staff and community for at least the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
 3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

Goal Area 3: Community and Parental Engagement

Statement of Intended Outcome, Five Years: *Lewistown Public Schools have created an environment of collaboration with families of students and with others in our community. Families of students are actively involved in their children's education. The community is highly engaged in our school environment. As a result of community and family commitment to public education, we have established a positive voice in the legislature and a collaborative approach to solving public education issues with our local legislators.*

Strategic Objectives:

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

Goal Area 4: Technology

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

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps 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.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, Five Years: *Lewistown Public Schools have developed a recruitment and retention program to ensure the district hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the district. Our teachers and other staff have embraced the use of technology in all aspects of our educational programs. The staff shares the vision of the board in providing differentiated educational programs to meet the needs of our students and achieve the district's high academic standards.*

Strategic Objectives:

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators and staff. They are a part of the planning and assessment of these opportunities.

Goal Area 6: Fiscal Management and Responsibility

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

Strategic Objectives:

1. Actively support legislators and legislation affecting school funds and funding.
2. Engage area legislators and our community in conversations about the needs of our schools to be sure our needs are clear and our legislators know the effect of their votes on us.

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

The following thinking represents goals for 2008-2009.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools have developed an outstanding educational program that ensures that every student achieves the highest academic and/or vocational performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our district. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career and life choices. Our staff is highly supportive and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

1. Involve staff and community in a discussion to determine whether full-time kindergarten is in the best interest of students and the district.
2. Support staff as they find ways to engage students in the required testing process.

Goal Area 2: Facilities

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools have developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that into our facilities plan.*

Strategic Objectives:

1. Begin and maintain a constructive dialog with airport officials and community members to develop a win-win solution for the bus barn at the Lewistown Airport.
2. Finalize and place the QZAB issue approved by voters in 2008.
3. Have in place and underway a process to develop, with staff and community, a 10-year facilities plan.
4. Begin the process of designing the elementary buildings HVAC restoration work approved by voters in 2008.

Goal Area 3: Community and Parental Engagement

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

1. Obtain feedback on the Infinite Campus portal and parent use of it.
2. Implement steps to reach out to the community (don't wait for people to come to us), such as: visiting local coffee clubs, radio programs, newspaper articles and columns/opinions (from staff, administrators and trustees).

Goal Area 4: Technology

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools have developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with district standards.*

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Begin a discussion about how best to address the technology generational gap (between staff and students) and what role the district can play in educating parents about the ways their children use technology (in and out of school, for good and bad reasons).
3. Find ways to use the Infinite Campus portal to inform and engage the community.

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools have developed a recruitment and retention program to ensure the district hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the district. Our teachers and other staff have embraced the use of technology in all aspects of our educational programs. The staff shares the vision of the board in providing differentiated educational programs to meet the needs of our students and achieve the district's high academic standards.*

Strategic Objectives:

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

Goal Area 6: Fiscal Management and Responsibility

Statement of Intended Outcome, 2008-2009: *Lewistown Public Schools have secured adequate, sustainable funding from the state and have developed a process to prioritize the financial resources we have according to the educational goals set by the district. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community-engagement initiative, our community understands our budgeting*

process, supports our schools and understands our needs and strategic direction.

Strategic Objectives:

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

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

The following thinking represents goals for 2009-2010.

Goal Area 1: Measurable Student Achievement

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

Strategic Objectives:

1. Implement (maximize the positives, minimize and/or alleviate the negatives) whatever recommendations are approved by the board during 2008-2009 regarding full-time kindergarten.

Goal Area 2: Facilities

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that into our facilities plan.*

Strategic Objectives:

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

Goal Area 3: Community and Parental Engagement

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

Strategic Objectives:

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

Goal Area 4: Technology

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

Strategic Objectives:

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

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2009-2010: *Lewistown Public Schools have developed a recruitment and retention program to ensure the district hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the district. Our teachers and other staff have embraced the use of technology in all aspects of our educational programs. The staff shares the vision of the board in providing differentiated educational programs to meet the needs of our students and achieve the district's high academic standards.*

Strategic Objectives:

1. By September 30, 2009, assess and implement efforts to improve communication with our staff (including roundtables, regular building visits by administrators and suggestions from staff).

Goal Area 6: Fiscal Management and Responsibility

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

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways, prior to Jan. 1, 2010, to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the board in better maintaining a strong and influential presence in the next Montana Legislature (2011).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to August 15, 2010, a review of the Strategic Plan with the adoption of new one-year goals and objectives (2010-2011) and two-year goals and objectives (2011-2012). Revisit our five-year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 08/09/2010

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

08/09/2010

Agenda Item No.

6

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 08/09/2010

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

08/09/2010

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:** 08/09/2010

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.

- ❖ Possible Bus Barn Site
- ❖ Start of School Information
- ❖ School Pictures/ID Badges
- ❖ AYP Determination
- ❖ Back-to-School Picnic—Monday, August 23, 2010—5:00 p.m.
- ❖ **Next Board Meeting—TUESDAY, AUGUST 24, 2010—7:00 p.m.**
- ❖ MTSBA'S "Back to School" Legal Primer—Tuesday, August 31, 2010—9:00 a.m.—4:30 p.m.—Lincoln Boardroom
- ❖ MCEL—October 20-22, 2010—Billings

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						

MTSBA'S "BACK TO SCHOOL" LEGAL PRIMER

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

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

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

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

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

- ___ August 23, 2010 Laurel – Admin Bldg., Boardroom (Room 102), 410 Colorado
- ___ August 24, 2010 Sidney – H.S. Library, Computer Lab, 1012 4th Ave S.E.
- ___ August 25, 2010 Glasgow – Admin Bldg., Boardroom, 200 7th St. N.
- ___ August 26, 2010 Chinook – H.S. Boardroom, 528 Ohio
- ___ August 30, 2010 Bozeman - Wilson School Boardroom, 404 W. Main
- ___ August 31, 2010 Lewistown – Boardroom, 215 7th Avenue South
- ___ September 2, 2010 Deer Lodge – H.S. Library, 709 Missouri Avenue
- ___ September 7, 2010 Frenchtown – Fire Hall, 16875 Marion Street
- ___ September 8, 2010 Helena – MTSBA's 4th Floor Conference Center, 863 Great Northern Blvd.
- ___ September 9, 2010 Whitefish – Middle School Boardroom, Corner of Spokane & 2nd

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

Registration starts at 9:00 a.m.
Workshop 9:30 a.m. – 12:00 p.m.
Lunch on your Own 12:00 p.m. – 1:00 p.m.
Workshop 1:00 p.m. – 4:30 p.m.

Coffee & Snacks provided.

Registration fees for members and county superintendents: \$125 per participant.

Cancellations/No Shows: There will be a \$25 charge.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

08/09/2010

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:** 08/09/2010

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

08/09/2010

Agenda Item No.

9

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 08/09/2010

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the July 26, 2010, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
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

TRUSTEES PRESENT:

Becky Jackson, Stan Monger, Mary Schelle, Lisa Pierce, Jennifer Granot,
Monte Weeden

TRUSTEES ABSENT:

Jeremy Bristol

STAFF PRESENT:

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

OTHERS PRESENT:

Joe Zahler-KXLO/KLCM Radio, David Murray-Lewistown News-Argus, and
other interested parties

2. PLEDGE OF ALLEGIANCE

Becky Jackson 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. A group of community members met on Monday, July 12, 2010, for the initial meeting of the Facility Steering Committee.

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. REPORT—INVESTMENT

Interest earned and distributed for June, 2010, was reported with \$11,444.34 in the elementary funds and \$5,512.07 in the high school funds for a total of \$16,956.41. Additional interest for June, 2010, was reported with \$13,055.49 in the elementary funds and \$6,864.18 in the high school funds for a total of \$19,919.67.

7. OTHER ITEMS

Jason Butcher, Superintendent, updated the Board on the hiring status for new staff and informed the Board that the 2009-2010 Annual Report is available in hard copy at the District office and will also be posted on the District website. 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

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

There was no public input.

ACTION ITEMS

MINUTES

9. MINUTES OF THE JUNE 28, 2010, REGULAR BOARD MEETING – approved unanimously (Pierce/Schelle).
10. MINUTES OF THE JULY 12, 2010, SPECIAL BOARD MEETING – approved unanimously (Schelle/Pierce).

APPROVAL OF CLAIMS

11. CLAIMS – The claims referenced in the 2009-10 Bill Schedule and submitted through July 21, 2010, were approved unanimously (Weeden/Schelle).

CONSENT GROUP ITEMS – approved unanimously (Granot/Monger)

12. APPROVE SUBSTITUTE(S)
Substitute Teacher/Aide List: Alissa Berry
Substitute Bus Driver List: Robert Moore
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 – see Exhibit A (Granot/Weeden - unanimous).
16. APPROVE AGREEMENT BETWEEN YELLOWSTONE BOYS AND GIRLS RANCH AND THE LEWISTOWN SCHOOL DISTRICT FOR COMPREHENSIVE SCHOOL AND COMMUNITY TREATMENT SERVICES (CSCT) – (Monger/Granot - unanimous).
17. FIRST READING—BOARD POLICY #5333—HOLIDAYS – (Monger/Weeden - unanimous).

ADJOURNMENT

The meeting was adjourned at 6:15 p.m. The next regular meeting will be held on August 9, 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: July 26, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GIESE, Cindy	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.
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Activity Bus Drivers	School District #1	Approve appointment on schedule as presented on the attachment	July 26, 2010	See attached list.
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on the attachment	July 26, 2010	See attached list.
ROSS, Deena	1 st Assistant Volleyball Coach	Fergus High School	Approve change in contract to reflect change from Assistant to 1 st Assistant	July 26, 2010	See attached memo.
KRAUSE, Josie	Assistant Coach	Fergus High School	Approve change in contract to reflect change from 1 st Assistant to Assistant	July 26, 2010	See attached memo.

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

10

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 08/09/2010

SUMMARY:

Approve claims paid through August 5, 2010, as approved by the Finance Committee.

Members of the Finance Committee for July-September 2010 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

08/09/2010

Agenda Item No.

11 - 13

<u>Agenda Items</u>	<u>Additional Information</u>
11. Approve Substitute List for the 2010-2011 School Year 12. Approve Fergus High School Activity Fund Report for June 2010 13. Approve Fergus High School General Ledger Report for the 2009-2010 School Year	

SUGGESTED ACTION: No Items to Approve

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

11

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

ITEM TITLE: APPROVE SUBSTITUTE LIST FOR THE 2010-2011 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 08/09/2010

SUMMARY:

The Board of Trustees needs to approve the substitutes for the 2010-2011 School Year per attached list.

SUGGESTED ACTION: Approve Substitute List for the 2010-2011 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						

Lewistown Public Schools
2010-2011 SUBSTITUTE LIST

<u>SUBSTITUTE TEACHER/AIDE:</u>		<u>SUBSTITUTE SCHOOL FOOD:</u>	<u>SUBSTITUTE BUS DRIVERS:</u>
<u>NAME</u>	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
BAWDEN, Monte	MAXWELL, Shannon	BUTLER, Marilyn	LANTZER, Lee
BEAUDRY, Darlene	MILLER, Whitney	KURNS, Gail	LEAP, Leslie (Bud)
BENTLEY, Emmylyn	MONGER, Linda	LAFEVER, Rosemary	SAIN, JR, Michael Dean
BOKMA, Maureen	OSBURN-CAUFFMAN, Nancy		TRESCH, Daniel
BYRNE, Judy	PAGE, Richard		
CALDWELL, Margaret	PERRY, Tiffany		
CARPENTER, Marlys	QUINLAN, Tyler		
CARPENTER, Alira	RAPKOCH, Ann		
CARR, Tia	SALLEE, Lynette		
DAWSON, Carl "Steve"	SHAMMEL, Elsie		
FANYAK, Chuck	SMITH, Ernest (Butch)		
FOSTER, Sue	SMITH, Krystal		
GERLINGER, Anita	SWEENEY, Carrie		
GRUNA, Suzanne	TUSS, Anika		
HAMLING, Mary Jo	VAUGHN, Kerry		
HARTFORD, Joni	WAHL, Gloria		
KEPLER, Ryan	WAHL, Michael		
KEPLER, Sean	WALKER, Laurel		
KINDZERSKI, Jodi	WEIDNER, Austin		
KNERR, Brandy	WICHMAN, Stella		
LEININGER, Dana	WIER, Linda		
LOMBARD, Carol	WOLTERMANN, Becky		
MAXWELL, Linda	YERMAN, Mary Lou		

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

12

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORT FOR JUNE 2010

Requested By: Board of Trustees **Prepared By:** Robin Moline **Date:** 08/09/2010

SUMMARY:

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

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

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

NOTES:

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

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

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	9995.98	0.00	0.00	0.00	9995.98	0.00	9995.98
002010 CLASS OF 2010 SENIOR	1667.60	25.00	-1212.00	-480.60	0.00	0.00	0.00
002011 CLASS OF 2011 JUNIOR	3353.28	0.00	0.00	0.00	3353.28	0.00	3353.28
002012 FCCLA/CULINARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	133214.00	11981.38	-37277.22	0.00	107918.16	0.00	107918.16
	-----	-----	-----	-----	-----	-----	-----
Grand Total	133214.00	11981.38	-37277.22	0.00	107918.16	0.00	107918.16

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

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	87960.48	11981.38	-37277.22	-2686.75	59977.89	0.00	59977.89
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	568.50	0.00	0.00	30.00	598.50	0.00	598.50
000997 TRAVEL ACCOUNT	22286.16	0.00	0.00	2656.75	24942.91	0.00	24942.91
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	139389.77	11981.38	-37277.22	0.00	114093.93	0.00	114093.93
Grand Total	139389.77	11981.38	-37277.22	0.00	114093.93	0.00	114093.93

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

Bookkeeper : _____ Date: __/__/__

Principal : _____ Date: __/__/__

Board Chairman : _____ Date: __/__/__

Bank Reconciliation Report

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

Checking Account
CHECK ACCOUNT

Ending Balance on statement dated 06/30/2010 -> 89579.11
Add: Outstanding Deposits (Bank Deposits) -> + 0.00
Less: Outstanding Checks -> - 29601.22
Cash Balance as of 06/30/2010 -> 59977.89

Cash Balance for CHECK ACCOUNT as of 06/01/2010 -> 87960.48
Add: Total Deposits (Bank Deposits) -> + 9324.63
Less: Total Checks and Withdrawls -> - 37307.22
Cash Balance as of 06/30/2010 -> 59977.89

Summary of Asset Accounts

Table with 6 columns: Account, Beg. Bal., Recpt/JV, Disb/JV, Transfers, End. Bal. Rows include PETTY CASH, CASH ON HAND, CHECK ACCOUNT, SAVINGS ACCOUNT, INVESTMENTS, NSF CHECKS, TRAVEL ACCOUNT, EDWARD JONES INVESTMENT, and Asset Totals.

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.
Bookkeeper : _____ Date: ___/___/___
Principal : _____ Date: ___/___/___
Board Chairman : _____ Date: ___/___/___

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

13

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL GENERAL LEDGER REPORT FOR THE 2009-2010 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Robin Moline **Date:** 08/09/2010

SUMMARY:

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

SUGGESTED ACTION: Approve Fergus 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: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000110 PASS-THROUGH	6774.23	3221.75	0.00	0.00	9995.98	0.00	9995.98
002010 CLASS OF 2010 SENIOR	1313.85	858.75	-1692.00	-480.60	0.00	0.00	0.00
002011 CLASS OF 2011 JUNIOR	337.00	7730.51	-5067.23	353.00	3353.28	0.00	3353.28
002012 FCCLA/CULINARY	2.28	0.00	-51.92	49.64	0.00	0.00	0.00
002013 CLASS OF 2012 SOPH.	0.00	0.00	-167.32	167.32	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	105293.03	206456.68	-203831.55	0.00	107918.16	0.00	107918.16
	-----	-----	-----	-----	-----	-----	-----
Grand Total	105293.03	206456.68	-203831.55	0.00	107918.16	0.00	107918.16

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

General Ledger Report

From Account: 1
To Account: 999999

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	73554.51	206456.68	-203831.55	-16201.75	59977.89	0.00	59977.89
000993 SAVINGS ACCOUNT	1704.99	0.00	0.00	0.00	1704.99	0.00	1704.99
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	353.50	0.00	0.00	245.00	598.50	0.00	598.50
000997 TRAVEL ACCOUNT	8986.16	0.00	0.00	15956.75	24942.91	0.00	24942.91
000999 EDWARD JONES	1790.05	0.00	0.00	0.00	1790.05	0.00	1790.05
Group Total	111468.80	206456.68	-203831.55	0.00	114093.93	0.00	114093.93
Grand Total	111468.80	206456.68	-203831.55	0.00	114093.93	0.00	114093.93

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

Bookkeeper : _____ Date: __/__/__

Principal : _____ Date: __/__/__

Board Chairman : _____ Date: __/__/__

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

14

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 08/09/2010

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: August 9, 2010

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GORDON, Emily	Assistant Softball Coach	Fergus High School	Accept letter of resignation.	August 9, 2010	See attached letter.
JENNESS, Ashley	Volunteer Volleyball Coach	Fergus High School	Approve appointment on a volunteer basis	August 9, 2010	See attached memo.
KASE, Amanda	Assistant Cheerleading Coach	Fergus High School	Approve appointment on schedule—(0.074)	August 9, 2010	See attached memo.
HAYNES, Ronald	Custodian	Fergus High School	Accept Resignation	August 9, 2010	Mr. Haynes was approved by the Board on June 28, 2010. But then resigned before actually starting the position.
SCHUCHARD, Shaun	Custodian	Fergus High School	Approve appointment on schedule—MAINT II Step 0 for up to 8 hours per day 260 days per year	August 9, 2010	See attached hiring recommendation.

July 27, 2010

Jim Daniels,

Please accept this letter as my resignation for the High School girls softball assistant coach. I will be moving and not able to extend my position.

Thank you for the great opportunity the past two seasons. It's been a blast.

Sincerely,

Emily Gordon



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

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels A.D.
DATE: August 5, 2010
RE: Extracurricular

Please recommend to the Board of Trustees 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

Ashley Jenness Volunteer Coach

Cheerleading

Amanda Kase Assistant Coach (0.074) \$2,226.88

Thank you!

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:

Shaun Schuchard

For:

Job Title Custodian

Classification MAINT II

Step 0

Work location Fergus High School

Date to begin work August 23, 2010

Days per yr/Hrs per day 260 days per year / 8 hours per day

SELECTION COMMITTEE: Randy Barber

Jerry Feller

Paul Stengel

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on August 9, 2010.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

15

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

ITEM TITLE: APPROVE ELEMENTARY BUDGET FOR THE 2010-2011 SCHOOL YEAR

Requested By: Board of Trustees
Prepared By: Mike Waterman
Date: 08/09/2010

SUMMARY:

The Board of Trustees needs to approve the Elementary Budget for the 2010-2011 School Year.

SUGGESTED ACTION: Approve Elementary Budget for the 2010-2011 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						

MEMO

TO: Lewistown Board of Trustees

FROM: Mike Waterman

DATE: August 9, 2010

SUBJECT: FISCAL YEAR 2010-2011 BUDGETS

Each August, Montana school districts adopt budgets for each of their funds. These budgets determine the spending authority and tax requirements for the districts.

Following you will find information regarding Lewistown Elementary and Fergus High School's 2010-2011 budgeted funds. Tax levy amounts have also been included where applicable. Note the charts and graphs at the end of this document. They provide some historical information and trend analysis that you might find helpful.

Finally, please remember that the District has more funds than the ones listed here. However, the funds not listed (School Foods, Miscellaneous Programs, Building, etc.) cannot directly affect taxes. As a result, formal budgets are not required for them.

GENERAL FUND

The General Fund, the District's primary operating fund, receives funding from the State and the District's taxpayers. In 2010 and 2011, the General Fund will also be funded, in part, by federal stimulus money.

State law caps Districts' General Fund spending authority, based generally on enrollment. You will find a breakdown of the current General Fund expenditure budget at the back of this document.

Lewistown Elementary: For FY10, the Lewistown Elementary General Fund Budget will be \$5,605,833.83. Local taxpayers will pay \$1,616,201.98 for this budget, up from the \$1,521,006.73 they paid in FY10. As a reminder, taxpayers approved a \$111,435 levy at the May 4, 2010 election.

Fergus HS: Fergus HS will have an FY10 General Fund budget of \$3,283,795.38. Local taxpayers will pay a total of \$939,695.42 for this budget, down from the \$979,837.95 they paid in FY10.

TRANSPORTATION FUND

Schools use the Transportation Fund to finance costs associated with transporting students to and from school. In Lewistown, these costs include “on-schedule” costs: individual transportation contracts, per-mile bus route reimbursements, and contingency. The State and County each fund 50% of the District’s on-schedule costs.

The Districts also have an “over-schedule” budget to pay any remaining costs associated with the transportation program. A local permissive (i.e., unvoted) levy finances over-schedule costs. The Board of Trustees has the exclusive power to set the amount of this permissive levy.

The Elementary and High School Transportation Funds will require operating budgets of about \$480,000 and \$225,000 in 2011, respectively. Although these amounts represent the minimum budgets needed to support the coming year’s operations, administration recommends higher budgets to prepare for a future relocation of the bus barn.

The Board levied \$250,000 in each of the past two years in anticipation of relocating the bus barn. As you may recall, the district owns the bus barn itself, but leases the property on which it sits from the Airport Board. The current lease expires December 31, 2010. The Airport representatives indicated that they would continue to renew the lease on a year-to-year basis until the District had accumulated the money to relocate the operation.

Although the Board could certainly choose another amount, administration recommends following through with this understanding and levying an additional \$250,000 during the coming year. Doing so will result in the District having roughly \$915,000 available for a new bus barn by the end of FY2011.

Initial estimates indicate that a new bus barn will cost about \$1 to \$1.25 million. Between the value of the existing bus barn (it appraised at \$183,000 in 2008) and the levy proceeds accumulated to date, the District could be in a position to build or acquire a new bus barn as early as this year.

Please keep two points in mind as you contemplate this recommendation:

- If the bus barn ultimately costs less than we have accumulated, the excess tax money can be used to provide dollar-for-dollar local tax relief in future years.
- Voted levies are not allowed in the Transportation Fund; law only provides for permissive tax levies. Although an election is not necessary to finance a new bus barn, the District will almost certainly need voter approval to acquire a new facility. State law requires schools to obtain voter approval before purchasing new building sites or entering into a lease with a term of more than three years.

As a result, the Board may levy an unlimited amount for a new bus barn without voter approval, but it must obtain voter approval to spend the money on a new site.

Lewistown Elementary: Administration recommends setting the total operating budget for the Transportation Fund at \$1,020,000. The Board may choose to change this budget to fund the bus barn replacement. The local tax requirement for this budget will be \$443,359.15, down marginally from the \$446,054.47 levied last year.

Fergus HS: Administration recommends a \$570,000 Transportation Fund budget in FY11. The local tax requirement will be \$218,191.41, down slightly from \$221,997.42 in FY10. Again, the Board may change this budget if it chooses to fund the bus barn replacement differently.

BUS DEPRECIATION FUND

Bus depreciation funds allow districts to accumulate money to repair and replace their buses. Like the Transportation Fund, the Bus Depreciation Fund is financed by a permissive (nonvoted) levy. However, state statute limits the amount of the levy based on the initial cost of a district's buses. Budgets in this fund should also include accumulated dollars held over from previous years.

Lewistown comes into FY2011 with over \$1.4 million cash in our bus depreciation funds. Buses cost in the neighborhood of \$150,000 to \$200,000 each, so the existing cash balance is more than sufficient to buy buses for the next several years without an additional levy. The District has traditionally levied \$107,500 (approximately 9 mills) per year in support of the Bus Depreciation Fund. However, given the existing cash position, administration believes the Board should consider reducing or eliminating this levy in the coming year.

Lewistown Elementary: Administration recommends a total budget for the Elementary Bus Depreciation Fund of \$921,554.90 to spend the existing fund balance. This amount does NOT include a local tax levy.

Fergus HS: Similarly, administration recommends a total budget for the High School Bus Depreciation Fund of \$492,592.44 to spend the cash already in the account. The local tax requirement with this proposal is \$0.

TUITION FUND

Districts use the Tuition Fund to pay for resident students who meet certain criteria and receive educational services from other districts. District taxpayers finance the Tuition Fund through yet another permissive levy. This year, Fergus HS must pay for two resident students assigned to the Yellowstone County Youth Services Center.

Lewistown Elementary: **Lewistown Elementary will not need a Tuition Fund levy or budget in FY11. The district levied \$1,300.00 in the Tuition Fund last year.**

Fergus HS: **\$200.00 represents the expenditure requirement for the District's Tuition Fund. The fund already has sufficient cash for this cost, so no taxes will be levied in the coming year. Last year, the High School levied \$200.00 in this fund.**

RETIREMENT FUND

Districts use the Retirement Fund to finance most employer costs of employees paid with State and Local funds. These costs include employer taxes (Social Security and Medicare), retirement contributions, and unemployment insurance. A permissive *countywide* levy finances the Retirement Fund costs.

Separate graphs detailing the Retirement Fund activity follow this memo.

Lewistown Elementary: **The necessary FY10 expenditure budget in the Elementary Retirement Fund is \$850,000.**

Fergus HS: **Fergus HS needs \$450,000 to finance its FY10 expenditure Retirement Fund budget.**

ADULT EDUCATION FUND

Districts use the Adult Ed Fund to finance adult education with student fees, dollars remaining from the previous year, and a permissive local mill levy. Currently, only the HS District maintains an Adult Ed Fund. That fund carries a cash balance of \$34,888.03 into FY10.

Lewistown Elementary: Lewistown Elementary does not maintain an Adult Ed Fund.

Fergus HS: The proposed budget for the Adult Ed Fund is \$100,000. Of that amount, \$65,000 will come from the permissive local tax levy. In 2010, the District levied \$30,111.97 for Adult Education.

TECHNOLOGY FUND

Lewistown Schools maintain Technology Funds which are used to acquire new technology equipment and train staff on its use. Money leftover from last year, proceeds from the state (\$5,551.04 and \$3,272.15 for the Elementary and HS this year, respectively), and a voted levy finance the District's Technology Fund levy.

Lewistown Elementary: These amounts total to \$102,641.40, the Technology Fund's budget for FY10. This amount includes the voter-approved annual tax levy of \$61,497.63.

Fergus HS: Fergus HS will have a \$126,167.35 Technology Fund budget in FY10. This amount includes a voter-approved annual tax levy of \$54,165.05, the same levy amount as last year.

FLEXIBILITY FUND

Districts can use Flex Fund for virtually any school-related purpose. Each year, the District receives several types of non-tax revenue from the state. One of these sources, the "Combined Fund School Block Grant," can be used to either reduce District property taxes or increase spending authority in certain funds, such as the Flexibility Fund. Barring a change in State law, the District will have access to this funding source—in marginally increasing amounts—each and every year into the future.

In 2011, Lewistown Elementary and Fergus HS will receive \$14,727.35 and \$20,321.54 in Combined Fund School Block Grant proceeds, respectively.

The Board may choose to use all or a part of these Combined Fund School Block Grant proceeds to further increase the amount available in the Flexibility Funds. Any portion of the Combined Fund School Block Grant NOT allocated to the Flexibility Fund will provide dollar-for-dollar tax relief for the District taxpayers.

The Board must decide how to allocate the amount at the budget meeting. Administration recommends using the Combined Fund School Block Grant proceeds to increase the Flexibility Fund budgets.

Lewistown Elementary: Assuming the Board chooses to use the entire Block Grant to increase the Flexibility Fund budget, the Elementary Flexibility Fund budget will be \$89,851.80. No tax levies are currently allowed in this fund.

Fergus HS: Likewise, the Flexibility Fund budget for Fergus HS will be \$96,396.15. No tax levies are allowed in this fund.

DEBT SERVICE FUND

As you know, Elementary taxpayers approved a \$2,087,250 QZAB bond in July 2008. Taxpayers will repay the bond through a Debt Service Fund. This year, the principal payment due on the bond is \$257,253.57: down about \$3,700 from last year due to interest earnings. Of that amount, local taxpayers will pay only \$118,813.26—approximately 46 percent of the bond payment. The remaining 54 percent is funded by the state.

The District must also pay a \$500 fee to US Bank for administering our sinking fund. That amount is included in this budget.

Lewistown Elementary: The required QZAB bond payment is \$257,753.57, the Elementary Debt Service Fund's budget for FY10. Of this total, the local taxpayers will pay \$118,813.26.

Fergus HS: Fergus HS does not have an active debt service fund.

BUILDING RESERVE FUND

State law authorizes the Building Reserve Fund for the purpose of financing voter approved building or construction projects funded with District mill levies. Both Lewistown Elementary and Fergus HS maintain Building Reserve Funds. The adopted budget for each of these funds should be the total of the funding carried forward from the previous year and the coming year's anticipated levy proceeds.

Lewistown Elementary: These amounts total to \$473,271.89, the Elementary District's Building Reserve Fund's budget for FY11. This amount includes a voter-approved annual tax levy of \$98,000.00.

Fergus HS:

Fergus HS will have a \$608,222.36 Building Reserve Fund budget in FY10. This amount also includes a voter-approved annual tax levy of \$98,000.00.

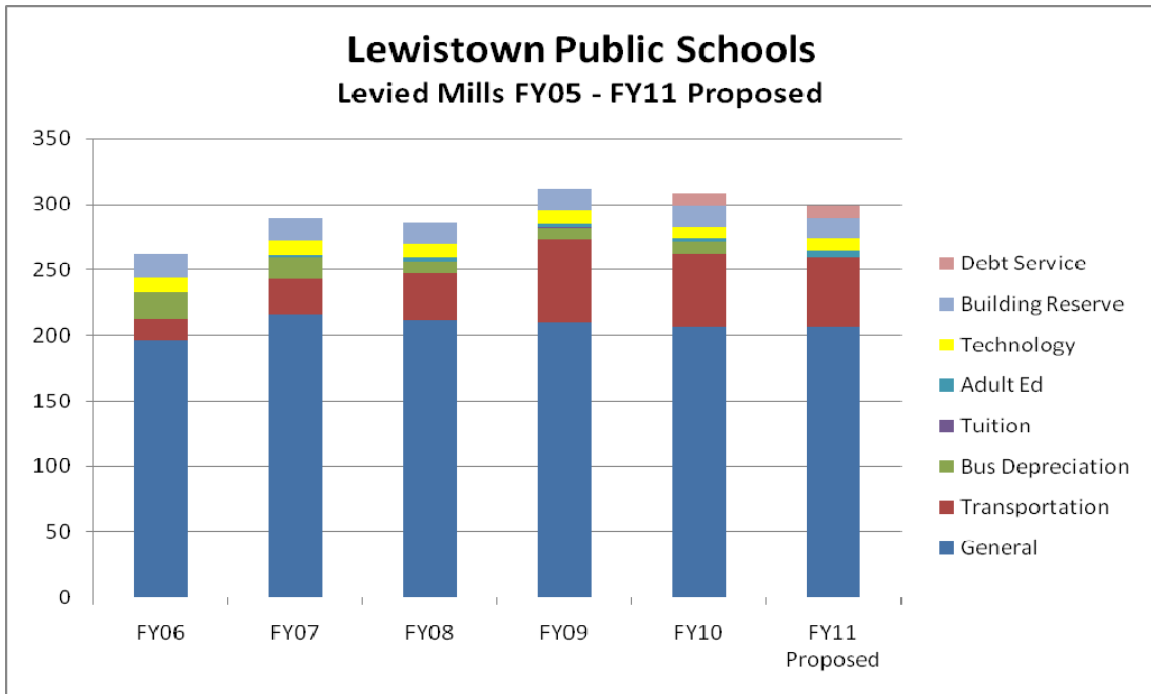
OTHER BUDGET INFORMATION

Finally, please note that other permissive, education-related tax levies exist in addition to those ones we will discuss here. Taxpayers will also see these other levies on their tax notices:

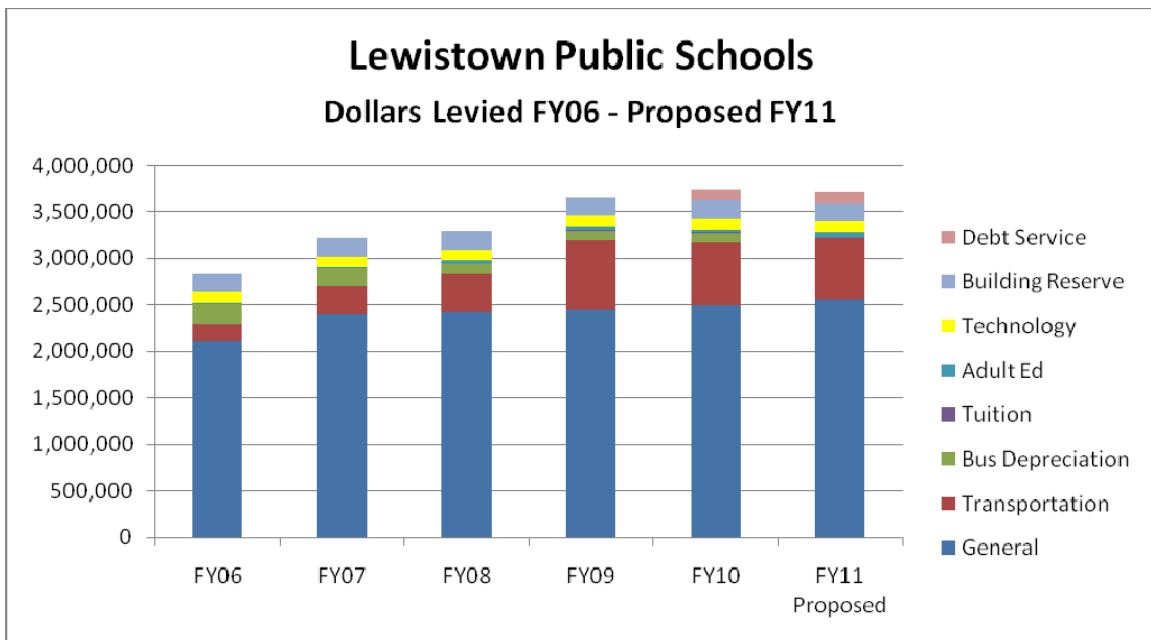
- 55 mills: County Equalization. State statute requires each county to levy 33 and 22 mills for elementary and high school equalization, respectively. Money generated by these levies goes to the state General Fund, where it is used to support statewide funding of K-12 school districts.
- 40 mills: Statewide Equalization. Like the 55 mills for County Equalization, the state uses these dollars to fund its portion of school budgets.
- 6 mills: University System. Each taxpayer pays 6 mills annually in support of the Montana University system.
- Undetermined amount: County Transportation. The state and county pay per-mile reimbursements to school districts for their bus routes and individual transportation contracts. The county uses a permissive countywide levy to fund its portion of these amounts.
- Undetermined amount: County Retirement. Similarly, each county funds its districts' Retirement Fund expenditures (Social Security, Medicare, retirement, and unemployment insurance) through a permissive countywide levy.

HISTORICAL INFORMATION

Historical information may help put much of this information into perspective. The following graph shows the District's mill history:

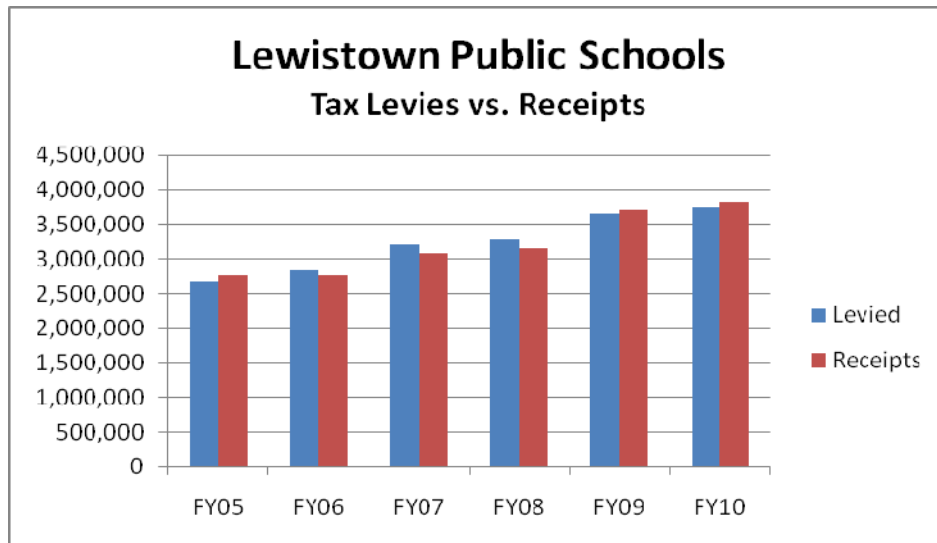


Because the value of a mill changes each year, mills might not represent the best measure of the District's impact on local taxpayers. The following graph shows the actual dollars levied over this same time period:



As mentioned above, local tax levies are a major funding source for these funds. However, taxpayers may protest or simply not pay their taxes. As a result, tax collections

are often lower than tax levies. The following graph compares tax levies and collections for the past several years:



As you can see, tax receipts have exceeded levied amounts for each of the last two years as taxpayers with delinquent and protested taxes have cleared their balances. This fact allowed the District to replenish its reserves, as explained below.

RESERVES

Reserves serve three primary purposes in school budgets:

1. First, they supply the cash flow needed to meet obligations before the District receives tax payments in November and May.
2. Second, they cushion the District against revenue shortfalls. Local property taxes are a primary funding source for these funds. However, not all taxpayers pay their taxes when they are due. As a result, expenditures often exceed expenditures. As a result the District needs to be able to cover these revenue shortfalls.
3. Finally, reserves provide a “last resort” funding source for unforeseen needs.

Historically, schools in general (including Lewistown) have tried to maximize their reserves. While legal, retaining reserves directly causes taxes to increase.

June 30, 2010 reserve limits and preliminary balances are as follows:

Fund	Reserve Limit	Preliminary Reserve Balance
Elementary General Fund	\$560,583	\$438,384
Elementary Transportation Fund	\$204,000	\$96,000
Elementary Retirement Fund	\$297,500	\$297,500
High School General Fund	\$344,449	\$344,449
High School Transportation	\$114,000	\$45,000
High School Retirement	\$157,500	\$157,500
High School Adult Ed Fund	\$35,000	\$14,367

The information presented in this document assumes the District will retain the highest possible reserves. The Board, however, may choose to reduce reserves and taxes.

Reserves will be a hot topic of conversation when the 2011 legislature convenes. Many legislators believe that schools are stockpiling tax money unnecessarily, and some of the data they will see supports this conclusion.

SUMMARY

Overall, District taxpayers will see little change in their school taxes this coming year. Based on the information presented here, **total local taxes in the Elementary District will be \$2,312,499.45 for FY11, a \$25,000 increase over FY10 levels. In the HS District, the total property tax requirement will be \$1,375,051.88, down almost \$47,000 from FY10. Taxpayers who live in both districts will see their school taxes drop by about \$21,000 (over 9 mills) over last year's levels, despite approving the Elementary General Fund Levy.**

The overall decline is primarily attributable to the proposed elimination of the Bus Depreciation levy.

Obviously, a decision to change the bus barn levy or use any portion of the Combined Fund School Block Grant proceeds for tax relief will change these amounts.

Please contact me if you have any questions or need additional information.

Mike



**Budget Report
FY2010-11
14 Fergus
0258 Lewistown Elem**

DRAFT

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	5,605,833.83	438,384.13	10%	7.82%	0.00	3,989,631.85	1,616,201.98	133.91
10 Transportation	1,020,000.00	96,000.00	20%	9.41%	401,653.93	174,986.92	443,359.15	36.74
11 Bus Depreciation	921,554.90	0.00	N/A	0.00%	921,554.90	0.00	0.00	0.00
13 Tuition	0.00		N/A		0.00	0.00	0.00	0.00
14 Retirement	850,000.00	297,500.00	35%	35.00%	226,305.01	623,694.99		
17 Adult Education	0.00	0.00	35%	0.00%	0.00	0.00	0.00	0.00
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	102,641.40	0.00	N/A	0.00%	35,592.73	5,551.04	61,497.63	5.10
29 Flexibility	89,851.80	0.00	N/A	0.00%	75,124.45	14,727.35	0.00	0.00
61 Building Reserve	473,271.89	0.00	N/A	0.00%	375,271.89	0.00	98,000.00	8.12
Total of All Funds	9,063,153.82	831,884.13			2,035,502.91	4,808,592.15	2,219,058.76	183.87

50 Debt Service								
Tax Jurisdiction								
EL2009S	257,753.57	0.00	20-9-438	0.00%	138,940.31	0.00	118,813.26	9.85



Budget Report
FY2010-11
14 Fergus
0259 Fergus H S

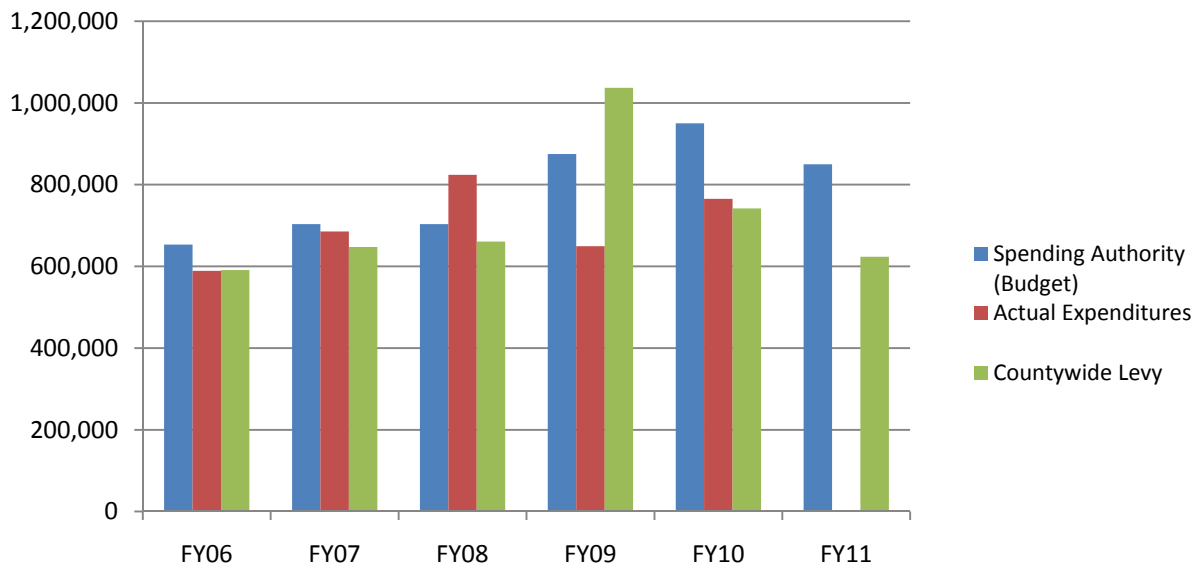
DRAFT

Summary

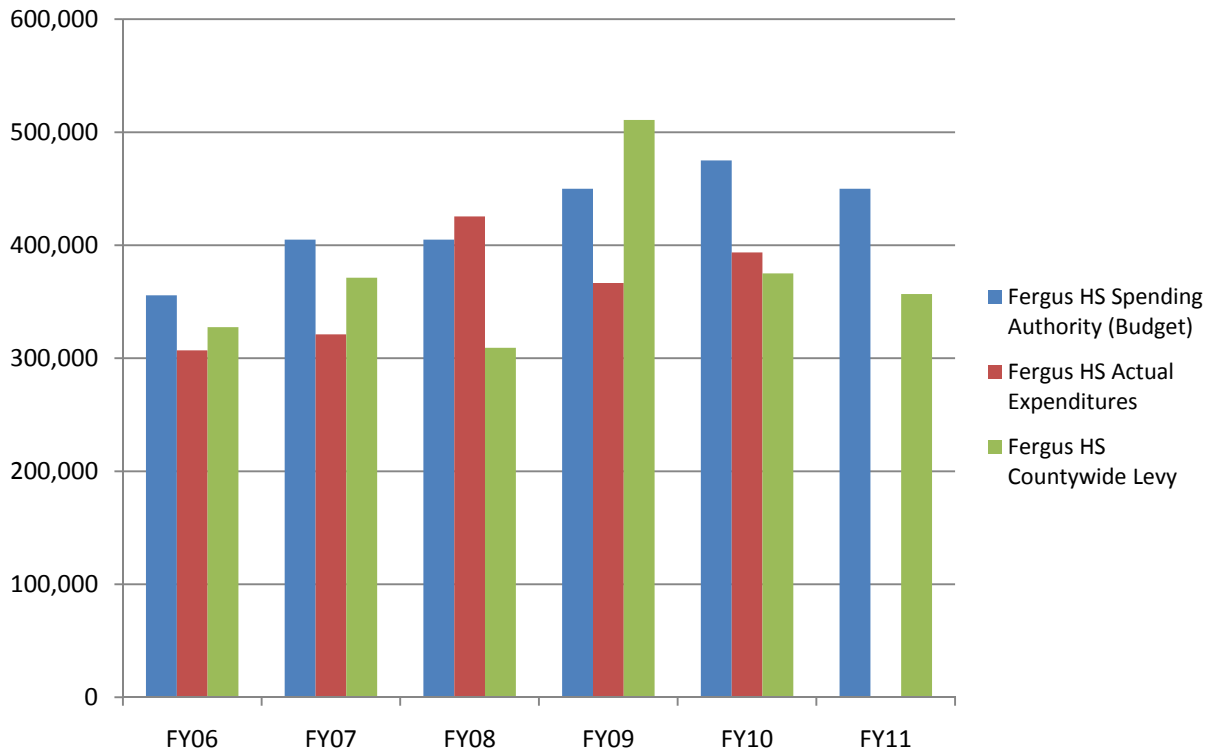
Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	3,283,795.38	344,449.49	10%	10.49%	115,548.56	2,228,551.40	939,695.42	72.13
10 Transportation	570,000.00	45,000.00	20%	7.89%	265,387.36	86,421.23	218,191.41	16.75
11 Bus Depreciation	492,592.44	0.00	N/A	0.00%	492,592.44	0.00	0.00	0.00
13 Tuition	200.00		N/A		342.01	0.00	0.00	0.00
14 Retirement	450,000.00	157,500.00	35%	35.00%	93,133.52	356,866.48		
17 Adult Education	100,000.00	14,367.13	35%	14.37%	0.00	35,000.00	65,000.00	4.99
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	126,167.35	0.00	N/A	0.00%	68,730.15	3,272.15	54,165.05	4.16
29 Flexibility	96,396.15	0.00	N/A	0.00%	76,074.61	20,321.54	0.00	0.00
61 Building Reserve	608,222.36	0.00	N/A	0.00%	510,222.36	0.00	98,000.00	7.52
Total of All Funds	5,727,373.68	561,316.62			1,622,031.01	2,730,432.80	1,375,051.88	105.55

50 Debt Service								
Tax Jurisdiction								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

Lewistown Elementary Retirement Fund Activity



Fergus HS Retirement Fund Activity



LEWISTOWN PUBLIC SCHOOLS
FY11 GENERAL FUND BUDGET OVERVIEW
 August 9, 2010

Sum of FY11 BUDGET - WITH RAISE		Building							Undistributed	Grand Total
Function	Object	Garfield	High School	Highland Park	Junior High	Lewis & Clark	Lincoln			
Activities	Dues and Fees		4,500						4,500	
	Property Services		10,630					3,500	14,130	
	Salaries/Benefits		128,477		33,073			1,956	163,505	
	Travel		129,500		11,475			25,000	165,975	
Activities Total			273,107		44,548			30,456	348,111	
Administration	Contingency	2,500	5,000	2,500	2,500	2,500	6,000	160,000	181,000	
	Contracted Services		750				11,905	17,000	29,655	
	Dues and Fees		1,470				7,300	2,785	11,555	
	Property Services		4,400		1,000		41,325	15,500	62,225	
	Salaries/Benefits	26,494	234,542	23,571	49,396	22,509	458,661	189,255	1,004,427	
	Supplies	735	2,515	1,120	1,500	1,500	46,755		54,125	
	Travel		4,000				7,445	4,910	16,355	
Administration Total		29,729	252,677	27,191	54,396	26,509	579,391	389,450	1,359,342	
Buildings and Grounds	Contracted Services							12,200	12,200	
	Dues and Fees							800	800	
	Other							27,000	27,000	
	Property Services	49,550	207,300	60,700	89,500	49,200	58,800	100,790	615,840	
	Salaries/Benefits	30,238	112,036	27,009	30,544	28,465	79,558	100,112	407,962	
	Supplies							100,400	100,400	
	Travel							1,160	1,160	
	Major Equipment							35,000	35,000	
Buildings and Grounds Total		79,788	319,336	87,709	120,044	77,665	138,358	377,462	1,200,362	
Instruction	Contracted Services		8,355		170			20,660	29,185	
	Dues and Fees		1,150			370			1,520	
	Other		4,500						4,500	
	Property Services	1,000	7,000		3,000	2,600		350	13,950	
	Salaries/Benefits	669,276	1,382,078	722,634	741,911	588,903		510,250	4,615,052	
	Supplies	44,625	99,740	39,825	42,690	19,220		126,915	373,015	
	Travel	535	10,660		1,880	250		1,525	14,850	
	(blank)		77,993						77,993	
	Major Equipment							10,000	10,000	
Instruction Total		715,436	1,591,476	762,459	789,651	611,343		669,700	5,140,066	
Other	Other							9,500	9,500	
Other Total								9,500	9,500	
School Foods	Salaries/Benefits	5,728		8,813	9,805	2,769	62,240		89,354	
School Foods Total		5,728		8,813	9,805	2,769	62,240		89,354	
Transportation	Salaries/Benefits							20,000	20,000	
Transportation Total								20,000	20,000	
Undistributed	Salaries/Benefits							306,314	306,314	
Undistributed Total								306,314	306,314	
Support Services	Contracted Services		58,500		2,000			18,500	79,000	
	Property Services		1,800					2,450	4,250	
	Salaries/Benefits	11,917	119,875	16,269	50,676	4,686		51,804	255,227	
	Supplies		580		600			5,995	7,175	
	Travel		855					500	1,355	
Support Services Total		11,917	181,610	16,269	53,276	4,686		79,249	347,007	
Grand Total		842,598	2,618,206	902,442	1,071,718	722,972	779,989	1,882,131	8,820,056	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

Agenda Item No.

16

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

ITEM TITLE: APPROVE HIGH SCHOOL BUDGET FOR THE 2010-2011 SCHOOL YEAR

Requested By: Board of Trustees
Prepared By: Mike Waterman
Date: 08/09/2010

SUMMARY:

The Board of Trustees needs to approve the High School Budget for the 2010-2011 School Year.

SUGGESTED ACTION: Approve High School Budget for the 2010-2011 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						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/09/2010

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:** 08/09/2010

SUMMARY:

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

The paragraph that is highlighted has been changed in order 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.

All classified employees will receive six (6) paid holidays per school year as follows:

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

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.

Twelve-(12)-month employees in cases where one of the above holidays falls on a Saturday or Sunday, the preceding Friday and/or the following Monday shall not be a holiday. Seasonal employees shall be granted all holidays listed above no matter which day of the week the holiday falls.

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.

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

Policy History:

Adopted on: June 28, 2004

Revised on: January 23, 2006 (The effective date of this policy revision is December 2005 and will include Christmas Day 2005 and New Year's Day 2006.)

Revised on: February 22, 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

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

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