

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, April 11, 2011**

**BOARD ROUNDTABLE DISCUSSION—ADMINISTRATORS**

**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. Recognition—Fergus High School FFA
4. Presentation—Emergency Planning Team
5. Report—Student Representative
6. Report—Committees of the Board
7. Discussion—General Fund Budgets
8. Discussion—Facilities
9. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

10. Report—Election Update
11. Report—Investment
12. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

14. Minutes of the March 28, 2011, Regular Board Meeting

**APPROVAL OF CLAIMS**

15. Claims

**CONSENT GROUP ITEMS**

16. Approve Additions to Substitute List for the 2010-2011 School Year

**INDIVIDUAL ITEMS**

17. Approve Personnel Report
18. Approve Call for Bids for Lincoln Building Roofing Project
19. Approve Deferment of Payment on Evelyn Eccles Loan

**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**

04/11/2011

**Agenda Item No.**

3

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

**ITEM TITLE:** RECOGNITION—FERGUS HIGH SCHOOL FFA

**Requested By:** Board of Trustees    **Prepared By:** Jared Long    **Date:** 04/11/2011

**SUMMARY:**

The Board of Trustees would like to recognize and congratulate Jared Long, Advisor, and the Fergus High School FFA team for their successes at the State FFA Convention.

**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**

04/11/2011

**Agenda Item No.**

4

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

**ITEM TITLE:** PRESENTATION—EMERGENCY PLANNING TEAM

**Requested By:** Board of Trustees    **Prepared By:** Matt Lewis    **Date:** 04/11/2011

**SUMMARY:**

The Fergus County Disaster and Emergency Services received a grant that allowed members from our school district to attend a *Multi-Hazard Emergency Planning for Schools Training* provided by FEMA at the Emergency Management Institute in Emmitsburg, Maryland, April 4-7, 2011. The group that attended this training would like to present information to the Board of Trustees regarding this training.

Attendees included: Sheryl Hodges, Ashley Jenness, Justin Jenness, Beth Kirsch, Mary Kynett, Matt Lewis, and Teresa Majerus.

**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**

04/11/2011

**Agenda Item No.**

5

- 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:** 04/11/2011

**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**

04/11/2011

**Agenda Item No.**

6

- 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:** 04/11/2011

**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**

04/11/2011

**Agenda Item No.**

7

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

**ITEM TITLE:** DISCUSSION—GENERAL FUND BUDGETS

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/11/2011

**SUMMARY:**

The Board of Trustees will continue to monitor and discuss the General Fund Budgets for the 2011-2012 School Year as information is received.

**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**

FY12 General Fund Budget Projections

April 5, 2011

	<u>Lewistown Elementary</u>	<u>Fergus High School</u>	<u>Totals</u>
FY11 General Fund Budget	5,605,833.83	3,283,795.38	
FY12 Projected Expenditures	5,578,677.47	3,340,830.87	
<b><u>Current Law:</u></b>			
Highest Budget Without a Vote	5,394,725.58	3,146,030.17	
Highest Voted Amount	211,108.25	137,765.21	348,873.46
Highest Budget	5,605,833.83	3,283,795.38	
Voted Mills	17.49	10.58	28.07
Annual Tax Increase on \$100,000 Home	27.69	16.75	44.44
Projected Surplus/(Shortfall)			
Highest Budget Without a Vote	(183,951.89)	(194,800.70)	(378,752.59)
Highest Budget	27,156.36	(57,035.49)	(29,879.13)
<b><u>Inflation Adjustments Only:</u></b>			
Highest Budget Without a Vote	5,463,191.97	3,188,914.97	
Highest Voted Amount	142,641.86	94,880.41	237,522.27
Highest Budget	5,605,833.83	3,283,795.38	
Voted Mills	11.82	7.28	19.10
Annual Tax Increase on \$100,000 Home	18.71	11.52	30.23
Projected Surplus/(Shortfall)			
Highest Budget Without a Vote	(115,485.50)	(151,915.90)	(267,401.40)
Highest Budget	27,156.36	(57,035.49)	(29,879.13)



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

8

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

**ITEM TITLE:** DISCUSSION—FACILITIES

**Requested By:** Board of Trustees    **Prepared By:** Board of Trustees    **Date:** 04/11/2011

**SUMMARY:**

The Board of Trustees would like to continue the discussion on facilities. At this time projects in process are installing an elevator at the junior high school and replacing the roof on the Lincoln Building.

**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**

04/11/2011

**Agenda Item No.**

9

- 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:** 04/11/2011

**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**

04/11/2011

**Agenda Item No.**

10

- 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:** 04/11/2011

**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:**

Diana Hewitt  
Joe Irish  
Mark McLendon  
Stan Monger  
Jeannie Rickert  
Jamie Sura  
Barb Thomas

**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></p> <p>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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Montana

**Office of Public Instruction**

Denise Juneau, State Superintendent

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

11

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

**ITEM TITLE:** REPORT—INVESTMENT

**Requested By:** Superintendent    **Prepared By:** Mike Waterman    **Date:** 04/11/2011

**SUMMARY:**

Attached is the report on the interest earned and distributed for March 2011.

The first column of the report reflects the cash balance in various funds as of March 1, 2011.

**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 School District No. One

Investment Distribution Detail Report

Fiscal Year: 2010-2011

Criteria: Control#: 14

Acct Mask: \_\_\_\_\_

Sort By Acct

Print Internal Accounts Only

Type: Interest

Posting Date: 3/31/2011

Amount Distributed: \$6,464.10

Control#: 14

Posting Description: Interest Distribution

2/28/2011

Entry#: 527

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$805,668.67	28	.2135278	\$1,380.27	\$805,668.67		\$0.00	Yes
110.00.000.0000.101.000	\$517,114.96	28	.1370519	\$885.92	\$517,114.96		\$0.00	Yes
111.00.000.0000.101.000	\$852,542.38	28	.2259508	\$1,460.56	\$852,542.38		\$0.00	Yes
112.00.000.0000.101.000	\$118,598.64	28	.0314324	\$203.18	\$118,598.64		\$0.00	Yes
113.00.000.0000.101.000	\$0.00	28	.0000000	\$0.00	\$0.00		\$0.00	Yes
114.00.000.0000.101.000	\$565,951.30	28	.1499951	\$969.58	\$565,951.30		\$0.00	Yes
120.00.000.0000.101.000	\$9,894.01	28	.0026222	\$16.95	\$9,894.01		\$0.00	Yes
121.00.000.0000.101.000	\$51,090.09	28	.0135405	\$87.53	\$51,090.09		\$0.00	Yes
124.00.000.0000.101.000	\$84,842.51	28	.0224860	\$145.35	\$84,842.51		\$0.00	Yes
128.00.000.0000.101.000	\$37,973.29	28	.0100641	\$65.06	\$37,973.29		\$0.00	Yes
129.00.000.0000.101.000	\$86,049.52	28	.0228059	\$147.42	\$86,049.52		\$0.00	Yes
150.00.000.0000.101.000	\$207,059.49	28	.0548773	\$354.73	\$207,059.49		\$0.00	Yes
160.00.000.0000.101.000	\$100.00	28	.0000265	\$0.17	\$100.00		\$0.00	Yes
161.00.000.0000.101.000	\$436,248.39	28	.1156197	\$747.38	\$436,248.39		\$0.00	Yes
Control# 14 Total:	\$3,773,133.25		1.0000002	\$6,464.10	\$3,773,133.25		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 2/28/2011

End of Report

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2010-2011

Criteria: Control#: 15

Acct Mask: \_\_\_\_\_

Sort By Acct

Print Internal Accounts Only

Type: HS Interest

Posting Date: 3/31/2011

Amount Distributed: \$4,146.64

Control#: 15

Posting Description: Interest Distribution

2/28/2011

Entry#: 528

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$573,530.96	28	.2006221	\$831.88	\$573,530.96		\$0.00	Yes
210.00.000.0000.101.000	\$327,306.14	28	.1144923	\$474.76	\$327,306.14		\$0.00	Yes
211.00.000.0000.101.000	\$458,386.98	28	.1603446	\$664.89	\$458,386.98		\$0.00	Yes
213.00.000.0000.101.000	\$231.28	28	.0000809	\$0.34	\$231.28		\$0.00	Yes
214.00.000.0000.101.000	\$264,305.09	28	.0924544	\$383.38	\$264,305.09		\$0.00	Yes
217.00.000.0000.101.000	\$2,336.62	28	.0008174	\$3.39	\$2,336.62		\$0.00	Yes
218.00.000.0000.101.000	\$19,328.33	28	.0067611	\$28.04	\$19,328.33		\$0.00	Yes
220.00.000.0000.101.000	\$7,975.98	28	.0027900	\$11.57	\$7,975.98		\$0.00	Yes
221.00.000.0000.101.000	\$25,098.37	28	.0087795	\$36.41	\$25,098.37		\$0.00	Yes
224.00.000.0000.101.000	\$162,113.21	28	.0567075	\$235.15	\$162,113.21		\$0.00	Yes
228.00.000.0000.101.000	\$85,495.71	28	.0299066	\$124.01	\$85,495.71		\$0.00	Yes
229.00.000.0000.101.000	\$90,821.94	28	.0317697	\$131.74	\$90,821.94		\$0.00	Yes
260.00.000.0000.101.000	\$66,716.69	28	.0233376	\$96.77	\$66,716.69		\$0.00	Yes
261.00.000.0000.101.000	\$571,306.48	28	.1998440	\$828.68	\$571,306.48		\$0.00	Yes
281.00.000.0000.101.000	\$89,388.27	28	.0312682	\$129.66	\$89,388.27		\$0.00	Yes
282.00.000.0000.101.000	\$114,421.05	28	.0400247	\$165.97	\$114,421.05		\$0.00	Yes
Control# 15 Total:	\$2,858,763.10		1.0000006	\$4,146.64	\$2,858,763.10		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 2/28/2011

End of Report

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

12

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 04/11/2011

**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.

- ❖ Possible Parent/Teacher Support Group (PTSG) Grant
- ❖ Parent/Teacher Conferences
- ❖ Legislative Update
- ❖ Skills USA State Conference—April 11-13, 2011—Havre
- ❖ District Music Festival—April 15-16, 2011—Lewistown
- ❖ FFA Envirothon—Monday, April 18, 2011—Lewistown
- ❖ Spring Break—No School—April 21-25, 2011
- ❖ Home Athletic Games/Meets:
  - SB vs. Butte Central—Friday, April 15, 2011—V-1:00 p.m. and JV-3:00 p.m.
  - TR—Denton Invitational—Saturday, April 9, 2011—10:00 a.m.—Lewistown
  - TR—Fergus Quad+—Tuesday, April 19, 2011—3:00 p.m.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

13

- 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:** 04/11/2011

**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**

04/11/2011

**Agenda Item No.**

14

- 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:** 04/11/2011

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the March 28, 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, March 28, 2011**

**BOARD ROUNDTABLE DISCUSSION—FHS STUDENTS**

**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, Jeremy Bristol, Mary Schelle, Stan Monger, Lisa Pierce, Jennifer Granot, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne, Paul Stengel, Chad Armstrong, Vic Feller, Gary Gebert, Karen Durbin, Becky Baszczuk, Diane Lewis, Jim Daniels, Michelle Trafton

OTHERS PRESENT:

Student Representative Sydney Stivers, Joe Zahler-KXLO/KLCM Radio, David Murray-Lewistown News-Argus, Rick Wright, Harvey Feller, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. RECOGNITION—FERGUS HIGH SCHOOL SPEECH AND DRAMA

The Board of Trustees recognized and congratulated the Fergus High School Speech and Drama team and coaches for their successes at the State Speech and Drama Meet, although the coaches and the team were unable to attend the Board meeting. Coaches: Terri Daniels and Miriam Huff; State Team Members: Molly Daniels, Elizabeth Finn, Nathan Kennedy, Rebecca Kennedy, Sarah Knab, Emily Olson, and Jonny Skipper. Results included: Pantomime—Elizabeth Finn placed 8<sup>th</sup>; Humorous Duo—Sarah Knab & Emily Olson placed 3<sup>rd</sup> and Jonny Skipper & Nathan Kennedy placed 7<sup>th</sup>; Classical Duo—Rebecca Kennedy & Nathan Kennedy placed 4<sup>th</sup>; and Humorous Solo—Molly Daniels placed 3<sup>rd</sup>.

4. RECOGNITION—FERGUS HIGH SCHOOL WRESTLING TEAM

The Board of Trustees recognized and congratulated the Fergus High School Wrestling team and coaches for their successes at the State Wrestling Meet. Coaches: Chad Armstrong, Mark Malone, and Vic Feller. Team Members: 98 pounds—Andrew Olson; 112 pounds—Trei Bulluck; 125 pounds—Tre Yaeger; 130 pounds—John Chamberlin (5<sup>th</sup> place at State); 135 pounds—Jerime Granot and Dylan Kelly; 140 pounds—Jim Malone (5<sup>th</sup> place at State); 145 pounds—Rex Martin (3<sup>rd</sup> place at State) and Jacob Sanford; 160 pounds—Connor Malone (1<sup>st</sup> place at State—State Champion) and Ethan Blythe; and 171 pounds—Bill Thompson.

5. RECOGNITION—FERGUS HIGH SCHOOL FCCLA  
 The Board of Trustees recognized and congratulated Karen Durbin, FCCLA Advisor, and members of the Fergus High School FCCLA team for their successes at the FCCLA State Leadership Conference. State FCCLA Members: Kiera Bullock, Jasmyne Emeterio, Ashley Ann Goddard, Kylee Hould, Kerry Lombard, Taylor Miller, Kelsey Phillips, and Jessica Seal. State results included: Kylee Hould and Kelsey Phillips—1st in Chapter Showcase; Taylor Miller—1st in Fashion Construction; Kiera Bulluck—2nd in Job Interview. These four will be representing Montana at National Convention in Anaheim, California this July. Kerry Lombard and Jessica Seal received a Gold Medal in Chapter Service event; Jasmyne Emeterio received a Silver Medal in Focus on Children; and Ashley Ann Goddard received a Bronze Medal in Fashion Construction.
6. RECOGNITION—FERGUS HIGH SCHOOL BPA  
 The Board of Trustees recognized and congratulated the advisors and members of the Fergus High School BPA team for their successes at the BPA Montana State Leadership Conference. Advisors: Diane Lewis and Brad Breidenbach. BPA State Qualifiers: Andy Butcher – 1<sup>st</sup> in CISCO and 2<sup>nd</sup> in Network Administration using Microsoft; Zane Klein – 7<sup>th</sup> in Banking and Finance; Kayla Olson – 9<sup>th</sup> in Financial Math and Analysis; Keelen Phillips – 1<sup>st</sup> in Entrepreneurship; Sammy Platt – 7<sup>th</sup> in CISCO; Julie Spika – 3<sup>rd</sup> in CISCO and 7<sup>th</sup> in Advanced Office Systems & Procedures; Amber Strouf – 5<sup>th</sup> in Legal Office Procedures and 7<sup>th</sup> in Medical Office Procedures; and Kaylee Wise – 5<sup>th</sup> in Network Administration Using Microsoft. The Board congratulated Jacob Singley on a very successful year as a Montana BPA State Officer.
7. REPORT—STUDENT REPRESENTATIVE  
 Sydney Stivers, student representative to the Board, reported on upcoming activities at Fergus High School.
8. REPORT—COMMITTEES OF THE BOARD  
 The Insurance Committee met, reviewed, and accepted FY12 health insurance rates through MSHWP. The premiums increased 10% and 11% depending on the plan.
9. DISCUSSION—GENERAL FUND BUDGETS  
 Mike Waterman, Business Manager/District Clerk, updated the Board on some preliminary information regarding the 2011-2012 General Fund Budgets.
10. DISCUSSION—FACILITIES  
 The Board of Trustees continued the discussion on facilities. Paul Stengel, Maintenance Supervisor, spoke to the Board regarding the elevator at the Junior High School and the possibility of replacing part or the entire roof on the Lincoln Building. The trustees will call for bids to replace the Lincoln roof at the April 11, 2011 Board meeting. Mr. Stengel also noted that the State of Montana plans to repair sidewalks on Main Street this summer, including a stretch in front of the Junior High School. No school funds will be involved with the project.
11. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.  
 Trustee Schelle reported on an MTSBA Board meeting.

**SUPERINTENDENT'S REPORT**

12. 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. Seven candidates have filed petitions for nomination of School Board Trustee: Diana Hewitt, Joe Irish, Mark McLendon, Stan Monger, Jeannie Rickert, Jamie Sura, and Barb Thomas.

13. REPORT—INVESTMENT  
Interest earned and distributed for February 2011, was reported with \$751.61 in the elementary funds and \$502.48 in the high school funds for a total of \$1,254.09.
14. OTHER ITEMS  
Superintendent Jason Butcher discussed with the Board of Trustees some options for staffing that the District is pursuing to help with the budget shortfalls for the 2011-2012 School Year. Jason and Trustee Pierce also updated the Board on the Day of Advocacy and recent events with the legislature. The next Board Roundtable discussion will be at the Lincoln Boardroom with the Administrators on Monday, April 11, 2011, at 6:00 p.m. Other dates were listed for upcoming events in the district.

#### **PUBLIC PARTICIPATION**

15. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD  
There was no public input.

#### **ACTION ITEMS**

##### **MINUTES**

16. MINUTES OF THE FEBRUARY 28, 2011, REGULAR BOARD MEETING – approved unanimously (Bristol/Granot).
17. MINUTES OF THE MARCH 16, 2011, SPECIAL BOARD MEETING – approved unanimously (Weeden/Pierce).

##### **APPROVAL OF CLAIMS**

18. CLAIMS – The claims referenced in the 2010-11 Bill Schedule and submitted through March 24, 2011, were approved unanimously (Monger/Weeden) The new finance committee for the second quarter 2011 will be Trustees Schelle, Weeden, Pierce. Board Chair Becky Jackson will be on the Finance Committee until she completes her three-year term and a new chair is selected in May 2011.

##### **CONSENT GROUP ITEMS – approved unanimously (Monger/Pierce).**

19. APPROVE FERGUS HIGH SCHOOL AP GOVERNMENT CLASS STUDENT ACTIVITY ACCOUNT.

##### **INDIVIDUAL ITEMS**

20. APPROVE PERSONNEL REPORT – see Exhibit A – approved unanimously (Granot/Weeden).
21. SET SCHOOL DISTRICT NUMBER ONE GENERAL FUND MILL LEVY ELECTION FOR \$211,108.25 – approved unanimously (Bristol/Schelle).
22. SET HIGH SCHOOL DISTRICT NUMBER ONE GENERAL FUND MILL LEVY ELECTION FOR \$137,765.21 – approved unanimously (Weeden/Granot).
23. APPROVE REQUEST TO APPLY FOR THE *NATURE OF LEARNING* GRANT – approved unanimously (Granot/Bristol).

#### **ADJOURNMENT**

The meeting was adjourned at 8:25 p.m. The next regular meeting will be held on Monday, April 11, 2011, 7:00 p.m. at the Lincoln Board Room (Monger– unanimous).

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

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



**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** March 28, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>MARTIN, Kenneth</b>	Head Custodian	Fergus High School	Accept letter of resignation	April 30, 2011	See attached letter.
<b>BASZCZUK, Rebecca</b>	Delivery Van Driver	School District #1	Accept letter of resignation	March 28, 2011	See attached letter.
<b>FLENTIE, Susan</b>	Head Cross Country Coach	Fergus High School	Approve appointment on schedule— (0.125)	March 28, 2011	See attached memo.
<b>DESCHEEMAEKER, Pat</b>	Assistant Cross Country Coach	Fergus High School	Approve appointment on schedule— (0.085)	March 28, 2011	See attached memo.
<b>GEBERT, Gary</b>	Head Football Coach	Fergus High School	Approve appointment on schedule— (0.145)	March 28, 2011	See attached memo.
<b>FELLER, Vic</b>	1 <sup>st</sup> Assistant Football Coach	Fergus High School	Approve appointment on schedule— (0.105)	March 28, 2011	See attached memo.
<b>HUDSON, Troy PAULSON, Steve TEDESCO, Matt WRIGHT, Rick</b>	Assistant Football Coaches	Fergus High School	Approve appointment on schedule— (0.085)	March 28, 2011	See attached memo.
<b>KYNETT, Mary</b>	Head Golf Coach	Fergus High School	Approve appointment on schedule— (0.090)	March 28, 2011	See attached memo.
<b>FRIESEN, Jeff</b>	Assistant Golf Coach	Fergus High School	Approve appointment on schedule— (0.055)	March 28, 2011	See attached memo.
<b>TAYLOR, Tara</b>	Head Volleyball Coach	Fergus High School	Approve appointment on schedule— (0.145)	March 28, 2011	See attached memo.
<b>ROSS, Deena</b>	First Assistant Volleyball Coach	Fergus High School	Approve appointment on schedule— (0.105)	March 28, 2011	See attached memo.

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** March 28, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>KRAUSE, Josie</b>	Assistant Volleyball Coach	Fergus High School	Approve appointment on schedule—(0.085)	March 28, 2011	See attached memo.
<b>ARMSTRONG, Chad</b>	Summer Session Driver Education Instructor	School District #1	Approve appointment for 108 hours at \$20.00 per hour for a total of \$2,160.00 for behind-the-wheel instruction	June 3 – July 1, 2011	See attached memo.
<b>RUTLEDGE, Robert</b>	Summer Session Driver Education Instructor	School District #1	Approve appointment for 140 hours at \$20.00 per hour for a total of \$2,800.00 for classroom instruction	June 3 – July 1, 2011	See attached memo.
<b>ZIESKE, Butch</b>	Summer Session Driver Education Instructor	School District #1	Approve appointment for 162 hours at \$20.00 per hour for a total of \$3,240.00 for behind-the-wheel instruction	June 3 – July 1, 2011	See attached memo.
<b>MONTGOMERY, Brian</b>	In-Town Bus Driver Activity Bus Driver	School District #1	Approve appointment on schedule—In-Town Bus Driver \$8.16 per hour on an as-needed basis; Activity Bus Driver \$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum) on an as-needed basis	March 28, 2011	Brian Montgomery is a substitute bus driver for the school district. He needs to have a contract for extracurricular driving in order to be placed on the rotation list.
<b>OTTO, Joshua</b>	In-Town Bus Driver Activity Bus Driver	School District #1	Approve appointment on schedule—In-Town Bus Driver \$8.16 per hour on an as-needed basis; Activity Bus Driver \$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day maximum) on an as-needed basis	March 28, 2011	Joshua Otto is a substitute bus driver for the school district. He needs to have a contract for extracurricular driving in order to be placed on the rotation list.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

15

- 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:** 04/11/2011

**SUMMARY:**

Approve claims paid through April 7, 2011, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2011 include: Becky Jackson, Lisa Pierce, Mary Schelle, and Monte Weeden.

**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**

04/11/2011

**Agenda Item No.**

16

<u>Agenda Items</u>	<u>Additional Information</u>
<p>16. Approve Additions to Substitute List for the 2010-2011 School Year</p>	

**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**

04/11/2011

**Agenda Item No.**

16

- 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:** 04/11/2011

**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:

Jodi Henderson  
Dustin Foster

**SUGGESTED ACTION:** Approve Additions to the 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**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

17

- 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:** 04/11/2011

**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:** April 11, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>MARTIN, Justin</b>	Head Custodian	Fergus High School	Approve appointment on schedule— MAINT IV Step 0 for 8 hours per day 260 days per year	April 11, 2011	See attached hiring recommendation.
<b>FRIESEN, Jeff</b>	Summer Computer Maintenance	School District #1	Approve appointment on schedule— MAINT 2 Step 4 for up to 20 hours per week for 11 weeks not to exceed 220 hours	April 11, 2011	See attached memo.
<b>TINDALL, Shari</b>	Summer Computer Maintenance	School District #1	Approve appointment on schedule— MAINT 2 Step 6 for up to 20 hours per week for 11 weeks not to exceed 220 hours	April 11, 2011	See attached memo.
<b>MARTIN, Justin</b>	First Assistant Tennis Coach	Fergus High School	Approve appointment on schedule— (0.105)	April 11, 2011	See attached memo.
<b>HELMER, Sam</b>	Assistant Tennis Coach	Fergus High School	Approve appointment on schedule— (0.085)	April 11, 2011	See attached memo.

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:

Justin Martin

For:

Job Title Head Custodian

Classification MAINT IV

Step 0

Work location Fergus High School

Date Effective April 11, 2011

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

SELECTION COMMITTEE: Jim Daniels

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 April 11, 2011.



# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Pat Weichel, Technology Supervisor  
**Date:** April 11, 2011  
**Re:** Summer Computer Maintenance

---

I would like to make the following hiring recommendation for Summer Computer Maintenance:

Jeff Friesen	MAINT II Step 4	Up to 20 hours per week for 11 weeks
Shari Tindall	MAINT II Step 6	Up to 20 hours per week for 11 weeks

Thank you,

Pat Weichel



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

**TO: Jason Butcher, Superintendent of Schools**  
**FROM: Jim Daniels, Athletic Director**  
**DATE: March 29, 2011**  
**RE: Assistant Tennis Coaches for 2011 Season**

---

**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:**

**Tennis**

Justin Martin	1 <sup>st</sup> Assistant Coach	(0.105)	\$3,159.77
Sam Helmer	Assistant Coach	(0.085)	\$2,557.91

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE CALL FOR BIDS FOR LINCOLN BUILDING ROOFING PROJECT

**Requested By:** Board of Trustees    **Prepared By:** Mike Waterman    **Date:** 04/11/2011

**SUMMARY:**

The Board of Trustees needs to approve the call for bids to re-roof the Lincoln Building at 215 7<sup>th</sup> Avenue South. The *Invitation to Bid* is attached for your review.

**SUGGESTED ACTION:** Approve Call for Bids for the Lincoln Building Roofing Project

**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						

## Lincoln Building: Re-Roof

### INVITATION TO BID

NOTICE IS HEREBY GIVEN THAT Lewistown Public Schools, Lewistown, MT, will receive sealed bids from pre-qualified General Contractors until **2:00 PM on May 4, 2011**, and will be publicly opened and read aloud shortly thereafter in the Board Room at the Lincoln Building, 215 7<sup>th</sup> Avenue South, Lewistown, MT 59457 for the **Re-Roof of the Lincoln Building**.

Bids shall be submitted on the form provided within the contract documents. Contract documents may be secured at the office of:

***Prairie Wind Architecture  
206 West Boulevard  
PO Box 626  
Lewistown, MT 59457  
538-2201 Fax: 538-8989  
E-mail: pwa@midrivers.com***

A refundable deposit of **\$75.00** is required for each plan set obtained through the office of the Architect. Checks for payment of the plan deposit should be made out to "Lewistown Public Schools". One set of plans will be issued per Contractor.

Bids shall be accompanied by a **Bid Bond** in the amount of 10% of the total bid. The successful bidder will furnish **Performance and Payment Bonds** on the form (AIA Document A312) provided each in the amount of 100% of the contract.

The contractor shall comply with all fair labor practices and state statutes.

No bidder may withdraw his bid for at least 30 days after the scheduled time for receipt of bids except as noted in the Instruction to Bidders.

The owner reserves the right to reject any or all bids, and to waive any and all irregularities or informalities, and the right to determine what constitutes any and all irregularities or informalities.

Lewistown Public Schools makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. In order for the District to make such accommodations, applicants must make known any needed accommodation to the individual noted below:

Mr. Mike Waterman, Business Manager/Clerk  
215 7<sup>th</sup> Avenue South (Lincoln Building)  
Lewistown, MT 59457  
Phone: (406) 535-8777 x 116, Cell: (406) 366-5251

To be published: Lewistown News Argus      April 13, 16, 20, and 27, 2011

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

04/11/2011

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE DEFERMENT OF PAYMENT ON EVELYN ECCLES LOAN

**Requested By:** Board of Trustees   
**Prepared By:** Mike Waterman   
**Date:** 04/11/2011

**SUMMARY:**

The Board of Trustees needs to approve the request for a deferral of payment for Jessica Marie Martin on her Evelyn Eccles Loan for 27 months while she is in the Peace Corps. Jessica will be graduating in May 2011 and will be joining the Peace Corps in October 2011.

**SUGGESTED ACTION:** Approve Deferment of Payment on Evelyn Eccles Loan

**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						

April 5, 2011


To: School Dist #1 Board of Trustees  
Jason Butcher, Supt.  
Mike Waterman, Business Mgr/Clerk

Hello, my name is Jessica Martin. I was the 2007 recipient of the Eveline Eccles Scholarship Loan. I will be graduating with honors this May 2011 from the University of Montana with a bachelor's degree in sociology with an emphasis in criminology. My minor is in International Development. I want to thank you as this loan was of great help to me in accomplishing these goals.

After graduation, I will be joining the Peace Corps. I plan to start this adventure in October 2011. My loan payments are to start June 2011 at \$125.00 per month. I am writing to ask if you would be willing to defer my payments for the 27 months that I will be serving in the Peace Corps.

Your consideration would be greatly appreciated.

Respectfully,

  
Jessica Marie Martin  
Lewis & Clark Villages - Apt I 34  
3000 S Higgins  
Missoula, MT 59801  
406-366-4120

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