

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LEWISTOWN JUNIOR HIGH SCHOOL**  
914 West Main Street  
Lewistown, Montana 59457

**Monday, January 24, 2011**

**BOARD ROUNDTABLE DISCUSSION—LJHS STAFF**

**6:00 P.M. TO 7:00 P.M.**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

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

**SUPERINTENDENT'S REPORT**

6. Report—Election Update
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 January 10, 2011, Regular Board Meeting

**APPROVAL OF CLAIMS**

10. Claims

**CONSENT GROUP ITEMS**

11. Approve Additions to Substitute List for the 2010-2011 School Year
12. Approve 2011-2012 School Calendar

**INDIVIDUAL ITEMS**

13. Approve Personnel Report
14. Approve Amendment to Flexible Benefit Plan

**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**

01/24/2011

**Agenda Item No.**

3

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

**ITEM TITLE:** REPORT—STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** Sydney Stivers    **Date:** 01/24/2011

**SUMMARY:**

Fergus High School Student Representative to the Board of Trustees will provide a report on upcoming activities at Fergus High School.

**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**

01/24/2011

**Agenda Item No.**

4

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

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

**Requested By:** Board of Trustees    **Prepared By:** Committee    **Date:** 01/24/2011

**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**

01/24/2011

**Agenda Item No.**

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- 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:** 01/24/2011

**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**

01/24/2011

**Agenda Item No.**

6

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

**ITEM TITLE:** REPORT—ELECTION UPDATE

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 01/24/2011

**SUMMARY:**

Mike Waterman, Business Manager/District Clerk, will report on the election calendar and procedures for 2011.

Attached are the Terms of Office Listing and the 2011 School Election Calendar.

Board members terms of office that are due to expire in 2011 include: Jennifer Granot, Becky Jackson, and Stan Monger. These are all three year terms.

**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 MEMBERS TERMS OF OFFICE**

As currently exists, Board members terms of office are as follows:

	<b>Expire 2011</b>	<b>Expire 2012</b>	<b>Expire 2013</b>
<b>SCHOOL DISTRICT #1</b>	Jennifer Granot Becky Jackson Stan Monger	Mary Schelle Monte Weeden	Jeremy Bristol Lisa Pierce

**School District #1 Three (3) - Three (3) Year Terms:**

- \_\_\_\_\_ 3 year term (to expire in 2014)
- \_\_\_\_\_ 3 year term (to expire in 2014)
- \_\_\_\_\_ 3 year term (to expire in 2014)

**Petitions Filed for Nomination of School Board Trustee:**

**MAY 3, 2011**  
**SCHOOL ELECTION CALENDAR**

<p style="text-align: center;">December 19, 2010 through March 24, 2011</p>	<p><b>Trustee candidates file for election.</b> Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b></p> <p>Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office. (<a href="#">13-10-201(6)</a>, <a href="#">13-37-201</a>, <a href="#">20-3-305</a> and <a href="#">20-3-344</a>, MCA) [No earlier than 135 days, or no later than 40 days before election.]</p> <p><b>Any candidate that has already filed for election, but wishes to withdraw their name, must do so by March 24, 2011. Otherwise, their name must appear on the ballot.</b> (<a href="#">13-10-325</a>, MCA)</p>
<p style="text-align: center;">End of January</p>	<p>Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in</p> <p>(1) a first-class district located in a county with populations of 15,000 or more, <b>OR</b></p> <p>(2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.</p> <p>(<a href="#">13-37-206</a>, MCA )</p>
<p style="text-align: center;">**Updated in 2009** (SB 276) Changes</p>	<p><b>County election administrator mails address confirmation forms to electors who have requested absentee ballots for subsequent elections.</b> The county election administrator will mail the address confirmation forms in January. You still must contact your county election administrator for the permanent absentee ballot list.</p>
<p style="text-align: center;">February 17, 2011</p>	<p><b>First day elector can request an absentee ballot.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person starting at this date until noon the day before the election. Remember to include the following on the application for absentee ballot:</p> <ul style="list-style-type: none"> <li>● A section on the form allowing the voter to become part of the permanent absentee list</li> </ul> <p>(<a href="#">13-13-211</a> and <a href="#">13-13-214</a>, MCA) [75 days before election]</p>
<p style="text-align: center;">March 24, 2011</p>	<p><b>Trustees call for an election.</b> At least 40 days before the election, the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. <a href="#">20-20-401</a>, <a href="#">20-20-201</a>, and <a href="#">20-20-203</a>, MCA</p>



March 29, 2011	<b>Last day to file resolutions for school election with county election administrator.</b> ( <a href="#">20-20-201(2)</a> , MCA) [no later than 35 days before election]
April 3, 2011 (Next Business Day is April 4, 2011)	<b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration. ( <a href="#">20-20-311</a> and <a href="#">20-20-312</a> , MCA) [30 days before election]
April 3 – April 13, 2011	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may supplement the notice. The notice must include 1) the date and polling places of the election, 2) polling place hours, 3) each proposition to be considered by the electorate, 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions and 5) where and how absentee ballots may be obtained. ( <a href="#">20-20-204</a> , MCA) [not less than 20 days or more than 30 days before election]
April 7, 2011 (By 5 p.m.)	<b>Deadline for write-in candidate for a trustee position on a school board to file declaration of intent.</b> ( <a href="#">13-10-211(3)</a> , MCA) [not less than 26 days before the election]
April 7, 2011 (After 5 p.m.)	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. ( <a href="#">20-3-313</a> , MCA)
By April 8, 2011	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. <b>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</b> This resolution must include the durational limit, if any, on the levy.  [not less than 25 days before election] <a href="#">13-12-201</a> , <a href="#">20-20-401</a> , and <a href="#">15-10-425</a> , MCA
April 13, 2011	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>● The ballot</li> <li>● Instructions for voting and returning the ballot</li> <li>● A secrecy envelope, free of any marks that would identify the voter</li> <li>● A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul> ( <a href="#">20-20-401</a> , MCA) [at least 20 days prior to election]
April 21-May 23, 2011	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commission of Political Practices. ( <a href="#">13-37-226(4)</a> , MCA) [12 days before and 20 days after the school election]
April 23, 2011 (Next Business Day is April 25, 2011)	<b>Last day to notify election judges of appointment.</b> ( <a href="#">20-20-203</a> , MCA) [not less than 10 days before election]
February 17 until noon May 2, 2011	<b>Deadline for absentee requests.</b> Absentee ballots may be requested 75 days before the election but no later than noon the day before the election.  *If the voter has a health emergency between 5 p.m. the Friday before the election (April 29) and noon on the election day (May 3), an emergency request for an absentee ballot may be made by noon on the election day (May 3.) ( <a href="#">13-13-211</a> , MCA)

May 2, 2011 (By 5 p.m.)	<b>Absolute last day for write in candidates to file a declaration of intent</b> ( <a href="#">13-10-211</a> , MCA) A declaration of intent may be filed after the deadline and until 5 pm the day before the election only if a candidate for the office that the write in candidate is seeking: dies, withdraws from the election or is charged with a felony offense.
May 2, 2011	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls. ( <a href="#">20-20-313</a> , MCA)
May 3, 2011	<b>Notify election judges of the names of write-in candidates</b>
May 3, 2011	<b>ELECTION DAY.</b> ( <a href="#">20-20-105</a> , MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. ( <a href="#">Title 13, Chapter 13</a> , and <a href="#">20-20-203</a> , <a href="#">20-20-401</a> , and <a href="#">20-20-411</a> , MCA)
April 21-May 23, 2011	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices. ( <a href="#">13-37-226 (4)</a> , MCA) [12 days before and 20 days after the school election]
Following receipt of the tally sheets from all polls <b>AND By May 18, 2011</b> (Next regular or special board meeting following the election)	<b>Trustees canvass votes, issue certificates of election and publish results.</b> The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. ( <a href="#">20-20-415</a> and <a href="#">416</a> , MCA) [within 15 days after the election]
Within 15 days after receipt of certificate of election. ( <a href="#">20-20-416</a> , MCA)	<b>Candidate completes oath of office and files</b> with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. ( <a href="#">20-3-307</a> , <a href="#">20-1-202</a> , <a href="#">1-6-101</a> , MCA)
May 21, 2011	<b>Deadline for trustees to hold organizational meeting.</b> ( <a href="#">20-3-321</a> , MCA) [not later than the third Saturday in May]
June 1, 2011	<b>Deadline for trustees to request county election administrator to conduct school election for next year.</b> ( <a href="#">20-20-417</a> , MCA)
<b>Additional References:</b>	
Sample forms can be found at this address. <a href="http://www.opi.mt.gov/Finance&amp;Grants/schoolfinance/Index.html#p7GPc1_7">http://www.opi.mt.gov/Finance&amp;Grants/schoolfinance/Index.html#p7GPc1_7</a>	
<a href="#">1-1-307</a> , MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.	
<a href="#">20-3-205</a> , MCA. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of <a href="#">20-3-307</a> , MCA.	
<a href="#">1-5-416</a> , MCA. A notary public shall: take depositions and affidavits, if the notary is knowledgeable of the applicable legal requirements, and administer oaths and affirmations in all matters incident to the duties of the notary public's office or to be used before any court, judge, officer, or board in this state.	
(MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)	



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Denise Juneau, State Superintendent

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/24/2011

**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:** 01/24/2011

**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.

- ❖ MHSA Annual Meeting Update
- ❖ Board Work/Study Session—February 7, 2011—Facilities
- ❖ Roundtable Schedule—Monday, February 14, 2011—Classified Staff—6:00 p.m.
- ❖ No School—Early Release—Wednesday, January 26, 2011—Assessment/MAPS
- ❖ State Speech and Drama Meet—January 28-29, 2011—Laurel
- ❖ FHS FFA Mechanics Contest/Winter MAAE Meeting—January 29, 2011—Lewistown
- ❖ Junior Cheer Camp—Saturday, January 29, 2011—Fergus Fieldhouse—BBB Half-time
- ❖ Winter Spirit Week—January 31 – February 4, 2011
- ❖ Central A Divisional Wrestling Tournament—Saturday, February 5, 2011—Havre
- ❖ Eastern A Band Festival—February 7-8, 2011—Laurel
- ❖ FFA Winter District Competition—Monday, February 7, 2011—Winifred
- ❖ State All Class Wrestling Tournament—February 11-12, 2011—Billings
- ❖ Home Athletic Games/Meets:
  - GBB vs. Laurel—Tuesday, January 25, 2011—4:15/5:45/7:15 p.m.
  - BBB vs. Laurel—Friday, January 28, 2011—4:15/5:45/7:15 p.m.
  - BBB vs. Butte Ctrl—Saturday, January 29, 2011—2:00/3:30/5:00 p.m.
  - BBB vs. Havre—Friday, February 4, 2011—4:15/5:45/7:15 p.m.
  - GBB vs. Belgrade—Saturday, February 5, 2011—2:00/3:30/5:00 p.m.
  - GBB vs. Butte Ctrl—Friday, February 11, 2011—4:15/5:45/7:15 p.m.
  - BBB vs. Browning—Saturday, February 12, 2011—2:00/3:30/5:00 p.m.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

**BOARD OF TRUSTEES ROUNDTABLE SCHEDULE****2010-2011**

<b>Date</b>	<b>Group</b>	<b>Time</b>	<b>Meeting Site</b>
November 8, 2010	Garfield Elementary	6:00-7:00 p.m.	Garfield Elementary School
November 22, 2010	Lewis & Clark Elementary	6:00-7:00 p.m.	Lewis & Clark Elementary School
December 13, 2010	Highland Park Elementary	6:00-7:00 p.m.	Highland Park Elementary School
January 10, 2011	FHS Staff	6:00-7:00 p.m.	Fergus High School
January 24, 2011	Junior High School	6:00-7:00 p.m.	Junior High School
February 14, 2011	Classified Staff	6:00-7:00 p.m.	Lincoln Board Room
February 28, 2011	LEA	6:00-7:00 p.m.	Lincoln Board Room
March 28, 2011	FHS Students	6:00-7:00 p.m.	Fergus High School
April 11, 2011	Admin Council	6:00-7:00 p.m.	Lincoln Board Room

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/24/2011

**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:** 01/24/2011

**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**

01/24/2011

**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:** 01/24/2011

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the January 10, 2011, 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**

**Fergus High School – Library  
1001 Casino Creek Drive  
Lewistown MT 59457**

**Monday, January 10, 2011**

**TRANSPORTATION COMMITTEE MEETING**

**5:30 P.M. TO 6:00 P.M.**

**BOARD ROUNDTABLE DISCUSSION—FHS STAFF**

**6:00 P.M. TO 7:00 P.M.**

**REGULAR BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

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

STAFF PRESENT:

Superintendent Jason Butcher, Mike Waterman, Business Manager/District  
Clerk, Sandi Chamberlain, Andrea Payne, Matt Lewis, Tim Majerus, Beau  
Wright, Paul Stengel

OTHERS PRESENT:

Student Representative Sydney Stivers, David Murray-Lewistown News-  
Argus, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. REPORT—STUDENT REPRESENTATIVE

FHS Student Government Advisor Beau Wright introduced Sydney Stivers as  
the new student representative to the Board. Ms. Stivers will serve in this  
capacity until December 2011. Ms. Stivers reported on upcoming activities at  
Fergus High School.

4. DISCUSSION—FACILITIES

The Board of Trustees continued the discussion regarding facilities. The  
elementary administrators gave the Board an update on the needs in each of  
their buildings. As a part of this discussion, the Board reviewed a concept  
configuration that would enable the District to keep all grade levels together  
in one building. A work study was scheduled for Monday, February 7, 2011,  
at 6:00 p.m. at Lewistown Junior High.

5. REPORT—COMMITTEES OF THE BOARD

The Transportation Committee met at 5:30 p.m. today prior to the Board  
Roundtable discussion. The committee discussed the bus barn relocation and  
the purchase of a new over-the-road passenger coach.

6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

Trustee Schelle discussed recent correspondence from the Montana School Boards Association.

**SUPERINTENDENT'S REPORT**

7. REPORT—ELECTION UPDATE

Mike Waterman, Business Manager/District Clerk, presented to the Board the 2011 School Election Calendar and advised them of deadlines regarding the school elections. Trustees Granot and Jackson indicated that they will not be seeking re-election to the Board.

8. REPORT—INVESTMENT

Interest earned and distributed for December 2010, was reported with \$3,492.22 in the elementary funds and \$2,157.43 in the high school funds for a total of \$5,649.65.

9. OTHER ITEMS

Jason Butcher, Superintendent, updated the Board regarding the MHSA meeting scheduled for January 16-17, 2011, in Billings and provided a list of the proposals that will be discussed. Mr. Butcher will be out of town for the Board meeting scheduled for Monday, March 14, 2011, and discussed with the Board about rescheduling this meeting. Other dates were listed for upcoming events in the district.

**PUBLIC PARTICIPATION**

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

There was no public input.

**ACTION ITEMS**

**MINUTES**

11. MINUTES OF THE DECEMBER 13, 2010, REGULAR BOARD MEETING – approved unanimously (Pierce/Weeden).

**APPROVAL OF CLAIMS**

12. CLAIMS – The claims referenced in the 2010-11 Bill Schedule and submitted through January 6, 2011, were approved unanimously (Monger/Bristol).

**CONSENT GROUP ITEMS**

13. NONE

**INDIVIDUAL ITEMS**

14. APPROVE PERSONNEL REPORT – see Exhibit A – approved unanimously (Granot/Bristol).

15. APPROVE REQUEST TO APPLY FOR THE NATIONAL SCIENCE TEACHERS ASSOCIATION'S SHELL SCIENCE LAB CHALLENGE – approved unanimously (Monger/Granot).

16. APPROVE CALLING FOR BIDS FOR OVER-THE-ROAD PASSENGER COACH. At the recommendation of the Transportation Committee, no motion was made.

**EXECUTIVE SESSION**

17. SUPERINTENDENT'S EVALUATION

Chair Becky Jackson called for an Executive Session at 9:05 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

**ADJOURNMENT**

The meeting was called back into regular session at 11:15 p.m. and adjourned. The next regular meeting will be held on January 24, 2011, at 7:00 p.m. at the Lewistown Junior High School (Monger – unanimous).

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REBECCA S. JACKSON  
BOARD CHAIR

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MIKE WATERMAN  
BUSINESS MANAGER/CLERK



**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** January 10, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>BUTCHER, Jason</b>	Superintendent	School District #1	Approve Out-of-State Travel to attend the American Association of School Administrators National Convention in Denver, Colorado	February 16-19, 2011	See attached memo.
<b>FLENTIE, Suzie</b>	Science Teacher	Lewistown Junior High School	Approve Out-of-State Travel to attend an ArcGIS 10 Training in Las Vegas, Nevada	February 4-7, 2011	See attached letter.
<b>MAXWELL, Shannon</b>	Title I Aide	Garfield Elementary School	Approve appointment on schedule—AIDE II Step 0+30 for up to 1.00 hour per day	January 10, 2011	See attached memo.
<b>MAXWELL, Shannon</b>	Resource Aide	Garfield Elementary School	Approve revision of contract to reflect change in hours—change from to 2.00 hours per day to 3.00 hours per day	January 10, 2011	See attached memo.
<b>MILLER, Mary</b>	Playground Aide	Lewis & Clark Elementary School	Approve appointment on schedule—AIDE III Step 1+30 for up to 1.00 hour per day	January 10, 2011	See attached memo.
<b>BENNETT III, Joel</b>	Custodian	Fergus High School	Approve appointment on schedule—MAINT II Step 0 for up to 8 hours per day for 260 days per year	January 10, 2011	See attached hiring recommendation.
<b>HODGES, Sheryl JENNESS, Ashley JENNESS, Justin KIRSCH, Beth KYNETT, Mary LEWIS, Matt MAJERUS, Teresa</b>	Staff Members	School District #1	Approve Out-of-State Travel to attend a Multi-Hazard Emergency Planning for Schools Training in Emmitsburg, Maryland	April 3-8, 2011	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/24/2011

**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:** 01/24/2011

**SUMMARY:**

Approve claims paid through January 20, 2011, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2011 include: Becky Jackson, Jeremy Bristol, Stan Monger, 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**

01/24/2011

**Agenda Item No.**

11 - 12

<u>Agenda Items</u>	<u>Additional Information</u>
11. Approve Additions to Substitute List for the 2010-2011 School Year  12. Approve 2011-2012 School Calendar	

**SUGGESTED ACTION:** No Items to Approve

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/24/2011

**Agenda Item No.**

11

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

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

**Requested By:** Board of Trustees    **Prepared By:** Sandi Chamberlain    **Date:** 01/24/2011

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2010-2011 School Year. The substitutes being added to the list are:

Substitute Teacher/Aide List:

Danielle Bye  
Dave Rummans  
Renee Sanofsky

Substitute School Food List:

Danielle Bye

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2010-2011 School Year

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/24/2011

**Agenda Item No.**

12

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

**ITEM TITLE:** APPROVE 2011-2012 SCHOOL CALENDAR

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 01/24/2011

**SUMMARY:**

The Board of Trustees needs to approve the 2011-2012 School Calendar.

**SUGGESTED ACTION:** Approve 2011-2012 School Calendar

**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 2011-2012 School Calendar

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31






April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### **Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)**

- August 22 All Staff Orientation
- August 23 PIR
- October 20-21 Staff Development Days - Teachers Convention
- November 2-3 Parent Teacher Conferences  
(Evening on the 2nd, All Day on the 3rd)
- January 16 PIR
- February 27 PIR
- April 3 Parent Teacher Conference  
(Conference-Evenings ONLY--Regular School Day for Students)

-  New Teacher Orientation/ITIP
-  First/Last Day of School  
(Last day - out @ 1:30 p.m.)
-  End of Quarter  
(1st & 3rd Quarters)
-  End of Semester  
(2nd & 4th Quarters)
-  School Dismissed at 1:30 p.m.

### **Holidays/Vacations**

- September 5 Labor Day
- October 20-21 Fall Vacation (Teachers - Convention)
- November 3 Parent Teacher Conferences (**Vacation Day for Students**)
- November 4 Vacation Day
- November 23-25 Thanksgiving Vacation
- December 21-January 2 Christmas Vacation
- January 16 PIR (**Vacation Day for Students**)
- February 24 Vacation Day
- February 27 PIR (**Vacation Day for Students**)
- April 5-9 Spring Break
- May 28 Memorial Day

**LEWISTOWN PUBLIC SCHOOLS  
2011-2012 SCHOOL CALENDAR**

**A. Pupil Instruction**

First Semester				90 Days	Second Semester				89 Days
<b>FIRST QUARTER</b>				<b>DAYS</b>	<b>THIRD QUARTER</b>				<b>DAYS</b>
First Week	Aug	24 -- Aug	26	3	First Week	Jan	23 -- Jan	27	5
Second Week	Aug	29 -- Sept	2	5	Second Week	Jan	30 -- Feb	3	5
Third Week	Sept	6 -- Sept	9	4	Third Week	Feb	6 -- Feb	10	5
Fourth Week	Sept	12 -- Sept	16	5	Fourth Week	Feb	13 -- Feb	17	5
Fifth Week	Sept	19 -- Sept	23	5	Fifth Week	Feb	20 -- Feb	23	4
Sixth Week	Sept	26 -- Sept	30	5	Sixth Week	Feb	28 -- Mar	2	4
Seventh Week	Oct	3 -- Oct	7	5	Seventh Week	Mar	5 -- Mar	9	5
Eighth Week	Oct	10 -- Oct	14	5	Eighth Week	Mar	12 -- Mar	16	5
Ninth Week	Oct	17 -- Oct	19	3	Ninth Week	Mar	19 -- Mar	23	5
Tenth Week	Oct	24 -- Oct	28	5					
				<b>45</b>					<b>43</b>
<b>SECOND QUARTER</b>				<b>DAYS</b>	<b>FOURTH QUARTER</b>				<b>DAYS</b>
First Week	Oct	31 -- Nov	2	3	First Week	Mar	26 -- Mar	30	5
Second Week	Nov	7 -- Nov	11	5	Second Week	Apr	2 -- Apr	4	3
Third Week	Nov	14 -- Nov	18	5	Third Week	Apr	10 -- Apr	13	4
Fourth Week	Nov	21 -- Nov	22	2	Fourth Week	Apr	16 -- Apr	20	5
Fifth Week	Nov	28 -- Dec	2	5	Fifth Week	Apr	23 -- Apr	27	5
Sixth Week	Dec	5 -- Dec	9	5	Sixth Week	Apr	30 -- May	4	5
Seventh Week	Dec	12 -- Dec	16	5	Seventh Week	May	7 -- May	11	5
Eighth Week	Dec	19 -- Dec	20	2	Eighth Week	May	14 -- May	18	5
Ninth Week	Jan	3 -- Jan	6	4	Ninth Week	May	21 -- May	25	5
Tenth Week	Jan	9 -- Jan	13	5	Tenth Week	May	29 -- Jun	1	4
Eleventh Week	Jan	17 -- Jan	20	4					
				<b>45</b>					<b>46</b>

**B. Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)**

			Totals
August 22	All Staff Orientation/PIR		1.0
August 23	PIR		1.0
October 20-21	Staff Development Days - Teachers Convention		2.0
November 2-3	Parent Teacher Conferences <b>(Evening on 3rd, All Day on 4th)</b>		1.5
January 16	PIR		1.0
February 27	PIR		1.0
April 3	Parent Teacher Conferences - Evening <u>ONLY</u> <b>(Regular Days for Students)</b>		0.5
			<b>8.0</b>

**Holidays / Vacations (Dates Inclusive)**

**C.**

September 5	Labor Day
October 20-21	Fall Vacation (Teachers - Convention)
November 3	Parent Teacher Conferences <b>(Vacation Day for Students)</b>
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
December 21-January 2	Christmas Vacation
January 16	PIR <b>(Vacation day for Students)</b>
February 24	Vacation Day
February 27	PIR <b>(Vacation day for Students)</b>
April 5-9	Spring Break
May 28	Memorial Day

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/24/2011

**Agenda Item No.**

13

- 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:** 01/24/2011

**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:** January 24, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>KAMP, Derree</b>	Study Hall Supervisor	Lewistown Junior High School	Approve revision of contract to reflect change in hours—add 30 minutes per day to contract on an as needed basis to supervise detention	January 24, 2011	See attached memo.

# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** TimMajerus, Principal  
**Date:** January 14, 2011  
**Re:** Contract Change

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Following is a recommendation for a contract revision for Derree Kamp to reflect new duties assigned:

Derree Kamp	Study Hall	Add up to 30 minutes per day on an as needed basis
-------------	------------	---

Derree will be covering after school detention on the days when I am not available.

Thank you for your consideration of this request.

Tim Majerus  
Principal

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

01/24/2011

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE AMENDMENT TO FLEXIBLE BENEFIT PLAN

**Requested By:** Board of Trustees   
**Prepared By:** Mike Waterman   
**Date:** 01/24/2011

**SUMMARY:**

The Board of Trustees needs to approve the amendment to the Lewistown Public Schools Flexible Benefit Plan as per attachment.

**SUGGESTED ACTION:** Approve Amendment to the Flexible Benefit Plan for the Lewistown Public Schools

**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						

AMENDMENT NUMBER 2010 TO

Lewistown Public School  
Flexible Benefit Plan

BY THIS AGREEMENT, Lewistown Public School Flexible Benefit Plan (hereinafter referred to as the "Plan") is hereby amended as follows, effective as January 1, 2011:

1. The definition of "Dependent " is amended to read as follows:

**"Dependent"** means any individual who qualifies as a dependent under an Insurance Contract for purposes of coverage under that Contract only or under Code Section 152 (as modified by Code Section 105(b)). Any child of a Plan Participant who is determined to be an alternate recipient under a qualified medical child support order under ERISA Sec. 609 shall be considered a Dependent under this Plan.

**"Dependent"** shall include any Child of a Participant who is covered under an Insurance Contract, as defined in the Contract, as allowed by reason of the Affordable Care Act.

2. The definition of "Medical Expenses" is amended to read as follows:

(c) **"Medical Expenses"** means any expense for medical care within the meaning of the term "medical care" as defined in Code Section 213(d) and the rulings and Treasury regulations thereunder, and not otherwise used by the Participant as a deduction in determining his tax liability under the Code. "Medical Expenses" can be incurred by the Participant, his or her Spouse and his or her Dependents. "Incurred" means, with regard to Medical Expenses, when the Participant is provided with the medical care that gives rise to the Medical Expense and not when the Participant is formally billed or charged for, or pays for, the medical care.

Effective January 1, 2011, including amounts related to the Grace Period for the 2010 Plan Year, a Participant may not be reimbursed for the cost of any medicine or drug that is not "prescribed" within the meaning of Code Section 106(f) or is not insulin.

IN WITNESS WHEREOF, this Amendment has been executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Lewistown Public School

By \_\_\_\_\_  
EMPLOYER

CERTIFICATE OF CORPORATE RESOLUTION

The undersigned Secretary of Lewistown Public School (the Corporation) hereby certifies that the following resolutions were duly adopted by the board of directors of the Corporation on \_\_\_\_\_, and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that Amendment Number 2010 to the Cafeteria Plan effective January 1, 2011 presented to this meeting is hereby approved and adopted and that the proper officers of the Corporation are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

RESOLVED, that the proper officers of the Corporation shall act as soon as possible to notify employees of the Corporation of the adoption of this Amendment Number 2010 to the Cafeteria Plan by delivering to each employee a copy of the summary description of the changes to the Plan in the form of the Summary Plan Description - Material Modification presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B respectively, are true copies of Amendment Number 2010 to Lewistown Public School Flexible Benefit Plan and Summary Plan Description - Material Modifications approved and adopted in the foregoing resolutions.

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

Lewistown Public School  
Flexible Benefit Plan

SUMMARY PLAN DESCRIPTION  
MATERIAL MODIFICATIONS

I

INTRODUCTION

Lewistown Public School has amended your Cafeteria Plan as of January 1, 2011

This is merely a summary of the most important changes to the Plan. If you have any questions, contact your Plan's Administrator. A copy of the Plan, including this amendment, is available for your inspection. If there is any discrepancy between the terms of the Plan or the amendment itself and this summary of material modifications, the provisions of the Plan, as amended, will control.

II

SUMMARY OF CHANGES

IV

BENEFITS

1. Health Care Reimbursement Plan

Effective January 1, 2011, including amounts related to the Grace Period for the 2010 Plan Year, you may not be reimbursed for the cost of any medicine or drug that is not "prescribed" within the meaning of Code Section 106(f) or is not insulin.

**Health Flexible Spending Account**

The Health Flexible Spending Account enables you to pay for expenses allowed under Sections 105 and 213(d) of the Internal Revenue Code which are not covered by insurance and save taxes at the same time. The Health Flexible Spending Account allows you to be reimbursed by the Employer for out-of-pocket medical, dental and/or vision expenses incurred by you and your dependents.

Drug costs, including insulin, may be reimbursed. Beginning January 1, 2011, you may be reimbursed for "over the counter" drugs only if those drugs are prescribed for you. If you incur "over the counter" drug costs during the Grace Period, you may not be reimbursed for those amounts, only if those drugs are prescribed for you. You may not, however, be reimbursed for the cost of other health care coverage maintained outside of the Plan, or for long-term care expenses. A list of covered expenses is available from the Administrator.

2. Dependent Age

You may be reimbursed for expenses for any child until the end of the calendar year in which the child reaches age 26. A child is a natural child, stepchild, foster child, adopted child, or a child placed with you for adoption. If a child gains or regains eligibility due to these new rules, that qualifies as a change in status to change coverage.

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**2010-2015 GOALS AND STRATEGIC OBJECTIVES**

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

**Goal Area 1: Measurable Student Achievement**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

**Strategic Objectives:**

1. 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 in each building in developing and implementing both curricula as well as 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, 2010-2015:** *Lewistown Public Schools has developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

**Strategic Objectives:**

1. Develop 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 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 / Parental Engagement**

**Statement of Intended Outcome, 2010-2015:** *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. 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, 2010-2015:** *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

**Strategic Objectives:**

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. 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.
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. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

**Goal Area 5: Highly Qualified Staff**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

**Strategic Objectives:**

1. 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 part of the planning and assessment of these opportunities.



## **Goal Area 6: Fiscal Management/Responsibility**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

### **Strategic Objectives:**

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways 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, 2011, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

## School District #1 Mission Statement:

*Excellence Today, Success Tomorrow*

### Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the District. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

**BOARD OF TRUSTEES**

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

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

**A. Pupil Instruction**

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

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

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

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

**Totals**

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

\*\* TUESDAY

**C. Holidays (Dates Inclusive)**

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