

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lewis & Clark Elementary – Gymnasium  
212 Crystal Drive  
Lewistown MT 59457**

**MONDAY, December 10, 2012**

**BOARD ROUNDTABLE DISCUSSION – LEWIS & CLARK STAFF**

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

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Recognition—FHS Science Olympiad Team
4. Presentation—Candice Dunn, Digital Academy Middle School Language Exploratory
5. Report—Student Representative to the Board
6. Discussion—Elementary Ski Trips
7. Discussion—Board Meeting Schedule
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

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

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

14. Minutes of the November 12, 2012, Regular Board Meeting

**APPROVAL OF CLAIMS**

15. Claims

**CONSENT GROUP ITEMS**

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

**INDIVIDUAL ITEMS**

17. First Reading—Board Policy #7320P – Purchasing Procedures
18. First Reading—Board Policy #7336 – Personal Reimbursements for Purchase of Goods or Services
19. First Reading—Board Policy #7336P – Out-of-Town Travel Regulations
20. First Reading—Board Policy #7400 – Credit Card Use
21. First Reading—Board Policy #8121 – Use of District-Owned Vehicles
22. Second Reading—Board Policy #5510F – Classified Sick Leave Bank Donation/ Request for Use Form
23. Second Reading— Board Policy #3416 – Administration of Medication
24. Approve High School Individual Transportation Contract
25. 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**

12/10/2012

**Agenda Item No.**

3

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

**ITEM TITLE:** RECOGNITION—FHS SCIENCE OLYMPIAD TEAM

**Requested By:** Board of Trustees    **Prepared By:** Justin Guyer    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees would like to recognize and congratulate the Fergus High School Science Olympiad Team and Coach Justin Guyer for their second place finish at the State competition. The following members of the team received 1<sup>st</sup> place medals:

- Gabby Casini – Forensic Science
- Jarrett Guyer – Astronomy, Designer Genes, and Robotic Arm
- Anders Pederson – Elastic Glider Launch
- Hans Pederson – Rocks and Minerals
- Rebecca Russell – Robotic Arm
- Jon Skipper – Astronomy
- Aiden Stansberry – Rocks and Minerals
- Kellen Tognetti – Elastic Glider Launch
- Maida Walters – Forensic Science
- Beth Wright – Designer Genes

**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**

12/10/2012

**Agenda Item No.**

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

**ITEM TITLE:** PRESENTATION—CANDICE DUNN, DIGITAL ACADEMY MIDDLE SCHOOL  
LANGUAGE EXPLORATORY

**Requested By:** Board of Trustees    **Prepared By:** Tim Majerus    **Date:** 12/10/2012

**SUMMARY:**

With the retirement of Denise Nelson last year the Junior High lost one period of foreign language. In hiring new staff a replacement wasn't found that had the certification to teach a foreign language. As an alternative Mrs. Dunn agreed to monitor the students as they completed the MT Digital Academy Foreign Language Exploratory.

For one semester students are participating in an online class. Seven weeks of one language and seven weeks of a second language. The first seven weeks every student was enrolled in Spanish. The second seven weeks students could choose between French and German.

Teacher Candice Dunn and 8th grade student Jarrod Russell will give a presentation on the successes and struggles of this new program at Lewistown Junior High School.

**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**

12/10/2012

**Agenda Item No.**

5

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

**ITEM TITLE:** REPORT—STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** Jarrett Guyer    **Date:** 12/10/2012

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

## **FHS SCHOOL BOARD REPORT**

Monday, December 10, 2012

### **SPANISH CLUB:**

- Hosting a movie night every few weeks
- Planning to use the money to purchase tortilla presses
- May try to sell fresh tortillas at concessions

### **BPA:**

- Teams and individuals are preparing for the competition scheduled for January 21, 2013

### **FCCLA:**

- 27 students went to the District Convention
- Four students ran for District and State offices – three were elected
- Sold 338 pies over Thanksgiving
- Currently preparing for the State Convention

### **NHS:**

- Successful Blood Drive – over 60 students donated blood

### **SPEECH & DRAMA:**

- The Drama Team has taken first place at every competition so far
- Nathan Kennedy has always received first place in Drama
- Beth Wright has consistently placed second in Debate

### **MENTORING:**

- Mentors have been meeting with their Mentees
- A roller skating Christmas party was held on Sunday

### **STUCO:**

- The first meeting to plan for Winter Spirit Week was held on Thursday

### **SCIENCE CLUBS:**

- The Science Olympiad team placed 2<sup>nd</sup> at State for the 5<sup>th</sup> year in a row
- The Science Olympiad team received six 1<sup>st</sup> place medals along with many 2<sup>nd</sup> and 3<sup>rd</sup> place medals
- FTC Robotics – The first ever qualifying rounds for Montana were held on Saturday.

A few events are happening this weekend, so I will be report on those results at the meeting.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

6

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

**ITEM TITLE:** DISCUSSION—ELEMENTARY SKI TRIPS

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 12/10/2012

**SUMMARY:**

For the last several years as part of the physical education program the elementary students have been taking several ski trips each year to Showdown Ski Area. The Board of Trustees requested to have a discussion regarding this program.

**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**

12/10/2012

**Agenda Item No.**

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

**ITEM TITLE:** DISCUSSION—BOARD MEETING SCHEDULE

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 12/10/2012

**SUMMARY:**

A year has passed since the Board decided to change from two Board meetings a month to one. The Board of Trustees needs to evaluate this change in meeting schedules and discuss the pros and cons of staying with one meeting a month.

**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**

12/10/2012

**Agenda Item No.**

8

- 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:** 12/10/2012

**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**

12/10/2012

**Agenda Item No.**

9

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 12/10/2012

**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**

12/10/2012

**Agenda Item No.**

10

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

**ITEM TITLE:** REPORT—ELECTION UPDATE

**Requested By:** Superintendent    **Prepared By:** Rebekah Rhoades    **Date:** 12/10/2012

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2013.

Attached are the Terms of Office Listing and the 2013 School Election Calendar.

Board members terms of office that are due to expire in 2013 include: Jeremy Bristol and Lisa Pierce. These are both three year terms.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

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

	<b>Expire 2013</b>	<b>Expire 2014</b>	<b>Expire 2015</b>
<b>SCHOOL DISTRICT #1</b>	Jeremy Bristol Lisa Pierce	Joe Irish Stan Monger Barb Thomas	Tom Balek Monte Weeden

**School District #1 Two (2) - Three (3) Year Terms:**

\_\_\_\_\_ 3 year term (to expire in 2016)


\_\_\_\_\_ 3 year term (to expire in 2016)

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

# SCHOOL ELECTIONS CALENDAR 2013

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
No earlier than 135 days, or later than 40 days before	<b>Sunday, December 23 through Thursday, March 28</b>	<p><b>Trustee candidates file for election.</b> Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b></p> <p>Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office.</p> <p><b>Any candidate that has already filed for election, but wishes to withdraw their name, may do so not less than 38 days before the school election by sending a statement of withdrawal to the election administrator.</b></p>	<a href="#">13-10-201(6)</a> <a href="#">13-37-201</a> <a href="#">20-3-305</a> <a href="#">20-3-344</a> <a href="#">13-10-325</a>
End of January	<b>Thursday, January 31</b>	<p><b>Contact the Montana Commissioner of Political Practices (MCP) office</b> at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.</p>	<a href="#">13-37-206</a>
At least 75 days before	<b>Thursday, February 21</b>	<p><b>Contact your county election administrator</b> for the annual absentee ballot list. SB 276, which was passed in the 2009 session, requires the county election administrator to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of each year. (In mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures)</p>	<a href="#">13-13-212</a>
At least 70 days before	<b>Tuesday, February 26</b>	<p><b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</p>	<a href="#">13-19-202</a> <a href="#">13-19-203</a>
At least 60 days before	<b>Friday, March 8</b>	<p><b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)).</p>	<a href="#">13-19-205</a>
At least 40 days before	<b>Thursday, March 28</b>	<p><b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college.</p>	<a href="#">20-20-401</a>
At least 38 days before	<b>Saturday, March 30</b>	<p><b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	<a href="#">20-3-305</a>
At least 35 days before	<b>Tuesday, April 3</b>	<p><b>Last day to file resolutions for school election with county election administrator.</b></p>	<a href="#">20-20-201(2)</a>

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
At least 30 days before	<b>Sunday, April 7</b>	<b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	<a href="#">20-20-311</a> <a href="#">20-20-312</a>
Not less than 20 days, or more than 30 days before	<b>Sunday April 7 and Wednesday, April 17</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained.  If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	<a href="#">20-20-204</a>
Not less than 26 days before	<b>Thursday, April 11 (By 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file declaration of intent.</b> ( <a href="#">13-10-211(3)</a> , MCA) [not less than 26 days before the election]	<a href="#">13-10-211(3)</a>
No later than 25 days before	<b>Thursday, April 11 (After 5 p.m.)</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.  <i>A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
Not less than 25 days before	<b>Friday, April 12</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">13-12-201</a> <a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not before the 25 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Friday, April 12 through Monday, April 22</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, period for ballots to be mailed. All ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>
At least 20 days before	<b>Wednesday, April 17</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot</li> <li>• Instructions for voting and returning the ballot</li> <li>• A secrecy envelope, free of an marks that would identify the voter</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul>	<a href="#">20-20-401</a>
Not later than the 10th day before	<b>Saturday, April 27</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">20-20-203</a>

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
Day before	<b>Monday, May 6 (By Noon)</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>Remember to include a section on the absentee ballot application allowing the voter to become part of the annual absentee list.</i>	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 6</b>	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	<a href="#">20-20-313</a>
Election Day 	<b>Tuesday, May 7</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">20-20-105</a> <a href="#">Title 13</a> <a href="#">Chapter 13</a> <a href="#">20-20-203</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
Following receipt of the tally sheets from all polls and within 15 days after election	<b>Wednesday, May 22</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 15 days after receipt of certificate of election	<b>Wednesday, May 22</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent. Newly elected trustees may not be seated until the oath is filed.	<a href="#">20-20-416</a> <a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>
Within 15 days of election	<b>Wednesday, May 22</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
12 days before and 20 days after	<b>Thursday, April 25 Through Monday, May 27</b>	<b>Filing Report:</b> Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices.	<a href="#">13-37-226(4)</a>
June 1	<b>Friday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>

**\*\*Special instances are identified with green lettering\*\***

**Additional References:**

Sample forms can be found at this address:

[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

Election Manual: [http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

MT Secretary of State's Office: <http://sos.mt.gov/Elections/index.asp>

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

***If the deadline, as read in statute, is phrased "not later than..." then the deadline does not move to a later date but an earlier one.***

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**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

11

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

**ITEM TITLE:** REPORT—INVESTMENT

**Requested By:** Superintendent    **Prepared By:** Rebekah Rhoades    **Date:** 12/10/2012

**SUMMARY:**

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

The first column of the report reflects the cash balance in various funds as of November 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#: 42 To: 43 Acct Mask: \_\_\_\_\_  
 From Fund: 000 To: 299

Sort By Acct  
 Print Internal Accounts Only

Type: HS Interest Posting Date: 11/30/2012 Amount Distributed: \$272.97 Control#: 42  
 Posting Description: Interest Distribution 10/31/2012 Entry#: 248

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$127,633.26	31	.0518389	\$14.15	\$127,633.26		\$0.00	Yes
210.00.000.0000.101.000	\$448,562.72	31	.1821862	\$49.73	\$448,562.72		\$0.00	Yes
211.00.000.0000.101.000	\$209,541.56	31	.0851064	\$23.23	\$209,541.56		\$0.00	Yes
213.00.000.0000.101.000	\$0.00	31	.0000000	\$0.00	\$0.00		\$0.00	Yes
214.00.000.0000.101.000	\$162,049.77	31	.0658174	\$17.97	\$162,049.77		\$0.00	Yes
217.00.000.0000.101.000	\$25,703.05	31	.0104394	\$2.85	\$25,703.05		\$0.00	Yes
218.00.000.0000.101.000	\$16,042.34	31	.0065157	\$1.78	\$16,042.34		\$0.00	Yes
220.00.000.0000.101.000	\$9,246.32	31	.0037554	\$1.03	\$9,246.32		\$0.00	Yes
221.00.000.0000.101.000	\$25,528.80	31	.0103687	\$2.83	\$25,528.80		\$0.00	Yes
224.00.000.0000.101.000	\$164,893.46	31	.0669724	\$18.28	\$164,893.46		\$0.00	Yes
228.00.000.0000.101.000	\$80,673.31	31	.0327659	\$8.94	\$80,673.31		\$0.00	Yes
229.00.000.0000.101.000	\$119,105.32	31	.0483753	\$13.21	\$119,105.32		\$0.00	Yes
260.00.000.0000.101.000	\$68,506.33	31	.0278242	\$7.60	\$68,506.33		\$0.00	Yes
261.00.000.0000.101.000	\$699,506.76	31	.2841084	\$77.54	\$699,506.76		\$0.00	Yes
281.00.000.0000.101.000	\$93,546.05	31	.0379942	\$10.37	\$93,546.05		\$0.00	Yes
282.00.000.0000.101.000	\$211,574.38	31	.0859321	\$23.46	\$211,574.38		\$0.00	Yes
Control# 42 Total:	\$2,462,113.43		1.0000006	\$272.97	\$2,462,113.43		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 10/31/2012

Type: Interest Posting Date: 11/30/2012 Amount Distributed: \$426.39 Control#: 43  
 Posting Description: Interest Distribution 10/31/2012 Entry#: 249

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$204,608.76	31	.0637720	\$27.19	\$204,608.76		\$0.00	Yes
110.00.000.0000.101.000	\$763,633.38	31	.2380075	\$101.48	\$763,633.38		\$0.00	Yes
111.00.000.0000.101.000	\$819,540.35	31	.2554325	\$108.92	\$819,540.35		\$0.00	Yes
112.00.000.0000.101.000	\$83,332.45	31	.0259729	\$11.07	\$83,332.45		\$0.00	Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 42 To: 43 Acct Mask: \_\_\_\_\_  
 From Fund: 000 To: 299

Sort By Acct  
 Print Internal Accounts Only

113.00.000.0000.101.000	\$2.16	31	.0000007	\$0.00	\$2.16	\$0.00	Yes
114.00.000.0000.101.000	\$358,810.68	31	.1118333	\$47.68	\$358,810.68	\$0.00	Yes
120.00.000.0000.101.000	\$10,172.77	31	.0031706	\$1.35	\$10,172.77	\$0.00	Yes
121.00.000.0000.101.000	\$52,124.71	31	.0162461	\$6.93	\$52,124.71	\$0.00	Yes
124.00.000.0000.101.000	\$86,560.64	31	.0269790	\$11.50	\$86,560.64	\$0.00	Yes
128.00.000.0000.101.000	\$37,920.56	31	.0118190	\$5.04	\$37,920.56	\$0.00	Yes
129.00.000.0000.101.000	\$107,114.22	31	.0333851	\$14.24	\$107,114.22	\$0.00	Yes
150.00.000.0000.101.000	\$145,082.67	31	.0452190	\$19.28	\$145,082.67	\$0.00	Yes
160.00.000.0000.101.000	\$10,133.38	31	.0031583	\$1.35	\$10,133.38	\$0.00	Yes
161.00.000.0000.101.000	\$529,404.98	31	.1650038	\$70.36	\$529,404.98	\$0.00	Yes
Control# 43 Total:	\$3,208,441.71		.9999998	\$426.39	\$3,208,441.71	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 10/31/2012

End of Report

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

12

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 12/10/2012

**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.

- ❖ Human Rights Bureau
- ❖ Buildings & Grounds Committee Meeting
- ❖ Class A Caucus
- ❖ Bus Barn Lease
- ❖ Department of Commerce—Quality Schools Grant
- ❖ Donations—Jim and Cindy Moodie / Ed and Joyce Eck
- ❖ 2013-2014 School Calendar
- ❖ Superintendent's Evaluation—Monday, January 14, 2013
- ❖ Roundtable Schedule—February 11, 2013—6:00 p.m.—Lewistown Junior High School
- ❖ LJHS Choir Concert—Tuesday, December 11, 2012—7:00 p.m.—FCPA
- ❖ FHS Choir Concert—Thursday, December 13, 2012—7:00 p.m.—FCPA
- ❖ LJHS Band Concert—Tuesday, December 18, 2012—7:00 p.m.—FCPA
- ❖ Early Dismissal—Friday, December 21, 2012—1:30 p.m.
- ❖ No School—December 24, 2012 through January 1, 2013—Winter Break
- ❖ Central Office Closed—Monday, December 24, 2012 and Monday, December 31, 2012
- ❖ LJHS Geography Bee—Tuesday, January 8, 2013
- ❖ Home Athletic Games/Meets:
  - GBB vs. Billings Ctrl—Tuesday, December 11, 2012—4:00/5:30/7:00 p.m.
  - BBB/GBB vs. Huntley Project—Saturday, December 15, 2012—2:00/3:30/5:00/6:30 p.m.
  - BBB vs. Fairfield—Monday, December 17, 2012—4:00/5:45/7:30 p.m.
  - WR vs. Havre—Tuesday, December 18, 2012—6:00 p.m.
  - GBB vs. Laurel—Friday, December 21, 2012—4:15/5:45/7:30 p.m.
  - GBB vs. Havre—Friday, January 4, 2013—4:00/5:30/7:00 p.m.
  - BBB vs. Belgrade—Saturday, January 5, 2013—3:00/4:30/6:00 p.m.
  - GBB vs. Park High—Tuesday, January 8, 2013—4:00/5:30/7:00 p.m.
  - BBB vs. Browning—Saturday, January 12, 2013—3:00/4:30/6:00 p.m.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

**BOARD OF TRUSTEES ROUNDTABLE SCHEDULE**

**2012-2013**

<b>Date</b>	<b>Group</b>	<b>Time</b>	<b>Meeting Site</b>
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**

12/10/2012

**Agenda Item No.**

13

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

**ITEM TITLE:** RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 12/10/2012

**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**

12/10/2012

**Agenda Item No.**

14

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

**ITEM TITLE:** MINUTES

**Requested By:** Board of Trustees   **Prepared By:** Rebekah Rhoades   **Date:** 12/10/2012

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the November 12, 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, November 12, 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, Scott Dubbs  
OTHERS PRESENT:  
Student Representative Jarrett Guyer, Joe Zahler-KXLO/KLCM Radio, Charlie Dennison-Lewistown News-Argus, and Chris Rice.
2. PLEDGE OF ALLEGIANCE  
The group recited the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. REPORT—STUDENT REPRESENTATIVE TO THE BOARD  
Jarrett Guyer, student representative to the Board, reported on upcoming activities at Fergus High School.
4. REPORT—2011-2012 AUDIT RESULTS  
Rebekah Rhoades, Business Manager/District Clerk, presented the FY2011-12 audit report to the Trustees. The auditors, Paul Strom and Associates, did not note any findings or material weaknesses in our financial statements or internal control processes. Rebekah will provide the cost of the audit to the members of the Board. A bid for auditor for the next 3 years will be put out this Spring.
5. REPORT—COMMITTEES OF THE BOARD  
Monte Weeden reported on the letter received from the Corps of Engineers regarding the authorization to dredge material along 600 feet of the channel of Big Spring Creek and install riprap along 75 feet of the bank. The purpose of the project is to prevent flooding of the Fergus High School football practice field. The disposal area for the dredged material includes wetlands. Section 404 of the Clean Water Act requires that projects avoid streams, wetlands, and other waters of the U.S. when practicable and then to minimize unavoidable impacts. It has been determined that the proposal presented would have more than minimal impact on the aquatic environment. Cathy Juhas with the Corp of Engineers conducted a field study and determined it is feasible and practicable to install a berm away from the banks of Big Spring Creek at the edge of the practice field. A berm constructed within this upland area would have substantially less impact on Big Spring Creek than the proposed channel shaping and discharge of dredged material. Another request will be sent to determine if another method to correcting the flooding issue will be approved.



6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

**SUPERINTENDENT'S REPORT**

7. REPORT—INVESTMENT

Interest earned and distributed for October 2012, was reported with \$1,557.31 in the elementary funds and \$994.71 in the high school funds for a total of \$2,552.02.

8. OTHER ITEMS

Superintendent Jason Butcher presented information to the Board of Trustees regarding Parent/Teacher Conferences. Jason also mentioned to the Board that his evaluation will be conducted after the January 14, 2013, Board meeting. The evaluation document will be sent to the Trustees electronically in December. The first roundtable will be at Lewis & Clark Elementary on December 10, 2012, at 6:00 p.m. Jason gave a recap of the MCEL conference, which was held on October 17-19, 2012, in Billings. The Board also reviewed dates for upcoming events in the District. The Junior High held a Veteran's Day presentation on November 12, 2012.

**PUBLIC PARTICIPATION**

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

Brandon O'Halloran reported that two students auditioned in the all Northwest Vocal Rehearsal. Out of 5200 that rehearsed, 27 were selected and this 27 included Fergus High School's Nathan Kennedy and Dillon Westhoff.

Scott Dubbs reported that there are two curriculum meetings this week (Language Arts and Math). With this preparation, the school will be looking at ways to incorporate the Common Core Standards.

**ACTION ITEMS**

**MINUTES**

10. MINUTES OF THE OCTOBER 8, 2012, REGULAR BOARD MEETING – approved unanimously (Thomas/Pierce).

**APPROVAL OF CLAIMS**

11. CLAIMS – The claims referenced in the 2012-2013 Bill Schedule and submitted through November 7, 2012, were approved unanimously (Irish/Thomas).

**CONSENT GROUP ITEMS – approved unanimously (Thomas/Pierce)**

12. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR 2012-2013 SCHOOL YEAR – Substitute Teacher/Aide List—Tiana Bales, Jack Harrison, Kelly Henderson; Substitute Bus Driver List—Jeffrey Bullock, Albert White.

**INDIVIDUAL ITEMS**

13. FIRST READING—BOARD POLICY #5510F – CLASSIFIED SICK LEAVE BANK DONATION/ REQUEST FOR USE FORM – approved unanimously (Pierce/Weeden).
14. FIRST READING— BOARD POLICY #3416 – ADMINISTRATION OF MEDICATION – approved unanimously (Pierce/Irish).
15. SECOND READING—BOARD POLICY #5240 – RESOLUTION OF STAFF COMPLAINT/PROBLEM SOLVING – approved unanimously (Irish/Thomas).
16. SECOND READING—BOARD POLICY #5240P – UNIFORM COMPLAINT PROCEDURE – approved unanimously (Pierce/Weeden).
17. SECOND READING—BOARD POLICY #5240F – UNIFORM COMPLAINT REPORTING FORM – approved unanimously (Irish/Thomas).
18. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Thomas/Weeden).

## **ADJOURNMENT**

The meeting was adjourned at 7:30 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, December 10, 2012, at Lewis & Clark Elementary (Irish).

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**STAN MONGER**  
**BOARD CHAIR**

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**REBEKAH RHOADES**  
**BUSINESS MANAGER/CLERK**

**“EXHIBIT A”**

**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>
<b>KOLAR, Tiffany</b>	Paraprofessional	Lewistown Junior High School	Accept letter of resignation.	Once replacement is hired	See attached letter.
<b>GAPAY, Kris</b>	Assistant Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.050)	November 12, 2012	See attached memo.
<b>KOLAR, Tiffany</b>	Head Speech and Drama Coach	Fergus High School	Approve appointment on schedule—(0.110)	November 12, 2012	See attached memo.
<b>SOWER, Jessica</b>	Assistant Speech and Drama Coach	Fergus High School	Approve appointment on schedule—(0.075)	November 12, 2012	See attached memo.
<b>GUYER, Justin</b>	Assistant Girls Basketball Coach	Fergus High School	Approve appointment on schedule—(0.090)	November 12, 2012	See attached memo.
<b>FERDINAND, Shalon</b>	CMY Mentor Co-Advisor	Fergus High School	Approve appointment on schedule—(0.0175)	November 12, 2012	See attached memo.
<b>WATT, Darleen</b>	Paraprofessional	Highland Park Elementary	Accept letter of resignation	October 29, 2012	See attached letter.
<b>O’HALLORAN, Brandon</b> <b>Choralaires</b> <b>Symphonic Choir</b> <b>Concert Choir</b>	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.

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

15

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees   **Prepared By:** Sherry Martin   **Date:** 12/10/2012

**SUMMARY:**

Approve claims paid through December 6, 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.

**\*\*Need to select new Finance Committee members for January-March 2013.**

**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**

12/10/2012

**Agenda Item No.**

16

<u>Agenda Items</u>	<u>Additional Information</u>
<p>16. 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
<b><i>Board Action</i></b>						
Balek						
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**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:** 12/10/2012

**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:

Terri Selph  
Dianne Smith  
Amy Sweeney  
Olivia Tuss

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

**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**

12/10/2012

**Agenda Item No.**

17

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #7320P PURCHASING PROCEDURES

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #7320P – Purchasing Procedures.

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

**SUGGESTED ACTION:** Approve First Reading of Board Policy #7320P – Purchasing Procedures

**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

### FINANCIAL MANAGEMENT

7320P

Page 1 of 4

#### Purchasing Procedures

##### General

1. Only the business manager, **administrators** and/or the purchasing agent, as approved by the Superintendent, may commit the District to a purchase.
2. The materials, equipment, supplies, and/or services to be purchased will be of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner/purchaser **and** **or** the purchasing agent.
3. It is the responsibility of the requisitioner/purchaser to provide an adequate description, as required by the purchasing agent, so he/she can prepare the specifications and procure the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
4. It is the responsibility of the purchasing agent to make alternate suggestions to the requisitioner/purchaser, if, in the judgment of the purchasing agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In the case of disagreement between the requisitioner/purchaser and the purchasing agent, either party may refer the matter in accordance with established procedure.

##### Requisitions

1. The following are designated "requisitioners/purchasers" authorized to issue requisitions against stipulated segments of budgetary appropriations:

Superintendent  
~~Administrative assistant~~  
~~Directors~~ **Administrators**  
Supervisors  
~~Building principals~~  
Secretaries  
**Purchasing Agent**

Each requisitioner/purchaser will be responsible for limiting requisitions to amounts appropriated for their unit. The requisition does not constitute permission by the purchasing agent, business manager, or superintendent for release of said funds. The requisitioner/purchaser must have a signed purchase order of approval before ordering goods and/or services.



- ~~2. The purchasing agent and appropriate requisitioners will jointly develop standard supply lists of commonly used items for all categories or groups of supplies. These standard lists will be used as a basis for requisitioning.~~
- ~~3. Items not specifically included on standard supply lists will be requisitioned on the regular requisition forms.~~
- ~~4. The number of requisitions will be kept to a minimum and be submitted to conform with the purchasing schedule established by the purchasing agent.~~
5. Requisitions will be prepared in duplicate, the entity copy to be retained by the requisitioner/purchaser and the file copy to be retained by the purchasing agent.
6. To be considered appropriate for processing, a requisition will meet the following requirements:
  - a. Be issued by an authorized requisitioner/purchaser;
  - b. Contain adequate information;
  - c. Be verified for adequacy of budgetary appropriation;
  - d. Have approval of the Superintendent or designated administrator.
7. All approved requisitions will be submitted to the purchasing agent.
8. After a purchase order has been issued, the number of the requisition order will be recorded on the purchase order.
9. After processing, the file copy of the ~~requisition~~ **purchase order** will be filed in the purchasing office ~~with the file copy of the purchase order. These copies will be filed alphabetically according to vendor name.~~

#### Purchase Orders

1. Purchase orders will include the following essentials:
  - a. A specification that adequately describes to the supplier the characteristics and quality standards of the item required.
  - b. A firm net-delivered price quoted whenever possible. Prices will be shown per unit and extended.
  - c. Clear delivery instructions, including place and time.
2. Purchase orders will be numbered and prepared in sets of three (3), to be used as follows:
  - a. Vendor Copy – goes to vendor.
  - b. File Copy – retained in the Business Office and filed alphabetically by vendor.
  - c. Entity Copy – returned to requisitioner/purchaser after purchase order has been processed.

3. Confirmation Orders – verbal orders subject to subsequent confirmation by a written purchase order – may be issued only in cases where there exists a bona fide emergency which can be handled only by this procedure.
  - a. Whenever possible the supplier will be given a purchase order number.
  - b. A confirming requisition will be issued immediately thereafter, marked “Confirmation” and indicating the purchase order number.
  - c. No verbal purchase orders will be given for equipment purchases or purchases from state and federal grants.

#### Credit Card Purchases

#### Purchase Authorization Form

1. The following are designated “requisitioners/purchasers” authorized to issue requisitions against stipulated segments of budgetary appropriations:

Superintendent  
Administrators  
Supervisors  
Secretaries  
Purchasing Agent

Each requisitioner/purchaser will be responsible for limiting requisitions to amounts appropriated for their unit. The requisitioner/purchaser must have a signed Request for Purchase Authorization Form before ordering goods and/or services.

2. The Request for Purchase Authorization Form will be filled out and signed by the building administrator BEFORE purchasing goods, travel services, etc.
3. The building principal or building secretary shall issue a credit card to the requisitioner/purchaser. The requisitioner/purchaser will sign for the card prior to purchase.
4. The requisitioner/purchaser shall purchase goods at reasonable pricing for the good of the District.
5. To be considered appropriate for processing, a requisition will meet the following requirements:
  - a. Be issued by an authorized requisitioner/purchaser;
  - b. Contain adequate information;
  - c. Be verified for adequacy of budgetary appropriation;
  - d. Have approval of the Superintendent or designated administrator.

6. After the requisitioner/purchaser has placed his/her order they must turn in the following items to the building secretary:
  - a. Completed and signed Request for Purchase Authorization Form;
  - b. Credit Card;
  - c. Invoice/Receipt.

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

18

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #7336 – PERSONAL REIMBURSEMENTS FOR PURCHASE OF GOODS OR SERVICES

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #7336 – Personal Reimbursements for Purchase of Goods or Services.

Information being added to this policy has been highlighted.

**SUGGESTED ACTION:** Approve First Reading of Board Policy #7336 – Personal Reimbursements for Purchase of Goods or Services

**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

### FINANCIAL MANAGEMENT

7336

#### Personal Reimbursements for Purchase of Goods or Services

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

#### Expense Reimbursements

Personnel and District officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly filled out and approved voucher and such supporting receipts as required by the business office. Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed, when the travel has the advance authorization of the Board and/or the Superintendent. Authorization of the Board is mandatory for out-of-state travel. The Superintendent or Administrators may grant authorization for travel within the state.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience. Expenses will be reimbursed according to the District's administrative regulations on out-of-town travel. (See Board Policy #7336P)

Legal Reference:	§ 2-18-501, MCA	Meals, lodging, and transportation of persons in state service
	§ 2-18-502, MCA	Computation of meal allowance
	§ 2-18-503, MCA	Mileage – allowance

#### Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

19

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #7336P – OUT-OF-TOWN TRAVEL REGULATIONS

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #7336P – Out-of-Town Travel Regulations.

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

**SUGGESTED ACTION:** Approve First Reading of Board Policy #7336P – Out-of-Town Travel Regulations

**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

### FINANCIAL MANAGEMENT

7336P

Page 1 of 5

#### Out-of-Town Travel Regulations

##### Standard Travel Allowance Schedule

Reimbursable travel expenses include only those incurred while traveling in connection with official District business. Departure and return times are normally considered to be when an employee leaves and returns to his/her headquarters.

Travel expense allowances payable to District employees on official travel status are governed by the Internal Revenue Service mileage rate and the state-approved per diem.

Travel Allowances – Transportation – Employees must first check for availability of a District vehicle for any out-of-town travel. (See Board Policy #8121.)

#### A. Standard Personal Vehicle Rates

1. An employee traveling in- or out-of-state, as approved by the administration and/or the Board, may claim reimbursement at the Internal Revenue Service rate per mile ~~for the first one thousand (1,000) miles in a given calendar month.~~

#### B. Public Conveyance Rates

1. An employee traveling in or out of state, as approved by the administration and/or the Board, may claim reimbursement at actual cost of public conveyance rate, as approved.
2. ~~Method of public conveyance carrier shall be approved prior to actual travel.~~ Out-of-state travel must be approved at least one (1) month prior to travel.

#### C. Direct Route Mileage

1. All employees requesting reimbursement for mileage under any mode of transportation ~~will be reimbursed according to the State mileage chart. must have prior approval of total miles or alternate route mileage, as authorized.~~ (See the Montana Mileage Chart ~~on page 5.~~)

### Travel Allowances – Meals

- A. Meal allowances are not dependent on actual out-of-pocket expenses, nor is a receipt required to obtain reimbursement. **Meal allowances will be paid at State rates.**
- B. Criteria for Meal Allowance
1. An employee who has been approved to travel outside the District may claim meal allowances as stated in the allowance schedule, under the following conditions:
    - a. Morning Meal – if the employee's departure time has to leave for a business site is **prior** to 6:00 a.m.
    - b. Midday Meal – if the employee has conducted approved District business during morning hours and is scheduled to continue such business after the midday lunch period, or if the employee is in authorized transit during the entire normal lunch period.
    - c. Evening Meal – if the employee is scheduled to continue District business after 6:00 p.m. (i.e., after the evening meal or the next day), OR if the employee is in authorized transit after 6:00 p.m.
  2. ~~The cost of a~~ Any meal included provided by the conference in a registration fee (i.e., continental breakfast, lunch, banquet) is not reimbursable under meal expense unless specifically approved.
- C. Regularly Scheduled Travel: District personnel, who travel outside the District, as authorized on a regular basis, will be reimbursed for morning and evening meals at actual costs as substantiated by receipts, not to exceed the maximum allowed on the regular travel allowance schedule.

### Travel Allowance – Lodging

- A. Employees will be reimbursed for actual out-of-town out-of-pocket lodging expenses up to the maximum ~~indicated in the Travel Allowance Schedule~~ **as allowed by State rates.**
1. In order to claim lodging reimbursement, a bona fide original copy of a receipt from the lodging facility must be attached to the Travel **Reimbursement Claim Form** ~~Expense Claim~~ sent to the Business Office.



2. Whenever possible, two (2) or more employees of the same sex, traveling to the same District business site, should share lodging to decrease District costs, unless prior approval has been obtained from the Superintendent. If not possible, reasons should be documented on the claim forms.
3. ~~If an employee is traveling with his/her non-District employee spouse, the lodging rate claimed must reflect only the rate for one (1) person. The one (1) occupant rate should be noted and marked as such on the receipt.~~
4. Lodging Provided. In some instances lodging may be provided to the employee but no charge directly assessed. In these instances lodging expense cannot be claimed by the employee. Examples are:
  - a. District seminars where lodging is provided "on campus";
  - b. Lodging is included in the registration fee (~~see Miscellaneous Travel Allowances~~).
5. ~~Actual lodging expenses approved for out of state travel may exceed the maximum, if the area is approved as a high-cost area, i.e., metropolitan areas.~~

#### Travel Allowances – Miscellaneous

- A. Miscellaneous business expenses associated with travel are reimbursable, if they have been approved prior to travel time with appropriate documentation. Examples are:
  1. Registration fees;
  2. Banquet fees which replace an approved meal;
  3. Taxi fare or in-town transit vehicle ~~such as limousine service~~ to and from District business sites or lodging sites.
- B. ~~Miscellaneous expenses do not include such items as tips or taxes on meals or lodging.~~
- C. Miscellaneous expense items of Five Dollars (\$5) or more must be supported by paid receipts.
- D. Miscellaneous expenses must be explained in detail on the ~~District Travel Expense Claim form~~ Travel Reimbursement Claim Form.

### Travel Allowances – Special In-Lieu

- A. An employee may wish to use other than the most economical and expeditious mode of transportation to complete a travel-oriented work assignment. For example, an employee is required to attend a conference in Seattle. Rather than fly, the employee prefers to drive his/her private vehicle. It is permissible in this case to allow “Air Travel Equivalent”; that is, the cost of air travel and time. The travel time required above air travel hours would have to be completed on the employee’s time (non-working hours or charged against accumulated vacation time).
- B. Applicable claims for expenses are to be clearly marked “In-Lieu Allowance” and the details fully explained. Reimbursements will be made for the least expensive mode of travel.

### General Rules

- A. Travel Time Allowed. It is usually necessary to begin traveling prior to the time established for a meeting appointment, conference, etc., which necessitated the travel. Also, business activities may terminate late in the day, and because of inclement weather, fatigue, unavailability of transportation, etc., it may not be feasible for the employee to promptly return to headquarters. In such cases travel expenses are allowed for a reasonable amount of time preceding and following the actual business activities which necessitated travel. Because circumstances vary, the “reasonable” criterion will have to be applied on an individual basis by the Superintendent or the Board.
- B. Frequency of Filing. Every ~~travel expense claim~~ Travel Reimbursement Claim Form must be accompanied by the approved ~~Travel Request form~~ approved by your administrator and signed by the Superintendent ~~or Board~~, except for ~~claim forms for the Superintendent, which will be signed by the Business Manager or Board claims.~~ claim forms for the Superintendent, which will be signed by the Business Manager ~~or Board claims.~~
- C. Mode of Transportation
  - 1. Employees should travel by the least expensive class of service available within the mode of transportation being utilized. When other than the least expensive class of service is used, a full explanation of the circumstances justifying the necessity of using a more expensive class of service must be included with the travel request.
  - 2. When more than one (1) employee is approved to travel to the same District business site by personal vehicle, mileage reimbursement will be allowed for only as many vehicles as judged “reasonable” to safely carry the number of employees.

### Policy History:

Adopted on: June 28, 2004

Revised on:

## MONTANA MILEAGE CHART

(FROM LEWISTOWN)

*Use Current State Mileage Rate for Calculations*

City Traveling To	Travel from Lewistown		City Traveling To	Travel from Lewistown	
	One Way	Round Trip		One Way	Round Trip
Anaconda	262	524	Hays	98	196
Baker	293	586	Helena	188	376
Belgrade	171	342	Hilger	14	28
Belt	84	168	Hobson	23	46
Big Sandy	139	278	Hysham	199	398
Big Timber	101	202	Jordan	130	260
Billings	128	256	Judith Gap	39	78
Boulder	215	430	Kalispell	331	662
Bozeman	162	324	Laurel	144	288
Broadus	290	580	Libby	420	840
Browning	232	464	Livingston	136	272
Butte	235	470	Malta	133	266
Cascade	133	266	Miles City	212	424
Chester	155	310	Missoula	274	548
Chico Hot Springs	161	322	Moore	14	28
Chinook	153	306	Philipsburg	281	562
Choteau	160	320	Plentywood	337	674
Circle	197	394	Polson	340	680
Colstrip	211	422	Poplar	262	524
Columbia Falls	316	632	Red Lodge	188	376
Columbus	141	282	Ronan	328	656
Conrad	168	336	Roundup	75	150
Corvallis	320	640	Roy	36	72
Cut Bank	215	430	Ryegate	85	170
Deer Lodge	244	488	Scobey	296	592
Denton	38	76	Shelby	193	386
Dillon	265	530	Sidney	272	544
Ekalaka	328	656	Simms	137	274
Eureka	377	754	Stanford	45	90
Fairfield	143	286	Stevensville	303	606
Forsyth	176	352	Superior	331	662
Fort Benton	99	198	Terry	251	502
Gardiner	189	378	Thompson Falls	374	748
Geraldine	72	144	Three Forks	190	380
Geyser	60	120	Townsend	156	312
Glasgow	203	406	West Glacier	300	600
Glendive	246	492	West Yellowstone	243	486
Grass Range	31	62	White Sulphur Springs	114	228
Great Falls	105	210	Whitefish	325	650
Gregson (Fairmont)	257	514	Wibaux	272	544
Hamilton	324	648	Winifred	37	74
Hardin	168	336	Winnett	54	108
Harlem	130	260	Wolf Point	250	500
Harlowtown	57	114	Worden	141	282
Havre	174	348			

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

20

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #7400 CREDIT CARD USE

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #7400 – Credit Card Use.

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

**SUGGESTED ACTION:** Approve First Reading of Board Policy #7400 – Credit Card Use

**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

### FINANCIAL MANAGEMENT

7400

#### Credit Card Use

The Board of Trustees permits the use of District credit and/or procurement cards (henceforth, “credit cards”) by employees and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of individuals and locations that will be issued a District credit card will be maintained in the business office. All credit cards will be pre-approved by the Board and will be in the name of the District.

The District shall establish a credit line with an aggregate credit limit of \$150,000.00 for all cards issued to the District. Individual card limits may be changed at the discretion of the Superintendent and Business Manager within the aggregate limit.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District’s policy on purchasing; rather, these policies are intended to work in conjunction with one another. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and disciplinary action, up to and including termination.

Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability and/or disciplinary action.

Users must submit detailed documentation for all purchases to their Building Secretary or the District Business Office. This documentation shall include:

- Completed and ~~approved requisition~~ signed Request for Purchase Authorization Form.
- Itemized receipts for all expenses which have been incurred.
- Packing slips and other documentation demonstrating receipt of the goods purchased.

It shall be the responsibility of the employee making the purchase to ensure that all relevant documentation is received by the Business Office.

The Superintendent shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card, and a copy of this policy and accompanying regulations shall be given to each cardholder.

The District Clerk shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross Reference:       7320   Purchasing  
                              7320P   Purchasing Procedures  
                              7336   Personal Reimbursements for Purchase of Goods or Services

Legal Reference:       §2-7-503, MCA Financial reports and audits of local government entities

#### Policy History:

Adopted on:     July 27, 2009

Reviewed on:

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

21

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #8121 – USE OF DISTRICT-OWNED VEHICLES

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #8121 – Use of District-Owned Vehicles.

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

**SUGGESTED ACTION:** Approve First Reading of Board Policy #8121 – Use of District-Owned Vehicles

**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

### NONINSTRUCTIONAL OPERATIONS

8121

#### Use of District-Owned Vehicles

The following policy has been established to provide information on use of District-owned vehicles to operators of such vehicles.

#### Authorization

- A. Employees must have authorization to use District-owned vehicles.
  - 1. A "Request for Use of School Car" ~~form signed by the supervisor and Superintendent or designee~~ can be accessed on the School District website - <http://www.lewistown.k12.mt.us/> ).
  - 2. Permission from the Superintendent or designee for use of a District vehicle as part of the normal scope of employment.

#### General Requirements

- A. Operator Responsibility
  - 1. Employee must have a valid Montana driver's license, and said license must be in the possession of the driver at all times.
  - 2. Employee will be responsible for a District-owned vehicle that has been approved for the employee's authorized use.
  - 3. Employee will use District-owned vehicles for conducting school business only. **Personal or private use is strictly prohibited.**
  - 4. Employee will be responsible for all parking and traffic violations.
- B. Rules of Operation
  - 1. Use of drugs, alcohol, or other job-impairing substances are prohibited in District vehicles.
  - 2. All doors must be locked, whenever District vehicles are parked.
  - 3. ~~No unauthorized person will~~ A person not employed by the District is not allowed to be transported in a District vehicle.
- C. Special Rules
  - 1. Employee will not be allowed to use District-owned vehicles as transportation to and from work unless related to specific work conditions requiring use of said vehicle.
  - 2. Misuse of vehicles by an employee may result in disciplinary action.

#### Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/10/2012

**Agenda Item No.**

22

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

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

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #5510F—Classified Sick Leave Bank Donation/Request for Use Form and consider the adoption of said policy.

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 “Second Reading”.

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



**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)

# SECOND 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**

12/10/2012

**Agenda Item No.**

23

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

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

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the second and final of Board Policy #3416—Administration of Medication and consider the adoption of said policy.

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 Adoption 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						

# SECOND 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**

12/10/2012

**Agenda Item No.**

24

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

**ITEM TITLE:** APPROVE HIGH SCHOOL INDIVIDUAL TRANSPORTATION CONTRACT

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 12/10/2012

**SUMMARY:**

The Board of Trustees needs to approve the individual transportation contract for special education transportation for the 2012-2013 School Year.

This contract is for a high school student for one-way only.

**SUGGESTED ACTION:** Approve High School Individual Transportation Contract

**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**

12/10/2012

**Agenda Item No.**

25

- 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:** 12/10/2012

**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:** December 10, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>HENDERSON, Kelly</b>	Paraprofessional	Highland Park Elementary	Approve appointment on schedule— PARA Step 0+CERT for up to 7.50 hours per day for up to 118 days	December 3, 2012	See attached hiring recommendation.
<b>RIFE, Vicki</b>	Paraprofessional	Lewistown Junior High School	Approve appointment on schedule— PARA Step 0+CERT for up to 7.50 hours per day for up to 123 days	November 26, 2012	See attached hiring recommendation.
<b>ROGERS, Sonya</b>	Paraprofessional	Highland Park Elementary	Approve appointment on schedule— PARA Step 0+CERT for up to 7.00 hours per day for up to 123 days	November 26, 2012	See attached hiring recommendation.
<b>BLAKE, Megan</b>	Volunteer Cheerleading Coach	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
<b>PHILLIPS, Tye</b>	Volunteer Boys Basketball Coach	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
<b>DANIELS, Jim ROGERS, Sonya</b>	Volunteer Girls Basketball Coaches	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
<b>FELLER, Vic HENDERSON, Troy WILSON, Ryan</b>	Volunteer Wrestling Coaches	Fergus High School	Approve appointment on a volunteer basis	December 10, 2012	See attached memo.
<b>BENES, Pat</b>	Paraprofessional	Highland Park Elementary	Approve revision of contract to reflect changes in duties assigned—PARA Step 4+CERT add up to .50 hours per day	December 10, 2012	The additional time is needed to help with the resource students.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** December 10, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
<b>RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS</b>	Activity Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	December 10, 2012	See attached list
<b>RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS</b>	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	December 10, 2012	See attached list.
<b>DUBBS, Scott</b>	Curriculum Director	School District #1	Approve request for out-of-state travel to attend the 2013 Association for Supervision and Curriculum Development (ASCD) National Convention and Exhibit Show in Chicago, Illinois	March 16-18, 2013	See attached memo.
<b>RYGG MCKENNA, Meryl</b>	Choral Accompanist	Fergus High School	Approve appointment on schedule— PARA Step 0 for up to 3.00 hours per day for up to 123 days	November 26, 2012	See attached memo.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Kelly Henderson

For:

Job Title Paraprofessional

Classification PARA

Step Step 0 + CERT

Work location Highland Park Elementary School

Date to begin work December 3, 2012

Days per yr/Hrs per day 118 days per year / 7.50 hours per day

SELECTION COMMITTEE: Matt Lewis

Tim Majerus

Darcy Zanto

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\_\_\_\_\_

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\_\_\_\_\_

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on December 10, 2012.

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:

Vicki Rife

For:

Job Title

Paraprofessional

Classification

PARA

Step

Step 0 + CERT

Work location

Lewistown Junior High School

Date to begin work

November 26, 2012

Days per yr/Hrs per day

123 days per year / 7.5 hours per day

SELECTION COMMITTEE:

Matt Lewis

Tim Majerus

Darcy Zanto

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on December 10, 2012.

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:

Sonya Rogers

For:

Job Title

Paraprofessional

Classification

PARA

Step

Step 0 + CERT

Work location

Highland Park Elementary School

Date to begin work

November 26, 2012

Days per yr/Hrs per day

123 days per year / 7.0 hours per day

SELECTION COMMITTEE:

Matt Lewis

Tim Majerus

Darcy Zanto

RECOMMENDATION APPROVED

RECOMMENDATION NOT APPROVED

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on December 10, 2012.





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: December 6, 2012**  
**RE: Extracurricular Contract(s)**

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**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:**

**Cheerleading**

Megan Blake Volunteer Coach

**Boys Basketball**

Tye Phillips Volunteer Coach

**Girls Basketball**

Jim Daniels Volunteer Coach  
Sonya Rogers Volunteer Coach

**Wrestling**

Vic Feller Volunteer Coach  
Troy Henderson Volunteer Coach  
Ryan Wilson Volunteer Coach

**LEWISTOWN PUBLIC SCHOOLS**

**EXTRA DUTY CONTRACTS**

December 10, 2012

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Bullock	Jeffrey	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day minimum)
White	Albert	Activity Bus Driver	\$16.81/hr drive time; \$10.00 per hour wait time (2 hours per day minimum)

**LEWISTOWN PUBLIC SCHOOLS**

**EXTRA DUTY CONTRACTS**

December 10, 2012

LAST	FIRST	EXTRA DUTY ASSIGNMENT	PAY RATE
Bullock	Jeffrey	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis
White	Albert	In-Town Driving/Fueling	\$8.16 per hour on an as-needed basis

# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**CC:** Jason Butcher, Supt.; Rebekah Rhoades, Business Manager  
**From:** Scott A. Dubbs, Curriculum Director  
**Date:** November 30, 2012  
**Re:** ASCD National Convention

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This is an out-of-state travel request to attend the Association for Supervision and Curriculum Development's 2013 National Conference and Exhibit Show. The conference will be held on March 16-18, 2013 in Chicago, Illinois.

It is my understanding that this conference is one of the most valuable and pertinent educational experiences an educator can attend. While all the sessions look great, I am particularly excited about a session on the 17<sup>th</sup> that will be presented by Charlotte Danielson. Her work on the "Framework for Teaching" has been at the forefront of educational best practice for the last 15 years. Her discussion of the integration of the Common Core into her Framework should help provide me with tools to help our staff engage the Common Core effectively. Additionally, her work directly ties to some of the teacher evaluation models that will be shared next summer as a part of the Accreditation changes that occurred with the adoption of Chapter 55 by the Board of Public Education this fall.

Other than professional leave time, I would expect there to be little cost to the District, maybe just meals and transportation from the airport, with the possible exception of attendance in a preconference that makes sense for the Lewistown Schools. The Montana Association for Supervision and Curriculum Development (MTASCD) is picking up all registration, air fare and hotel expenses for the conference. I must also mention it is assumed anyone traveling out of Montana will need to leave a day before and come back a day later considering the difficulty with flight schedules.

Thank you for your consideration. If need be, I would be happy to answer any questions you may have.



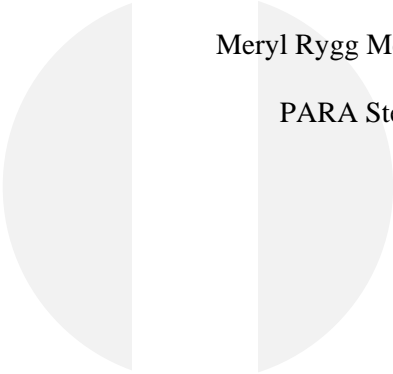
# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**Cc:** Jason Butcher, Supt.  
**From:** Jerry Feller, FHS Principal  
**Date:** December 6, 2012  
**Re:** Hiring Recommendation

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Following is a hiring recommendation for Choral Accompanist at Fergus High School:



Meryl Rygg McKenna

PARA Step 0

Up to 3 hours per day for remainder of the 2012-2013 School Year

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**

<b>First Semester</b>	<b>89 Days</b>	<b>Second Semester</b>	<b>90 Days</b>
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<b>FIRST QUARTER</b>	<b>DAYS</b>	<b>THIRD QUARTER</b>	<b>DAYS</b>
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
	<b>46</b>		<b>47</b>

<b>SECOND QUARTER</b>	<b>DAYS</b>	<b>FOURTH QUARTER</b>	<b>DAYS</b>
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		
	<b>43</b>		<b>43</b>

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

		<b>Totals</b>
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 <b>(Evening Only on Nov 7, All Day on Nov 8)</b>	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

<b>2012-2013 Regular Board Meetings</b>		
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 ( <b>Vacation Day for Students</b> )
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24-January 1	Winter Break
January 21	PIR ( <b>Vacation day for Students</b> )
February 22	Vacation Day
March 29-April 1	Spring Break
May 27	Memorial Day