

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LEWISTOWN JUNIOR HIGH SCHOOL – FACS ROOM

914 West Main Street
Lewistown MT 59457

MONDAY, February 11, 2013

BOARD ROUNDTABLE DISCUSSION – JUNIOR HIGH 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 Speech and Drama Team
4. Presentation—Jamie Sura, Blessings in a Backpack
5. Presentation—Jeff Elliott and Debra Slagel, FHS-Dual Credits
6. Report—Student Representative to the Board
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

9. Report—Election Update
10. Report—Budget 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 January 14, 2013, Regular Board Meeting
15. Minutes of the January 29, 2013, Special Board Meeting

APPROVAL OF CLAIMS

16. Claims

CONSENT GROUP ITEMS

17. Approve Additions to the Substitute List for 2012-2013 School Year
18. Approve 2013-2014 School Calendar

INDIVIDUAL ITEMS

19. Approve First Semester Claim for Individual Contract Bus Reimbursement
20. Approve First Semester Elementary & High School Claims for Bus Reimbursement
21. Approve Accepting Trustee Resignation and Declaration of Position Vacancy
22. Second Reading—Board Policy #8121 – Use of District-Owned Vehicles
23. Second Reading—Board Policy #7329 – Petty Cash Funds
24. Approve Audit Contract for FY13-FY15
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

02/11/2013

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—FHS SPEECH AND DRAMA TEAM

Requested By: Board of Trustees **Prepared By:** Tiffany Kolar **Date:** 02/11/2013

SUMMARY:

The Board of Trustees would like to recognize and congratulate the Fergus High School Speech and Drama Team plus their coaches for their successes at the State Speech and Drama Meet. All 17 members of the team placed at the Divisional meet qualifying them for the State meet.

Coaches: Tiffany Kolar and Jessica Sower

Team Members: Brooke Benson, Jade Fairchild, Elizabeth Finn, Sarah Foster, Aubrey Godbey, Jacob Godbey, Ashley-Ann Goddard, Nathan Kennedy, Sarah Kohler, Karstin Neill, Shaun Reczek, Johnny Skipper, Maida Walters, Dillon Westhoff, Heather Wiegert, Peter Wright and Hayden Ziolkowski

STATE RESULTS: Drama – Humorous Solo—Nathan Kennedy (1st); Humorous Duo—Nathan Kennedy and Johnny Skipper (3rd); Serious Duo—Elizabeth Finn and Heather Wiegert (4th); Classical—Sarah Foster and Maida Walters (8th).

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						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

4

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

ITEM TITLE: PRESENTATION—JAMIE SURA, BLESSINGS IN A BACKPACK

Requested By: Board of Trustees **Prepared By:** Jamie Sura **Date:** 02/11/2013

SUMMARY:

Jamie Sura would like to present information to the Board of Trustees about a wonderful program, "Blessings in a Backpack", that she helped to implement for grades K-6 in the Lewistown Public Schools. "Blessings in a Backpack" is a non-profit program that donates food for children who qualify for free or reduced-cost meals. The program was started in 2007 and is now serving nearly 100,000 elementary school children throughout the United States. Meals are put inside the backpacks of the children Friday afternoon, providing them with weekend meals.

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						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

5

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

ITEM TITLE: PRESENTATION—JEFF ELLIOTT AND DEBRA SLAGEL, FHS-DUAL CREDITS

Requested By: Board of Trustees
Prepared By: Jeff Elliott/Debra Slagel
Date: 02/11/2013

SUMMARY:

Jeff Elliott, FHS Assistant Principal, and Debra Slagel, FHS Counselor, will present information to the Board of Trustees about the possibility of offering a dual credit program for students. This program would allow high school students to earn college credit at a reduced rate in addition to the credit earned for high school.

Dual enrollment and other opportunities for Montana students to earn college credit while they are in high school broaden the range of advanced coursework available to Montana students, support students' academic engagement and college-going focus, strengthen relationships and resource-sharing between Montana's public schools and colleges, and have the potential to reduce students' time and expense as they pursue college degrees. Recognizing these values, the Montana University System provides operational guidelines for its affiliated campuses to ensure consistency, accessibility, affordability and quality in dual enrollment and other secondary-postsecondary credit opportunities.

The Montana University System Operational Guidelines for Dual Enrollment will be available for review at the Board meeting. Attached is a list of schools in Montana that currently offer a dual credit program.

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						
Thomas						
Weeden						

Dual Credit
Research Summary
12/4/2012

School Districts that offer dual credit according to OPI on 11/28/12:

Absarokee	Alberton	Anaconda**
**Arlee	Augusta	Bainville
**Baker	** Beaverhead	Belt
Big Sandy	**Big Sky	Bigfork
Billings Central	Bozeman	Brockton
Browning	Butte Central	**Butte
Centerville	Chester-Joplin-Inverness	Choteau
**Colstrip	Columbia Falls	Columbus
Conrad	Corvallis	Culbertson
** Custer County	Cut Bank	**Darby
Dawson	Dodson	**Drummond
Dutton/Brady	Ennis	Fairfield
Fairview	Flathead	Florence-Carlton
Forsyth	Frazer	Froid
Fromberg	Garfield County	Geyser
Glasgow	Grass Range	**Great Falls Central
**Great Falls	Harlem	Harlowton
Havre	Heart Butte	**Helena
Highwood	Hobson	Hot Springs
Huntley Project	Jefferson	Judith Gap
Lavina	Libby	Lincoln County
**Lodgegrass	Loyola-Sacred	Malta
Manhattan Christian	Manhattan	Medicine Lake
**Missoula	Moore	Nashua
North Star	Park City	Park
Philipsburg	Plains	Poplar
PowderRiver	Powell	Power
Rapelje	**Red Lodge	Reed Point
Roberts	Rocky Boy	Roundup
Roy	Ryegate	Shelby
Sheperd	Sheridan	Simms
St. Labre	St. Regis	Stanford
Summit Prep	Sunburst	Superior
Terry	Three Fords	**Townsend
**Troy	Two Eagle River	Valier
Valley Christian	White Sulphur Springs	Whitefish
Whitehall	Willow Creek	Winifred
Winnett	**Wolf Point	

**Districts that report offering courses with their school teachers for dual credit

13 out of 21 Class A schools offer Dual Credit (schools in **bold**)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

6

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Kaitlyn Moodie **Date:** 02/11/2013

SUMMARY:

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

SUGGESTED ACTION: Informational

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

NOTES:

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

FHS SCHOOL BOARD REPORT

Kaitlyn Moodie

Monday, February 11, 2013

Key Club:

- New officers will be elected this week
- Key Club Convention, March 3-5
- Volunteer projects (Blessings in a Backpack, helping with the Spring Fling, etc.)

BPA:

- Preparing for state, March 10-12
- Selling crush pops for Valentine's Day

Science Bowl:

- Our two teams placed 3rd and 5th

Robotics:

- Placed 14th out of 30 teams

Junior Class:

- Sold magazines and raised roughly \$600

STUCO:

- Just finished putting on MORP
- Raising money for a plaque in honor of Ken Martin

H.O.W. Club:

- Continuing to recycle aluminum cans and cardboard
- Hoping to start a recycling program in the elementary schools

NHS:

- Starting to plan for the upcoming blood drive in March

FCCLA:

- 19 kids are going to state in March
- Raised money by working concessions at most boys basketball games
- Two members are teaching cooking classes at the Boys & Girls Club

F-Club:

- Planning to go to the administration soon for their Hall of Fame project
- Hoping to have the project completed by April 1

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

7

- 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:** 02/11/2013

SUMMARY:

The Board of Trustees has the opportunity to provide updates on their various committees.

Due to the resignation of Trustee Tom Balek, another Trustee will need to be assigned to the Transportation Committee and the Health Insurance Program Committee.

SUGGESTED ACTION: Informational Report

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

8

- 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:** 02/11/2013

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

9

- 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:** 02/11/2013

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. There will also be one two-year term available due to the resignation of Tom Balek.

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						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2013	Expire 2014	Expire 2015
SCHOOL DISTRICT #1	Jeremy Bristol Lisa Pierce	Joe Irish Stan Monger Barb Thomas	Open Monte Weeden

School District #1 Two (2) - Three (3) Year Terms and One (1) - Two (2) Year Term:


- _____ 3 year term (to expire in 2016)
- _____ 3 year term (to expire in 2016)
- _____ 2 year term (to expire in 2015)

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	Sunday, December 23 through Thursday, March 28	<p>Trustee candidates file for election. 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. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</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>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.</p>	13-10-201(6) 13-37-201 20-3-305 20-3-344 13-10-325
End of January	Thursday, January 31	<p>Contact the Montana Commissioner of Political Practices (MCP) office 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>	13-37-206
At least 75 days before	Thursday, February 21	<p>Contact your county election administrator 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>	13-13-212
At least 70 days before	Tuesday, February 26	<p>Request for a mail ballot election 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>	13-19-202 13-19-203
At least 60 days before	Friday, March 8	<p>Election administrator sends mail ballot election plan/timetable/sample instructions 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>	13-19-205
At least 40 days before	Thursday, March 28	<p>Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college.</p>	20-20-401
At least 38 days before	Saturday, March 30	<p>Last day trustee candidates can withdraw from the election. 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>	20-3-305
At least 35 days before	Tuesday, April 3	<p>Last day to file resolutions for school election with county election administrator.</p>	20-20-201(2)

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
At least 30 days before	Sunday, April 7	Voter registration closes. 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.	20-20-311 20-20-312
Not less than 20 days, or more than 30 days before	Sunday April 7 and Wednesday, April 17	Notice of election is posted. 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.	20-20-204
Not less than 26 days before	Thursday, April 11 (By 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file declaration of intent. (13-10-211(3) , MCA) [not less than 26 days before the election]	13-10-211(3)
No later than 25 days before	Thursday, April 11 (After 5 p.m.)	Election by Acclamation and Cancellation of Election - Notice. 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>	20-3-313
Not less than 25 days before	Friday, April 12	Election administrator certifies ballot. 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.	13-12-201 20-20-401 15-10-425
Not before the 25 th day nor later than the 15 th day	Friday, April 12 through Monday, April 22	Mail ballots mailed. 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.	13-19-207
At least 20 days before	Wednesday, April 17	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> • The ballot • Instructions for voting and returning the ballot • A secrecy envelope, free of an marks that would identify the voter • A self-addressed, return envelope with affirmation printed on the back of the envelope 	20-20-401
Not later than the 10th day before	Saturday, April 27	Deadline to notify election judges of appointment.	20-20-203

Days from election	Deadlines	Event (Special instances identified in green)	MCA Citation
Day before	Monday, May 6 (By Noon)	Deadline for absentee ballot requests. 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>	13-13-211 13-13-214
Day before	Monday, May 6	Deliver certified copy of the lists of registered electors 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.	20-20-313
Election Day 	Tuesday, May 7	ELECTION DAY. 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). Notify election judges of the names of write-in candidates	20-20-105 Title 13 Chapter 13 20-20-203 20-20-401 20-20-411
Following receipt of the tally sheets from all polls and within 15 days after election	Wednesday, May 22	Trustees canvass the votes, issue certificates of election, and publish results. 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.	20-20-415 20-20-416
Within 15 days after receipt of certificate of election	Wednesday, May 22	Candidate completes and files Oath of Office with the County Superintendent. Newly elected trustees may not be seated until the oath is filed.	20-20-416 20-3-307 20-1-202 1-6-101
Within 15 days of election	Wednesday, May 22	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
12 days before and 20 days after	Thursday, April 25 Through Monday, May 27	Filing Report: 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.	13-37-226(4)
June 1	Friday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. 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.	20-20-417

****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

Election Manual: 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

02/11/2013

Agenda Item No.

10

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 02/11/2013

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2013-2014 General Budget Funds.

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						
Thomas						
Weeden						

Preliminary Budget Discussion

February 11, 2013

Expenditure Comparison

- FY 2012-2013
 - Elementary (101) = \$5,595,486.54
 - High School (201) = \$3,123,209.08
- FY 2013-2014 Projected as of 2/6/13
 - Elementary (101) = \$5,857,188.16
 - High School (201) = \$3,381,488.55
- Difference
 - Elementary (101) = (\$261,701.62)
 - High School (201) = (\$258,279.47)

Projected Expenditure Changes

- Increased all salaries by 2% & moved “lanes”
- Increased Health Insurance by 10%
 - No official rate increase received
- Increased Coop fee by \$16,000.00
- Increased Postage by \$2,000.00
- Increased Board Audit Services by \$2,000.00
- Includes additional staff added in 2012-2013
 - 3 Full-Time Elem Paraprofessionals
 - 1 Full-Time HS Paraprofessional

Possible Changes/Unknowns

- Health Insurance increase unknown
- One-on-one students leaving the district
- # of Kindergarten classes needed
- Retirements, Staff Resignations, New Hires
- Title Funding – If this decreases, then those salaries will move to the General Fund
- Common Core Curriculum
- LEGISLATURE!!

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

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:** 02/11/2013

SUMMARY:

Attached is the report on the interest earned and distributed for January 2013.

The first column of the report reflects the cash balance in various funds as of January 1, 2013.

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						
Thomas						
Weeden						

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 46 To: 47

Acct Mask: _____

Sort By Acct

Print Internal Accounts Only

Type: Interest Posting Date: 1/31/2013 Amount Distributed: \$7,870.51 Control#: 46
 Posting Description: Interest Distribution 12/31/2012 Entry#: 417

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$1,069,869.31	31	.2408266	\$1,895.44	\$1,069,869.31		\$0.00	Yes
110.00.000.0000.101.000	\$883,439.91	31	.1988615	\$1,565.14	\$883,439.91		\$0.00	Yes
111.00.000.0000.101.000	\$744,960.52	31	.1676899	\$1,319.81	\$744,960.52		\$0.00	Yes
112.00.000.0000.101.000	\$73,416.11	31	.0165259	\$130.07	\$73,416.11		\$0.00	Yes
113.00.000.0000.101.000	\$2.23	31	.0000005	\$0.00	\$2.23		\$0.00	Yes
114.00.000.0000.101.000	\$544,815.84	31	.1226375	\$965.22	\$544,815.84		\$0.00	Yes
120.00.000.0000.101.000	\$10,190.63	31	.0022939	\$18.05	\$10,190.63		\$0.00	Yes
121.00.000.0000.101.000	\$52,177.25	31	.0117451	\$92.44	\$52,177.25		\$0.00	Yes
124.00.000.0000.101.000	\$86,647.89	31	.0195044	\$153.51	\$86,647.89		\$0.00	Yes
128.00.000.0000.101.000	\$56,423.94	31	.0127010	\$99.96	\$56,423.94		\$0.00	Yes
129.00.000.0000.101.000	\$128,780.97	31	.0289885	\$228.15	\$128,780.97		\$0.00	Yes
150.00.000.0000.101.000	\$203,365.77	31	.0457774	\$360.29	\$203,365.77		\$0.00	Yes
160.00.000.0000.101.000	\$10,143.60	31	.0022833	\$17.97	\$10,143.60		\$0.00	Yes
161.00.000.0000.101.000	\$578,253.05	31	.1301642	\$1,024.46	\$578,253.05		\$0.00	Yes
Control# 46 Total:	\$4,442,487.02		.9999997	\$7,870.51	\$4,442,487.02		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 12/31/2012

Type: HS Interest Posting Date: 1/31/2013 Amount Distributed: \$5,011.41 Control#: 47
 Posting Description: Interest Distribution 12/31/2012 Entry#: 418

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$637,252.48	31	.2040436	\$1,022.55	\$637,252.48		\$0.00	Yes
210.00.000.0000.101.000	\$458,903.98	31	.1469377	\$736.37	\$458,903.98		\$0.00	Yes
211.00.000.0000.101.000	\$172,587.94	31	.0552614	\$276.94	\$172,587.94		\$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	\$267,403.84	31	.0856208	\$429.08	\$267,403.84		\$0.00	Yes
217.00.000.0000.101.000	\$51,914.40	31	.0166226	\$83.30	\$51,914.40		\$0.00	Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 46 To: 47

Acct Mask: _____

Sort By Acct

Print Internal Accounts Only

218.00.000.0000.101.000	\$14,016.04	31	.0044878	\$22.49	\$14,016.04	\$0.00	Yes
220.00.000.0000.101.000	\$7,149.97	31	.0022894	\$11.47	\$7,149.97	\$0.00	Yes
221.00.000.0000.101.000	\$25,551.54	31	.0081814	\$41.00	\$25,551.54	\$0.00	Yes
224.00.000.0000.101.000	\$165,040.32	31	.0528447	\$264.83	\$165,040.32	\$0.00	Yes
228.00.000.0000.101.000	\$99,760.15	31	.0319425	\$160.08	\$99,760.15	\$0.00	Yes
229.00.000.0000.101.000	\$142,801.34	31	.0457240	\$229.14	\$142,801.34	\$0.00	Yes
260.00.000.0000.101.000	\$68,567.35	31	.0219548	\$110.02	\$68,567.35	\$0.00	Yes
261.00.000.0000.101.000	\$748,603.16	31	.2396973	\$1,201.22	\$748,603.16	\$0.00	Yes
281.00.000.0000.101.000	\$94,004.56	31	.0300996	\$150.84	\$94,004.56	\$0.00	Yes
282.00.000.0000.101.000	\$169,563.16	31	.0542929	\$272.08	\$169,563.16	\$0.00	Yes
Control# 47 Total:	\$3,123,120.23		1.0000005	\$5,011.41	\$3,123,120.23	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 12/31/2012

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

Agenda Item No.

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 02/11/2013

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.

- ❖ Common Core Standards Update
- ❖ Legislative Update
- ❖ February 1st Enrollment Count – See Attachment
- ❖ Day of Advocacy—Monday, March 18, 2013—Helena
- ❖ MTSBA's School Budget Symposium – See Attached Schedule and Itinerary
- ❖ Board Work/Study Session—Tuesday, February 26, 2013—Noon—Lincoln Boardroom
- ❖ Roundtable Schedule—April 8, 2013—6:00 p.m.—LEA—Lincoln Boardroom
- ❖ FHS Jazz Night—Tuesday, February 19, 2013—7:00 p.m.—FCPA
- ❖ BBB/GBB—Central A Divisional Tournament—February 21-23, 2013
- ❖ No School—Wednesday, February 22, 2013—Vacation Day
- ❖ 7th, 8th, and 9th Grade Band Concert—Tuesday, February 26, 2013—7:00 p.m.—FCPA
- ❖ First Grade Music Program—Thursday, February 28, 2013—7:00 p.m.—FCPA
- ❖ FHS FFA—JAAM CDE's—Friday, March 1, 2013—Cascade
- ❖ Little Eagle Wrestling Tournament—Saturday, March 2, 2013—FHS Fieldhouse
- ❖ FHS FFA—Conrad Seminar—Saturday, March 2, 2013—Conrad
- ❖ Key Club State Convention—March 3-5, 2013—Billings
- ❖ FHS Symphonic Band & Percussion Concert—Tues, March 5, 2013—7:00 pm—FCPA
- ❖ FHS Choir Concert—Thursday, March 7, 2013—7:00 p.m.—FCPA
- ❖ BPA—State Conference—March 10-12, 2013—Billings

SUGGESTED ACTION: Informational

Additional Information Attached

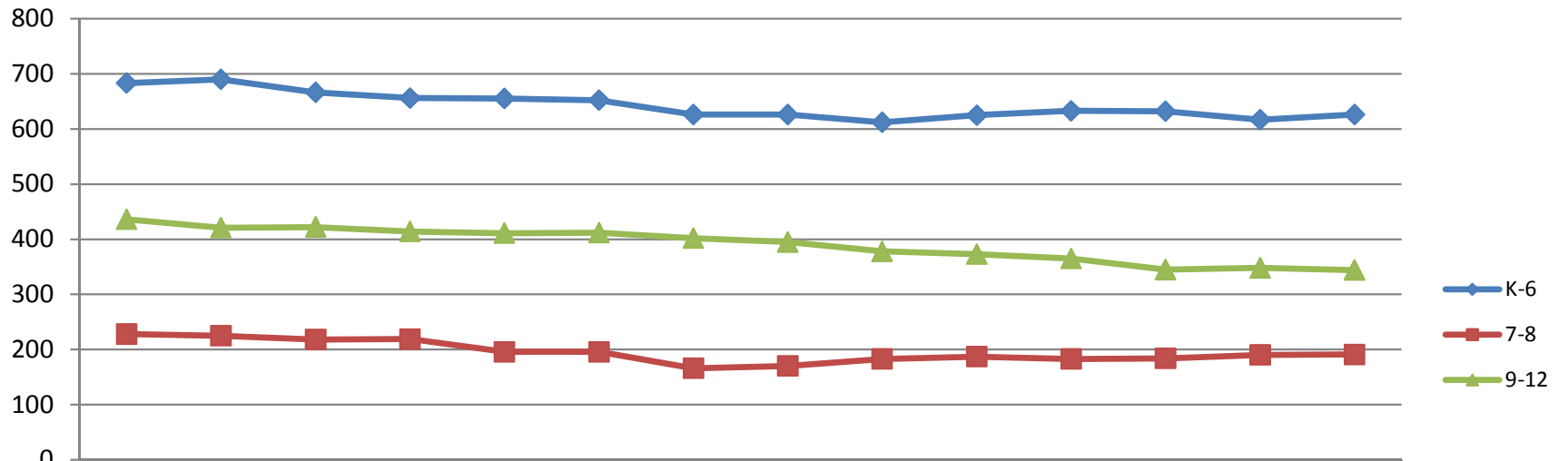
LEWISTOWN PUBLIC SCHOOLS

Enrollment History

February 4, 2013

Grade	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
Kindergarten	114	112	94	92	92	95	73	72	85	86	98	98	87	88
1st Grade	97	98	107	103	91	91	89	90	72	74	82	84	95	97
2nd Grade	90	92	95	94	101	101	90	88	90	99	75	75	81	79
3rd Grade	97	100	95	95	97	96	99	99	82	81	99	99	72	75
4th Grade	87	88	96	92	93	95	93	94	102	101	85	83	103	104
5th Grade	90	92	86	88	89	87	96	97	92	94	99	94	82	86
6th Grade	108	108	93	92	92	87	86	86	89	90	95	99	97	97
7th Grade	113	111	110	109	91	90	89	92	90	94	93	94	100	101
8th Grade	115	114	108	110	105	106	77	78	93	93	90	90	90	90
9th Grade	116	111	111	109	106	107	103	98	79	79	95	91	88	89
10th Grade	106	104	108	104	108	105	100	98	97	97	81	74	94	91
11th Grade	115	109	104	102	96	99	105	106	100	100	93	85	78	76
12th Grade	99	97	99	99	101	101	94	93	102	97	96	95	88	88
	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
K-6	683	690	666	656	655	652	626	626	612	625	633	632	617	626
7-8	228	225	218	219	196	196	166	170	183	187	183	184	190	191
9-12	436	421	422	414	411	412	402	395	378	373	365	345	348	344
Grand Total	1347	1336	1306	1289	1262	1260	1194	1191	1173	1185	1181	1161	1155	1161

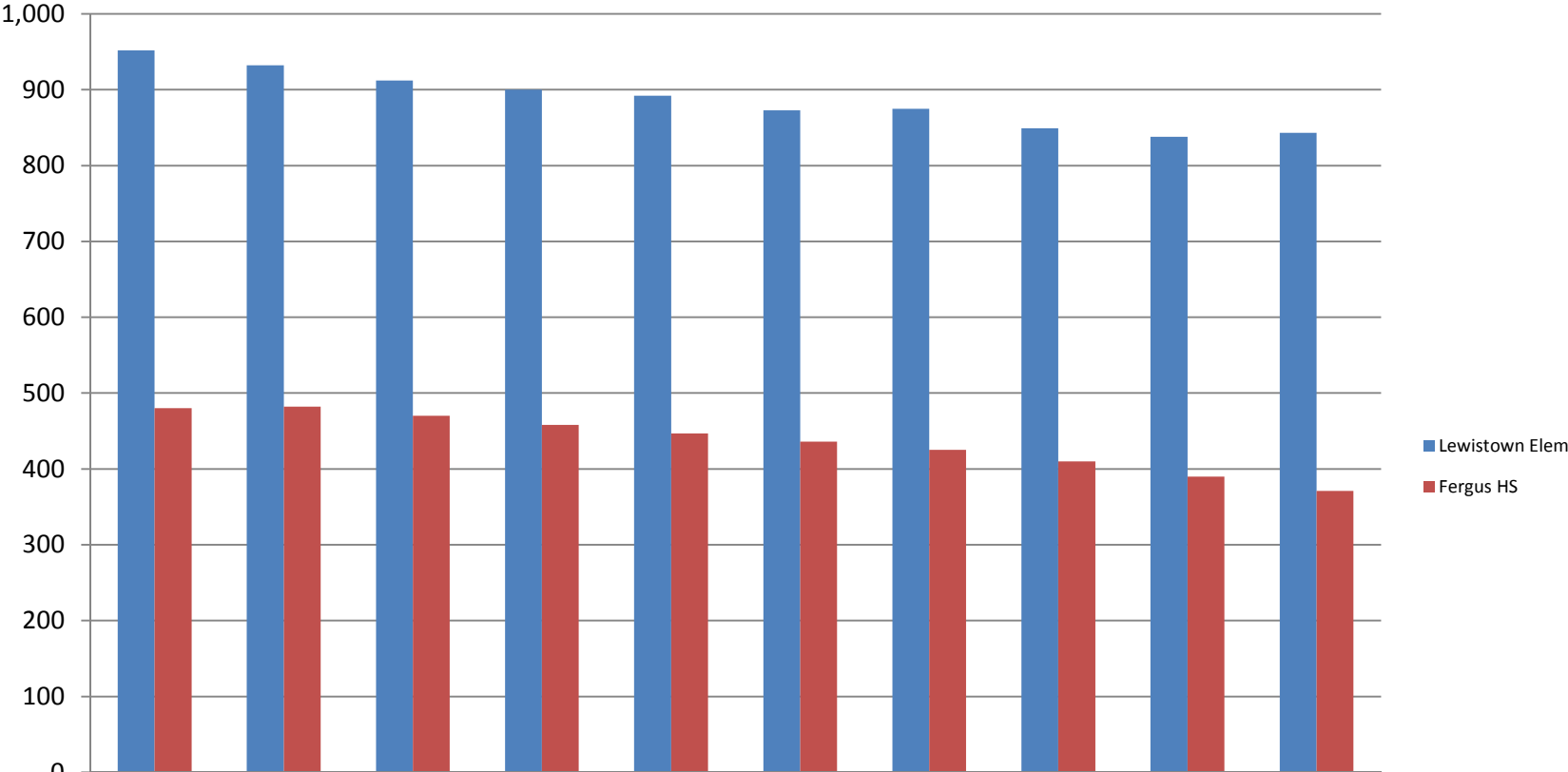
Lewistown Public Schools Enrollment History



	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
◆ K-6	683	690	666	656	655	652	626	626	612	625	633	632	617	626
■ 7-8	228	225	218	219	196	196	166	170	183	187	183	184	190	191
▲ 9-12	436	421	422	414	411	412	402	395	378	373	365	345	348	344

LEWISTOWN PUBLIC SCHOOLS

Budget Limit ANB



	FY05	FY06	FY07	FY08 (with FTK)	FY09	FY10	FY11	FY12	FY13	FY14
Lewistown Elem	952	932	912	900	892	873	875	849	838	843
Fergus HS	480	482	470	458	447	436	425	410	390	371



MTSBA's School Budget Symposium

March 5	Bozeman
March 6	Miles City
March 7	Glasgow
March 12	Great Falls
March 13	Missoula
March 14	Kalispell
March 27	Lockwood

Agenda:

Registration	9:00-9:30
Latest on School Funding Bills	9:30-10:15
Basics of School Budgeting	10:15-11:45
Lunch (On your own)	11:45-1:00
Respective roles of the Board, Superintendent, and Clerk in the budgeting process	1:00-2:00
Break	2:00-2:15
Additional bills that may affect budgeting and other school operations	2:15-2:45
Frequently asked questions on school finance/budgeting	2:45-3:30

Member Fee: \$125
No-Show Fee: \$25

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

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:** 02/11/2013

SUMMARY:

Time is provided on the agenda for anyone who wishes to address the Board.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

14 - 15

- 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:** 02/11/2013

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 14, 2013, Regular Board Meeting
- Minutes of the January 29, 2013, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, January 14, 2013

REGULAR BOARD MEETING

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

1. **ROLL CALL**
TRUSTEES PRESENT:
Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Monte Weeden, Barb Thomas
TRUSTEES ABSENT:
Tom Balek, Lisa Pierce
STAFF PRESENT:
Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Brandon O'Halloran, Luke Brandon, Vic Feller, Troy Henderson, Michelle Trafton, Scott Dubbs
OTHERS PRESENT:
Student Representative Kaitlyn Moodie, Charlie Denison-Lewistown News-Argus, Chris Rice
2. **PLEDGE OF ALLEGIANCE**
The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. **PRESENTATION—LUKE BRANDON, FERGUS HIGH SCHOOL AP GOVERNMENT TRIP**
Luke Brandon, Fergus High School AP Government Class Instructor, presented information to the Board of Trustees regarding a student trip to Washington, D.C. Mr. Brandon also discussed the possibility of conducting fund raising to raise the funds to help cover the expenses for the trip that will be taking place April 3-8, 2013.
4. **INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD**
Luke Brandon, Fergus High School Student Council Advisor, introduced Kaitlyn Moodie to the Board of Trustees as the student that will represent the Fergus High School students on the School Board for the next term from January-December 2013.
5. **REPORT—STUDENT REPRESENTATIVE TO THE BOARD**
Luke Brandon reported on upcoming activities at Fergus High School.
6. **REPORT—COMMITTEES OF THE BOARD**
The Buildings and Grounds Committee met on Monday, January 7, 2013. They discussed moving forward to have an Architect design and obtain a cost estimate for a fire escape for the east wing of the Junior High School. Improvements to the football practice field are currently on hold, pending permits.

7. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.
No items were discussed.

SUPERINTENDENT'S REPORT

8. REPORT—ELECTION UPDATE
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2013 School Election Calendar and advised them of the trustee seats that will be up for election in 2013.
9. REPORT—INVESTMENT
Interest earned and distributed for December 2012, was reported with \$4,164.66 in the elementary funds and \$2,574.87 in the high school funds for a total of \$6,739.53.
10. OTHER ITEMS
Superintendent Jason Butcher had a discussion with the Trustees regarding school safety. Exterior and interior door locking was discussed, among other safety measures under consideration. Mr. Butcher informed the Board of Trustees that the arbitration with the Human Rights Bureau has been rescheduled for Wednesday, January 23, 2013. The 2013 MHSA Annual Meeting will take place in Missoula on Monday, January 21, 2013. The first Board Work/Study Session has been scheduled for Tuesday, January 29, 2013 in the Lincoln Board Room. The next roundtable will be at Lewistown Junior High School on February 11, 2013, at 6:00 p.m. Jason informed the Trustees that the calendar committee met to discuss the 2013-2014 School Calendar and are hoping to have the calendar on the February 2013 agenda for Board approval. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

11. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD
Brandon O'Halloran commented on the good response that Jason Butcher and teachers had after the Connecticut School shooting.

ACTION ITEMS

MINUTES

12. MINUTES OF THE DECEMBER 10, 2012, REGULAR BOARD MEETING – approved unanimously (Thomas/Irish).

APPROVAL OF CLAIMS

13. CLAIMS – The claims referenced in the 2012-2013 Bill Schedule and submitted through January 10, 2013, were approved unanimously (Weeden/Thomas). The Finance Committee members for January-March 2013 are Stan Monger, Barb Thomas, Monte Weeden, and Tom Balek.

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

14. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR 2012-2013 SCHOOL YEAR – Substitute Teacher/Aide List—Taylre Sweeney, Jennifer Williams; Substitute School Food List—Jennifer Williams.

INDIVIDUAL ITEMS

15. SECOND READING—BOARD POLICY #7320P – PURCHASING PROCEDURES – approved unanimously (Thomas/Weeden).
16. SECOND READING—BOARD POLICY #7336 – PERSONAL REIMBURSEMENTS FOR PURCHASE OF GOODS OR SERVICES – approved unanimously (Irish/Thomas).
17. SECOND READING—BOARD POLICY #7336P – OUT-OF-TOWN TRAVEL REGULATIONS – approved unanimously (Bristol/Weeden).

18. SECOND READING—BOARD POLICY #7400 – CREDIT CARD USE – approved unanimously (Irish/Weeden).
19. FIRST READING—BOARD POLICY #8121 – USE OF DISTRICT-OWNED VEHICLES – approved unanimously (Bristol/Irish).
20. FIRST READING—BOARD POLICY #7329 – PETTY CASH FUNDS – approved unanimously (Weeden/Thomas).
21. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Bristol/Thomas).

EXECUTIVE SESSION

22. SUPERINTENDENT'S EVALUATION
Chair Stan Monger called for an Executive Session at 7:45 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

ADJOURNMENT

The meeting was called back into regular session at 9:30 p.m. and adjourned. The next regular meeting will be held on February 11, 2013, at 7:00 p.m. at Lewistown Junior High School (Bristol – unanimous).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: January 14, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Activity Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	January 14, 2013	See attached list
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	In-Town Bus Drivers	School District #1	Approve appointment on schedule as presented on attachment	January 14, 2013	See attached list.
MILLER, Jeanette	Special Education Bus Aide	School District #1	Approve revision of contract to reflect new duty assigned–PARA Step 6+30 for up to one hour per day for up to 95 days	January 14, 2013	See attached memo.
FELLER, Vic HUDSON, Troy PAULSON, Steve	Assistant Football Coaches	Fergus High School	Approve Out-of-State travel to attend the Glazier Football Clinic in Reno, Nevada	February 20-23, 2013	See attached memo.
SMITH, Margee	Kindergarten Teacher	Highland Park Elementary School	Approve Out-of-State travel to attend the 58 th Annual International Reading Association Convention in San Antonio, Texas	April 18-23, 2013	See attached letter.
LEWIS, Matt	Principal	Highland Park Elementary School Garfield Elementary School	Approve Out-of-State travel to attend the NAESP 2013 National Leadership Conference in Washington, D.C.	February 24-27, 2013	See attached memo.

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, January 29, 2013

SPECIAL BOARD MEETING

CALL TO ORDER (12:00 p.m. – Noon)

AGENDA

1. **ROLL CALL**
TRUSTEES PRESENT:
Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Monte Weeden, Barb Thomas, Lisa Pierce
STAFF PRESENT:
Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sherry Martin, Steve Klippenes, Kathleen Schaeffer, Scott Dubbs, Patrick Weichel
OTHERS PRESENT:
Charlie Denison-Lewistown News-Argus
2. **PLEDGE OF ALLEGIANCE**
The group recited the Pledge of Allegiance.
3. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD**
There was no public input.

BOARD OF TRUSTEES

4. **OPEN DISCUSSION**
The Board of Trustees had an open discussion to review events and issues happening in the district.

Sherry Martin provided information regarding the copier and printer maintenance agreement with Superior Business Equipment. This agreement is a one year trial to get a more accurate information regarding usage, supplies, and maintenance. She will report back at the May 13, 2013, Board Meeting with actual figures showing if the new printer maintenance agreement has been a savings for the district.

School Safety – An adopt-a-cop program has been developed between the School District and the Lewistown Police Department. Other improvements in the District include: updated Emergency Plans, improved intercom systems, review of the need for additional visibility mirrors, improved signage.

Legislative update – First hearing is Wednesday, January 30, 2013, for SB175, which is the main education bill for this Legislative Session.

Complaint with Human Rights Bureau – The complaint filed with the Human Rights Bureau was settled during mediation therefore the complaint has been dropped.

Trustee Election – Requests for Letters of Interest are currently being advertised for the remainder of the vacant term. Letters will be accepted through Wednesday, February 6, 2013. A timeline for the interviews and appointment was distributed.

EXECUTIVE SESSION

5. **PERSONNEL MATTER**

Chair Stan Monger called for an Executive Session at 1:00 p.m. to address a personnel matter stating that the individual's right to privacy clearly exceeds the public's right to know.

The meeting was called back into regular session at 1:12 p.m.

ACTION ITEM

INDIVIDUAL ITEM

6. **ACTION ON PERSONNEL MATTER**

The Board of Trustees approved accepting the administration's recommendation to reinstate employee. (Weeden/Thomas) The motion passed unanimously (Bristol - Aye, Irish - Aye, Monger - Aye, Pierce - Aye, Thomas - Aye, Weeden - Aye)

ADJOURNMENT

The meeting was adjourned at 1:13 p.m. (Bristol – unanimous).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

16

- 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:** 02/11/2013

SUMMARY:

Approve claims paid through February 7, 2013, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2013 include: Stan Monger, Barb Thomas, and Monte Weeden.

With the resignation of Tom Balek another Trustee needs to be appointed to the Finance Committee.

SUGGESTED ACTION: Approve Claims as Presented

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

17 - 18

<u>Agenda Items</u>	<u>Additional Information</u>
<p>17. Approve Additions to the Substitute List for the 2012-2013 School Year</p> <p>18. Approve 2103-2014 School Calendar</p>	

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

17

- 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:** 02/11/2013

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:

Theda Crawford
Kylee Hould
Stephanie McKay
Rayna Van Kerkhove

Substitute School Food List:

Theda Crawford

Substitute Custodian List:

Steven Rowe

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
Bristol						
Irish						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

18

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

ITEM TITLE: APPROVE 2013-2014 SCHOOL CALENDAR

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/11/2013

SUMMARY:

The Board of Trustees needs to approve the 2013-2014 School Calendar as presented on the attachment.

SUGGESTED ACTION: Approve 2013-2014 School Calendar

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

NOTES:

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

Lewistown Public Schools 2013-2014 School Calendar

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

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

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

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

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

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

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

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







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

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

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

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

- August 20-21 All Staff Orientation/PIR
- September 18 PIR -- 4:00-5:30 p.m. **(Regular School Day for Students)**
- October 17-18 Staff Development Days - Teachers Convention
- November 6-7 Parent Teacher Conferences
(Evening on Nov 6, All Day on Nov 7)
- December 4 PIR -- 4:00-5:30 p.m. **(Regular School Day for Students)**
- January 20 PIR
- February 12 PIR -- 4:00-5:30 p.m. **(Regular School Day for Students)**
- April 3 **Parent Teacher Conference**
(Conference-Evenings ONLY--Regular School Day for Students)
- April 16 PIR -- 4:00-5:30 p.m. **(Regular School Day for Students)**

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

Holidays/Vacations

- September 2 Labor Day
- October 17-18 Fall Vacation (Teachers - Convention)
- November 7 Parent Teacher Conferences **(Vacation Day for Students)**
- November 8 Vacation Day
- November 27-29 Thanksgiving Vacation
- December 23-January 3 Winter Break
- January 21 PIR **(Vacation Day for Students)**
- February 21 Vacation Day
- April 18-21 Spring Break
- May 26 Memorial Day

**LEWISTOWN PUBLIC SCHOOLS
2013-2014 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester	89 Days	Second Semester	90 Days
FIRST QUARTER		THIRD QUARTER	
DAYS		DAYS	
First Week	Aug 22 -- Aug 23 2	First Week	Jan 21 -- Jan 24 4
Second Week	Aug 26 -- Aug 30 5	Second Week	Jan 27 -- Jan 31 5
Third Week	Sept 3 -- Sept 6 4	Third Week	Feb 3 -- Feb 7 5
Fourth Week	Sept 9 -- Sept 13 5	Fourth Week	Feb 10 -- Feb 14 5
Fifth Week	Sept 16 -- Sept 20 5	Fifth Week	Feb 17 -- Feb 20 4
Sixth Week	Sept 23 -- Sept 27 5	Sixth Week	Feb 24 -- Feb 28 5
Seventh Week	Sept 30 -- Oct 4 5	Seventh Week	Mar 3 -- Mar 7 5
Eighth Week	Oct 7 -- Oct 11 5	Eighth Week	Mar 10 -- Mar 14 5
Ninth Week	Oct 14 -- Oct 16 3	Ninth Week	Mar 17 -- Mar 21 5
Tenth Week	Oct 21 -- Oct 25 5	Tenth Week	Mar 24 -- Mar 26 3
	<u>44</u>		<u>46</u>
SECOND QUARTER		FOURTH QUARTER	
DAYS		DAYS	
First Week	Oct 28 -- Nov 1 5	First Week	Mar 27 -- Mar 28 2
Second Week	Nov 4 -- Nov 6 3	Second Week	Mar 31 -- Apr 4 5
Third Week	Nov 11 -- Nov 15 5	Third Week	Apr 7 -- Apr 11 5
Fourth Week	Nov 18 -- Nov 22 5	Fourth Week	Apr 14 -- Apr 17 4
Fifth Week	Nov 25 -- Nov 26 2	Fifth Week	Apr 22 -- Apr 25 4
Sixth Week	Dec 2 -- Dec 6 5	Sixth Week	Apr 28 -- May 2 5
Seventh Week	Dec 9 -- Dec 13 5	Seventh Week	May 5 -- May 9 5
Eighth Week	Dec 16 -- Dec 20 5	Eighth Week	May 12 -- May 16 5
Ninth Week	Jan 6 -- Jan 10 5	Ninth Week	May 19 -- May 23 5
Tenth Week	Jan 13 -- Jan 17 5	Tenth Week	May 27 -- May 30 4
	<u>45</u>		<u>44</u>

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

	Totals
August 20-21	All Staff Orientation/PIR 2.00
September 18	PIR -- 4:00-5:30 p.m. (Regular School Day for Students) 0.25
October 17-18	Staff Development Days - Teachers Convention 2.00
November 6-7	Parent Teacher Conferences 1.50
	(Evening on Nov 6, All Day on Nov 7)
December 4	PIR -- 4:00-5:30 p.m. (Regular School Day for Students) 0.25
January 20	PIR 1.00
February 12	PIR -- 4:00-5:30 p.m. (Regular School Day for Students) 0.25
April 3	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students) 0.50
April 16	PIR -- 4:00-5:30 p.m. (Regular School Day for Students) 0.25
	<u>8.00</u>

Holidays / Vacations (Dates Inclusive)

C.

September 2	Labor Day
October 17-18	Fall Vacation (Teachers - Convention)
November 7	Parent Teacher Conferences (Vacation Day for Students)
November 8	Vacation Day
November 27-29	Thanksgiving Vacation
December 23-January 3	Winter Break
January 20	PIR (Vacation day for Students)
February 21	Vacation Day
April 18-21	Spring Break
May 26	Memorial Day

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

19

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

ITEM TITLE: APPROVE FIRST SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS REIMBURSEMENT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/11/2013

SUMMARY:

The Board of Trustees needs to approve the claim for the Individual Contract Bus Reimbursement for the first semester as presented on the attachment.

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

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

NOTES:

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



TR-5
Individual Contract Reimbursement Claim
 1st Semester 2012-2013
 08/28/2012-01/18/2013

14 Fergus
0259 Fergus H S

Contract #	Shared	Family Name	Daily Rate	Days		Total Reimbursement
				Transported	Reimbursed	
18673	No	CONFIDENTIAL	0.35	22.00	22.00	7.70
Total Individual Contract Reimbursement						7.70

Board Chair _____
Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

20

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

ITEM TITLE: APPROVE FIRST SEMESTER ELEMENTARY AND HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/11/2013

SUMMARY:

Attached are the first semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., unvoted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the first semester as presented on the attachments.

SUGGESTED ACTION: Approve First Semester Elementary and High School Bus Route Reimbursement Claims

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

NOTES:

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



TR-6
Bus Route Reimbursement Claim
1st Semester 2012-2013
08/28/2012-01/18/2013

14 Fergus
0258 Lewistown Elem

Route #	%	Miles		Driver	VIN	Days		Total Reimbursement
		Per Day	Rate			Claimed	Reimbursed	
1	67.00	109.20	1.57	Wayne R. Lelek	4DRBWAAR57A322014	67.00	67.00	7,696.12
2	67.00	55.00	1.80	James E. Pearson	4DRBWAAR09A668040	89.00	89.00	5,903.37
3	67.00	97.00	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	89.00	89.00	7,866.39
4	67.00	108.00	1.80	Theodore F. Murray	4DRBWAAR17A436978	89.00	89.00	11,592.07
5	67.00	58.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833	89.00	89.00	4,703.61
6	67.00	98.90	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	89.00	89.00	8,020.47
7	67.00	114.90	0.95	Thomas L. Moring	4DRBUAAM48B508925	89.00	89.00	6,508.91
8	67.00	53.00	1.80	Frank B. Burns	4DRBWAAR76A214251	89.00	89.00	5,688.70
9	67.00	128.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	89.00	89.00	10,380.39
10	67.00	46.40	1.36	John C. Jensen	4DRBWAAN16A218714	67.00	67.00	2,832.74
11	100.00	28.00	1.36	Rebecca I. Baszczuk	4DRBWAAN16A218714	89.00	89.00	3,389.12
1 A	67.00	109.20	1.57	Wayne R. Lelek	4DRBWAAN8DB356001	22.00	22.00	2,527.08
10 A	67.00	46.00	1.57	John C. Jensen	4DRBWAAR57A322014	22.00	22.00	1,064.52
Total Bus Route Reimbursement								78,173.49

Board Chair _____

Signature

* Indicates that OPI needs to prepare an adjustment or re-calculate the payment to include this claim



TR-6
Bus Route Reimbursement Claim
1st Semester 2012-2013
08/28/2012-01/18/2013

14 Fergus
0259 Fergus H S

Route #	%	Miles		Driver	VIN	Days		Total Reimbursement
		Per Day	Rate			Claimed	Reimbursed	
1	33.00	109.20	1.57	Wayne R. Lelek	4DRBWAAR57A322014	67.00	67.00	3,790.63
2	33.00	55.00	1.80	James E. Pearson	4DRBWAAR09A668040	89.00	89.00	2,907.63
3	33.00	97.00	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	89.00	89.00	3,874.49
4	33.00	108.00	1.80	Theodore F. Murray	4DRBWAAR17A436978	89.00	89.00	5,709.53
5	33.00	58.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833	89.00	89.00	2,316.71
6	33.00	98.90	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	89.00	89.00	3,950.38
7	33.00	114.90	0.95	Thomas L. Moring	4DRBUAAM48B508925	89.00	89.00	3,205.88
8	33.00	53.00	1.80	Frank B. Burns	4DRBWAAR76A214251	89.00	89.00	2,801.90
9	33.00	128.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	89.00	89.00	5,112.73
10	33.00	46.40	1.36	John C. Jensen	4DRBWAAN16A218714	67.00	67.00	1,395.23
1 A	33.00	109.20	1.57	Wayne R. Lelek	4DRBWAAN8DB356001	22.00	22.00	1,244.68
10 A	33.00	46.00	1.57	John C. Jensen	4DRBWAAR57A322014	22.00	22.00	524.32
Total Bus Route Reimbursement								36,834.11

Board Chair _____

Signature

* Indicates that OPI needs to prepare an adjustment or re-calculate the payment to include this claim

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

21

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

ITEM TITLE: APPROVE ACCEPTING TRUSTEE RESIGNATION AND DECLARATION OF POSITION VACANCY

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/11/2013

SUMMARY:

The Board of Trustees needs to accept the resignation submitted by Trustee Tom Balek.

Whenever a trustee position becomes vacant in any district, the remaining members of the trustees shall declare such position vacant. Please find attached the Montana Code Annotated 20-3-309 Filling a Vacated Trustee Position.

SUGGESTED ACTION: Approve Accepting Trustee Resignation and Declaration of Position Vacancy

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

NOTES:

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

From: Tom Balek [mailto:balekt@lewistown.k12.mt.us]
Sent: Wednesday, January 16, 2013 7:22 PM
To: School Board
Subject: Balek Resignation

January 16, 2013

Stan Monger and Trustees
Lewistown School District

With regret I must resign my position as School Board Trustee effective immediately.

I have a family medical situation which requires my presence in North Carolina for the foreseeable future, and I will not be able to fulfill my duties as Trustee.

I regret the relatively short tenure of my service – I had intended to be a very active and productive member of the Board and am very disappointed that I won't be able to continue as planned.

Thank you all for your service to the district, and I wish you the very best in your endeavors to support and advance education in Fergus County.

Sincerely,

Tom Balek
tbalek@littlebigsky.biz

Montana Code Annotated 2011

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

20-3-309. Filling vacated trustee position -- appointee qualification and term of office. (1) Whenever a trustee position becomes vacant in any district, the remaining members of the trustees shall declare the position vacant and they shall appoint, in writing within 60 days, a competent person as a successor. The trustees shall notify the appointee and the county superintendent of the appointment. If the trustees do not make the appointment within the 60-day period, the county superintendent shall appoint, in writing, a competent person as a successor and notify the person of the appointment.

(2) A person who has been appointed to a trustee position shall qualify by completing and filing an oath of office with the county superintendent within 15 days after receiving notice of appointment. Failure to file the oath of office constitutes a continuation of the trustee position vacancy that must be filled under the provisions of this section.

(3) A person assuming a trustee position under the provisions of this section shall serve until the next regular school election and until a successor has qualified.

History: En. 75-5918 by Sec. 47, Ch. 5, L. 1971; amd. Sec. 3, Ch. 122, L. 1975; amd. Sec. 5, Ch. 266, L. 1977; R.C.M. 1947, 75-5918; amd. Sec. 2, Ch. 269, L. 1979; amd. Sec. 279, Ch. 56, L. 2009.

Provided by Montana Legislative Services

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

22

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

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/11/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #8121 – Use of District-Owned Vehicles and consider the adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy #8121 – Use of District-Owned Vehicles

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

NOTES:

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

SECOND 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 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

02/11/2013

Agenda Item No.

23

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

ITEM TITLE: SECOND READING—BOARD POLICY #7329 – PETTY CASH FUNDS

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/11/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #7329 – Petty Cash Funds and consider the adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy #7329 – Petty Cash Funds

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

NOTES:

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

SECOND READING

Lewistown School District

FINANCIAL MANAGEMENT

7329

Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of ~~Twenty-Five~~ **Thirty-Five** Dollars (\$~~25~~ **35**), postage, delivery charges, and freight. Individual personal reimbursements which exceed ~~Twenty-Five~~ **Thirty-Five** Dollars (\$~~25~~ **35**) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to: ~~One Hundred Dollars (\$100) in the Elementary buildings and Four Hundred Dollars (\$400) at Fergus High School.~~

- \$ 50 – Adult Education Office
- \$100 – District Business Office
- \$100 – Elementary Buildings – Highland Park, Garfield, Lewis & Clark
- \$100 – Lewistown Junior High School
- \$250 – School Food Service (\$100-Central Kitchen; \$75-Junior High; \$75-High School)
- \$400 – Fergus High School

Fergus High School and Lewistown Junior High School are further authorized to keep petty cash on hand for athletic events. These cash boxes will be limited to Six Hundred Dollars (\$600) and Three Hundred Dollars (\$300), respectively.

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Moneys which are not specifically petty cash moneys shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers (and cash on hand from buildings that do not remain open during the summer) returned to the Business office Manager for processing.

The District Business Office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

Policy History:

Adopted on: June 28, 2004

Revised on: September 22, 2008

Revised on: November 10, 2008

Revised on: June 28, 2010

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

Agenda Item No.

24

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

ITEM TITLE: APPROVE AUDIT CONTRACT FOR FY13-FY15

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/11/2013

SUMMARY:

The Board of Trustees needs to approve the audit contract for FY13-FY15. State law requires annual audits of the Lewistown School District. This year, we completed a 3-year contract with Paul Strom and Associates, PC, and we must now engage an auditor for the next 3-year period. The Montana Department of Administration maintains a list of qualified local government auditors. Last month, I mailed Request for Proposals to five school auditors on this list. Attached is a list of auditors who responded to the RFP and are interested in auditing our District.

From time to time, entities are well served to change auditors, since different auditors tend to focus on different aspects of the District's finances and internal controls. However, there is also clear reason to minimize the District's costs. Since all of the auditors are equally qualified to perform the work by virtue of meeting the state's requirements, first consideration should go to the lowest cost provider. As you can see, that provider is again Paul Strom and Associates, and administration recommends signing another 3-year contract with this firm.

SUGGESTED ACTION: Approve Audit Contract with Paul Strom and Associates for FY13-FY15

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

Audit Proposals for FY2013 - FY2015

February 11, 2013

	FY13	FY14	FY15	3-Year Total
Paul Strom & Associates	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00
Joseph Eve	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 37,500.00
Galusha, Higgins & Galusa	\$ 14,000.00	\$ 14,500.00	\$ 15,000.00	\$ 43,500.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/11/2013

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:** 02/11/2013

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

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

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: February 11, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
HENDERSON, Jodi	Resource Paraprofessional Office Aide	Garfield Elementary School	Approve appointment on schedule— PARA Step 0+CERT for up to 7.00 hours per day; SEC Step 0 for up to 1.00 hour per day for up to 86 days	January 28, 2013	See attached memo.
HUTCHINS, Mandie	Resource Paraprofessional	Garfield Elementary	Approve revision of contract to reflect new assignment as one-on-one aide— PARA Step 4+CERT for up to 7.50 hours per day for the remainder of the school year	January 28, 2013	See attached memo.
VON ARLYON, Jarl	Custodian	Fergus High School	Accept verbal resignation	January 28, 2013	Mr. Von Arlyon gave his verbal resignation to FHS Head Custodian Joel Bennett.
LANKUTIS, Terry	Technology Support Specialist / Registrar	School District #1	Approve Out-of-State travel to attend the Northwest Council for Computer Education Conference in Portland, Oregon	February 28 – March 1, 2013	See attached memo.
BRANDON, Luke GUYER, Justin Laura Bennett Jackie Skipper 15 Students	AP Government Teacher Teacher Chaperone Parent Chaperone Parent Chaperone	Fergus High School	Approve Out-of-State travel to take the AP Government Students to Washington, D.C.	April 3-8, 2013	See attached memo and itinerary.

Memorandum

To: Jason Butcher, Superintendent
From: Matt Lewis, Garfield Elementary Principal
Date: January 28, 2013
Re: Contract Revision and Hiring Recommendation

Following is a recommendation for a contract revision for Mandie Hutchins to reflect a new assignment and a hiring recommendation to fill the assignment vacated by Mandie:

Mandie Hutchins

One-on-One Paraprofessional	PARA Step 4+CERT	Up to 7.50 hrs per day
-----------------------------	------------------	------------------------

Jodi Henderson

Office Aide	SEC Step 0	Up to 1.50 hrs per day
Playground Aide	PARA Step 0+CERT	Up to 3.50 hrs per day
Resource Paraprofessional	PARA Step 0+CERT	Up to 3.50 hrs per day

Mandie has been reassigned to be with a student who requires a one-on-one aide as per the IEP established on Thursday, January 24, 2013. Jodi Henderson is being recommended for hire to replace the duties performed by Mandie. Jodi was part of the applicant pool from the last paraprofessional hires.

Thank you for your consideration of this request.

Matt Lewis
Elementary Principal



Lewistown Public Schools

215 7th Avenue, Lewistown, MT 59457

Phone: (406) 535-8777 Fax: (406) 535-3835 Web: www.lewistown.k12.mt.us

1/25/2013

To: Board of Trustees, Lewistown Public Schools
Cc: Pat Weichel, Jerry Feller
From: Terry Lankutis
Re: Out-of-State Travel Request

Thank you for your consideration of this request to attend [the Northwest Council for Computer Education Conference](#) in Portland, Oregon February 28th – March 1st, 2013.

This is an excellent conference featuring presentations by Education Technology Leaders from the Northwest and the Nation. It is the best way to gather information on trends in the industry and obtain ideas and inspiration for technology integration and bring those ideas back to the technology team and teachers in our District.

The current cost of airfare from Billings to Portland is running in the \$400 range. I do not anticipate any housing cost as I have a place to stay when I arrive there.

The cost of the conference is Full-Conference Non-Member \$275 (by Jan. 28) \$320 (after Jan. 28)

I would be happy to address any questions or concerns you may have.

Sincerely,

Ms. Terry Lankutis
Technology Support Specialist/Registrar
406-366-0560

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Jerry Feller, FHS Principal
Date: February 7, 2013
Re: Out-of-State Travel Request

This memo is written in support of an out-of-state travel request for the AP Government Trip to Washington DC scheduled for April 3 - April 8, 2013.

Mr. Luke Brandon, Social Studies Teacher, Justin Guyer, Teacher Chaperone, Laura Bennett and Jackie Skipper, Parent Chaperones, and 15 students will be attending.

Thank you,

Jerry Feller
Fergus High School Principal

Itinerary is still in the development stage, but this is a rough idea of the plan currently. I am in constant contact with Mr. Wright and he is helping me develop the itinerary.

Itinerary for Washington DC Study Tour

Wednesday April 3rd

- Leave FHS approximately 2:00 a.m. - arrive at Logan International Airport in Billings at 4:15 a.m.
- Depart on Delta flight 4721 for Minneapolis 6:00 a.m. - arrive Minneapolis 8:59 a.m. CST
- Depart Minneapolis Delta flight 1764 10:30 a.m. - arrive Reagan International Airport in Washington, D.C. 1:56 p.m. EST
- Gather luggage, board metro, arrive at hotel approximately 4:00 p.m.
- Check into rooms meet back in lobby at 5:00 p.m. board metro for Pentagon City Mall.
- Dinner at food court in Pentagon City Mall.
- 6 p.m. board metro ride to Smithsonian Station
- Self guided group walking tour of: Lincoln Memorial, Signers Memorial, Vietnam Memorial, Boy Scouts of America Memorial, WWII Memorial, Washington Monument.
- Board metro at Foggy Bottom Station 9 p.m. return to hotel for the night.

Thursday April 4th

- 7-8 a.m. breakfast
- 8:15 a.m. meet in lobby, board metro to South Capitol Station
- Self guided tour of Supreme Court Building, this is a non argument day so we won't stay long (this item may move to Monday if oral arguments are being heard.)
- 10:00 a.m. Capitol tour with Tester Staffer, meet at Hart Senate Office Building
- 12:00 p.m. lunch at Union Station
- 1:00 p.m. Meet with Tester Education Staff about current legislation/concerns/ legislative process Hart Senate Office Building
- 2:15 p.m. proceed to Library of Congress and tour the Jefferson Building, Historic Documents Library. Tour begins at 2:30
- Metro to hotel - change into casual attire.
- Metro to Roslyn metro stop, Roslyn, VA
- Tour Iwo Jima Marine Corps Memorial,
- Eat dinner at Chipotle.

Friday April 5th

- Newseum
- Eat lunch Post Office Pavilion
- Holocaust Museum
- Possible tour of the Department of the Treasury
- Old Ebbit Grill dinner at 6 p.m.

Saturday April 6th

- Times are a bit loose today but here is the big picture.
- 7-8 a.m. breakfast at hotel
- 8:15 a.m. board metro for Arlington National Cemetery
 - Kennedy Memorial
 - Tomb of the Unknown Soldier
 - Lee Mansion
- 12:00 p.m. board train Roslyn VA
- Walk across Key Bridge to Georgetown
- Lunch in Georgetown/shopping between Wisconsin and M Streets.
- 4:30 p.m. walk to Foggy Bottom train station
- 5:00 p.m. Board train for Verizon Center
- 7:00 p.m. Verizon Center Wizards vs. Pacers

Sunday April 7th

- National Art Gallery
- National Archives
- 7 p.m. Sheer Madness at the Kennedy Center for the Performing Arts

Monday April 8th

- 7:00-8:00 a.m. breakfast
- 8:15 a.m. board metro
- 10:00 a.m. Embassy of the Kingdom of Saudi Arabia
- 11:30 a.m. walk to Reagan Building for lunch
- 12:30 p.m. Smithsonian: Students will be on their own traveling in groups of at least two to explore the museums of their choice at the Smithsonian Complex.
- 3:30 p.m. return to hotel to retrieve luggage
- 4:00 p.m. board metro for Reagan International Airport
- 7:10 p.m. depart for home
- 10:44 p.m. arrive in Billings, retrieve luggage board bus for Lewistown.

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

Jeremy Bristol
Joe Irish
Lisa Pierce
Barbara Thomas
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2012-2013 SCHOOL CALENDAR

A. Pupil Instruction

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

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

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

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

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

C. Holidays / Vacations (Dates Inclusive)

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