

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, November 12, 2012

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Report—Student Representative to the Board
4. Report—2011-2012 Audit Results
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Report—Investment
8. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

10. Minutes of the October 8, 2012, Regular Board Meeting

APPROVAL OF CLAIMS

11. Claims

CONSENT GROUP ITEMS

12. Approve Additions to the Substitute List for 2012-2013 School Year

INDIVIDUAL ITEMS

13. First Reading—Board Policy #5510F – Classified Sick Leave Bank Donation/
Request for Use Form
14. First Reading— Board Policy #3416 – Administration of Medication
15. Second Reading—Board Policy #5240 – Resolution of Staff Complaint/Problem
Solving
16. Second Reading—Board Policy #5240P – Uniform Complaint Procedure
17. Second Reading—Board Policy #5240F – Uniform Complaint Reporting Form
18. Approve Personnel Report

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

11/12/2012

Agenda Item No.

3

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Jarrett Guyer **Date:** 11/12/2012

SUMMARY:

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

Ski Club

- o Ski Club members recently met for the first time this year and are excited the ski season is drawing near.

Science Olympiad

- o Students meet twice weekly
- o Members of the community work with students after school to help prep for competition
- o Competition will take place in two weeks

College Week

- o November 12-17, 2012, will be College Week at FHS
- o Nightly sessions will be held for students and parents to learn about college applications and scholarships

SUGGESTED ACTION: Informational

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

4

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

ITEM TITLE: REPORT—2011-2012 AUDIT RESULTS

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 11/12/2012

SUMMARY:

Attached you will find the summary pages of our FY2011-12 audit report. I am pleased to report that the auditors, Paul Strom and Associates, did not note any findings or material weaknesses in our financial statements or internal control processes.

Mr. Strom historically attends a Lewistown School Board meeting to present the audit and answer any questions you may have. Because we did not have any findings, however, I did not ask him to travel from Billings to attend our meeting. That said, if you do have questions, I would be happy to invite Mr. Strom to an upcoming meeting.

The audit report is posted in its entirety on the District website. Please contact me with questions.

SUGGESTED ACTION: Informational

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

NOTES:

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

STROM & ASSOCIATES, PC
P.O. Box 1980
Billings, Montana 59103

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Lewistown School District No. 1
Fergus County
Lewistown, Montana 59457

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Lewistown School District No. 1 as of and for the year ended June 30, 2012, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Lewistown School District No. 1's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Lewistown School District No. 1 as of June 30, 2012, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 6, 2012, on our consideration of Lewistown School District No. 1's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 7 be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who consider it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiry, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise School District No. 1's basic financial statements. The accompanying schedule of revenues, expenditures, and encumbrances – budget and actual page 25 required by U.S. generally accepted accounting principles, the accompanying Schedule of Expenditures of federal Awards pages 30 - 31 required by U.S. Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Non-Profit organizations," and other schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of revenues, expenditures, and encumbrances - budget and actual and other schedules are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Strom & Associates, P.C.

STROM & ASSOCIATES, PC
Billings, Montana
November 6, 2012

STROM & ASSOCIATES, PC
P.O. Box 1980
Billings, Montana 59103

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District No. 1's financial statements as of and for the year ended June 30, 2012.
2. Our audit disclosed no significant deficiencies in internal controls and none that are considered to be material weaknesses relating to internal controls over financial reporting and its operation.
3. Our audit disclosed no noncompliance which was material to the financial statements of School District No. 1.
4. Our audit disclosed no significant deficiencies that are considered to be material weaknesses relating to internal controls over major federal awards programs.
5. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District No. 1's compliance with major federal awards programs as of and for the year ended June 30, 2012.
6. The audit disclosed no audit findings which are required to be reported under section .510 of OMB Circular A-133.
7. The major program for Lewistown School District No. 1 for the year ended June 30, 2012 was Title I Part A.
8. The threshold used to distinguish between Type A and type B programs was \$300,000. Lewistown School District No. 1 has Title I Part A as a type A program.
9. This school district does qualify as a low risk audit client.

B. Findings relating to the financial statements which are required to be reported in accordance with "Governmental Auditing Standards."

There were no findings or recommendations.

C. Findings and questioned costs for Federal awards, as defined in section .510 (a) of OMB Circular A-133.

The audit disclosed no findings or questioned costs relating to federal awards as defined in section .510 (a) of OMB Circular A-133.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 11/12/2012

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
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

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:** 11/12/2012

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
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

7

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 11/12/2012

SUMMARY:

Attached is the report on the interest earned and distributed for October 2012.

The first column of the report reflects the cash balance in various funds as of October 1, 2012.

SUGGESTED ACTION: Informational

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

NOTES:

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

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 40 To: 41

Acct Mask: _____

Sort By Acct

Print Internal Accounts Only

Type: Interest Posting Date: 10/31/2012 Amount Distributed: \$1,557.31 Control#: 40
 Posting Description: Interest Distribution 9/30/2012 Entry#: 184

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$384,961.46	30	.1124797	\$175.17	\$384,961.46		\$0.00	Yes
110.00.000.0000.101.000	\$766,810.31	30	.2240499	\$348.92	\$766,810.31		\$0.00	Yes
111.00.000.0000.101.000	\$819,158.53	30	.2393452	\$372.71	\$819,158.53		\$0.00	Yes
112.00.000.0000.101.000	\$78,110.42	30	.0228226	\$35.54	\$78,110.42		\$0.00	Yes
113.00.000.0000.101.000	\$1.96	30	.0000006	\$0.00	\$1.96		\$0.00	Yes
114.00.000.0000.101.000	\$403,048.36	30	.1177644	\$183.40	\$403,048.36		\$0.00	Yes
120.00.000.0000.101.000	\$10,081.93	30	.0029458	\$4.59	\$10,081.93		\$0.00	Yes
121.00.000.0000.101.000	\$52,101.00	30	.0152231	\$23.71	\$52,101.00		\$0.00	Yes
124.00.000.0000.101.000	\$86,521.27	30	.0252802	\$39.37	\$86,521.27		\$0.00	Yes
128.00.000.0000.101.000	\$37,084.88	30	.0108356	\$16.87	\$37,084.88		\$0.00	Yes
129.00.000.0000.101.000	\$107,065.50	30	.0312829	\$48.72	\$107,065.50		\$0.00	Yes
150.00.000.0000.101.000	\$141,305.26	30	.0412872	\$64.30	\$141,305.26		\$0.00	Yes
160.00.000.0000.101.000	\$10,128.77	30	.0029595	\$4.61	\$10,128.77		\$0.00	Yes
161.00.000.0000.101.000	\$526,119.09	30	.1537237	\$239.40	\$526,119.09		\$0.00	Yes
Control# 40 Total:	\$3,422,498.74		1.0000004	\$1,557.31	\$3,422,498.74		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 9/30/2012

Type: HS Interest Posting Date: 10/31/2012 Amount Distributed: \$994.71 Control#: 41
 Posting Description: Interest Distribution 9/30/2012 Entry#: 185

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$225,520.19	30	.0865913	\$86.13	\$225,520.19		\$0.00	Yes
210.00.000.0000.101.000	\$453,266.66	30	.1740374	\$173.12	\$453,266.66		\$0.00	Yes
211.00.000.0000.101.000	\$209,457.04	30	.0804236	\$80.00	\$209,457.04		\$0.00	Yes
213.00.000.0000.101.000	\$0.00	30	.0000000	\$0.00	\$0.00		\$0.00	Yes
214.00.000.0000.101.000	\$186,850.50	30	.0717436	\$71.36	\$186,850.50		\$0.00	Yes
217.00.000.0000.101.000	\$27,235.63	30	.0104575	\$10.40	\$27,235.63		\$0.00	Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 40 To: 41 Acct Mask: _____

Sort By Acct
 Print Internal Accounts Only

218.00.000.0000.101.000	\$17,591.98	30	.0067547	\$6.72	\$17,591.98	\$0.00	Yes
220.00.000.0000.101.000	\$9,208.35	30	.0035357	\$3.52	\$9,208.35	\$0.00	Yes
221.00.000.0000.101.000	\$25,519.05	30	.0097984	\$9.75	\$25,519.05	\$0.00	Yes
224.00.000.0000.101.000	\$164,830.51	30	.0632887	\$62.95	\$164,830.51	\$0.00	Yes
228.00.000.0000.101.000	\$79,252.74	30	.0304301	\$30.27	\$79,252.74	\$0.00	Yes
229.00.000.0000.101.000	\$118,959.89	30	.0456761	\$45.43	\$118,959.89	\$0.00	Yes
260.00.000.0000.101.000	\$68,480.18	30	.0262938	\$26.15	\$68,480.18	\$0.00	Yes
261.00.000.0000.101.000	\$696,204.21	30	.2673163	\$265.91	\$696,204.21	\$0.00	Yes
281.00.000.0000.101.000	\$93,260.43	30	.0358085	\$35.62	\$93,260.43	\$0.00	Yes
282.00.000.0000.101.000	\$228,783.41	30	.0878443	\$87.38	\$228,783.41	\$0.00	Yes
Control# 41 Total:	\$2,604,420.77	1.0000000		\$994.71	\$2,604,420.77	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 9/30/2012

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

8

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 11/12/2012

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.

- ❖ Parent/Teacher Conferences
- ❖ Superintendent's Evaluation—January 14, 2012
- ❖ Roundtable Schedule—December 10, 2012—6:00 p.m.—Lewis & Clark
- ❖ MCEL Recap
- ❖ District Christmas Party—Friday, December 7, 2012—Pine Meadows
- ❖ WR—First Day of Practice—Thursday, November 15, 2012
- ❖ FHS District 8 Honor Band and Choir—Thursday, November 15, 2012—Harlowton
- ❖ BBB/GBB—First Day of Practice—Monday, November 19, 2012
- ❖ No School—November 21-23, 2012—Thanksgiving Vacation
- ❖ Lewis & Clark Band/Choir Concert—Tuesday, December 4, 2012—7:00 p.m.—FCPA
- ❖ FHS National Honor Society—Blood Drive—Wednesday, December 5, 2012—FHS Fieldhouse
- ❖ FHS Band Concert—Thursday, December 6, 2012—7:00 p.m.—FCPA
- ❖ Home Athletic Games/Meets:
 - WR—Fergus Mixer—Thursday, December 6, 2012—4:00 p.m.
 - BBB/GBB vs. Malta—Saturday, December 8, 2012—2:00/3:30/6:30 p.m.

SUGGESTED ACTION: Informational

Additional Information Attached

BOARD OF TRUSTEES ROUNDTABLE SCHEDULE

2012-2013

Date	Group	Time	Meeting Site
December 10, 2012	Lewis and Clark Elementary	6:00-7:00 p.m.	Lewis & Clark Elementary School
February 11, 2013	Junior High School	6:00-7:00 p.m.	Junior High School
April 8, 2013	LEA Executive Board	6:00-7:00 p.m.	Lincoln Board Room

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

9

- 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:** 11/12/2012

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
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

10

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 11/12/2012

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 8, 2012, 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
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, October 8, 2012

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Stan Monger, Joe Irish, Monte Weeden, Barb Thomas, Lisa Pierce, Tom Balek

TRUSTEES ABSENT:

Jeremy Bristol

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Brandon O'Halloran, Debra Slagel, Bobbie Atchison, Nancy Mattheis

OTHERS PRESENT:

Student Representative Jarrett Guyer, Joe Zahler-KXLO/KLCM Radio, Meryl Rygg-McKenna-Lewistown News-Argus, Chris Rice and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. PRESENTATION—DEBRA SLAGEL, COLLEGE APPLICATION WEEK

Debra Slagel, FHS Counselor, presented information to the Board of Trustees regarding College Application Week that is scheduled for November 12-16, 2012. Simon Doney spoke about the Graduation Matters Grant program that's main focus is to encourage all students to graduate. There is a new ACT requirement that states all Juniors must take the college entrance exam (this is funded for seven years by OPI).

4. REPORT—STUDENT REPRESENTATIVE TO THE BOARD

Jarrett Guyer, student representative to the Board, reported on upcoming activities at Fergus High School.

5. REPORT—COMMITTEES OF THE BOARD

Monte Weeden reported that he turned in the stream bed permit to obtain permission to make repairs to prevent the practice field from future flooding.

6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

SUPERINTENDENT'S REPORT

7. REPORT—INVESTMENT

Interest earned and distributed for September 2012, was reported with \$495.19 in the elementary funds and \$334.53 in the high school funds for a total of \$829.72.

8. OTHER ITEMS

Superintendent Jason Butcher presented information to the Board of Trustees regarding the October 1, 2012, school enrollment count and how it compared to previous years. Jason also mentioned to the Board that he would like to enroll Tim Majerus, Michelle Trafton, and Matt Lewis to the 21st Century Leadership Institute. However, this training has been cancelled for this year and they are hoping to hold one instead next year. The date for the Board to tour the schools has been scheduled for Tuesday, November 6, 2012. The MCEL conference is scheduled for October 17-19 in Billings. The Board also reviewed dates for upcoming events in the District.

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 SEPTEMBER 10, 2012, REGULAR BOARD MEETING – approved unanimously (Weeden/Pierce).

APPROVAL OF CLAIMS

11. CLAIMS – The claims referenced in the 2012-2013 Bill Schedule and submitted through October 5, 2012, were approved unanimously (Pierce/Thomas).

CONSENT GROUP ITEMS – approved unanimously (Irish/Weeden).

12. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR 2012-2013 SCHOOL YEAR – Substitute Teacher/Aide List—Mary Descheemaeker, Elizabeth Olson, Dani Phillips; Substitute Custodian List—Ronald Jacob Moody (Student Helper).

13. APPROVE FERGUS HIGH SCHOOL CLASS OF 2016 STUDENT ACTIVITY ACCOUNT

INDIVIDUAL ITEMS

14. SECOND READING— BOARD POLICY #5510 – CLASSIFIED SICK LEAVE BANK – approved unanimously (Thomas/Pierce).

15. FIRST READING—BOARD POLICY #5240 – RESOLUTION OF STAFF COMPLAINT/PROBLEM SOLVING – approved unanimously (Irish/Thomas).

16. FIRST READING—BOARD POLICY #5240P – UNIFORM COMPLAINT PROCEDURE – approved unanimously (Weeden/Irish).

17. FIRST READING—BOARD POLICY #5240F – UNIFORM COMPLAINT REPORTING FORM – approved unanimously (Thomas/Weeden).

18. APPROVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE CITY OF LEWISTOWN – approved unanimously (Pierce/Irish).

19. APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC FOR SPECIAL EDUCATION EXPENSES – approved unanimously (Weeden/Pierce).

20. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Pierce/Irish).

ADJOURNMENT

The meeting was adjourned at 7:40 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, November 12, 2012, at the Lincoln Board Room (Irish).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**“EXHIBIT A”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 8, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ARMSTRONG, Chad	Driver Education Instructor	Fergus High School	Approve appointment at \$20.00 per hour as needed for behind-the-wheel driving instruction	October 8, 2012	Chad is teaching a section of Driver’s Education during each semester at Fergus High School. Driving time for students will be after school hours.
MCCONNELL, Dave	Driver Education Instructor	Fergus High School	Approve appointment at \$20.00 per hour as needed for behind-the-wheel driving instruction	October 8, 2012	Dave will only be assisting with the behind-the-wheel driving instruction.
DONALDSON, Matt	Assistant Boys Basketball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.055)	October 8, 2012	See attached memo.
MILLER, Kim	Builders Club Advisor	Lewistown Junior High School	Approve appointment on schedule—(0.015)	October 8, 2012	See attached memo.
EIKE, Mandy	Student Council Co-Advisor	Lewistown Junior High School	Approve appointment on schedule—(0.0125)	October 8, 2012	See attached memo.
FERGUSON, Krystal	Student Council Co-Advisor	Lewistown Junior High School	Approve appointment on schedule—(0.0125)	October 8, 2012	See attached memo.
VALLINCOURT, Noah	Paraprofessional	Fergus High School	Approve appointment on schedule—PARA Step 0+CERT for up to 7.0 hours per day for up to 171 days	September 11, 2012	See attached hiring recommendation.
STENSETH, Rhonda	National Honor Society Advisor	Fergus High School	Approve appointment on schedule—(0.035)	October 8, 2012	See attached memo.

**“EXHIBIT A”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 8, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
SMITH, Melanie	Key Club Co-Advisor	Fergus High School	Approve appointment on schedule— (0.0235)	October 8, 2012	See attached memo.
BREIDENBACH, Sherry	Key Club Co-Advisor	Fergus High School	Approve appointment on schedule— (0.0235)	October 8, 2012	See attached memo.
VON ARLYON, Jarl	Custodian	Fergus High School	Approve appointment on schedule— MAINT II Step 0 for up to 8 hours per day 260 days per year	October 8, 2012	See attached hiring recommendation.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

11

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 11/12/2012

SUMMARY:

Approve claims paid through November 7, 2012, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2012 include: Stan Monger, Jeremy Bristol, Joe Irish, and Lisa Pierce.

SUGGESTED ACTION: None

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

12

<u>Agenda Items</u>	<u>Additional Information</u>
<p>12. Approve Additions to the Substitute List for the 2012-2013 School Year</p>	

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

12

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2012-2013 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 11/12/2012

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2012-2013 School Year as listed below:

Substitute Teacher/Aide List:

Tiana Bales
Jack Harrison
Kelly Henderson

Substitute Bus Driver List:

Jeffrey Bullock
Albert White

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2012-2013 School Year

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

13

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

ITEM TITLE: FIRST READING—BOARD POLICY #5510F—CLASSIFIED SICK LEAVE BANK
DONATION/REQUEST FOR USE FORM

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 11/12/2012

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5510F—Classified Sick Leave Bank Donation/Request for Use Form.

The new Classified Sick Leave Bank policy was approved at the October 8, 2012, Board Meeting. The Donation/Request for Use Form has been revised to reflect the changes made to this policy. The current policy is attached for you to be able to compare it with the revision, which is marked by “First Reading”.

SUGGESTED ACTION: Approve First Reading of Board Policy #5510F—Classified Sick Leave Bank Donation/Request for Use Form

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

NOTES:

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

PERSONNEL

Sick Leave Bank
DONATION/REQUEST OF USE FORM

Each classified employee may contribute one (1) to five (5) days of nonrefundable sick leave to the Sick Leave Bank to be administered by the Classified Council. Employees who have exhausted their accumulated sick leave allowance may make reasonable withdrawals, as determined by the Classified Council, from the Sick Leave Bank, provided there are sufficient hours available in the Bank. The Sick Leave Bank will have a ceiling of four hundred (400) hours. See the Classified Sick Leave Policy for complete requirements.

EMPLOYEE NAME: _____ DATE: _____

Number of hours donated to the Sick Leave Bank: _____

Number of hours requested for use from the Sick Leave Bank: _____

Dates request needed: _____ to _____
(Dates must coincide with payroll cutoff dates.)

Rationale for request:

Physician's Statement must be attached.

Signature of employee donating or requesting Sick Leave Bank hours:

_____ Approved _____ Denied

Date: _____

Signatures:

(Return this form to the Classified Council contact person)

FIRST READING

Lewistown Public Schools
PERSONNEL

5510F

Sick Leave Bank DONATION/REQUEST OF USE FORM

Received by Lincoln Representative
Date: _____ Initials: _____
Date of Next Meeting: _____
(For Classified Council Use.)

Please read and follow the Classified Sick Leave Guidelines and return this completed form to the Classified Council Representative at Central Office.

Name of Employee: _____ Date: _____
(Please Print)

Any classified employee may donate hours to the Sick Leave Bank in accordance with the Sick Leave Bank Guidelines. Please contact a Classified Council Representative with any questions.

_____ **DONATION**

Number of hours **donating** to the Sick Leave Bank: _____

Signature of Employee Donating Hours: _____

_____ **DIRECT DONATION** *(Must meet specific Guidelines for this.)*

Number of hours donating to "Person in Need": _____

Name of Person you are **donating directly** to: _____

Signature of Employee Donating Hours: _____

Employees who have exhausted all of their sick leave may request up to 100 hours, per incident, from the Sick Leave Bank, according to the employees contracted hours per day. Classified Council will approve/deny request per the Classified Sick Leave Bank Guidelines. You will be notified ASAP. This request must be turned into the Representative at Central Office within 2 weeks of incident.

_____ REQUEST

Number of hours requesting for use from the Sick Leave Bank: _____

Dates of requested hours needed: _____ to _____

(Dates must coincide with payroll dates. If the dates you are requesting fall in two (2) different pay periods, you must fill out two (2) separate request forms.)

Reason for Request: _____

Signature of Employee Requesting Hours: _____

_____ *Physician's Statement is attached. (Must be attached to your first request only.)*

(For Classified Council Use.)

Classified Council Approval: _____

Date: _____

_____ Approved _____ Denied (reason): _____

Payroll - White Copy

Classified Council - Canary Copy

Employee - Pink Copy

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

14

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

ITEM TITLE: FIRST READING—BOARD POLICY #3416—ADMINISTRATION OF MEDICATION

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 11/12/2012

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3416—Administration of Medication.

The emergency procedure section is being added to this policy to cover the regulations required for the administration of the Epi Pen and Benadryl in the case of an anaphylactic reaction.

Information being added has been highlighted.

SUGGESTED ACTION: Approve First Reading of Board Policy #3416—Administration of Medication

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

NOTES:

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

FIRST READING

Lewistown School District

3416

Page 1 of 5

PERSONNEL

Administration of Medication

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed by the student’s health care provider.

ELEMENTARY SCHOOLS (K-6)

The Lewistown Public Schools require all medications to be given at home whenever possible. However, under certain circumstances, it is necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day:

1. School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed Permission for Medication form. This form will specify:
 - a. demographic information on the student,
 - b. diagnosis,
 - c. type of medication,
 - d. dosage prescribed,
 - e. purpose of medication,
 - f. time for administration,
 - g. possible side effects,
 - h. anticipated number of days to be given at school (starting and ending date),
 - i. additional instructions for administering,
 - j. signature of physician/dentist, and
 - k. signature of parent/guardian

2. Students taking medication prescribed by a physician/dentist must present the medication in its original container to the principal, school nurse, or designee, with the required form signed by the physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. Both bottles shall indicate the name and telephone number of the pharmacy, the student's name, the physician's name, and the dosage to be given.

3. Students taking over-the-counter medication must present the medication in its original container to the principal, school nurse, or designee with the required form signed by parent/guardian. The school will not supply any patent medicine such as aspirin or Tylenol.
4. The initial dosage must be administered at home, in the physician's office, or hospital to avoid adverse reactions from occurring at school.
5. School personnel delegated by the school nurse to administer medication must:
 - A. be taught, supervised and evaluated for the performance of the delegated nursing task
 - B. routinely record:
 - 1) time and date student took medication
 - 2) medication not given and reason
 - 3) signature
6. Parents are to be notified if:
 - A. medication not given and reason
 - B. any side effects or unusual symptoms
7. At parent/guardian request, the student may carry an inhaler with them, but must comply with procedures No.'s 1-4.
8. School personnel reserve the right to review and deny all requests for medication administration during school hours based on completeness of compliance with these procedures or ability to provide the requested service.
9. All medication must be stored in a designated area that is to remain locked when not in use.

The Lewistown Public Schools assume no responsibility for the provision of any medications.

Permission to administer medication must be reauthorized at the start of a new school year by consent of parent/guardian and accompanying physician's order.

The school nurse or other authorized personnel will provide training to staff regarding the administration of medications and/or side effects of such pharmacological treatment.

JUNIOR HIGH AND HIGH SCHOOL (7-12)

Junior High and High School students who are older and more mature should be responsible for taking of their own medication. Circumstances for self-administration will be specified by parent instructions on Permission for Medication form.

SPECIAL EDUCATION (K-12)

Special consideration will be given to students who are physically unable to take medications on their own, or whose level of functioning does not allow for him/her to be responsible to take their own medication.

As individual/children's needs may vary, it is requested that parent/guardian contact the school nurse, and specify on the Permission for Medication form additional instructions for the administering of medication at school. The following procedures will be complied with for Special Education students:

1. The school must be provided with a completed and signed Permission for Medication form from the parent/guardian and physician, noting any special instruction or assistance required to be brought to the attention of the school nurse and/or appropriate school personnel.
2. All other procedures identified under elementary schools will be in effect for special education students, including assuming the responsibility for taking their own medication with supervision as appropriate.

Policies 3416F (1-4) are samples of the Permission for Medication, Montana Authorization to Carry and Self-Administer Asthma Medication, Student Asthma Action Card, and Emergency Plan. These forms are considered a part of this policy.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Adopted: December 12, 1994
Readopted on: August 23, 2004
Revised on: November 14, 2005
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

15

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

ITEM TITLE: SECOND READING—BOARD POLICY #5240—RESOLUTION OF STAFF COMPLAINT/ PROBLEM SOLVING

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 11/12/2012

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #5240—Resolution of Staff Complaint/Problem Solving and consider the adoption of said policy.

Information being deleted from this policy has been marked with a ~~strikethrough~~; information being added has been highlighted.

SUGGESTED ACTION: Approve Adoption of Board Policy #5240—Resolution of Staff Complaint/ Problem Solving

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

NOTES:

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

SECOND READING

Lewistown School District

PERSONNEL

5240

Resolution of Staff Complaints/Problem-Solving

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.

Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's ~~grievance procedure~~ **Uniform Complaint Procedure**. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the ~~grievance procedure~~ **Uniform Complaint Procedure**. **An employee filing a grievance under a collective bargaining agreement is required to follow the grievance procedure for that particular agreement.**

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

16

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

ITEM TITLE: SECOND READING—BOARD POLICY #5240P—UNIFORM COMPLAINT PROCEDURE

Requested By: Board of Trustees
Prepared By: Jason Butcher
Date: 11/12/2012

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #5240P—Uniform Complaint Procedure and consider the adoption of said policy.

Information being deleted from this policy has been marked with a ~~strike through~~; information being added has been **highlighted**.

SUGGESTED ACTION: Approve Adoption of Board Policy #5240P—Uniform Complaint Procedure

Additional Information Attached
Estimated cost/fund source _____

NOTES:

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

SECOND READING

Lewistown School District

PERSONNEL

5240P
Page 1 of 3

Uniform Grievance Complaint Procedure

All individuals should use this grievance complaint procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

The District requests all individuals to use this complaint procedure when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or administrative law; (3) Board policy; (4) or request a review of services.

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance complaint procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance complaint procedure does not extend any filing deadline related to the pursuit of other remedies. **If this is a grievance that relates to an issue covered in a Collective Bargaining Agreement, the complainant must use the grievance procedure in the Collective Bargaining Agreement.**

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

If the complaint is not resolved at Level 1, the grievant complainant may file a written grievance complaint stating: (1) the nature of the grievance complaint and (2) a description of the event or incident giving rise to the complaint, including school personnel involved; and (3) the remedy requested. It must be signed and dated by the grievant complainant. The Level 2 written grievance complaint must be filed with the Principal within ~~sixty (60)~~ thirty (30) days of the event or incident or from the date the grievant complainant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Principal shall investigate and attempt to resolve the complaint. The Principal will respond in writing to the complaint, within thirty (30) days of the administrator's receipt of the complaint.

If either party is not satisfied with the Principal's decision, the grievance complaint may be advanced to Level 3 by requesting in writing that the Superintendent review the Principal's decision. This request must be submitted to the Superintendent within fifteen (15) days of the Principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance complaint. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent

If either the complainant or the person against who the complaint is filed appeals the Principal's decision provided for in Level 2, the Superintendent will review the complaint and the Principal's decision. The Superintendent will respond in writing to the appeal within thirty (30) days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a second or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint. Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal. The parties shall be afforded the opportunity to either dispute or concur with the Principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the Principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 5: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

17

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

ITEM TITLE: SECOND READING—BOARD POLICY #5240F—UNIFORM COMPLAINT REPORTING FORM

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 11/12/2012

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #5240F—Uniform Complaint Reporting Form and consider the adoption of said policy.

The new form as indicated by “Second Reading” will be replacing the form titled Grievance Reporting Form. Both forms are attached for your review.

SUGGESTED ACTION: Approve Adoption of Board Policy #5240F—Uniform Complaint Reporting Form

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

NOTES:

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

Grievance Reporting Form

School _____ Date _____

Grievant's Name _____

▪ Nature of grievance _____

▪ Date(s), time(s), and place(s) the incident(s) occurred. _____

▪ Were other individuals involved in the incident(s)? yes no
If so, name the individual(s) and explain their roles. _____

▪ Did anyone witness the incident(s)? yes no
If so, name the witnesses. _____

▪ Did you take any action in response to the incident(s)? yes no
If yes, what action did you take? _____

▪ What remedy are you seeking? _____

Signature of Grievant _____

SECOND READING

4310F
5240F
Page 1 of 2

Uniform Complaint Reporting Form Lewistown Public School District #1

Name of Complainant: _____ Date: _____

Level 1: Date and Nature of the Incident: _____

Resolution by Administration: _____

Level 2: Please state the nature of the complaint: a description of the event, including school personnel involved, and the remedy or resolution requested. The written complaint must be filed within 30 days of the event or from the date an individual could reasonably become aware of the event.

Remedy Sought: _____

Response of the Administrator at Level 2: The response must be in writing within 30 days of the complaint.

Uniform Complaint Reporting Form
Lewistown Public School District #1

Level 3: If not satisfied with the response at Level 2, the complainant may file a written appeal to the Superintendent at level 3 within 15 days of the receipt of the response at Level 2.

Remedy Sought: _____

Level 3 Response: The Superintendent will respond in writing within 30 days of the receipt of appeal.

Level 4: The response of the Superintendent may be appealed in writing, within 15 days of the response, to the Board of Trustees. The Board will hear the appeal within 30 days of the appeal to Level 4. The decision of the Board is final unless appealed under provision of Montana law.

Remedy sought: _____

Response of the Board: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/2012

Agenda Item No.

18

- 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:** 11/12/2012

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
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: November 12, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
KOLAR, Tiffany	Paraprofessional	Lewistown Junior High School	Accept letter of resignation.	Once replacement is hired	See attached letter.
GAPAY, Kris	Assistant Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.050)	November 12, 2012	See attached memo.
KOLAR, Tiffany	Head Speech and Drama Coach	Fergus High School	Approve appointment on schedule—(0.110)	November 12, 2012	See attached memo.
SOWER, Jessica	Assistant Speech and Drama Coach	Fergus High School	Approve appointment on schedule—(0.075)	November 12, 2012	See attached memo.
GUYER, Justin	Assistant Girls Basketball Coach	Fergus High School	Approve appointment on schedule—(0.090)	November 12, 2012	See attached memo.
FERDINAND, Shalon	CMY Mentor Co-Advisor	Fergus High School	Approve appointment on schedule—(0.0175)	November 12, 2012	See attached memo.
WATT, Darleen	Paraprofessional	Highland Park Elementary	Accept letter of resignation	October 29, 2012	See attached letter.
O'HALLORAN, Brandon Choralaires Symphonic Choir Concert Choir	Choral Music Instructor	Fergus High School	Approve request for out-of-state travel to attend the WorldStrides Heritage Festival in Chicago, Illinois	April 17-21, 2013	See attached letter.

Sandi Chamberlain

From: Tiffany Kolar
Sent: Wednesday, October 31, 2012 10:43 AM
To: Sandi Chamberlain
Subject: Tiffany Kolar-letter of resignation of aide position

October 24, 2012

Dear Lewistown School District,

I would like to no longer retain my position as 7th grade Resource Aide at the Lewistown Jr. High. I would like to move to the position of Substitute teaching in the district as soon as an Aide is found for the Jr. High. Thank you.

Sincerely,

Tiffany Kolar



LEWISTOWN JUNIOR HIGH SCHOOL
Jim Daniels, Co-Activities Coordinator
Troy Henderson, Co-Activities Coordinator
(406) 535-5419 Fax: (406) 535-2300

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels / Troy Henderson
DATE: October 10, 2012
RE: Extracurricular

Please recommend to the Board of Trustees the following individual(s) for extracurricular activities for the 2012-2013 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Lewistown Junior High School:

Volleyball

Kris Gapay	Assistant Coach	(0.050)	\$1,519.70
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Ashley Jenness was approved for the assistant coaching position in August. But she had to resign from this position due to her husband being hired as the assistant girl's basketball coach at the high school. In order to care for their family, Ashley and Justin choose not to both coach sports during the same season.



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

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director
DATE: November 5, 2012
RE: Extracurricular Contract(s)

Please recommend to the Board of Trustees the following contract(s) for extracurricular activities for the 2012-2013 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Fergus High School:

Speech and Drama

Tiffany Kolar	Head Coach	(0.110)	\$3,343.34
Jessica Sower	Assistant Coach	(0.075)	\$2,279.55

Girls Basketball

Justin Guyer	Assistant Coach	(0.090)	\$2,735.46
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CMY Mentor Advisor

Shalon Ferdinand	Co-Advisor	(0.0175)	\$ 531.90
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----- Forwarded message -----

From: **Darlene Watt** <dwatt@lewistown.k12.mt.us>

Date: Mon, Oct 29, 2012 at 11:41 AM

Subject: Darleen

To: Matt Lewis <mlewis@lewistown.k12.mt.us>

Mr. Lewis,

Sorry to tell you I won't be coming back to work. I know I would be missing a lot of work in the next 2-3 months and I don't feel it is fair to my employer or co-workers. Thank you so much for the opportunity to work in such a great place, with great people! I will be in this week to drop off my key.

Darlene Watt

--

Matthew Lewis, Principal
Highland Park & Garfield Elementary School
Lewistown, Montana
(406) 535.2555
(406) 535.2366
mlewis@lewistown.k12.mt.us

School Board and Administration,

The Choralaires, Symphonic, and Concert choirs of Fergus High School would appreciate the opportunity to experience the world of music in an urban setting.

The students of the FHS Choral Department has stated direct and enthusiastic interest in a trip to the great city of Chicago, Illinois on April 17th-21st of 2013. Despite the distance, the city has much to offer in terms of artistic and musical excitement. While residing close to the city, the choirs would combine and take place in a sponsored competition; Choralaires would be featured as well. This would be a great opportunity for midwest schools to see what the western schools have to offer, and Fergus High, along with the district, would be known nationwide among music educators, sponsors, and even producers. The opportunities for the students are countless, and with this trip, encouragement to revitalize the music department would spread.

As for the city itself, we were lucky to have one student in our population who used to live there give it justified credit. He said, "If I could choose one place in the world to share music, it would be Chicago. The tourist attractions get just as much attention as any other part of town. The city itself is thriving with music and eagerness for artistic revolution. Thinking about it, all I want to do is go down to Chicago right now and sing!"

Enough has been evident to illustrate the value of fundraising only \$450 per student to take this once-in-a-lifetime trip. This very group of students will, most likely, never sing together in a single group again, especially in a competition where they can take part in life-changing experiences.

We plan to use District Transportation to and from Chicago and will try to schedule performances for communities along the way.

Tentative Schedule:	April 17th-18th	Travel Days
	April 19th-20th	Performance at the WorldStrides Heritage Festival
	April 21st	Travel home (long day)

Please discuss any questions you have about this event with either myself, Cameran Adkins (Choir President), or Mr. O'Halloran.

Thank you for your time and consideration,

Darryn Lombard
FHS Choir Department
Student Secretary

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 continues to strive for 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 (2013).
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 June 30, 2015, 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
Tom Balek
Jeremy Bristol
Joe Irish
Lisa Pierce
Barbara Thomas
Monte Weeden

**LEWISTOWN PUBLIC SCHOOLS
2012-2013 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester	89 Days	Second Semester	90 Days
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FIRST QUARTER				DAYS	THIRD QUARTER				DAYS		
First Week	Aug	28 --	Aug	31	4	First Week	Jan	22 --	Jan	25	4
Second Week	Sept	4 --	Sept	7	4	Second Week	Jan	28 --	Feb	1	5
Third Week	Sept	10 --	Sept	14	5	Third Week	Feb	4 --	Feb	8	5
Fourth Week	Sept	17 --	Sept	21	5	Fourth Week	Feb	11 --	Feb	15	5
Fifth Week	Sept	24 --	Sept	28	5	Fifth Week	Feb	18 --	Feb	21	4
Sixth Week	Oct	1 --	Oct	5	5	Sixth Week	Feb	25 --	Mar	1	5
Seventh Week	Oct	8 --	Oct	12	5	Seventh Week	Mar	4 --	Mar	8	5
Eighth Week	Oct	15 --	Oct	17	3	Eighth Week	Mar	11 --	Mar	15	5
Ninth Week	Oct	22 --	Oct	26	5	Ninth Week	Mar	18 --	Mar	22	5
Tenth Week	Oct	29 --	Nov	2	5	Tenth Week	Mar	25 --	Mar	28	4
					46						47

SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS		
First Week	Nov	5 --	Nov	7	3	First Week	Apr	2 --	Apr	5	4
Second Week	Nov	12 --	Nov	16	5	Second Week	Apr	8 --	Apr	12	5
Third Week	Nov	19 --	Nov	20	2	Third Week	Apr	15 --	Apr	19	5
Fourth Week	Nov	26 --	Nov	30	5	Fourth Week	Apr	22 --	Apr	26	5
Fifth Week	Dec	3 --	Dec	7	5	Fifth Week	Apr	29 --	May	3	5
Sixth Week	Dec	10 --	Dec	14	5	Sixth Week	May	6 --	May	10	5
Seventh Week	Dec	17 --	Dec	21	5	Seventh Week	May	13 --	May	17	5
Eighth Week	Jan	2 --	Jan	4	3	Eighth Week	May	20 --	May	24	5
Ninth Week	Jan	7 --	Jan	11	5	Ninth Week	May	28 --	May	31	4
Tenth Week	Jan	14 --	Jan	18	5						
					43						43

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

August 23-24	All Staff Orientation/PIR	2.0
August 27	PIR	1.0
October 18-19	Staff Development Days - Teachers Convention	2.0
November 7-8	Parent Teacher Conferences (Evening Only on Nov 7, All Day on Nov 8)	1.5
January 21	PIR	1.0
April 4	Parent Teacher Conference Evening <u>ONLY</u> (Regular School Day for Students)	0.5
		<hr/> 8.0

Totals

2012-2013 Regular Board Meetings		
July	9	5:30 p.m.
Aug	13	5:30 p.m.
Sept	10	7:00 p.m.
Oct	8	7:00 p.m.
Nov	12	7:00 p.m.
Dec	10	7:00 p.m.
Jan	14	7:00 p.m.
Feb	11	7:00 p.m.
Mar	11	7:00 p.m.
Apr	8	7:00 p.m.
May	13	7:00 p.m.
June	10	5:30 p.m.

C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 8	Parent Teacher Conferences (Vacation Day for Students)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24-January 1	Winter Break
January 21	PIR (Vacation day for Students)
February 22	Vacation Day
March 29-April 1	Spring Break
May 27	Memorial Day