

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, June 27, 2011

REGULAR BOARD MEETING

CALL TO ORDER (5:30 p.m.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

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

SUPERINTENDENT'S REPORT

7. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

9. Minutes of the June 13, 2011, Regular Board Meeting

APPROVAL OF CLAIMS

10. Claims

CONSENT GROUP ITEMS

11. None

INDIVIDUAL ITEMS

12. Approve Personnel Report
13. Approve Awarding the Junior High Elevator Bid to Birdwell Builders
14. Approve Changes to the Elementary Student Handbook
15. Approve Changes to the Fergus High School Student Handbook
16. Approve Calling for School Food Service Milk Bids
17. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

EXECUTIVE SESSION

18. Personnel Issue

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

06/27/2011

Agenda Item No.

3

- 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:** 06/27/2011

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

4

- 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:** 06/27/2011

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

5

- 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:** 06/27/2011

SUMMARY:

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

Updated information regarding the 2011-2012 General Fund Budgets will be distributed at the Board meeting.

SUGGESTED ACTION: Informational

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

6

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 06/27/2011

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

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:** 06/27/2011

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.

- ❖ Staffing
- ❖ Advertising and Interview Procedures
- ❖ Preliminary AYP Determination
- ❖ **Summer Board Meeting Schedule—**

MONDAY, JULY 25, 2010	5:30 p.m.
MONDAY, AUGUST 8, 2010	5:30 p.m.
TUESDAY, AUGUST 23, 2010	7:00 p.m.

SUGGESTED ACTION: Informational

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

NOTES:

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

ADVERTISEMENT AND INTERVIEW PROCEDURES

- **ADVERTISEMENT OF EMPLOYMENT OPPORTUNITIES**
 - Certified ~ on OPI Website (METNET)
 - Classified ~ in News Argus
 - Both Posted On Website

- **APPLICATION PACKETS FOR CANDIDATES**
 - Specification Sheet
 - Application Form
 - Job Description

- **PROCESS APPLICATIONS RECEIVED**
 - Fill out application update form to make sure all requested information is included and application packet is complete.
 - Place completed applications in file for screening committee.
 - Only complete applications are screened.

- **SCREENING APPLICATIONS AND SETTING INTERVIEWS**
 - Screening Committee usually consists of the Administrator(s) and one or two others within the same field as the position being hired.
 - Screening forms are provided to the committee and are specific to the position being hired.
 - Once all applications are screened and scored, a list of applicants to be interviewed is given to the Administrative Secretary. The interview date and times are set by the Administrator in charge.
 - After all interviews are scheduled and confirmed, an interview schedule is emailed to each member of the interview team.

- **INTERVIEW TEAM AND PACKETS**
 - Interview Team for Certified Positions include: Certified Administrator from grade level being hired, teacher(s) as selected by Administrator, occasionally a classified employee, one Board Member, and usually a parent selected by Administrator.
 - Interview Team for Classified Positions include: Classified/Certified Administrator and two to three other classified/certified employees as selected by the Administrator in charge.
 - Interview packets include: Copy of interview schedule, set of questions and scoring sheet for each candidate being interviewed. In packet for Administrator in charge the EEO statement and reference forms are included.
 - The Administrator in charge calls for reference checks on the candidate being considered for hire.
 - All candidates that are interviewed are called by the Administrator in charge with the results of the hiring decision.
 - Once a candidate has been formally approved by the Board of Trustees, those candidates who did not receive an interview are sent a letter prepared by the Administrative Secretary saying that the position has been filled.

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/27/2011

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:** 06/27/2011

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

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:** 06/27/2011

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the June 13, 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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457**

Monday, June 13, 2011

REGULAR BOARD MEETING

CALL TO ORDER (5:30 p.m.)

1. ROLL CALL

TRUSTEES PRESENT:

Mary Schelle, Stan Monger, Lisa Pierce, Barb Thomas, Joe Irish

TRUSTEES ABSENT:

Jeremy Bristol, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Mike Waterman, Sandi Chamberlain, Andrea Payne, Jackie Rickl, Cindy Giese, Tim Majerus, Michelle Trafton

OTHERS PRESENT:

Joe Zahler-KXLO/KLCM Radio, 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—COMMITTEES OF THE BOARD

There were no committee reports.

4. DISCUSSION—FACILITIES

The Board of Trustees continued 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.

5. DISCUSSION—GENERAL FUND BUDGETS

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

6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed

SUPERINTENDENT'S REPORT

7. REPORT—INVESTMENT

Interest earned and distributed for May 2011, was reported with \$3,073.76 in the elementary funds and \$2,012.33 in the high school funds for a total of \$5,086.09.

8. OTHER ITEMS

Jason Butcher, Superintendent, let the Board know that the final interviews for certified staff were conducted today and that one elementary secretary position is now open. An update on the MTSBA training held in Helena on June 11, 2011, was shared by the Trustees who were in attendance. Suggestions were made regarding required postings of interviews and the composition of the interview committee. The revisions for the remaining student handbooks will be presented at the next Board meeting scheduled for June 27, 2011.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

10. MINUTES OF THE MAY 23, 2011, REGULAR BOARD MEETING – approved unanimously (Irish/Pierce).
11. MINUTES OF THE MAY 27, 2011, SPECIAL BOARD MEETING – approved unanimously (Thomas/Schelle).

APPROVAL OF CLAIMS

12. CLAIMS – The claims referenced in the 2010-11 Bill Schedule and submitted through June 8, 2011, were approved unanimously (Pierce/Schelle). The Finance Committee for the third quarter 2011 will be Trustees Thomas, Irish, and Bristol.

CONSENT GROUP ITEMS

13. NONE

INDIVIDUAL ITEMS

14. APPROVE PERSONNEL REPORT – see Exhibit A – approved unanimously (Pierce/Thomas).
15. APPROVE ISSUING CONTRACTS FOR CERTIFIED AND CLASSIFIED ADMINISTRATORS – see Exhibit B – approved unanimously (Schelle/Irish).
16. APPROVE ISSUING CONTRACTS FOR CLASSIFIED PERSONNEL – see Exhibit C – approved unanimously (Thomas/Irish).
17. APPROVE MONTANA SCHOOL BOARDS ASSOCIATION MEMBERSHIP RENEWAL – approved unanimously (Schelle/Pierce).
18. APPROVE INCREASE FOR SCHOOL FOOD MEAL PRICES FOR THE 2011-2012 SCHOOL YEAR – approved unanimously (Pierce/Thomas).
19. APPROVE REQUEST FOR PERMISSION TO EARN A MASTER'S DEGREE IN CURRICULUM AND INSTRUCTION FOR NANCY HUDSON– approved unanimously (Thomas/Schelle).
20. APPROVE REQUEST FOR PERMISSION TO EARN A MASTER'S DEGREE IN CURRICULUM AND INSTRUCTION FOR TROY HUDSON– approved unanimously (Pierce/Thomas).
21. APPROVE ADOPTION OF SOCIAL STUDIES CURRICULUM – approved unanimously (Irish/Thomas).

ADJOURNMENT

The meeting was adjourned at 6:30 p.m. The next Board meeting will be held at 5:30 p.m. on Monday, June 27, 2011, at the Lincoln Board Room (Schelle – unanimous).

STAN MONGER
BOARD CHAIR

MIKE WATERMAN
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 13, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BUTLER, Natalie	School Secretary	Garfield Elementary School	Accept letter of resignation	June 30, 2011	See attached letter.
KOLAR, Tiffany	Resource Paraprofessional	Lewistown Junior High School	Accept letter of resignation	June 2, 2011	See attached letter.
FRISBIE, Valerie	Special Education Teacher	Lewistown Junior High School	Accept letter of resignation	June 2, 2011	See attached letter.
TRAFTON, Michelle	Elementary Principal / Teacher	Lewis & Clark Elementary	Approve appointment as per recommendation--\$67,500.00	June 13, 2011	See attached hiring recommendation.
SULLIVAN, Sara	Elementary Teacher	Garfield Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	June 13, 2011	See attached hiring recommendation.
VAUGHN, Kerry	Elementary Teacher	Garfield Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	June 13, 2011	See attached hiring recommendation.
COLE, Rachel	Elementary Teacher	Lewis & Clark Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	June 13, 2011	See attached hiring recommendation.
FERGUSON, Krystal	Art Teacher	Lewistown Junior High School	Approve appointment on schedule—BA Step 4 (Actual Step 1)	June 13, 2011	See attached hiring recommendation.
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	Extracurricular Assignments	Fergus High School	Approve appointment on schedule as recommended	June 13, 2011	See attached list.

"EXHIBIT A"

2011-2012 School Year

Starting Salary | **\$30,093.00**

FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
CMY MENTOR ADVISOR	<i>Rachel Stansberry</i>	Co-Advisors	0.0175	\$ 526.63	06/13/11
	<i>Smith Works</i>	Co-Advisors	0.0175	\$ 526.63	06/13/11
ANNUAL	<i>Fawna Kuntzelman</i>	Advisor	0.050	\$ 1,504.65	06/13/11
ATHLETIC DIRECTOR	<i>Jim Daniels</i>	Director	0.195	\$ 5,868.14	06/13/11
BASKETBALL	<i>Jimmy Graham</i>	Boys Head Coach	0.150	\$ 4,513.95	06/13/11
	<i>Spencer Walsh</i>	Boys First Assistant	0.110	\$ 3,310.23	06/13/11
	<i>Kyle Trafton</i>	Boys Assistant - 1	0.090	\$ 2,708.37	06/13/11
	<i>Gary Ceerle</i>	Girls Head Coach	0.150	\$ 4,513.95	06/13/11
	<i>Vanessa Moen</i>	Girls First Assistant	0.110	\$ 3,310.23	06/13/11
	<i>Shay Conroy</i>	Co-Girls Assistant - 1	0.090	\$ 2,708.37	06/13/11
BUSINESS PROFESSIONALS OF AMERICA	<i>Diane Lewis</i>	Co-Advisor	0.0350	\$ 1,053.26	06/13/11
CHEERLEADERS	<i>Jennifer Pfau</i>	Head Coach	0.125	\$ 3,761.63	06/13/11
	<i>Amanda Kase</i>	Assistant	0.074	\$ 2,226.88	06/13/11
CONCESSIONS	<i>Clubs</i>	Football	\$75 per game		06/13/11
	<i>Clubs</i>	Volleyball	\$50 to \$75 per game		06/13/11
	<i>Clubs</i>	Girls Basketball	\$75 per game		06/13/11
	<i>Clubs</i>	Boys Basketball	\$75 per game		06/13/11
	<i>Clubs</i>	Wrestling	\$50 per game/\$100 per day		06/13/11
	<i>Clubs</i>	Track	\$100 per day		06/13/11
	<i>Clubs</i>	Speech and Drama	\$100 per day		06/13/11
	<i>Robin Moline</i>	Orders		\$ 500.00	06/13/11
CROSS COUNTRY -- B/G	<i>Susie Flentie</i>	Head Coach	0.125	\$ 3,761.63	03/28/11
	<i>Pat Deschemaeker</i>	Assistant	0.085	\$ 2,557.91	03/28/11

"EXHIBIT A"

2011-2012 School Year

Starting Salary | **\$30,093.00**

FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
F CLUB	<i>Victor Feller</i>	Advisor	0.015	\$ 451.40	06/13/11
FFA	<i>Jared Long</i>	Advisor	0.110	\$ 3,310.23	06/13/11
FCCLA	<i>Karen Durbin</i>	Advisor	0.035	\$ 1,053.26	06/13/11
FOOTBALL	<i>Gary Gebert</i>	Head Coach	0.145	\$ 4,363.49	03/28/11
	<i>Victor Feller</i>	First Assistant	0.105	\$ 3,159.77	03/28/11
	<i>Rick Wright</i>	Assistant - 1	0.085	\$ 2,557.91	03/28/11
	<i>Troy Hudson</i>	Assistant - 2	0.085	\$ 2,557.91	03/28/11
	<i>Matt Tedesco</i>	Assistant - 3	0.085	\$ 2,557.91	03/28/11
	<i>Steve Paulson</i>	Assistant - 4	0.085	\$ 2,557.91	03/28/11
	<i>Rich Nearhoof</i>	Field Preparation		\$ 700.00	06/13/11
GOLF	<i>Mary Kynett</i>	Head Coach	0.090	\$ 2,708.37	03/28/11
	<i>Jeff Friesen</i>	Assistant	0.055	\$ 1,655.12	03/28/11
HONOR SOCIETY	<i>Jeff Friesen</i>	NHS Advisor	0.035	\$ 1,053.26	06/13/11
INTRAMURALS w/Civic Ctr.	<i>TBA</i>	Coach	Paid by Agreement		
KEY CLUB	<i>Debra Slagel</i>	Advisor	0.047	\$ 1,414.37	06/13/11
MAGAZINE SALES	<i>Robin Moline</i>	Coordinator	0.020	\$ 601.86	06/13/11
MEET MANAGEMENT		Track & Field		\$ 75.00	
		Cross Country		\$ 75.00	
		Volleyball		\$ 75.00	
		Wrestling		\$ 75.00	

"EXHIBIT A"**2011-2012 School Year****Starting Salary****\$30,093.00****FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS**

Activity	Name	Positions	Index	Stipend	Date Approved
MUSIC	<i>Brandon O'Halloran</i>	FCPA Manager	0.065	\$ 1,956.05	06/13/11
	<i>Rich Kuntzelman</i>	Instrumental Activities	0.110	\$ 3,310.23	06/13/11
	<i>Rich Kuntzelman</i>	Jazz Band Advisor	0.040	\$ 1,203.72	06/13/11
	<i>Brandon O'Halloran</i>	Vocal Activities	0.070	\$ 2,106.51	06/13/11
	<i>Brandon O'Halloran</i>	Choralaires Director	0.040	\$ 1,203.72	06/13/11
RENAISSANCE	<i>Jean Rogan</i>	Advisor	0.047	\$ 1,414.37	06/13/11
SCHOOL NEWSPAPER	<i>Luke Brandon</i>	Co-Advisor	0.025	\$ 752.33	06/13/11
	<i>Jeff Friesen</i>	Co-Advisor	0.025	\$ 752.33	06/13/11
SCHOOL PLAY	<i>Luke Brandon</i>	Co-Advisor	0.020	\$ 601.86	06/13/11
	<i>Sandy Armstad</i>	Co-Advisor	0.020	\$ 601.86	06/13/11
SCIENCE	<i>Justin Guyer</i>	Science Bowl Advisor	0.035	\$ 1,053.26	06/13/11
	<i>Justin Guyer</i>	Science Olympiad Advisor	0.020	\$ 601.86	06/13/11
	NA	Envirothon Advisor	0.010	\$ 300.93	
SKI CLUB	<i>Luke Brandon</i>	Advisor	0.015	\$ 451.40	06/13/11
SOFTBALL	<i>Mike Mangold</i>	Head Coach	0.125	\$ 3,761.63	06/13/11
	<i>Justin Jenness</i>	Assistant	0.085	\$ 2,557.91	06/13/11
SPEECH & DRAMA	<i>Terri Daniels</i>	Head Coach	0.110	\$ 3,310.23	06/13/11
		Assistant	0.075	\$ 2,256.98	
STUDENT GOVERNMENT	<i>Melanie Smith</i>	Advisor	0.047	\$ 1,414.37	06/13/11
	<i>Sandy Armstad</i>	Assistant	0.023	\$ 692.14	06/13/11
SkillsUSA	<i>Loren Drivdahl</i>	Advisor	0.035	\$ 1,053.26	06/13/11

"EXHIBIT A"

2011-2012 School Year

Starting Salary | **\$30,093.00**

FERGUS HIGH SCHOOL ACTIVITY AND ATHLETIC RECOMMENDATIONS

Activity	Name	Positions	Index	Stipend	Date Approved
TENNIS	<i>Diane Lewis</i>	Head Coach	0.145	\$ 4,363.49	06/13/11
	<i>Justin Martin</i>	First Assistant	0.105	\$ 3,159.77	06/13/11
	<i>Sam Helmer</i>	Assistant	0.085	\$ 2,557.91	06/13/11
TRACK & FIELD	<i>Steve Olson</i>	Head Coach	0.145	\$ 4,363.49	06/13/11
	<i>Vic Feller</i>	First Assistant	0.105	\$ 3,159.77	06/13/11
	<i>Suzy Flentie</i>	Assistant - 1	0.085	\$ 2,557.91	06/13/11
	<i>Gary Cecrle</i>	Assistant - 2	0.085	\$ 2,557.91	06/13/11
VOLLEYBALL	<i>Tara Taylor</i>	Head Coach	0.145	\$ 4,363.49	03/28/11
	<i>Deena Ross</i>	First Assistant	0.105	\$ 3,159.77	03/28/11
	<i>Josie Krause</i>	Assistant	0.085	\$ 2,557.91	03/28/11
WEIGHT ROOM		Coordinator			
WRESTLING	<i>Chad Armstrong</i>	Head Coach	0.145	\$ 4,363.49	06/13/11
	<i>Mark Malone</i>	First Assistant	0.105	\$ 3,159.77	06/13/11

“EXHIBIT B”

RECOMMENDED 2011-2012 SALARIES

CERTIFIED ADMINISTRATORS

Scott Dubbs	2010-2011 Level + Negotiated Percentage (0%)
Jeff Elliott	2010-2011 Level + Negotiated Percentage (0%)
Jerry Feller	2010-2011 Level + Negotiated Percentage (0%)
Matt Lewis	2010-2011 Level + Negotiated Percentage (0%) + \$1,500 yearly increase (3 of 3)
Tim Majerus	2010-2011 Level + Negotiated Percentage (0%) -\$5,000.00 one-time reduction

RECOMMENDED 2011-2012 SALARIES

CLASSIFIED ADMINISTRATORS

Cindy Giese	2010-2011 Level + Negotiated Percentage (0%)
Steve Klippenes	2010-2011 Level + Negotiated Percentage (0%)
Diane Oldenburg	2010-2011 Level + Negotiated Percentage (0%)
Paul Stengel	2010-2011 Level + Negotiated Percentage (0%)
Mike Waterman	2010-2011 Level + Negotiated Percentage (0%) + \$1,500 yearly increase (4 of 4)
Patrick Weichel	2010-2011 Level + Negotiated Percentage (0%)

"EXHIBIT C"

First	Last	Location	Location 2	Location 3	Assignment	Assignment 2	Assignment 3	Hours	Hours 2	Hours 3	Days	Days 2
REBECCA	BASZCZUK	BB			BUS DRIVER			3.50			179	
FRANK	BURNS	BB			BUS DRIVER			3.50			179	
JOAN	D'HOOGHE	BB			SP ED BUS AIDE			5.00			179	
GARY	DISTAD	BB			MECHANIC			8.00			260	
WAYNE	LELEK	BB			BUS DRIVER			6.00			179	
JEANETTE	MILLER	BB			SP ED BUS AIDE	SWEEPER		4.00	3.00		179	
TED	MURRAY	BB			BUS DRIVER			4.75			179	
ROBERT	ODERMANN	BB			BUS DRIVER			5.00			179	
JAMES	PEARSON	BB			BUS DRIVER			5.50			179	
KATHLEEN	SCHAEFFER	BB			BUS DRIVER			8.00			195	
PAUL	TUCEK	BB			MECHANIC			8.00			260	
DEBORAH	WALKER	BB			SWEEPER			8.00			260	
FRED	WOOD	BB			BUS DRIVER			5.00			179	
RICHARD DEAN	ASHLEY	CK			DELIVERY VAN DRIVER			6.00			181	
HEIDI	DOWNING-BUTCHER	CK	GA		SECOND BAKER	FOOD SERVER		4.50	1.50		187	181
LAURIE	FOWLER	CK			SECOND COOK			7.00			187	
KIM	MARTIN	CK			FIRST BAKER			7.00			187	
EILEEN	NEWMAN	CK			KITCHEN AIDE			2.50			181	
DONNA	PAULSON	CK			SECOND COOK			7.00			187	
SHERRI	SEBEK	CK	JH		KITCHEN AIDE	FOOD SERVER/CASHIER		3.75	2.50		181	
DEBRA	WILLIAMS	CK			FIRST COOK			7.00			187	
BARB	PHILLIPS	CMEC			COMM EDUC SECRETARY			7.00			260	
ROBERTA	ATCHISON	CO			COMP SERVICES/PAYROLL			8.00			260	
RANDY	BARBER	CO			MAINTENANCE			8.00			260	
SANDRA	CHAMBERLAIN	CO			ADMINISTRATIVE SECRETARY			8.00			260	
DALE	FISK	CO			GROUNDSKEEPER/MAINT			8.00			260	
CHRISTINE	GOBBLE	CO			RECEIVING/AP CLERK			4.00			260	
DAN	KONERT	CO			MAINTENANCE			8.00			260	
TODD	LARK	CO			TECH SUPPORT SPECIALIST			8.00			260	
SHERRY	MARTIN	CO			PURCHASING CLERK			8.00			260	
NANCY	MATTHEIS	CO			IMC TECHNICIAN			8.00			209	
LLOYD	PRATHER	CO	CO		CUSTODIAN	CUSTODIAN		4.00	8.00		180	80
LYNNE	WISE-KLIPPENES	CO			TECH SUPPORT SPECIALIST			8.00			260	

"EXHIBIT C"

First	Last	Location	Location 2	Location 3	Assignment	Assignment 2	Assignment 3	Hours	Hours 2	Hours 3	Days	Days 2
PAT	BENES	HP	HP		2ND GRADE AIDE	PLAYGROUND		6.00	0.50		180	
JUDY	FRY	HP			TITLE I			7.00			180	
JERRY	GIEDD	HP			CUSTODIAN			8.00			260	
KAREN	MAHLEN	HP			LIBRARY			4.00			180	
DARCY	MCLENDON	HP	HP		2ND GRADE AIDE	PLAYGROUND		6.00	0.50		180	
BETTE	MCPHERSON	HP	HP		BEHAVIORAL	PLAYGROUND		6.50	1.50		180	
FLEETA	O'DELL	HP	HP	HP	OFFICE	SUB CALL-IN	PLAYGROUND	1.75	0.75	1.50	180	
FLEETA	O'DELL	HP			FOOD SERVER			3.00			181	
LYNNE	PRINDLE	HP	HP		RESOURCE	PLAYGROUND		6.00	1.00		180	
DARLA	QUINLAN	HP	HP	HP	SUB CALL-IN	RESOURCE	PLAYGROUND	0.75	5.50	1.50	180	
REBEKAH	RHOADES	HP			SCHOOL SECRETARY			8.00			220	
DARLEEN	WATT	HP			TITLE I			7.00			180	
JAMES	BUSSEY	GA			CUSTODIAN			8.00			260	
REGINA	FOLDA	GA	CK		FOOD SERVER	PM KITCHEN AIDE		3.00	3.00		181	181
SHERRY	HANLEY	GA			RESOURCE			7.00			180	
MANDIE	HUTCHINS	GA	GA	GA	PLAYGROUND	OFFICE	RESOURCE	3.00	1.50	3.00	180	
KATHY	IRWIN	GA			TITLE I			7.50			180	
SHANNON	MAXWELL	GA			PLAYGROUND			3.50			180	
LISA	NETTE-RAU	GA			BEHAVIORAL			7.50			180	
LINDSEY	RICKL	GA	CK		FOOD SERVER	PM KITCHEN AIDE		3.00	3.00		181	181
LINDA	SEDERHOLM	GA	LC		LIBRARY	LIBRARY		7.00			110	
SUE	STANDLEY	GA			TITLE I			7.00			180	
TRACY	CONNER	LC			TITLE I			7.50			180	
GRETCHEN	CONRAD	LC			RESOURCE			7.50			180	
JODY	D'AUTREMONT	LC			SCHOOL SECRETARY			8.00			220	
DAVID	GATES	LC			CUSTODIAN			8.00			260	
NORINE	MCKINNEY	LC			RESOURCE			7.50			180	
MARY	MILLER	LC	LC	LC	FOOD SERVER	RESOURCE	PLAYGROUND	3.00	1.25	1.00	181	180
KC	SCHNITZMEIER	LC			RESOURCE	PLAYGROUND		4.50	2.50		180	
MELINDA	THAYNE	LC	CK		FOOD SERVER/CASHIER	PM KITCHEN AIDE		3.00	3.00		181	

"EXHIBIT C"

First	Last	Location	Location 2	Location 3	Assignment	Assignment 2	Assignment 3	Hours	Hours 2	Hours 3	Days	Days 2
JENIFER	BLAZICEVICH	JH			TITLE I			7.50			180	
TONY	BROWN	JH			BEHAVIORAL			7.00			180	
DERREE	KAMP	JH			RESOURCE			7.50			180	
STEVE	KELLY	JH			HEAD CUSTODIAN			8.00			260	
GARY	KNOX	JH			CUSTODIAN			8.00			260	
JOANN	LANTZER	JH			ACCOMPANIST			3.00			180	
JAN	MANE	JH	CK		FOOD SERVER/CASHIER	PM KITCHEN AIDE		3.50	3.00		181	
CHRISTY	ROGERS	JH			SCHOOL SECRETARY			8.00			220	
KIM	WIEGERT	JH			RESOURCE			7.50			180	
DENISE	WILLIAMS	JH			FOOD SERVER/CASHIER			3.75			181	
JOEL	BENNETT	FH			CUSTODIAN			8.00			260	
CONNIE	BOWEN	FH			RESOURCE			7.00			180	
KAREN	HANSON	FH			FOOD SERVER/CASHIER	PM KITCHEN AIDE		2.75	3.00		181	181
TIFFANY	HEMSATH	FH			RESOURCE	TITLE I		7.00	1.00		180	
SHERYL	HODGES	FH			RESOURCE			7.00			180	
DEBRA	JOHNSON	FH			FOOD SERVER/CASHIER			3.75			181	
MICHAEL	KILBY	FH			CUSTODIAN			8.00			260	
TERRY	LANKUTIS	FH			RECORDS/TECH SUPPORT			8.00			260	
JUSTIN	MARTIN	FH			HEAD CUSTODIAN			8.00			260	
ROBIN	MOLINE	FH			PRINCIPAL'S SECRETARY			8.00			260	
WENDY	PFAU	FH			ACTIVITIES SECRETARY			5.00			195	
JEAN	ROGAN	FH			RESOURCE JOB COACH	EAGLE RENAISSANCE		7.00	1.00		180	
SUSAN	RUTLEDGE	FH			RESOURCE			7.00			180	
BETTY	SANDERS	FH	FH		TITLE I	LIBRARY		4.00	3.00		180	
SHAWN	SCHUCHARD	FH			CUSTODIAN			8.00			260	
MARY HELEN	SPOJA	FH			ACCOMPANIST			3.00			180	
SHARON	TINDALL	FH			STUDY HALL			7.00			180	
ANGELA	WOOLETT	FH			ATTENDANCE SECRETARY			8.00			183	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

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:** 06/27/2011

SUMMARY:

Approve claims paid through June 23, 2011, as approved by the Finance Committee.

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

The final claim report for the 2010-2011 Fiscal Year will be sent on June 29, 2011. The Finance Committee will need to contact Mike Waterman by noon on June 30, 2011, with any questions or concerns.

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

11

<u>Agenda Items</u>	<u>Additional Information</u>
11. None	

SUGGESTED ACTION: No Items to Approve

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

12

- 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: 06/27/2011

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						
Irish						
Monger						
Pierce						
Schelle						
Thomas						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 27, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BEAUDRY, Ben	Bus Driver	School District #1	Accept letter of resignation	June 30, 2011	See attached letter.
BROWN, Tony	Resource Paraprofessional	Lewistown Junior High School	Accept letter of resignation	June 30, 2011	See attached letter.
SPOJA, Mary Helen	Accompanist	Fergus High School	Accept letter of resignation	June 30, 2011	See attached letter.
MCMAHON, Brittney	Special Education Teacher	Lewistown Junior High School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	June 27, 2011	See attached hiring recommendation.

June 10, 2011

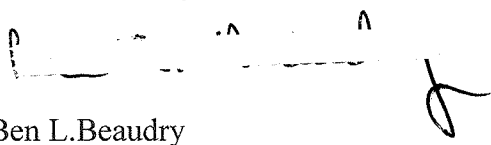
Jason Butcher, Supt.
Lewistown Public School
District Number One
215 7th Ave South
Lewistown, MT 59457

Dear Mr. Butcher:

Having served as a School Bus Route Driver for School District Number One, for 6 years, I feel that I am ready to retire and spend more time with my family. I have really enjoyed working with the staff and children through the years. I take with me many wonderful memories of students I have transported both on Route Seven and taken to school activities around the State of Montana. I've enjoyed seeing them progress through school on the way to becoming young adults.

Please convey to the Board of Education, my appreciation for all their support through the years.

Yours Sincerely,


Ben L. Beaudry

From: Tony Brown [mailto:tbrown@lewistown.k12.mt.us]
Sent: Monday, June 20, 2011 6:50 PM
To: Sandi Chamberlain
Subject: Resignation

To whom it may concern,

I will not be returning for the 2011-2012 School year. I have resigned my position.

Thank you

Tony Brown

I just wanted to let
you know that I will
not be here next year.
I am retiring as of June 1st.
However if there is anything
I can help with I'll be
glad to come up.

I've been here 20 years.
so its time to move on.
While we can, Bill and I would
like to do a little traveling.

Thanks for your continued
support of our music programs.

Mary Helen Spojia

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:

Brittney McMahon

For:

Job Title

Special Education Teacher

Classification

BA

Step

Step 4 (Actual Step 0)

Work location

Lewistown Junior High School

Date to begin work

Fall 2011

Days per yr/Hrs per day

187 days per year

SELECTION COMMITTEE:

Tim Majerus

Chris Rice

Mary Schelle

Val Snapp

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 27, 2011.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

13

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

ITEM TITLE: APPROVE AWARDING THE JUNIOR HIGH ELEVATOR BID TO BIRDWELL BUILDERS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 06/27/2011

SUMMARY:

On June 21, 2011, Paul Stengel, Maintenance Supervisor, and Stan Monger, Board Chair, opened the sealed bids for the Lewistown Junior High School Elevator Addition as advertised.

The Board of Trustees needs to approve awarding the bid to Birdwell Builders who were the low bidder for this project.

SUGGESTED ACTION: Approve Awarding the Junior High Elevator Bid to Birdwell Builders

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

NOTES:

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

COMBINED BID TABULATION

Project: Lewistown Junior High School – Elevator Addition

LPW No.: 11-014

Bid Date: June 21, 2011

Addenda: 1) 06/14/2011

CONTRACTOR	Sletten Construction 1000 25 th Street N Great Falls MT 59401	Robinson Construction 2633 17 th Street N Black Eagle MT 59414	Birdwell Builders PO Box 592 212 Bost Lane Lewistown MT 59457	Wadsworth Builders 4601 2 nd Ave N Great Falls MT 59405
MT LICENSE NUMBER	269A	10247	51123	
BID BOND	10% Bond	10% Bond	10% Bond	
CERTIFICATE OF INSURANCE	Yes	Yes	Yes	
ACKNOWLEDGE ADDENDA NO. 1	06/14/2011	#1	#1	
BID PROPOSAL	\$245,000.00	\$238,328.00	\$209,192.00	
BID PROPOSAL SIGNATURES INCLUDED	Mark	Signed	Signed	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

14

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

ITEM TITLE: APPROVE CHANGES TO THE ELEMENTARY STUDENT HANDBOOK

Requested By: Board of Trustees **Prepared By:** Matt Lewis/Michelle Trafton **Date:** 06/27/2011

SUMMARY:

The Board of Trustees needs to approve the changes to the Elementary Student Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve Changes to the Elementary Student Handbook

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

NOTES:

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

Handbook Changes 2011-2012

Grading Scale:

<u>Grades K – 3</u>	<u>Grades 4th – 6th</u>
92% - 100% = Advanced	92% - 100% = A
83% - 91% = Proficient	83% - 91% = B
74% - 82% = Nearing Proficient	74% - 82% = C
0% - 73% = Novice	65% - 73% = D
	0% - 64% = F

RtI and Special Education Section:

RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI) is a three tiered process in which high-quality instruction is provided to all students based on individual needs. RtI provides a process and structure for school teams to design, implement, and evaluate both daily instruction and specific interventions to assist in student success.

Tier 1 (Benchmark) supports/interventions are provided in the classroom by the general education teacher.

Tier 2 (Strategic) supports/interventions can be provided in-class or out of classroom. Tier 2 is usually a small-group setting, grouping students with similar needs or skills.

Tier 3 (Intensive) supports/interventions can be provided outside of the general education classroom by appropriately trained personnel. These interventions can be small-group or individual, depending on students' needs.

Parental involvement is critical to the success for this intervention process. Parents maybe asked to assist in developing an intervention program to assist in their child.

SPECIAL EDUCATION

Special Education services are available to assist students with identified disabilities. These services can provide both academic and behavioral support for students in a school setting.

Attendance: (Board Policy #3122)

Attendance Policy:

School District No. 1 is requesting the cooperation of parents and students in developing consistent school attendance for all pupils. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits from schooling.

The goal our policy is to emphasize the importance of attendance. Students who are excessively absent are missing valuable instruction and are developing habits that will make it difficult to be successful in school. Absences are considered excessive when a student's absence total extends beyond ten (10) per semester. Refer to the section on Types of Absences for which absences count toward the 10 day accumulation.

The following procedures will be taken in accordance with the policy:

1. Accumulation of seven (7) absences per semester- The parents/guardians and student will be notified regarding the accumulation of absences and reminded of our 10 day policy.
2. Accumulation of ten (10) absences per semester- The parent/guardian, student, counselor, and principal will meet to discuss attendance and an Attendance Contract. Student will be assigned after school work time to compensate for missed school.
3. Absences beyond ten (10) days per semester- For each offense parent/guardian will be contacted and student will be assigned after school work time.

Types of Absences:

Student absences will most commonly be classified in one of the following categories:

1. Excused (EA)
2. Excused Tardy (ET)
3. In School Suspension (IS)*
4. Medically Verified (MV)*
5. Office Conference (OC)*
6. Out of School Suspension (OS)
7. School Related (SR)*
8. Truancy (TR)
9. Tardy (TD)
10. Unexcused Absence (UA)
11. Unverified (UV)

*Absences that don't count toward the 10 Day Policy.

Absenteeism:

Parents are encouraged to contact the school as soon as possible when they know their child will be absent from school. The school secretary will contact families when an absence is not verified. Parental contact of the school saves the secretary valuable time.

When a student has been absent he/she should, upon returning to school, report to the office in order to verify that the absence has been properly approved. In all cases of absence, the parent should phone or send a written note to the school explaining the absence.

Students participating in a school activity must abide to the following attendance guidelines:

- When an event is scheduled during the school day; student must be in attendance during the half day just prior to leaving for the event.
- When the event happens after school or in the evening: students must be in attendance the last half of the day of the event.
- When the event is scheduled for an entire school day or on a Saturday: the student must be in attendance the last half of the day before the event.

Pass To Leave the Building:

When a student needs to leave the building during school hours for medical appointments or other arrangements that fall under the excused absences category they will be given a pass from the office. The pass will be completed when parents inform the school of the impending absence and will indicate time in which the student is to leave school. If the scheduled time to leave is during class the student is to present the pass to the teacher when they enter the classroom. When the time comes to leave the student gains the teacher's permission and then stops at the office to check out prior to leaving. If a student should return to the school before the day is finished they are to stop at the office and will be given a pass to re-enter class.

Tardiness:

The teaching staff will handle tardiness in the classroom for the first three tardies of a semester. They may accept the student's own excuse or enforce any of the following:

- a. Detention in the classroom before or after school, or after school learning center time.
- b. Work assignments.

Four or more tardies within a semester's time will result in a discipline referral from their teacher. From this discipline referral the principal will assign detentions or after school learning center time in accordance to the discipline policy. Persistent tardiness will result in a Behavior Contract.

Excused Absences:

Excused absences are absences that are related to illness, bereavement, or family emergencies, medical appointments or absences related to requirements to satisfy the law.

Other excused absences will be allowed for events which involve family participation, special travel or educational opportunities. These types of excused absences are the parent's responsibility and parents need to keep in mind the requirements and consequences of the policies and guidelines set forth in this student handbook.

In order to be considered excused, absences should be verified by a note or a phone call to the school office. In special cases where advance knowledge of the absence is not possible or notification is not possible on the day of the absence, the absence must be verified within two school days after the absence to be excused. Students should speak to their teacher and gather assignments before the absence. If in school, the student must properly check out by being signed out from the office by a parent or guardian.

Unexcused Absences:

Unexcused absences are typically absences of the student for a reason other than those reasons covered in the "Excused Absences" portion of these guidelines. Examples include absences for such things as haircuts, shopping, skipping school with parental knowledge and other avoidable absences. Also included are absences where students improperly check out of school, intentionally miss portions of class, when students sleep late, miss the bus, or student absences that remain unverified past two school days. In all situations the possibility of truancy is investigated.

Truancy: (skipping or cutting assigned classes)

Truancy is defined as purposefully defying attendance requirements by either leaving the building after arrival, or not showing up at the school either when parents/guardians are, at the time, unaware of the situation. Truancy also includes incidents where the student has refused to follow parental requests to attend school. Any truancy is an unexcused absence.

Make Up Work:

Make up work for excused absences are counted full value. Students will have two school days for each missed day to complete work up to five days total. Students wishing extensions on the time limit may request directly to the teacher. The principal will hear appeals if they are requested. Work not completed on time will be considered late work and left up to the discretion of the individual teacher.

However, depending on the assignment and time allocated, the final determination of the makeup work is at the discretion of the teacher and depends on arrangements made between a student and teacher.

School Wide Expectations:

SOAR GUIDELINES

The following chart was developed to create consistency in all of our elementary schools. We ask our students and staff to be Safe, Organized, Accepting and Responsible (SOAR) throughout the school day. The chart has been broken down into various school locations and we have identified expected behaviors that will help our staff and students SOAR. Following the chart we have also clearly defined expectations for a variety of areas and activities that happen throughout the school.

Eagle Expectations Watch Us "SOAR"

		School Wide	Classroom	Hallways	Lunch	Playground	Bathroom	Assembly	Bus
S	Safe	<ul style="list-style-type: none"> • Keep hands and feet to self • Follow expectations • Use materials and equipment appropriately 	<ul style="list-style-type: none"> • Move appropriately in classroom 	<ul style="list-style-type: none"> • Walk on right • Nose and toes forward 	<ul style="list-style-type: none"> • Wait to be dismissed • Carry your tray with both hands 	<ul style="list-style-type: none"> • Stay on campus • Enter and exit the building appropriately 	<ul style="list-style-type: none"> • Wash your hand with soap and water 	<ul style="list-style-type: none"> • Listen and follow directions 	<ul style="list-style-type: none"> • Seat to seat and back to back • Keep hands in bus
O	Organized	<ul style="list-style-type: none"> • Be ready to learn • Have supplies • Use time wisely 	<ul style="list-style-type: none"> • Desk is neat and organized • Complete work on time • Be prepared for class 	<ul style="list-style-type: none"> • Single file line and hands to yourself 	<ul style="list-style-type: none"> • Wait your turn and stay in line • Empty your tray in an orderly fashion 	<ul style="list-style-type: none"> • Agree on the rules of the game before you start 	<ul style="list-style-type: none"> • Wait your turn • Flush when finished 	<ul style="list-style-type: none"> • Sit in designated area 	<ul style="list-style-type: none"> • Load, ride and unload in an orderly fashion
A	Accepting	<ul style="list-style-type: none"> • Recognize differences • Use kind words • Respect others • Include others 	<ul style="list-style-type: none"> • Speak and listen politely • Cooperate and work well with others 	<ul style="list-style-type: none"> • Individuals yield to other classrooms • Monitor your voice level 	<ul style="list-style-type: none"> • Practice good manners • Be inclusive at your table 	<ul style="list-style-type: none"> • Respect others abilities • Include others 	<ul style="list-style-type: none"> • Allow for the privacy of others 	<ul style="list-style-type: none"> • Treat speakers and performers with courtesy • Sit quietly during presentations and performances 	<ul style="list-style-type: none"> • Respect others space • Share seats with others
R	Responsible	<ul style="list-style-type: none"> • Be on task • Follow directions • Make smart choices 	<ul style="list-style-type: none"> • Use time wisely • Stay on task • Be an active learner 	<ul style="list-style-type: none"> • Get where you need to be in a timely manner • Keep it clean • Remove your hat in the building 	<ul style="list-style-type: none"> • Clean up after yourself • Use appropriate voice – level #2 	<ul style="list-style-type: none"> • Manage your behavior • Use equipment appropriately 	<ul style="list-style-type: none"> • Keep the bathroom neat and clean • Return to class promptly • Quiet voices – level #2 	<ul style="list-style-type: none"> • Use appropriate applause • Keep your space clean 	<ul style="list-style-type: none"> • Use a quiet voice • Listen to bus driver

Bus Loading Area

Goal: To help students understand that a positive and safe school environment begins with the trip to school.

Students who ride a School District bus for the purpose of being transported to and from school should consider this service a privilege. As a result, students are expected to act in a manner that is safe and orderly and which follows the bus guidelines as established by the School District Transportation Department, and by the staff of the Lewistown Public Schools. The number one priority of our students as they are transported by bus, as they disembark from the bus, as they wait in the bus loading area and as they load the bus, is **SAFETY**.

In addition to the rules posted within each bus, the following expectations have been established for students as they wait in and or depart from the bus loading area.

When a school bus is approaching the loading area, students must remain on the sidewalk until:

1. All students have unloaded from the bus.
2. The bus has come to a complete stop.

As a student I will:

1. Keep my hands, backpacks, and other objects away from the bus loading area and other students.
2. Respect other students and their property.

When departing the campus from the bus loading area by foot or by bicycle, students must:

1. Use the crosswalks.
2. Watch for traffic, making sure that vehicles have stopped before attempting to cross the street.
3. Walk their bicycle from the bike rack to the nearest crosswalk before mounting.
4. Never leave the bus loading area by walking between the buses.

Cell Phones and Electronic Devices

Goal: Help alleviate distractions for the educational environment and prevent unnecessary conflicts.

As a student I will:

1. Turn off my cell phone and other electronic devices before entering the school building in the morning.
2. Keep my cell phone and other electronic devices in my backpack and turned off during the instructional day. (We recommend that electronic devices (iPods, mp3 players, etc.) be left at home where they are safe.)
3. Only take my cell phone or electronic device out when given permission by a school authority or when dismissed for the day.
4. Understand that unauthorized use of such devices disrupts the instructional program and is grounds for confiscation.
5. Hand over my cell phone and other electronic device without complaint or delay when I have violated the policy.
6. Understand that confiscated devices will be returned to the student after school on the first two incidents and to the parent or guardian after further incidents.

Dress Code and Appearance

Goal: Create a learning environment that shows pride in our school and respect for ourselves.

As a student I will:

1. Remove my hat upon entering the building, and not place it back on my head until I leave the building.
2. Only wear clothes that are clean and appropriate for school.
3. Refrain from wearing any pants with tattered holes and /or that sag low enough to expose underwear.
4. Girls must refrain from wearing tank tops that expose undergarments and boys are to refrain wearing sleeveless shirts.
5. Refrain from wearing any tops that are cut too low or exposes a bare midriff.
6. Refrain from wearing any clothing with alcohol or tobacco advertising.
7. Wear shorts and skirts that have a hemmed edge, and that are of a length that my fingertips can touch the bottom edge when my arms are at my side.
8. Refrain from wearing any clothing with slogans that have “double meanings” or that display insults, “put-downs”, or demeaning statements toward self or toward others.
9. Refrain from writing on myself.
10. Refrain from wearing any spiked accessories or chains that hang from the outside of my clothing.
11. Refrain from wearing slippers or flip flops.

Clothing and/or accessories judged to be disruptive to the education process or a safety issue will be dealt with in the office. This may include attire that is too short, too tight, or too bare, etc.

Hallways

Goal: Create an environment in the hallways that is safe, efficient, and welcoming.

As a student I will:

1. Walk on the right hand side of the hallways and stairways.
2. Talk at a conversational level and refrain from yelling or being loud.
3. Walk at a casual pace.
4. Keep my hands, feet and other objects to myself.
5. Treat my locker with care. I will shut my locker door quietly, and I will use only my locker.
6. Take my hat off upon entering the building and leave it off until I have left the building.
7. Always be courteous to and respectful of my fellow students.
8. Follow directions that are given to me by any staff member.

Integrity of School Work

Goal: To assure accurate assessment of student progress and promote honesty.

As a student I will:

1. Refrain from copying another student’s school work.
2. Refrain from allowing other students to copy my work.
3. Use my time to do school work in a classroom.
4. Seek support from staff whenever possible.
5. Accept the consequences for my behavior if I am caught cheating.

Interactions with Others

Goals: Create a positive learning environment where each and every student feels a sense of belonging. Promote skills in resolving peer conflict.

As a student I will:

1. Treat others as I want to be treated, always observe the Golden Rule.
2. Show common courtesy toward others. (i.e., thank you, please, you're welcome, opening doors for others, etc.)
3. Help others.
4. Be polite and fair.
5. Listen to others with an open mind.
6. Speak only good of others.
7. Only pay attention to matters that are of concern to me.
8. Keep my feet, hands, and other objects to myself.

Lunchroom Line and Eating Area

Goal: Create a positive environment of respect and order.

As a student I will:

1. Walk to the lunch line, or to the area where I will be having lunch.
2. Talk at a conversational level when passing in the hallway, so as to be courteous to those students and staff within the classrooms.
3. Sit at the designated tables if I bring a lunch from home.
4. Sit down while I am eating.
5. Use appropriate table manners.
6. Leave my table and floor area clean.
7. Be respectful of all lunch supervisors.
8. Use appropriate voice level and language.

Assemblies

Goal: Demonstrate respect and courtesy toward our guests and establish a sense of pride in our school.

As a student I will:

1. Sit with my class in the designated area.
2. During formal assemblies:
 - a. Sit quietly and refrain from talking/whispering during the presentation.
 - b. Listen to the presentation and/or the presenter.
 - c. Clap only when it is appropriate.
 - d. Refrain from whistling or making any other distracting noises.
 - e. Follow directions of the homeroom teacher or other supervising adult.

School Wide Discipline:

VII. SCHOOL-WIDE DISCIPLINE

Student behavior that is not in line with our school-wide expectations will be addressed either by a staff member refocusing that behavior with direct communication with the student at the time of the incident or in the case of more severe behavior an “Office Referral” form will be used and the student(s) will be sent to the office.

Refocus Form:

A Refocus form will be utilized by school personnel and students to address less severe behavior(s) that needs to be redirected.

During a refocus students will:

- Reflect on the behavior they were exhibiting,
- Identify what they did,
- State how their actions affected others around them,
- Identify what they would do if the occasion arises again.

This may occur as a written or verbal refocus. All written refocus sheets will be sent home with the student and we ask that they are signed by a parent and returned to school.

Office Referral Form:

If a student behavior during class, lunch, in the hall, outside, or while the school district is still responsible for them (including students’ travels to and from school) is not in-line with our school-wide expectations an office referral will be made. During this time the staff member addressing the incident will document what happened and inform the student that they will receive an office referral and both the staff member and student will sign the form. The office referral will be sent to the office where the student and the principal will review the incident and complete the follow-up agreement. The follow-up agreement is an opportunity for the student to express:

- What type of expectation did they not live up to.
- Identify what they wanted.
- Did they get what they wanted.
- Indicate what they would do next time this incident occurred.

A copy of the referral will be sent home to be signed by a parent/guardian and must be returned to school within three days. On the following two pages are a copy of the Refocus Form and the Office Referral Form that will be sent home and be kept on file with the principal.

REFOCUS FORM

Student Name: _____ Date: _____

Grade Level: (circle one) 3rd 4th 5th 6th Homeroom Teacher: _____

1. What did you do to cause a problem/distraction in _____ today?

I caused a problem/distraction in class today because I was _____

2. How did your actions affect the others around you? (Please include classmates and the teacher)

3. What will you do differently in the future? _____

4. Are you ready to come back to class refocused and ready to learn? (Circle one) YES NO

5. Please circle the SOAR expectation(s) that you need to work on in the future.

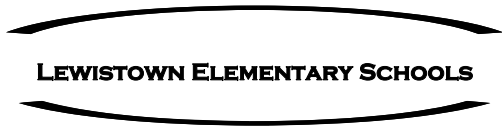
Eagle Expectations		
	School Wide	Classroom
S afe	<ul style="list-style-type: none"> • Keep hands and feet to self • Follow expectations • Use materials and equipment appropriately 	<ul style="list-style-type: none"> • Move appropriately in classroom
O rganized	<ul style="list-style-type: none"> • Be ready to learn • Have supplies • Use time wisely 	<ul style="list-style-type: none"> • Desk is neat and organized • Complete work on time • Be prepared for class
A ccepting	<ul style="list-style-type: none"> • Recognize differences • Use kind words • Respect others • Include others 	<ul style="list-style-type: none"> • Speak and listen politely • Cooperate and work well with others
R esponsible	<ul style="list-style-type: none"> • Be on task • Follow directions • Make smart choices 	<ul style="list-style-type: none"> • Use time wisely • Stay on task • Be an active learner

Instructor Comments:

Action Taken: Talked to Student
 Called Parent
 3rd refocus - Sent to Office
 Other: _____

Comments: _____

Matthew Lewis
Principal
Michelle Trafton
Principal



215 7th Ave. S, Lewistown Montana
Highland Park (406) 535-2555
Garfield (406) 535-2366
Lewis & Clark (406)535-2811

Name _____ Grade _____
Date _____ Time _____ Day of the Week _____

Locations: Classroom Cafeteria Hallway Music Playground PE Restroom

Incident Report

<input type="checkbox"/> Distracting from the teaching/learning process	<input type="checkbox"/> Out of designated play areas
<input type="checkbox"/> Inappropriate behavior/attitude	<input type="checkbox"/> Disrespectful of others
<input type="checkbox"/> Defiance of authority	<input type="checkbox"/> Fighting/Assault
<input type="checkbox"/> Foul Language/gestures	<input type="checkbox"/> Bullying/Harassment
<input type="checkbox"/> Destruction of property/Vandalism	<input type="checkbox"/> Stealing
<input type="checkbox"/> Cheating	<input type="checkbox"/> Others (described below)
<input type="checkbox"/> Throwing rocks/snow	
<input type="checkbox"/> Use/possession of flammable/dangerous materials	

Comments:

Consequences

<input type="checkbox"/> Conference with student/Date:	<input type="checkbox"/> Student Sent Home
<input type="checkbox"/> Phone call to parent/Date:	<input type="checkbox"/> In School Suspension/Date:
<input type="checkbox"/> Loss of Recess	<input type="checkbox"/> Out of School Suspension/Date:
<input type="checkbox"/> Lunch time Detention/Date:	<input type="checkbox"/> After School Detention/Date:

Follow Up Agreement: (completed by the student)

1. What expectation did you not live up to? (Circle) *Safety; Organization; Accepting; Responsibility*

2. What did you want?

I wanted attention	I wanted to control the situation	I wanted to challenge adults
I wanted to be sent home	I wanted to avoid doing my work	I wanted revenge
I wanted to cause problems because I feel miserable inside		
I wanted to cause other problems because I do not feel liked		
I wanted _____		

3. Did you get what you wanted? Yes No

4. What will you do differently next time? _____

Student _____ Parent/Guardian _____

Teacher/Staff _____ Principal _____

"Watch Us SOAR!"

Problem Areas:

1. Tardiness – arriving late to class
2. Unexcused Absence and Truancy – absences where the parent/legal guardian does not know the whereabouts of the student and/or the student has not been excused from school
3. Defiance of School Personnel Authority – refusal to comply with reasonable requests of school personnel
4. Classroom Disruption- any behavior that continually disrupts the learning environment
5. Disorderly Conduct – includes profanity and verbal abuse, conduct and/or behavior which are disruptive to the orderly educational procedures in the Lewistown Public Schools
6. Dress Code – clothing that is disruptive to the school environment and guidelines of policy
7. Electronic Device – use of cell phone, MP3, or other device
8. Possession or use of tobacco – the possession or use of any type of tobacco product
9. Theft – taking property that does not belong to you
10. Destruction of property – destroying or mutilating materials belonging to the school, school personnel or students
11. Fighting – engaging in physical contact with the purpose of inflicting harm on another person
12. Alcohol – use, sale or possession of alcohol during a school activity or school day
13. Physical Assault – physical attack of another, who does not wish to engage in the conflict and who had not provoked it
14. Arson – attempting to burn property
15. Drugs – use, possession and sale of narcotics or noxious substances during a school day or school activity
16. Harassment – intimidation of another individual
17. Explosive Devices – use, possession of exploding devices in school
18. On-going acts that lead to progressive discipline plan

SEVERE CLAUSE

When a student demonstrates a behavior that defies authority, reflects an uncooperative attitude, threatens the safety of others or self, results in minor to extreme vandalism to school district property, results in theft of school district property, shows unusual or violent conduct, indicates a documented pattern of handbook or district rule violations, a severe consequence will be considered by the administration.

Generally a student moves toward a severe consequence through a series of rule violations. However, the seriousness of an individual act by a student can result in an immediate consideration by the principal to request suspension or expulsion regardless of a student's discipline record to date.

In the case that a student demonstrates repeated offenses of the same behavior or a series of different offenses it may be necessary to place a student on a Plan of Improvement. (See Plan of Improvement following the discipline grid.)

RANGE OF DISCIPLINARY ACTION (Cont)

Range of Disciplinary Consequences:

1. Parent/Guardian contact
2. Office Conference
3. Parent Conference
4. After School Detention with teacher
5. After School Detention assigned by office
6. After School Detention assigned by office (two sessions)
7. After school work time
8. Loss of Privileges (i.e. hall pass, lunchroom access, free time at lunch)
9. Temporary Removal from Class –duration of the class period
10. Temporary Removal from Class –3-5 days
11. Reimbursement of damaged or stolen property
12. Zero credit on assignment
13. Plan of Improvement
14. Counseling
15. Referral to Police Department
16. In-School Suspension (ISS)
17. Out-Of School Suspension
18. Recommendation for expulsion
19. Other- in unique situations logical consequences will be applied.

DISCIPLINE GRID

The administration reserves the right to select other options at their discretion. The precise action depends upon the severity and regularity of the offense.

Behavior	First Offense	Second Offense	Repeated Offenses
Cheating	1, 2, 12	1, 2, 12	1, 2, 3, 10, 12, 13
Classroom Disruption	1, 4, 9	1, 2, 5, 8, 9, 14	1, 2, 3, 6, 7, 8, 10, 13, 14, 17
Defiance of School Authority	1, 2, 5, 8, 9	1, 2, 3, 6, 8, 9, 14	1, 2, 3, 6, 9, 10, 11, 13, 14, 17
Disrespect for School Property	1, 2, 5, 11	1, 2, 3, 6, 11	1, 2, 3, 13, 16
Disorderly Conduct	1, 2, 6	1, 2, 3, 13, 14, 16	1, 2, 3, 13, 14, 17, 18
Dress Code	1, 2	1, 2, 5	2, 3, 6
----Student required to correct dress code violation-may include a trip home as an unexcused absence.---			
Electronic Device	1, 2	1, 2, 5	1, 2, 3, 6
---Each violation will result in confiscation of device.-Refusal to surrender is considered defiance.---			
Fighting	1, 2, 14, 16, 17	1, 2, 14, 16, 17	1, 2, 3, 13, 14, 15, 16, 17, 19
Forged Notes	1, 2, 5	1, 2, 6	1, 2, 3, 16
Inappropriate Display of Affection 2		1, 2	1, 2, 3, 5
Inciting other students	1, 2, 6	1, 2, 16	1, 2, 3, 13, 14, 17, 19
Lying	2, 5	1, 2, 6	1, 2, 3, 6, 14
Misuse of Food/Drink Privileges	2	1, 2, 5	1, 2, 3, 6, 8
Misuse of Pass Privileges	2	1, 2, 8	1, 2, 8
Profanity-not directed toward staff	1, 2, 5	1, 2, 6	1, 2, 3, 13, 14, 16
Refusal to Accept/Complete Consequence	1, 2, 2x Initial	1, 2, 3, 14, 16, 2x Initial	1, 2, 3, 7, 13, 14, 16
Running/Rough Housing	1, 2, 9	1, 2, 5, 9	1, 2, 6, 10
Tardiness	Third tardy	4-5 Tardies	6-7 Tardies 8+ Tardies
Per Semester	7	1, 2, 7	1, 2, 3, 7, 13 1, 2, 3, 7, 14, 16
Truant from Class	1, 2, 7, 12	1, 2, 3, 12, 13, 14	1, 2, 3, 12, 13, 14
Unexcused Absence	1, 2, 7	1, 2, 7, 15	1, 2, 3, 7, 13, 15

NOTE: **The seriousness of an act may necessitate the administration providing a greater punishment than what is shown.**

NOTE: **The range of actions may not apply for a student who is on a Plan of Improvement.**

The following are examples in which the student may be responsible to both school policy and civil/criminal status:

DISCIPLINARY CONCERN	RANGE	FIRST OFFENSE ACTION	REPEATED OFFENSE
Arson	Minimum Maximum	Parent Involvement Subject to Expulsion	Subject To Expulsion
Destruction of School Property	Minimum Maximum	Parent Involvement Suspension/Expulsion	Subject To Expulsion
Drugs & Alcohol	Minimum Maximum	Parent Involvement Suspension/Expulsion	Subject To Expulsion
Physical Assault	Minimum Maximum	Parent Involvement Subject to Expulsion	Subject To Expulsion
Pulling Fire Alarm	Minimum Maximum	Parent Involvement Turned over to Authorities	Suspension
Theft	Minimum Maximum	Parent Involvement Suspension	Suspension Subject to Expulsion
Weapons or Explosive Devices	Minimum Maximum	Parent Involvement Subject to Expulsion	Subject To Expulsion

SUSPENSION AND EXPULSION

The school Principal may suspend a student up to ten (10) days. In cases of this type, an informal hearing between the principal, student, and any other appropriate persons will be conducted. If after the hearing is completed, the principal decides that a suspension is necessary, it will become effective immediately. The principal will attempt to notify parents of the affected student by telephone when a suspension is made.

In the case of expulsion, the principal will make the recommendations to the District Superintendent. The parents and student will be notified of this action and instructed concerning their rights regarding the due process procedures. If the recommendation of the principal is followed, the student, parent, and their representative, upon request, may have a hearing with the Board of Education. If the hearing is not requested, the Board of Education will take action on the recommendation.

Students suspended from participation at extra-curricular activities will not be allowed to perform or compete at an extra-curricular activity in town or away for the duration of suspension. The student is, however, required to continue with scheduled practices and rehearsals. Some activities are part of credit-bearing courses that involve activities both inside and outside the classroom setting. These activities, for the purpose of this policy shall be defined as those activities beyond the classroom and the immediate scope of graded requirements. For example, a student in choir may participate in classroom activities but not perform in concerts as a member of the choir. If a part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance.

A semester is the equivalent of ninety (90) pupil instruction days. A suspended student will serve ninety (90) suspension days from activity participation for each semester of suspension even if the time carried over to a new school year.

Activity days are days when school is in session or there are previously scheduled school activities, in which the student is involved, including performance, practices, rehearsals, and travel.

Plan of Improvement

Continuous infractions or a combination of infractions of school policy by a student are a sign that something is distracting from the student's ability to focus on academic or personal progress. When initial consequences have failed to motivate a student to correct their behavior it becomes evident that more structure in the student's school day is necessary. This structure will come in the form of a Plan of Improvement. A Plan of Improvement will be administered as a means to focus attention on the specific acts, and as a guide toward cooperative remediation and academic improvement.

A Plan of Improvement will focus on the following areas:

- Identifying the areas of concern
- Expected behaviors
- Benchmarks for improvement
- Consequences for further infractions

Consequences will be progressive in design such that each infraction beyond the implementation of the Plan of Improvement will result in a more stringent requirement. The progressive consequences will be designed on an individual basis to focus on remediating that individual's specific behaviors and as a result may not be consistent with the handbook's range for specific actions. Once placed on a Plan of Improvement a student will remain under its guidance throughout the year or until removed by the administration.

In very extreme cases it may be necessary to recommend expulsion rather than to allow a student to continuously commit acts that disrupt the daily routine and cooperative atmosphere within the school. In such circumstances individual improvement as set forth in the student's plan will also be weighed by the principal.

Procedural Due Process:

The student has a right:

- ✓ To oral or written notification of charges.
- ✓ To an explanation of evidence held by school authorities.
- ✓ To an opportunity to refute the charges.

The student has a responsibility:

- ✓ To follow the appropriate procedural guidelines provided by the district when desiring a reexamination of action taken by school officials.
- ✓ To act in a manner that demonstrates an understanding of adjudication as a peaceful means of settling disputes.
- ✓ To understand that suspension and expulsion are considered sever disciplinary measures involving exclusions from school for a short period of time (suspension), usually three to five days of for a longer period of time (expulsion), generally until the end of the current school year. School administrators and Board of Trustees have the authority to suspend. Expulsion is reserved for the School Trustees.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

15

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

ITEM TITLE: APPROVE CHANGES TO THE FERGUS HIGH SCHOOL STUDENT HANDBOOK

Requested By: Board of Trustees **Prepared By:** Jerry Feller **Date:** 06/27/2011

SUMMARY:

The Board of Trustees needs to approve the changes to the Fergus High School Student Handbook as outlined on the attachments.

SUGGESTED ACTION: Approve Changes to the Fergus High School Student Handbook

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

NOTES:

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

FHS STUDENT HANDBOOK – REVISIONS 2011-2012

ON PAGE 9 OF THE HANDBOOK - ADDED UNDER ABSENCE CATEGORIES - #3 MEDICAL

ADDED UNDER ALLOWABLE ABSENCES - MEDICAL APPROVED ABSENCES

Absence Categories

All absences fall into one of three categories:

1. Allowable
2. School-Related
3. **Medical**
4. Unexcused

Allowable Absence - is any absence that the parent/guardian authorizes before, the day of, or the day following the absence.

- a. Planned, pre-arranged appointments /absences: Permission to leave campus during the day may be granted only upon request of the parent/guardian by telephone or note to the attendance office prior to the time of the appointment. Pre -planning is encouraged since parent messages to students are a disruption of valuable class time.
- b. Students who leave school during the course of the school day are required to sign out at the attendance office. **Students must be excused before they leave the building if they have attended a portion of the school day. If they have not checked out, they will receive an unexcused absence.** The only exception to this policy is if the student leaves campus during his/her lunch period and does not return to school the remainder of the school day or returns late from lunch.
- c. Teachers may require work missed because of absence to be completed prior to the absence. In any case the make-up work is the responsibility of the student.

Number of Absences Allowed

Absences are considered excessive when a student's absence total extends beyond ten (10) per semester. Therefore, students will be permitted a maximum of 10 absences in any class during a semester as long as these absences have had parental or guardian approval. All absences count toward the ten-day policy unless the absence with the exception of school-related or **medical approved absences**.

The building administration has the authority to grant extensions beyond 10 absences when **the** reason for the 11th and subsequent absences are documented by a medical note or reflect extraordinary circumstances such as an extended illness, disabilities, or bereavement in the family.

Please Note: No medical or extenuating absences will be granted until a student has exhausted his/her 10 excused absences.

Excessive Absence Procedure:

1. After seven (7) excused absences have occurred, the parents or guardian and the student will receive a letter notifying them of the absences.
2. Students that exceed the ten (10) day attendance policy will be placed on an attendance contract between the student and the school.
3. On the eleventh (11) absence, the parent will be notified in writing or by telephone that a loss of credit has occurred. The student will be notified by conference. An additional conference with the student, parent and staff will be scheduled.
4. An attendance contract between the student, parent and staff may be developed.
5. Students losing credit may appeal for credit restoration by following the appeal process. (See section entitled Appeal Process and Procedures after Loss of Credit.

Make-up Work

Students with excused absences are to make up work missed. The general guideline for make-up work is as follows:

- Two days for the first day of absence.
- One day for each day of absence thereafter.

ON PAGE 22 OF HANDBOOK - ADDED UNDER WEAPONS OR EXPLOSIVE DEVICES - POSSIBLE 19

Theft	1, 3, 15, 17/18	1, 3, 15, 17/18, possible 19
Tobacco Violation	1, 2, 15, 17/18	1, 2, 15, 17/18
---Chemical use policy outlines severity of consequences---		
Weapons or Explosive Devices	1, 3, 15, 17/18, <u>possible 19</u>	1, 3, 15, 17/18, 19

Plan for Improvement

Continuous infractions or a combination of infractions of school policy by a student are a sign that something is distracting from the student's ability to focus on academic or personal progress. When initial consequences have failed to motivate a student to correct their behavior it becomes evident that more structure in the student's school day is necessary. This structure will come in the form of a Plan of Improvement. A Plan for Improvement will be administered as a means to focus attention on the specific acts, and as a guide toward cooperative remediation and academic improvement.

A Plan for Improvement will focus on the following areas:

- Identifying the areas of concern
- Expected behaviors
- Benchmarks for improvement
- Consequences for further infractions

Consequences will be progressive in design such that each infraction beyond the implementation of the Plan for Improvement will result in a more stringent requirement. The progressive consequences will be designed on an individual basis to focus on remediating that individual's specific behaviors and as a result may not be consistent with the handbook's range for specific actions. Once placed on a Plan for Improvement a student will remain under its guidance throughout the year or until removed by the administration.

In very extreme cases it may be necessary to recommend expulsion rather than to allow a student to continuously commit acts that disrupt the daily routine and cooperative atmosphere within the school. In such circumstances individual improvement as set forth in the student's plan will also be weighed by the principal.

Progressive discipline steps include the following but are not limited to the steps and actions described:

- Step one: Parent conference, three days of ISS, plan for improvement, counseling assigned
- Step two: Parent conference, three days of OSS, plan for improvement, counseling assigned
- Step three: Parent conference, five days of OSS, plan for improvement, counseling assigned
- Step four: Parent called, long term OSS review for expulsion request, or when the principal determines that a sufficient time has elapsed between offenses and the sincerity of the student to improve is evident step #3 may be repeated one time. (See Section on Suspension and Expulsion)

When reviewing a student's record for possible placement on progressive discipline the following criteria may be considered:

- a. record of attendance
- b. record of tardies
- c. academic progress
- d. social progress
- e. attitude toward school
- f. behavior
- g. cooperation
- h. interviews with staff
- i. parental input
- j. participation in school and activities
- k. other (as deemed appropriate)

If the principal determines that more structure is needed to regulate the actions of a student, or to help the student focus on achievement; a plan for improvement will be set up immediately.

The ultimate objective of a plan for improvement is to direct actions of individual students toward defined goals for:

- | | | |
|------------------|--------------------------------------------|----------------------|
| Attendance | Academic Success | Responsibility |
| Honesty | Consistency | Social Relationships |
| Personal Conduct | Increased Self-Esteem (through counseling) | |

Infractions That May Lead to a Progressive Discipline Plan

- Chemical Violation
- Cheating

ACTIVITY BUS PASSENGER GUIDELINES - CHANGED POLICY - RECEIVED FROM STEVE KLIPPENES – TRANSPORTATION SUPERVISOR

ACTIVITY BUS PASSENGER GUIDELINES:

The following rules will help assist in assuring a safe, comfortable ride and will help protect the bus. The Coach or Activity Sponsor is responsible for monitoring students conduct and enforcing the Activity Bus Rules. If the driver insists that behavior must improve, the Coach or Activity Sponsor needs to see that action is taken. The Coach or Activity Sponsor is also responsible for taking roll immediately after loading, each time.

1. Students are to remain in their seats and preferably facing the front of the bus.
2. Keep the aisle clear of obstruction. Do not hang over or on the arm rests or the back of the seat. Feet should be on the floor with shoes on.
3. Each seat is to have members of the same sex. Students are to be segregated by gender into different portions of the bus; i.e. boys in front, girls in back, preferably with advisors in the middle.
4. Refrain from being excessively noisy, keeping the noise level below that which disturbs the driver. Headphones must be used with tape players.
5. Remain QUIET in all City Limits and absolutely silent at all railroad crossings.
6. Carry-on items are to be kept to a minimum, (handbags and a blanket are allowed). In case sudden stops or an accident, minimizing potential items flying around will minimize injuries.
7. All large bags must be stored in the baggage compartment. All water containers and hard objects, i.e. team supply boxes, should be stored on the floor or in the baggage compartment. If unsure, check with the driver.
8. All waste materials are to be properly disposed of in a receptacle supplied on the bus.
9. Cold sandwiches, fresh fruit, juice or canned pop, milk in cartons, candy bars, and chips can be consumed on the bus. Food items not allowed include: hamburgers, pizza, tacos, sunflower seeds, drinks in paper cups, milk shakes, malts or ice cream.
10. There are to be no students on the bus while it is parked, without being accompanied by a Coach or an Advisor.

In case of an accident where the bus must be evacuated quickly, make every effort to observe the following directions:

1. Proceed in an orderly manner to the exit nearest your seat (the bus driver will point them out to you) that is unobstructed. Leave the bus through these openings.
2. Move to a point 100 feet or more from the bus and gather in a group to make it possible for a check to see if all passengers have been evacuated.
3. Passengers should follow the directions given by the Driver or one of the Sponsors.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

16

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

ITEM TITLE: APPROVE CALLING FOR SCHOOL FOOD SERVICE MILK BIDS

Requested By: Board of Trustees
Prepared By: Cindy Giese
Date: 06/27/2011

SUMMARY:

The Board of Trustees needs to approve calling for bids to provide milk for the School Food Service for the 2011-2012 School Year.

SUGGESTED ACTION: Approve Advertising for Bids to Provide Milk for School Food Service for the 2011-2012 School Year

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

CALL FOR SCHOOL FOOD MILK BIDS

Notice is hereby given that the Board of Trustees of Lewistown School District Number One, Fergus County, Lewistown, Montana, will receive sealed bids at the office of the Business Manager/Clerk in the Lincoln Building, 215 7th Avenue South, up to the hour of 12:00 noon, Wednesday, July 20, 2011, for the provision of School Food milk for Lewistown School District Number One according to the specifications on file in the office of the Business Manager/Clerk. Bids will be opened for consideration at this time. Bids are to be made only on the bidding form which contains the required specifications, and which can be obtained upon request.

The Board of Trustees reserves the right to reject any or all bids or any portion thereof.

Mike Waterman, Business Manager/Clerk
Lewistown School District Number One
Fergus County

To Be Published: Lewistown News-Argus

July 6, 2011
July 13, 2011

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

17

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY FROM THE ELEMENTARY AND HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED ABSENCES FUND(S)

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 06/27/2011

SUMMARY:

The Board of Trustees needs to approve the request to transfer money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

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

NOTES:

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

Please contact me with questions.

Mike

20-9-512. Compensated Absence Liability Fund.

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
 - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of [2-18-618](#); and
 - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
 - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
 - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

EXECUTIVE SESSION

**As per the provisions of 2-3-203
Montana Codes Annotated.**

**The Board Chair,
will now call for an Executive Session
deeming the demands of individual privacy
clearly exceed the merits of public disclosure.**

**All parties not involved in the Executive
Session are asked to leave the Board Room
at this time.**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/27/2011

Agenda Item No.

18

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

ITEM TITLE: EXECUTIVE SESSION—PERSONNEL ISSUE

Requested By: Board of Trustees
Prepared By: Jason Butcher
Date: 06/27/2011

SUMMARY:

The Board of Trustees will go into Executive Session to discuss a personnel issue.

SUGGESTED ACTION: Discussion

Additional Information Attached
Estimated cost/fund source _____

NOTES:

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

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

Stan Monger, Board Chair
 Jeremy Bristol
 Joe Irish
 Lisa Pierce
 Mary Schelle
 Barbara Thomas
 Monte Weeden

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

A. Pupil Instruction

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

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

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

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

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	5:30 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