

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

Monday, February 14, 2011

BOARD ROUNDTABLE DISCUSSION—CLASSIFIED 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. Presentation—Cindy Giese, School Food Supervisor
4. Report—Student Representative
5. Report—2009-2010 Audit Results
6. Report—2011-2012 General Fund Budgets
7. Report—Committees of the Board
8. Discussion—Facilities
9. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

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

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

14. Minutes of the January 24, 2011, Regular Board Meeting

APPROVAL OF CLAIMS

15. Claims

CONSENT GROUP ITEMS

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

INDIVIDUAL ITEMS

17. Approve Personnel Report
18. Approve Extension of the Lewistown Bus Route into the Grass Range School District

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

02/14/2011

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—CINDY GIESE, SCHOOL FOOD SUPERVISOR

Requested By: Board of Trustees **Prepared By:** Cindy Giese **Date:** 02/14/2011

SUMMARY:

In November 2010 a Delegation of School Food Directors from across the United States traveled to India to study their school food system and culture. Cindy Giese, School Food Supervisor, was selected by the School Nutrition Association to represent Montana for this trip. Cindy will share with the Board some of her experiences while touring India.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

4

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Sydney Stivers Date: 02/14/2011

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

5

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

ITEM TITLE: REPORT—2009-2010 AUDIT RESULTS

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 02/14/2011

SUMMARY:

Mike Waterman, Business Manager/District Clerk, would like to present to the Board the results of the audit conducted by Strom & Associates for the year ending June 30, 2010.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

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

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District No. 1's financial statements as of and for the year ended June 30, 2010.
2. Our audit disclosed 1 significant deficiencies in internal controls and none that are considered to be material weaknesses relating to internal controls over financial reporting and its operation.
3. Our audit disclosed no noncompliance which was material to the financial statements of School District No. 1.
4. Our audit disclosed no significant deficiencies that are considered to be material weaknesses relating to internal controls over major federal awards programs.
5. The auditor, Strom & Associates, PC, has issued an unqualified opinion on School District No. 1's compliance with major federal awards programs as of and for the year ended June 30, 2010.
6. The audit disclosed no audit findings which are required to be reported under section .510 of OMB Circular A-133.
7. The major programs for Lewistown School District No. 1 for the year ended June 30, 2010 were ARRA EL & HS, ARRA IDEA Part B.
8. The threshold used to distinguish between Type A and type B programs was \$300,000. Lewistown School District No. 1 has Title I Part A as a type A programs.
9. This school district does qualify as a low risk audit client.

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

FINDING NUMBER 3 – STUDENT ACTIVITIES 2009:

This finding was resolved in fiscal year 2010.

FINDING NUMBER 1 – STUDENT ACTIVITIES 2010:

The finding is that Student Activity Cash accounts are not being reconciled with their respective statements. Proper Internal Control requires that all cash accounts be reconciled on a monthly basis or as often as statements become available. The effect is the possibility of errors and irregularities regarding Extra Curricular cash.

Recommend all Student Activity cash accounts be reconciled on a monthly basis or as often as statements become available.

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

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



LEWISTOWN PUBLIC SCHOOLS

School District No. 1

215 7th Avenue South, Lewistown, Montana 59457

Superintendent/ Administration Office (406) 535-8777

"Excellence Today, Success Tomorrow"

January 14, 2011

To whom it may concern:

The audit of Lewistown Public Schools' 2009-2010 financial statements revealed one finding to which the District must respond. Following you will find the District's response to it.

FINDING NUMBER 3 – STUDENT ACTIVITIES 2009:

The finding is that Student Activity Cash accounts are not being reconciled with their respective statements. Proper Internal Control requires that all cash accounts be reconciled on a monthly basis or as often as statements become available. The effect is the possibility of errors and irregularities regarding Extra Curricular cash.

Recommend all Student Activity cash accounts be reconciled on a monthly basis or as often as statements become available.

District Response: Cash reconciliations were previously handled at the high school office. Additionally, the previous accounting system was no longer supported. As a result of these issues and the audit finding, the district changed accounting programs and the Business Manager now reconciles all student activity accounts. All auxiliary accounts will also be closed this year.

Please contact me with questions.

Sincerely,

Mike Waterman
Business Manager

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

6

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

ITEM TITLE: REPORT—2011-2012 General Fund Budgets

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 02/14/2011

SUMMARY:

Mike Waterman, Business Manager/District Clerk, would like to discuss with the Board some preliminary information regarding the 2011-2012 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

MEMO

TO: Board of Trustees

FROM: Mike Waterman, Business Manager

DATE: February 8, 2011

SUBJECT: ENROLLMENT AND BUDGET UPDATE

Based on information currently available, the Lewistown School District will again face budget shortfalls next year. At this time, it appears these shortfalls will range from \$55,000 to \$71,000 in the Elementary and from \$124,000 to \$129,000 in the High School. These shortfalls assume voters approve substantial levy requests this spring.

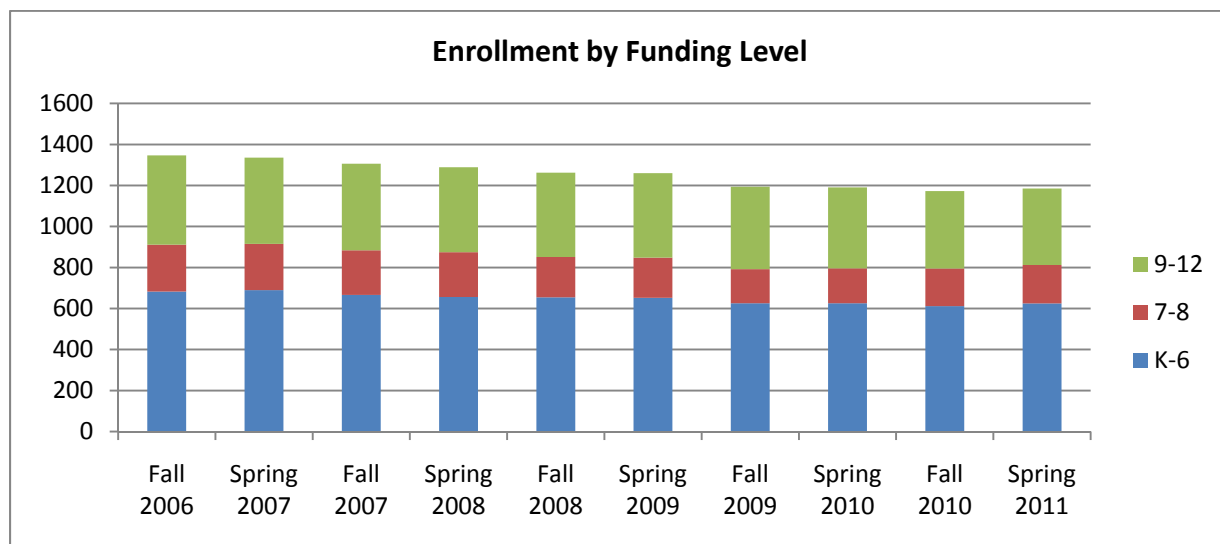
These shortfalls, however, may not be as grave as they first appear—IF voters approve the large levy requests. As we continue to fine-tune our cost projections, I am cautiously optimistic that we can adjust our planned expenditures and use contingency dollars to offset the bulk of these projected deficits.

The following pages will outline the steps taken to arrive at these projections.

ENROLLMENT

Last week, the Lewistown School District submitted our second and final enrollment count for the 2010-2011 school year. This year's enrollment, as you know, serves as the primary factor in determining our 2012 budget.

For the first time in recent history, the Lewistown Schools experienced an enrollment increase:



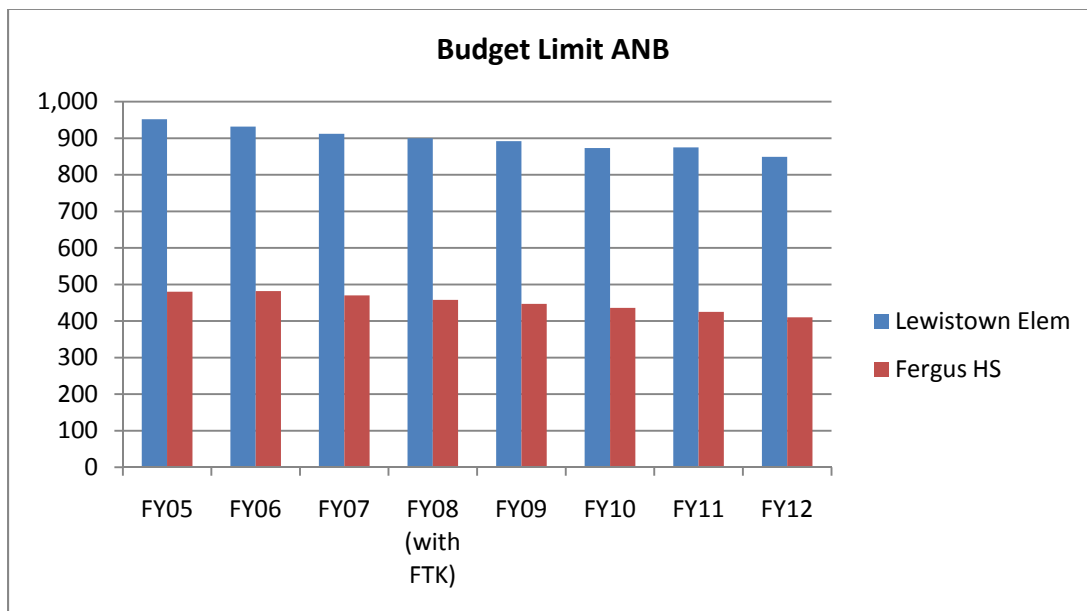
The enrollment increase breaks down as follows:

Level	October 2010 Enrollment	February 2011 Enrollment	Increase/ (Decrease)
K-6	612	625	13
7-8	183	187	4
9-12	378	373	(5)
Grand Total	1,173	1,185	12

Most of the elementary increase occurred in the 2nd grade (9 additional students) and the 7th grade (4 additional students). The senior class accounted for the entire five-student decline in the high school grades.

These enrollments convert to an Average Number Belonging (“ANB”) figure, and ANB largely determines next year’s spending authority. Schools may use their current or 3-year average ANB for determining their budgets. Although enrollment increased this spring, our 3-year average ANB still provides more spending authority for us. As a result, the 3-year average ANB will drive our FY12 budget.

Despite the recent enrollment increase, ANB continues to decline in Lewistown:

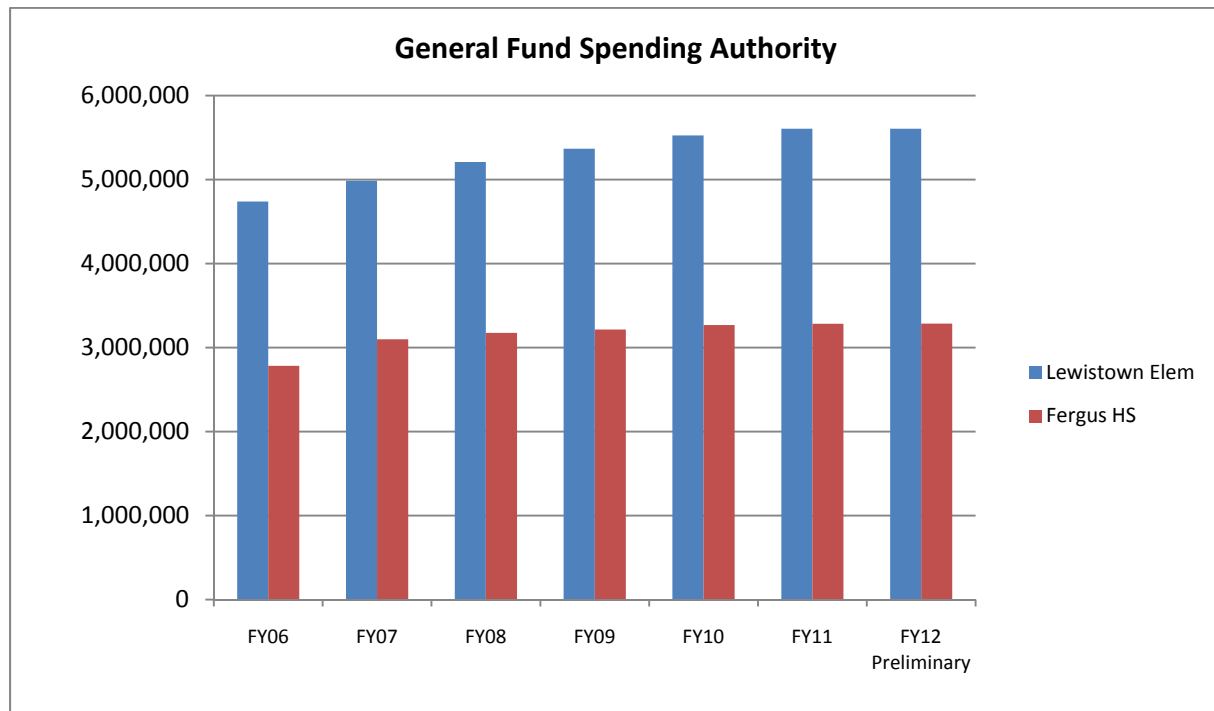


With ANB finalized, we can calculate our FY12 General Fund spending limits based on current law, the governor’s budget proposal, or any other bills being considered by the legislature.

BUDGET LIMIT AND TAX PROJECTIONS

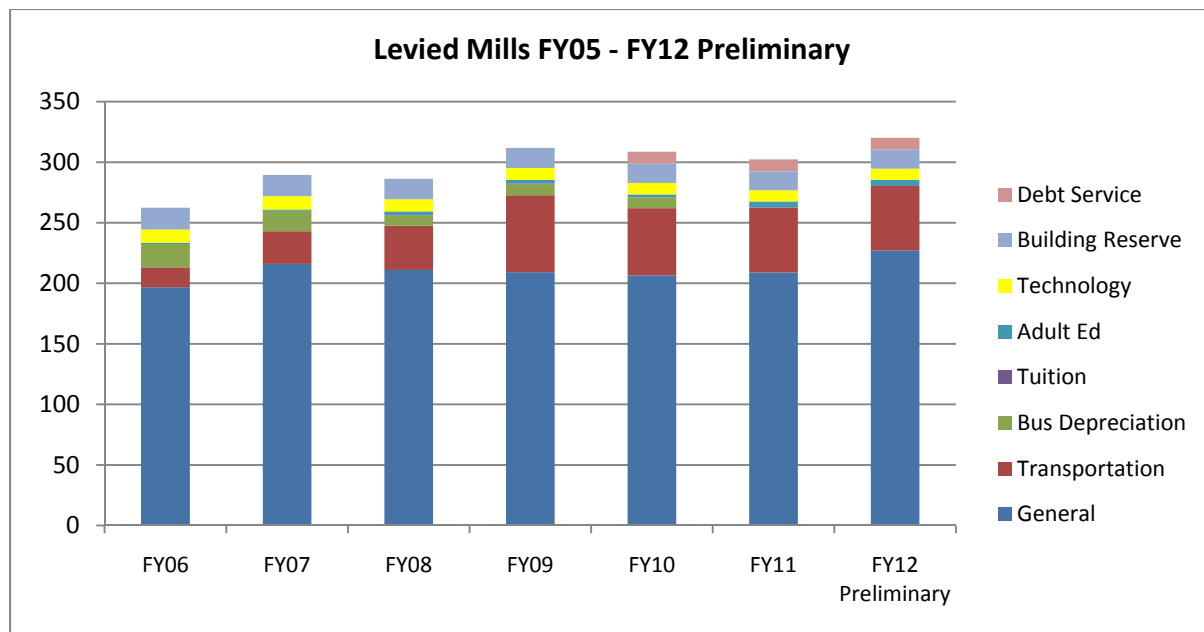
The state's funding formula allows schools to spend the greater of the prior year's expenditures or a computed 'Maximum' budget. In Lewistown, our declining ANB means this year's spending authority will exceed the formulary 'Maximum' budget. As a result, we can maintain this year's spending authority next year—IF our voters approve the property tax increase necessary to fund these expenditures.

Thanks to legislative increases and the support of local voters, Lewistown's General Fund spending authority has historically increased or remained stable—despite our declining enrollment:



However, it appears voters will need to approve another large tax increase this spring in order for this trend to continue into FY12.

Specifically, Elementary and High School voters must approve permanent annual tax increases of \$184,000 and \$128,000, respectively for the Districts to retain their maximum spending authority under current law. These amounts equate to almost 22 mills in total, a 9% General Fund increase and a 6% increase overall:



This request is obviously substantial, and approval is far from guaranteed.

Note also that this \$312,000 of additional local taxes would increase our spending authority only minimally: about \$2,500. The remaining \$310,000 of local tax money would simply replace state revenue lost due to our declining enrollment and the lower funding rates provided in current law.

The governor's funding proposal offers relief for both local taxpayers and the District's spending authority. Legislators heard that proposal, which uses gas and oil revenue from about 130 districts across Montana to fund increased state funding for schools statewide, for the first time on February 9.

The table below compares the governor's proposal with the figures in current law:

	Current Law		Governor's Proposal (HB136)	
	Highest Budget	Voted Amount Required for Highest Budget	Highest Budget	Voted Amount Required for Highest Budget
Lewistown Elem	5,605,834	187,708	5,622,016	111,973
Fergus HS	3,286,439	127,865	3,291,909	84,875

Please note the above figures are maximums. That is, the Board of Trustees can request voter approval for any amount up to these maximums.

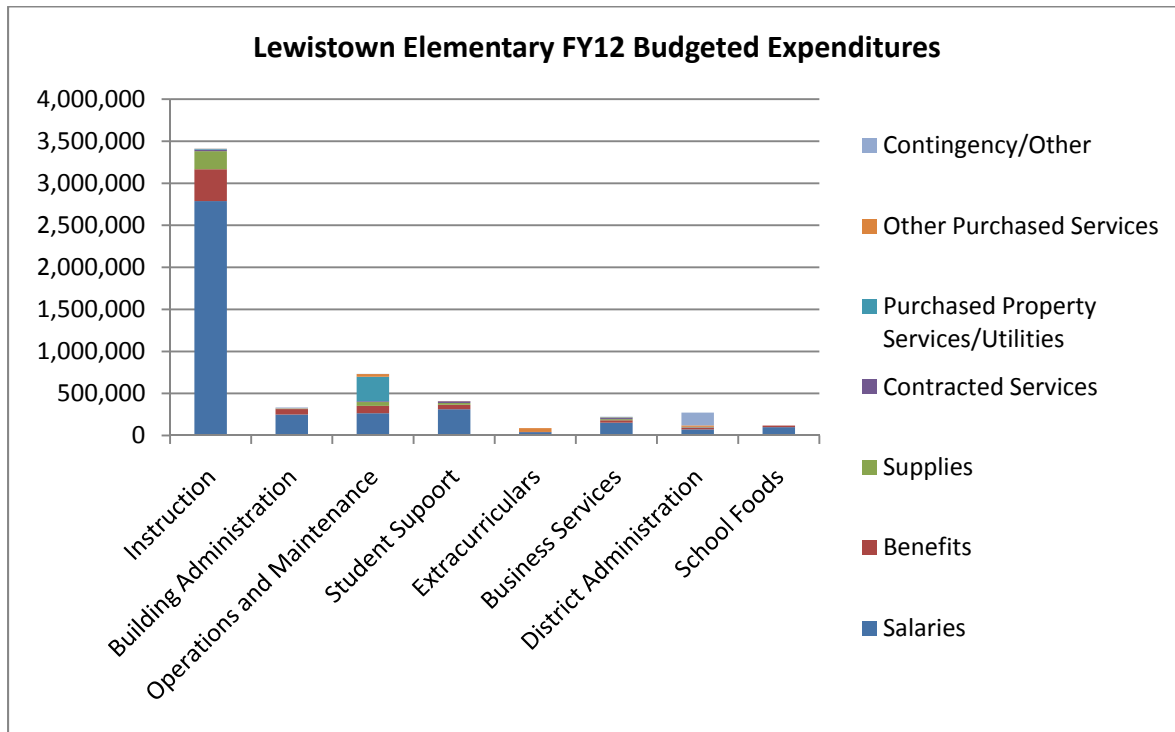
EXPENDITURE BUDGET PROCESS

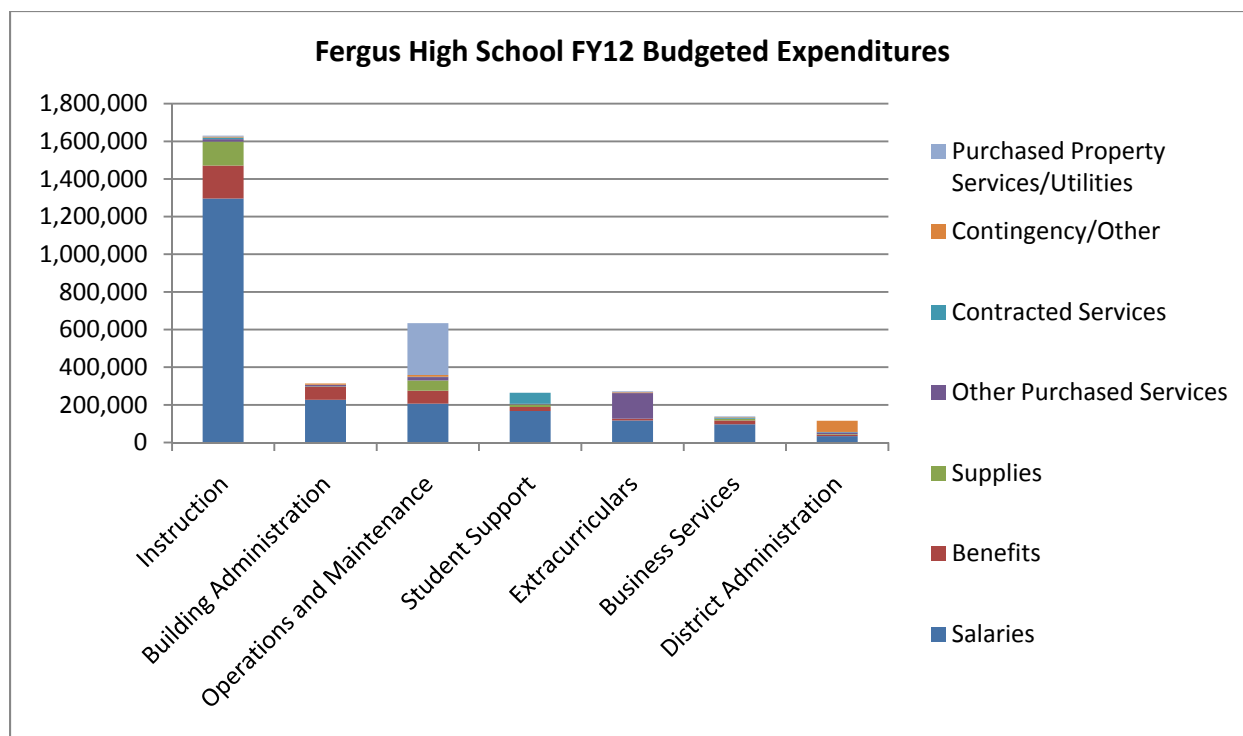
Once the legislature and voters determine our spending authority, the District must decide how it will use this money. Determining the District's expenditures is an ongoing process that will continue through the end of the school year.

Although the Board has final say in how the District uses its resources, I developed preliminary cost projections as a starting point for our discussions. The following assumptions form the basis for my projections:

- All staff will retain current positions and hours.
- Current salary schedules (reflecting a 0% increase from FY11) will remain unchanged. Eligible staff will receive standard step and lane increases.
- Health insurance costs will increase 15% over FY11.
- The District will replace all certified retirees with new hires at MA Step 9.
- Building, department, and utility budgets remain constant from FY11.
- Title I Schoolwide grant allocation will not change from FY11.
- Each building and department will have a \$2,500 contingency. Additionally, the Elementary and HS will retain \$125,000 and \$40,000 in contingency funds, respectively.
- The Elementary and HS will budget \$20,000 and \$15,000, respectively, for staff lane changes.

Based on these assumptions, the Lewistown Elementary and Fergus HS General Funds will spend \$5,677,000 and \$3,416,000, respectively, in FY12. The following graphs show the distribution of expenditures based on the assumptions listed above:





Unfortunately, neither current law nor the governor's budget proposal provides enough spending authority to cover these projected costs:

	Estimated Expenditures (Including Title I Shortfall)	Current Law		Governor's Budget (HB136)	
		Highest Budget with a Vote	Projected Shortfall	Highest Budget with a Vote	Projected Shortfall
Lewistown Elem	5,677,000	5,605,834	71,166	5,622,016	54,984
Fergus HS	3,416,000	3,286,439	129,561	3,291,909	124,091

As we proceed through the budget process, I am cautiously optimistic that we can find ways to further reduce these projected shortfalls without affecting our current level of services. The District may also decide to adjust contingency amounts to lessen funding deficits.

TIMELINE

As mentioned throughout this memo, this budget information should be considered very preliminary. We will finalize our budget using the following timeline:

Date	Deadline
February	Administrators and staff review and update building and department budgets
March 1	OPI finalizes guaranteed tax base aid calculations, releases preliminary budget information based on current law
March 24	Last day for trustees to call for a General Fund election in conjunction with the May 3, 2011 trustee election
April 8	Deadline for trustees to finalize amount of General Fund levy request for May 3 election
April 21	Legislative session adjourns
Late April/Early May	Final budget limit information available from OPI
May 3	Trustee and General Fund election, although trustees may choose a different date for the General Fund election in a legislative year
June 1	Deadline for issuing teacher contracts

As we proceed through the budget process this spring, I urge the Board and staff to keep several issues in mind:

- The projected shortfalls assume voters will approve the tax increases discussed above. However, these levy requests are quite substantial and voter approval is far from guaranteed. Should voters deny these levy requests, our budget picture will suddenly become quite dire.
- Several groups recommended hiring an additional elementary principal and/or counselor. If the Board chooses to hire additional staff, we must reduce other costs to allow for the additional salaries and benefits.
- While staff graciously accepted 0% raises in FY11 and FY12, it would be advisable to have the capacity to offer some kind of financial increases when gaining resumes next winter.

In conclusion, Lewistown's enrollment continues to decline. As a result, our funding is becoming more tenuous. For these reasons, the District has good reason to continue proactively streamlining our operations while maintaining the best possible educational environment for our students.

Please contact me with questions.

Mike

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

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: 02/14/2011

SUMMARY:

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

SUGGESTED ACTION: Informational Report

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2010

Agenda Item No.

8

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

ITEM TITLE: DISCUSSION—FACILITIES

Requested By: Board of Trustees Prepared By: Board of Trustees Date: 02/14/2010

SUMMARY:

The Board of Trustees would like to continue the discussion on facilities.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

9

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 02/14/2011

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

10

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

ITEM TITLE: REPORT—ELECTION UPDATE

Requested By: Superintendent **Prepared By:** Mike Waterman **Date:** 02/14/2011

SUMMARY:

Mike Waterman, Business Manager/District Clerk, will report on the election calendar and procedures for 2011.

Attached are the Terms of Office Listing, the 2011 School Election Calendar, and information regarding the Mail Ballot Election from the Election Administrator at the Clerk and Records Office.

Board members terms of office that are due to expire in 2011 include: Jennifer Granot, Becky Jackson, and Stan Monger. These are all three year terms.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2011	Expire 2012	Expire 2013
SCHOOL DISTRICT #1	Jennifer Granot Becky Jackson Stan Monger	Mary Schelle Monte Weeden	Jeremy Bristol Lisa Pierce

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

_____ 3 year term (to expire in 2014)
_____ 3 year term (to expire in 2014)
_____ 3 year term (to expire in 2014)

Petitions Filed for Nomination of School Board Trustee:

MAY 3, 2011
SCHOOL ELECTION CALENDAR

<p style="text-align: center;">December 19, 2010 through March 24, 2011</p>	<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. (13-10-201(6), 13-37-201, 20-3-305 and 20-3-344, MCA) [No earlier than 135 days, or no later than 40 days before election.]</p> <p>Any candidate that has already filed for election, but wishes to withdraw their name, must do so by March 24, 2011. Otherwise, their name must appear on the ballot. (13-10-325, MCA)</p>
<p style="text-align: center;">End of January</p>	<p>Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in</p> <p>(1) a first-class district located in a county with populations of 15,000 or more, OR</p> <p>(2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.</p> <p>(13-37-206, MCA)</p>
<p style="text-align: center;">**Updated in 2009** (SB 276) Changes</p>	<p>County election administrator mails address confirmation forms to electors who have requested absentee ballots for subsequent elections. The county election administrator will mail the address confirmation forms in January. You still must contact your county election administrator for the permanent absentee ballot list.</p>
<p style="text-align: center;">February 17, 2011</p>	<p>First day elector can request an absentee ballot. Voters who wish to vote absentee may request an absentee ballot in writing or in person starting at this date until noon the day before the election. Remember to include the following on the application for absentee ballot:</p> <ul style="list-style-type: none"> ● A section on the form allowing the voter to become part of the permanent absentee list <p>(13-13-211 and 13-13-214, MCA) [75 days before election]</p>
<p style="text-align: center;">March 24, 2011</p>	<p>Trustees call for an election. At least 40 days before the election, the trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. 20-20-401, 20-20-201, and 20-20-203, MCA</p>

March 29, 2011	Last day to file resolutions for school election with county election administrator. (20-20-201(2), MCA) [no later than 35 days before election]
April 3, 2011 (Next Business Day is April 4, 2011)	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 and 20-20-312, MCA) [30 days before election]
April 3 – April 13, 2011	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 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. (20-20-204, MCA) [not less than 20 days or more than 30 days before election]
April 7, 2011 (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]
April 7, 2011 (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. (20-3-313, MCA)
By April 8, 2011	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. Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot. This resolution must include the durational limit, if any, on the levy. [not less than 25 days before election] 13-12-201 , 20-20-401 , and 15-10-425, MCA
April 13, 2011	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 any marks that would identify the voter • A self-addressed, return envelope with affirmation printed on the back of the envelope (20-20-401, MCA) [at least 20 days prior to election]
April 21-May 23, 2011	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commission of Political Practices. (13-37-226(4), MCA) [12 days before and 20 days after the school election]
April 23, 2011 (Next Business Day is April 25, 2011)	Last day to notify election judges of appointment. (20-20-203, MCA) [not less than 10 days before election]
February 17 until noon May 2, 2011	Deadline for absentee requests. Absentee ballots may be requested 75 days before the election but no later than noon the day before the election. *If the voter has a health emergency between 5 p.m. the Friday before the election (April 29) and noon on the election day (May 3), an emergency request for an absentee ballot may be made by noon on the election day (May 3.) (13-13-211, MCA)

May 2, 2011 (By 5 p.m.)	Absolute last day for write in candidates to file a declaration of intent (13-10-211 , MCA) A declaration of intent may be filed after the deadline and until 5 pm the day before the election only if a candidate for the office that the write in candidate is seeking: dies, withdraws from the election or is charged with a felony offense.
May 2, 2011	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 , MCA)
May 3, 2011	Notify election judges of the names of write-in candidates
May 3, 2011	ELECTION DAY. (20-20-105 , MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13 , and 20-20-203 , 20-20-401 , and 20-20-411 , MCA)
April 21-May 23, 2011	Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices. (13-37-226 (4) , MCA) [12 days before and 20 days after the school election]
Following receipt of the tally sheets from all polls AND By May 18, 2011 (Next regular or special board meeting following the election)	Trustees canvass votes, issue certificates of election and publish results. 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 and 416 , MCA) [within 15 days after the election]
Within 15 days after receipt of certificate of election. (20-20-416 , MCA)	Candidate completes oath of office and files with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307 , 20-1-202 , 1-6-101 , MCA)
May 21, 2011	Deadline for trustees to hold organizational meeting. (20-3-321 , MCA) [not later than the third Saturday in May]
June 1, 2011	Deadline for trustees to request county election administrator to conduct school election for next year. (20-20-417 , MCA)
Additional References: Sample forms can be found at this address. http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7 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. 20-3-205 , MCA. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of 20-3-307 , MCA. 1-5-416 , MCA. A notary public shall: take depositions and affidavits, if the notary is knowledgeable of the applicable legal requirements, and administer oaths and affirmations in all matters incident to the duties of the notary public's office or to be used before any court, judge, officer, or board in this state. (MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)	



opi.mt.gov

Distributed by:
Montana
Office of Public Instruction
Denise Juneau, State Superintendent

FERGUS COUNTY

712 W Main St * Lewistown, MT 59457

Ph: 406-535-5242

Fax: 535-9023

clerkrecorder@co.fergus.mt.us

Rana J. Wichman

Clerk & Recorder
Election Administrator

Misti Norris

Deputy Clerk & Recorder
Election Deputy

Kim Manseau

Recording Deputy
Elections Deputy

February 9, 2011

Dear School District #1 Trustees,

This letter is to inform you that our office will conduct the May 3rd School Election by mail ballot. Following are the reasons:

1. **Cost Effective** – Mail ballot elections eliminate the cost of Election Judges and the extra coding of an Automark machine which is required at the polling place.
2. **Security** – Voted ballots are secured in our office which is monitored by security cameras.
3. **Higher Voter Turnout** – mail ballot elections have proven to generate higher voter participation.

As per 13-19-204 MCA, you, as the governing body, may by resolution object to this decision. The resolution must state the reasons for the objection and received by our office no later than 55 days prior to the election.

Enclosed you will find the following items for your review: Mail Ballot written plan, timetable and sample instructions. If you have any questions, please contact myself or Rana Wichman, Clerk and Recorder, at 535-5242. We look forward to working with you in the upcoming months.

Sincerely,

Misti Norris

Misti Norris

Fergus Co Deputy Clerk & Recorder/Election Administrator

Enclosures

Sent by electronic mail



Mail Ballot Written Plan, Timetable and Sample Instructions

FILED WITH SECRETARY OF STATE NO LATER THAN 60 DAYS BEFORE ELECTION DAY.

1. Legal name of jurisdiction, date of election, name of county or counties involved, and estimated number of electors:

Lewistown School District #1

05/03/2011

Legal Name of Jurisdiction

Date of Election

Fergus County

5584

Name of County or Counties Involved

Estimated # of Electors

2. Jurisdiction is: ☐ County ☐ Municipality ☒ School ☐ Fire ☐ Water & Sewer ☐ Other: _____

(If applicable, check all that apply: ☐ Creation ☐ Bond ☒ Trustee ☒ Levy ☐ Other: _____)

3. Type of election (with no other elections taking place at polls on this day in the jurisdiction):

☒ Regular election ☐ Special election ☐ Other: _____

4. Number of places of deposit: 1 If other than your office, list places and addresses

5. If ballots are returned as undeliverable: **Our office will investigate the reason for the return and mail a confirmation notice.**

Note: Undeliverable ballots must be filed securely, retained and available for individuals to vote. The Election Administrator mails a notice to the elector whose ballot was returned undeliverable and follows the guidelines in 13-19-313, MCA and ARM 44.9.306.

6. Return postage will be paid by: **Fergus County Election Administrator and then charged to the School District.**

If elector is required to apply postage, insufficient postage will be handled by: **Fergus County Election Administrator and then charged to the School District.**

7. Voting by electors who are eligible but otherwise not registered in the jurisdiction: ☐ is permitted ☒ is not permitted

If voting is permitted by electors who are eligible but not registered in the jurisdiction, state applicable statute(s): _____ and describe the eligibility requirements in the statute(s): _____

8. Describe procedures you will use to ensure security for the ballots: **All ballots will be locked in our vault each night. Security cameras are in place in the vault and office area.**

9. Ballots will be printed by (choose only one): ☒ District ☐ Precinct ☐ Ward ☐ Other: _____

10. Name of one person chiefly responsible for election: **Rana J. Wichman, Fergus County Election Administrator**

Name(s) of any and all other county/school election officials involved in election and names of counties and/or school districts:

Misti Norris, Fergus Co. Election Deputy and Kim Manseau, Fergus Co. Election Clerk

11. Proportional voting: ☒ is not required for this election. ☐ is required for this election (Attach a sheet detailing the method you will use to satisfy the requirements for proportional voting.)

12. If election is for school district purposes, the election will be conducted by: ☐ school clerk ☒ election administrator

For a school election conducted by the school district clerk, give a brief narrative of the procedures to be followed from the time ballots are received from the electors until they are tabulated, including a description of procedures for transport of ballots to and from the County Election Administrator for signature verification:

If you plan to hold several elections of different types on the same day, and your procedures will be the same for all elections, complete this form for each of the elections. Attach and return all sheets, along with a timetable and sample written instructions.



Mail Ballot School Election Timetable

According to §20-20-102 MCA, "Should there be a conflict between the requirements of Title 13 and the provisions of this title regulating school elections, the provisions of this title shall govern." For additional information about conducting school elections, see <http://www.opi.mt.gov/PUB/PDF/SchoolFinance/ElecHB/>.

TIMETABLE FILED WITH SECRETARY OF STATE

CALENDAR DATE	ACTIVITY SPECIFIED UNDER TITLE 13
02/10/2011	_____ Copy of the following sent to the governing body: 1) written plan; 2) written statement informing the governing body of the decision to conduct the election by mail ballot; 3) list of reasons for the decision; and 4) the right of the governing body to object under 13-19-204, sent to governing body (no date set by law, but should be at least no later than 60 days before election) (<i>No date set by law in school election laws.</i>)
02/15/2011	<u>Actual</u> date of submission of written plan to Secretary of State (received at least 60 days before election) (<i>This law should be followed since it does not appear to conflict with school election laws. School election laws specify at §20-20-201 MCA that "At least 40 days before any school election, the trustees of any district shall call such school election by resolution . . . The resolution calling any school election shall be transmitted to the county election administrator no later than 35 days before the election."</i>)
03/09/2011	Last day for governing body to opt out (no later than 55 days before election) (<i>This law should be followed unless, as in §20-3-313 MCA, trustees cancel an election no later than 25 days before the election if the number of candidates filing is equal to the number of positions to be elected and there is no reason to hold an election.</i>)
Within 5 days of SOS receipt	Approval by Secretary of State (within 5 days of receiving written plan from the election administrator)
_____ N/A _____	Publish notice specifying close of registration as provided by §13-2-301 MCA (Once a week for 3 weeks before close of registration, with the first notice at least 21 days before the close and the last notice within 7 days of the close. This may or may not result in a total of four notices) (§20-20-311 MCA specifies in relevant part that " . . . it shall not be necessary to publish any notice of such closing of registration," so these notices are not required for school mail ballot elections.)
04/06/11 & 04/09/11	Publish notice of election, if applicable (Special §13-1-108 MCA) or (Regular §13-1-401 MCA (4)) (<i>§20-20-204 MCA governs since it specifies that trustees shall give notice of the election not less than 20 days or more than 30 days before the day of the election. Please consult §20-20-204 MCA for additional specific laws.</i>)
04/03/2011	Close of registration as provided by §13-2-301 MCA (30 days before election) (<i>§20-20-311 MCA specifies in relevant part that "Registration for school elections shall close for 30 days before any school election . . ." so school and regular election laws are identical. This date is often moved to 29 days before the election when the 30th day before the election falls on a Sunday.</i>)
04/13/2011	Date ballots mailed (no sooner than 25 days or later than 15 days before election) (<i>§13-19-207 MCA specifies that all ballots must be mailed the same day. The general law for school elections is that absentee ballots are available at least 20 days before the election, except bond elections not held in conjunction with school elections (30 days). School and mail ballot laws are generally consistent, allowing absentee ballots to be available, but not necessarily mailed, before the single date on which they are mailed.</i>)
05/03/2011	Election Day

This schedule must be attached to the written plan and sample instructions for this mail ballot election.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2010

Agenda Item No.

11

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Mike Waterman Date: 02/14/2010

SUMMARY:

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

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2010-2011

Criteria: Control#: 10

Acct Mask: _____._____._____._____._____

Sort By Acct

☐ Print Internal Accounts Only

Type: Interest

Posting Date: 1/31/2011

Amount Distributed: \$1,525.33

Control#: 10

Posting Description: Interest Distribution

12/31/2010

Entry#: 396

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$1,104,258.55	31	.2546317	\$388.40	\$1,104,258.55		\$0.00	Yes
110.00.000.0000.101.000	\$592,963.20	31	.1367318	\$208.56	\$592,963.20		\$0.00	Yes
111.00.000.0000.101.000	\$933,887.68	31	.2153458	\$328.47	\$933,887.68		\$0.00	Yes
112.00.000.0000.101.000	\$92,926.61	31	.0214280	\$32.68	\$92,926.61		\$0.00	Yes
113.00.000.0000.101.000	\$0.00	31	.0000000	\$0.00	\$0.00		\$0.00	Yes
114.00.000.0000.101.000	\$664,871.55	31	.1533132	\$233.85	\$664,871.55		\$0.00	Yes
120.00.000.0000.101.000	\$9,888.68	31	.0022802	\$3.48	\$9,888.68		\$0.00	Yes
121.00.000.0000.101.000	\$51,062.56	31	.0117745	\$17.96	\$51,062.56		\$0.00	Yes
124.00.000.0000.101.000	\$84,796.79	31	.0195533	\$29.83	\$84,796.79		\$0.00	Yes
128.00.000.0000.101.000	\$41,297.68	31	.0095229	\$14.53	\$41,297.68		\$0.00	Yes
129.00.000.0000.101.000	\$86,003.15	31	.0198315	\$30.25	\$86,003.15		\$0.00	Yes
150.00.000.0000.101.000	\$205,256.59	31	.0473303	\$72.19	\$205,256.59		\$0.00	Yes
160.00.000.0000.101.000	\$34,991.64	31	.0080687	\$12.31	\$34,991.64		\$0.00	Yes
161.00.000.0000.101.000	\$434,481.44	31	.1001874	\$152.82	\$434,481.44		\$0.00	Yes
Control# 10 Total:	\$4,336,686.12		.9999993	\$1,525.33	\$4,336,686.12		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 12/31/2010

End of Report

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2010-2011

Criteria: Control#: 11

Acct Mask: _____._____._____._____._____

Sort By Acct

☐ Print Internal Accounts Only

Type: HS Interest

Posting Date: 1/31/2011

Amount Distributed: \$977.98

Control#: 11

Posting Description: Interest Distribution

12/31/2010

Entry#: 397

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$722,702.20	31	.2323192	\$227.21	\$722,702.20		\$0.00	Yes
210.00.000.0000.101.000	\$363,553.76	31	.1168677	\$114.29	\$363,553.76		\$0.00	Yes
211.00.000.0000.101.000	\$498,447.02	31	.1602303	\$156.70	\$498,447.02		\$0.00	Yes
213.00.000.0000.101.000	\$225.61	31	.0000725	\$0.07	\$225.61		\$0.00	Yes
214.00.000.0000.101.000	\$317,932.05	31	.1022021	\$99.95	\$317,932.05		\$0.00	Yes
217.00.000.0000.101.000	\$22,639.16	31	.0072776	\$7.12	\$22,639.16		\$0.00	Yes
218.00.000.0000.101.000	\$19,948.32	31	.0064126	\$6.27	\$19,948.32		\$0.00	Yes
220.00.000.0000.101.000	\$8,004.81	31	.0025732	\$2.52	\$8,004.81		\$0.00	Yes
221.00.000.0000.101.000	\$25,086.28	31	.0080642	\$7.89	\$25,086.28		\$0.00	Yes
224.00.000.0000.101.000	\$162,035.15	31	.0520877	\$50.94	\$162,035.15		\$0.00	Yes
228.00.000.0000.101.000	\$86,414.59	31	.0277788	\$27.17	\$86,414.59		\$0.00	Yes
229.00.000.0000.101.000	\$90,778.21	31	.0291815	\$28.54	\$90,778.21		\$0.00	Yes
260.00.000.0000.101.000	\$65,181.51	31	.0209532	\$20.49	\$65,181.51		\$0.00	Yes
261.00.000.0000.101.000	\$569,544.10	31	.1830851	\$179.05	\$569,544.10		\$0.00	Yes
281.00.000.0000.101.000	\$88,970.37	31	.0286003	\$27.97	\$88,970.37		\$0.00	Yes
282.00.000.0000.101.000	\$69,353.14	31	.0222942	\$21.80	\$69,353.14		\$0.00	Yes
Control# 11 Total:	\$3,110,816.28		1.0000002	\$977.98	\$3,110,816.28		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 12/31/2010

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

12

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 02/14/2011

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ MTSBA School Finance Symposium—Wednesday, March 2, 2011—Lewistown
- ❖ Day of Advocacy—Monday, March 14, 2011—Helena
- ❖ Board Member for Scholarship Committee
- ❖ Roundtable Schedule—Monday, February 28, 2011—LEA—6:00 p.m.
- ❖ No School—Early Release—Wednesday, February 16, 2011—Bullying
- ❖ BBB/GBB—Central A Divisional Tournament—February 24-26, 2011—Belgrade
- ❖ Home Athletic Games/Meets:
 GBB vs. Park High—Tuesday, February 15, 2011—4:15/5:45/7:15 p.m.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

MTSBA School Finance Symposium - Lewistown

Start Date: Wednesday, March 02, 2011 at 10:00 AM

End Date: Wednesday, March 02, 2011 at 4:30 PM

Building: Lewistown School District

Address: Lewistown, MT

School District Name:

Please Select...

If your organization or school district is not listed in the dropdown list above then enter your email address below to register people for this event.

Your Email Address:

Go

Add to calendar

Directions:



MTSBA's School Finance Symposium

Please join Debra Silk, Associate Executive Director and General Counsel and Joe Brott, Director of Policy Services.

Agenda:

Registration	9:30-10:00
History of School Finance	10:00-10:30
Session I:	10:30-12:30
- Levy Elections (Date change bill process)	
- Basic and ANB Entitlements	
- Fund Transfers (Current and future process)	
- Optimizing Resources	
Lunch - on your own	12:30 - 1:30
Session II: School tax reform/protected tax bills	1:30-3:30
- HB 124 School Block Grants	
- BASE mills (variable and uniform)	
- Oil and Gas	
- Metal Mines	
- Flexibility funds	
- Centrally-assessed property	
Update on current legislative issues	3:30-4:00

Member Fee: \$125

No-Show Fee: \$25

Day of Advocacy

Start Date:	Monday, March 14, 2011 at 7:30 AM
End Date:	Monday, March 14, 2011 at 9:00 PM
Building:	Best Western Great Northern Hotel
Address:	835 Great Northern Blvd Helena, MT 59601

MTSBA, SAM, and MREA's Day of Advocacy

Please Note: School Administrators of Montana is also managing an online registration for the Day of Advocacy. Please register one time only. To register for both the Day of Advocacy and the MASS Spring Conference, [click here](#).

As anticipated, the 2011 Legislative Session is proving to be one of the most challenging in a generation with revenue estimates almost \$400 million short of the anticipated expenses of paying for the ongoing costs of government, including K-12 public education, over the next two years. The best chance we have to protect and preserve our members' interests is through an expanded voice from our members throughout Montana. We have learned that the voice of the real citizen is a powerful tool. The legislative body will listen to voices of their local school board members, and we need to ensure that they hear from you.

On Monday, March 14, 2011, you get that chance by participating in the Day of Advocacy which is sponsored jointly by MTSBA, MREA and SAM and is being held in Helena at the Great Northern Hotel. The event will allow trustees, in conjunction with superintendents, to provide strong leadership in support of the priorities of K-12 public education. The Day of Advocacy will allow you as a "real citizen" to have a voice concerning the decisions made by the 2011 Legislature. You will have multiple opportunities to meet with and share your perspective on those decisions which impact your school district. Please take a look at the preliminary agenda below:

7:30am-8:15am	Continental Breakfast
8:15am-8:30am	Welcome and Introductions
8:30am-11:30am	Guest Speaker, Jamie Vollmer
11:30am-12:30pm	Legislative Leaders' Panel
12:30pm-1:30pm	Lunch (included)
	Sponsoring Organization's Legislative Overview
1:30pm	At the Capital Visits: Your opportunity to meet and discuss education issues with your legislators and invite them to the evening reception.
3:0pm-5:00pm	House Education and Senate Education Committees
6:00pm-9:00pm	Hosted reception for attendees and legislators

Fee: \$140 per person includes - Continental Breakfast, Lunch, Reception, a copy of Jamie Vollmer's book. Full cancellations will be granted if received by March 8th, after that date a \$45 fee will be assessed.

BOARD OF TRUSTEES ROUNDTABLE SCHEDULE**2010-2011**

Date	Group	Time	Meeting Site
November 8, 2010	Garfield Elementary	6:00-7:00 p.m.	Garfield Elementary School
November 22, 2010	Lewis & Clark Elementary	6:00-7:00 p.m.	Lewis & Clark Elementary School
December 13, 2010	Highland Park Elementary	6:00-7:00 p.m.	Highland Park Elementary School
January 10, 2011	FHS Staff	6:00-7:00 p.m.	Fergus High School
January 24, 2011	Junior High School	6:00-7:00 p.m.	Junior High School
February 14, 2011	Classified Staff	6:00-7:00 p.m.	Lincoln Board Room
February 28, 2011	LEA	6:00-7:00 p.m.	Lincoln Board Room
March 28, 2011	FHS Students	6:00-7:00 p.m.	Fergus High School
April 11, 2011	Admin Council	6:00-7:00 p.m.	Lincoln Board Room

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

13

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 02/14/2011

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

14

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 02/14/2011

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 24, 2011, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LEWISTOWN JUNIOR HIGH SCHOOL
914 West Main Street
Lewistown, Montana 59457

Monday, January 24, 2011

BOARD ROUNDTABLE DISCUSSION—LJHS STAFF

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

REGULAR BOARD MEETING

CALL TO ORDER (7:10 P.M.)

1. **ROLL CALL**

TRUSTEES PRESENT:

Board Chair Becky Jackson, Jeremy Bristol, Jennifer Granot, Mary Schelle

TRUSTEES ABSENT:

Stan Monger, Lisa Pierce, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Mike Waterman, Business Manager/District Clerk, Sandi Chamberlain, Andrea Payne, Tim Majerus

OTHERS PRESENT:

Student Representative Sydney Stivers, David Murray-Lewistown News-Argus, and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. **REPORT—STUDENT REPRESENTATIVE**

Sydney Stivers, student representative to the Board, reported on upcoming activities at Fergus High School.

4. **REPORT—COMMITTEES OF THE BOARD**

There were no committee reports.

5. **CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.**

No items were discussed.

SUPERINTENDENT'S REPORT

6. **REPORT—ELECTION UPDATE**

Mike Waterman, Business Manager/District Clerk, presented to the Board the 2011 School Election Calendar and advised them of deadlines regarding the school elections. The Board discussed the merits of a mail ballot election conducted by the county as compared to an election conducted by the District.

7. OTHER ITEMS

Jason Butcher, Superintendent, updated the Board regarding the MHSA Annual Meeting and announced that Jim Daniels was selected as the Athletic Director of the Year. Jason also reminded the Board of the Board Work/Study Session that is scheduled for Monday, February 7, 2011, to discuss facilities. The next Board Roundtable discussion will be in the Lincoln Board Room with the Classified Staff. Other dates were listed for upcoming events in the district.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

9. MINUTES OF THE JANUARY 10, 2011, REGULAR BOARD MEETING – approved unanimously (Granot/Bristol).

APPROVAL OF CLAIMS

10. CLAIMS – The claims referenced in the 2010-11 Bill Schedule and submitted through January 20, 2011, were approved unanimously (Bristol/Granot).

CONSENT GROUP ITEMS – approved unanimously (Schelle/Granot).

11. APPROVE ADDITIONS TO SUBSTITUTE LIST FOR THE 2010-2011 SCHOOL YEAR – Substitute Teacher/Aide List—Danielle Bye, Dave Rummans, Renee Sanofsky; Substitute School Food List—Danielle Bye

12. APPROVE 2011-2012 SCHOOL CALENDAR

INDIVIDUAL ITEMS

13. APPROVE PERSONNEL REPORT – see Exhibit A – approved unanimously (Bristol/Schelle).

14. APPROVE AMENDMENT TO FLEXIBLE BENEFIT PLAN – See Exhibit B – approved unanimously (Granot/Schelle).

ADJOURNMENT

The meeting was adjourned at 7:45 p.m. The next regular meeting will be held on Monday, February 14, 2011, 7:00 p.m. at the Lincoln Board Room (Granot– unanimous).

REBECCA S. JACKSON
BOARD CHAIR

MIKE WATERMAN
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: January 24, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
KAMP, Derree	Study Hall Supervisor	Lewistown Junior High School	Approve revision of contract to reflect change in hours—add 30 minutes per day to contract on an as needed basis to supervise detention	January 24, 2011	See attached memo.

"EXHIBIT B"

PAGE 1 OF 3

AMENDMENT NUMBER 2010 TO

Lewistown Public School
Flexible Benefit Plan

BY THIS AGREEMENT, Lewistown Public School Flexible Benefit Plan (hereinafter referred to as the "Plan") is hereby amended as follows, effective as January 1, 2011:

1. The definition of "Dependent " is amended to read as follows:

"Dependent" means any individual who qualifies as a dependent under an Insurance Contract for purposes of coverage under that Contract only or under Code Section 152 (as modified by Code Section 105(b)). Any child of a Plan Participant who is determined to be an alternate recipient under a qualified medical child support order under ERISA Sec. 609 shall be considered a Dependent under this Plan.

"Dependent" shall include any Child of a Participant who is covered under an Insurance Contract, as defined in the Contract, as allowed by reason of the Affordable Care Act.

2. The definition of "Medical Expenses" is amended to read as follows:

(c) **"Medical Expenses"** means any expense for medical care within the meaning of the term "medical care" as defined in Code Section 213(d) and the rulings and Treasury regulations thereunder, and not otherwise used by the Participant as a deduction in determining his tax liability under the Code. "Medical Expenses" can be incurred by the Participant, his or her Spouse and his or her Dependents. "Incurred" means, with regard to Medical Expenses, when the Participant is provided with the medical care that gives rise to the Medical Expense and not when the Participant is formally billed or charged for, or pays for, the medical care.

Effective January 1, 2011, including amounts related to the Grace Period for the 2010 Plan Year, a Participant may not be reimbursed for the cost of any medicine or drug that is not "prescribed" within the meaning of Code Section 106(f) or is not insulin.

IN WITNESS WHEREOF, this Amendment has been executed this _____ day
of _____, _____.

Lewistown Public School

By _____
EMPLOYER

"EXHIBIT B"

PAGE 2 OF 3

CERTIFICATE OF CORPORATE RESOLUTION

The undersigned Secretary of Lewistown Public School (the Corporation) hereby certifies that the following resolutions were duly adopted by the board of directors of the Corporation on _____, and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that Amendment Number 2010 to the Cafeteria Plan effective January 1, 2011 presented to this meeting is hereby approved and adopted and that the proper officers of the Corporation are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

RESOLVED, that the proper officers of the Corporation shall act as soon as possible to notify employees of the Corporation of the adoption of this Amendment Number 2010 to the Cafeteria Plan by delivering to each employee a copy of the summary description of the changes to the Plan in the form of the Summary Plan Description - Material Modification presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B respectively, are true copies of Amendment Number 2010 to Lewistown Public School Flexible Benefit Plan and Summary Plan Description - Material Modifications approved and adopted in the foregoing resolutions.

Secretary

Date: _____

Lewistown Public School
Flexible Benefit Plan

SUMMARY PLAN DESCRIPTION
MATERIAL MODIFICATIONS

I

INTRODUCTION

Lewistown Public School has amended your Cafeteria Plan as of January 1, 2011

This is merely a summary of the most important changes to the Plan. If you have any questions, contact your Plan's Administrator. A copy of the Plan, including this amendment, is available for your inspection. If there is any discrepancy between the terms of the Plan or the amendment itself and this summary of material modifications, the provisions of the Plan, as amended, will control.

II

SUMMARY OF CHANGES

IV

BENEFITS

1. Health Care Reimbursement Plan

Effective January 1, 2011, including amounts related to the Grace Period for the 2010 Plan Year, you may not be reimbursed for the cost of any medicine or drug that is not "prescribed" within the meaning of Code Section 106(f) or is not insulin.

Health Flexible Spending Account

The Health Flexible Spending Account enables you to pay for expenses allowed under Sections 105 and 213(d) of the Internal Revenue Code which are not covered by insurance and save taxes at the same time. The Health Flexible Spending Account allows you to be reimbursed by the Employer for out-of-pocket medical, dental and/or vision expenses incurred by you and your dependents.

Drug costs, including insulin, may be reimbursed. Beginning January 1, 2011, you may be reimbursed for "over the counter" drugs only if those drugs are prescribed for you. If you incur "over the counter" drug costs during the Grace Period, you may not be reimbursed for those amounts, only if those drugs are prescribed for you. You may not, however, be reimbursed for the cost of other health care coverage maintained outside of the Plan, or for long-term care expenses. A list of covered expenses is available from the Administrator.

2. Dependent Age

You may be reimbursed for expenses for any child until the end of the calendar year in which the child reaches age 26. A child is a natural child, stepchild, foster child, adopted child, or a child placed with you for adoption. If a child gains or regains eligibility due to these new rules, that qualifies as a change in status to change coverage.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

15

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 02/14/2011

SUMMARY:

Approve claims paid through February 10, 2011, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2011 include: Becky Jackson, Jeremy Bristol, Stan Monger, and Lisa Pierce.

SUGGESTED ACTION: Approve Claims as Presented

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

16

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

SUGGESTED ACTION: No Items to Approve

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

16

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

ITEM TITLE: APPROVE ADDITIONS TO SUBSTITUTE LIST FOR THE 2010-2011 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Sandi Chamberlain Date: 02/14/2011

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2010-2011 School Year. The substitutes being added to the list are:

Substitute Teacher/Aide List:

Kendra Cripe
Terry Selph
James Singley – Aide List Only

Karl Berg – Student Teacher with Loren Drivdahl
Andrew Zier – Student Teacher with Vic Feller/Troy Hudson

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2010-2011 School Year

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

17

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 02/14/2011

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: February 14, 2011

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GERLINGER, Anita	Playground Aide	Garfield Elementary School	Accept letter of resignation	February 11, 2011	See attached letter.
CARLISLE, Kyle	Sixth Grade Teacher	Lewis & Clark Elementary School	Accept letter of resignation	June 30, 2011	See attached letter.
SHIELDS, Carolyn	Fourth Grade Teacher	Garfield Elementary School	Accept letter of resignation	June 30, 2011	See attached letter.
STOKKEN, Teresa	Third Grade Teacher	Garfield Elementary School	Accept letter of Resignation	June 30, 2011	See attached letter.
FELLER, Vic GEBERT, Gary HUDSON, Troy	Football Coaches	Fergus High School	Approve Out-of-State Travel to attend the Glazier Football Clinic in Reno, Nevada	March 9-12, 2011	See attached memo.
ARMSTAD, Sandy	School Play Co-Advisor	Fergus High School	Approve appointment on schedule—(0.020)	February 14, 2011	See attached memo
BRANDON, Luke	School Play Co-Advisor	Fergus High School	Approve appointment on schedule—(0.020)	February 14, 2011	See attached memo
BREIDENBACH, Brad	BPA Co-Advisor	Fergus High School	Approve appointment on schedule—(0.0175)	February 14, 2011	See attached memo
LEWIS, Diane	BPA Co-Advisor	Fergus High School	Approve appointment on schedule—(0.0175)	February 14, 2011	See attached memo

January 26, 2011

To Whom It May Concern:

*This letter is my two week notice that February 11th, 2011 will
be my last day of working the before school recess duty.*

Jan 26 2011
Gerlinger
Anita Gerlinger

Memorandum

To: Certified Staff
From: Jason Butcher, Superintendent
Date: January 3, 2011
Re: Early Retirement Incentive

RETIREMENT:

According to the Collective Bargaining Agreement, teachers with eight (8) years or more in the District are eligible for one-quarter (1/4) of their accumulated sick leave upon retirement, which is recognized by Teachers Retirement System (TRS) as termination pay. Teachers wishing to retire should submit the Irrevocable Form to Teachers Retirement at least **ninety (90) days before the last day of instruction** in order to have pre-taxed termination pay contributions.

RETIREMENT INCENTIVE:

This is a one-time offering from the District to Certified Staff. This offering is only available from **January 3, 2011, until February 1, 2011**, for the 2010-2011 School Year. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Tuesday, February 1, 2011**. After that date the incentive program for this year will become void. The incentive being offered to teachers eligible for retirement is attached.

I agree that by signing this form I am accepting the district's proposal and that this form serves as my formal letter of resignation effective June 30, 2011.

Kyle L. Carlisle
NAME (PRINTED)

1/28/2011
DATE

[Signature]
SIGNATURE

CENTRAL OFFICE

Memorandum

To: Certified Staff
From: Jason Butcher, Superintendent
Date: January 3, 2011
Re: Early Retirement Incentive

RETIREMENT:

According to the Collective Bargaining Agreement, teachers with eight (8) years or more in the District are eligible for one-quarter (1/4) of their accumulated sick leave upon retirement, which is recognized by Teachers Retirement System (TRS) as termination pay. Teachers wishing to retire should submit the Irrevocable Form to Teachers Retirement at least **ninety (90) days before the last day of instruction** in order to have pre-taxed termination pay contributions.

RETIREMENT INCENTIVE:

This is a one-time offering from the District to Certified Staff. This offering is only available from **January 3, 2011, until February 1, 2011**, for the 2010-2011 School Year. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Tuesday, February 1, 2011**. After that date the incentive program for this year will become void. The incentive being offered to teachers eligible for retirement is attached.

I agree that by signing this form I am accepting the district's proposal and that this form serves as my formal letter of resignation effective June 30, 2011.

Carolyn Ryder Shields
NAME (PRINTED)

Feb. 1, 2011
DATE

[Signature]
SIGNATURE

CENTRAL OFFICE

Memorandum

To: Certified Staff
From: Jason Butcher, Superintendent
Date: January 3, 2011
Re: Early Retirement Incentive

RETIREMENT:

According to the Collective Bargaining Agreement, teachers with eight (8) years or more in the District are eligible for one-quarter (1/4) of their accumulated sick leave upon retirement, which is recognized by Teachers Retirement System (TRS) as termination pay. Teachers wishing to retire should submit the Irrevocable Form to Teachers Retirement at least **ninety (90) days before the last day of instruction** in order to have pre-taxed termination pay contributions.

RETIREMENT INCENTIVE:

This is a one-time offering from the District to Certified Staff. This offering is only available from **January 3, 2011, until February 1, 2011**, for the 2010-2011 School Year. All staff wishing to take part in the incentive must declare their intent to retire in writing by **5:00 p.m. on Tuesday, February 1, 2011**. After that date the incentive program for this year will become void. The incentive being offered to teachers eligible for retirement is attached.

I agree that by signing this form I am accepting the district's proposal and that this form serves as my formal letter of resignation effective June 30, 2011.

TERESA STOKKEN
NAME (PRINTED)

JANUARY 21, 2011
DATE

[Signature]
SIGNATURE

CENTRAL OFFICE

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Jerry Feller, FHS Principal
Date: January 27, 2011
Re: Out-of-State Travel Request

This memo is written in support of an out-of-state travel request from Gary Gebert, Vic Feller, and Troy Hudson to attend the Glazier Football Clinic scheduled in Reno, Nevada, March 10-12, 2011.

The three coaches would miss a half day of school on Wednesday, March 9, 2011, to allow for travel to Reno, plus Thursday and Friday to attend the clinic. Traveling expenses, lodging and registration will be paid for by the coaches.

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Supt.; Mike Waterman, Business Manager
From: Jeff Elliott, Activities Director
Date: February 3, 2011
Re: Extracurricular Assignments

Please recommend to the Board of Trustees the following individual(s) for extracurricular activities for the 2010-2011 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

School Play:

Sandy Armstad	Co-Advisor	(0.020)	\$601.86
Luke Brandon	Co-Advisor	(0.020)	\$601.86

Luke was approved on June 14, 2010, to be the advisor for the school play. However, Sandy Armstad has agreed to help him with the school play; therefore, the stipend will be split between Luke and Sandy.

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Supt.; Mike Waterman, Business Manager
From: Jeff Elliott, Activities Director
Date: February 10, 2011
Re: Extracurricular Assignments

Please recommend to the Board of Trustees the following individual(s) for extracurricular activities for the 2010-2011 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

BPA Advisors:

Brad Breidenbach	Co-Advisor	(0.0175)	\$526.63
Diane Lewis	Co-Advisor	(0.0175)	\$526.63

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/14/2011

Agenda Item No.

18

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE EXTENSION OF THE LEWISTOWN BUS ROUTE INTO THE GRASS RANGE SCHOOL DISTRICT

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 02/14/2011

SUMMARY:

The Board of Trustees needs to approve the request from Lewistown Public Schools to extend their bus route into the Grass Range School District.

SUGGESTED ACTION: Approve Extension of Lewistown Bus Route into the Grass Range School District

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Lewistown School District #1, Fergus County, and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown Schools for the 2010-11 School Year.

This agreement is a blanket coverage for students who are transported by Lewistown School District #1 buses to attend Lewistown Schools.

Description of bus route:

Bus Route 2 – Morning bus route travels over the divide into the Grass Range School District to the Cheadle-Piper Cutoff North and then turns around.

Bus Route 10 – Afternoon bus route travels over the divide into the Grass Range School District to the Cheadle-Piper Cutoff North and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Board Chair
Lewistown School District #1

Board Chair
Grass Range School District #27

Date: _____

Date: _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

Goal Area 2: Facilities

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

1. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

Goal Area 3: Community / Parental Engagement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

Goal Area 4: Technology

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

Strategic Objectives:

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators, and staff. They are part of the planning and assessment of these opportunities.

Goal Area 6: Fiscal Management/Responsibility

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2011).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to August 15, 2011, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the District. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

BOARD OF TRUSTEES

Becky Jackson, Board Chair
Jeremy Bristol
Jennifer Granot
Stan Monger
Lisa Pierce
Mary Schelle
Monte Weeden

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

A. Pupil Instruction

First Semester					91 Days	Second Semester					89 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	25 --	Aug	27	3	First Week	Jan	24 --	Jan	28	5
Second Week	Aug	30 --	Sept	3	5	Second Week	Jan	31 --	Feb	4	5
Third Week	Sept	7 --	Sept	10	4	Third Week	Feb	7 --	Feb	11	5
Fourth Week	Sept	13 --	Sept	17	5	Fourth Week	Feb	14 --	Feb	18	5
Fifth Week	Sept	20 --	Sept	24	5	Fifth Week	Feb	21 --	Feb	24	4
Sixth Week	Sept	27 --	Oct	1	5	Sixth Week	Feb	28 --	Mar	4	5
Seventh Week	Oct	4 --	Oct	8	5	Seventh Week	Mar	7 --	Mar	11	5
Eighth Week	Oct	11 --	Oct	15	5	Eighth Week	Mar	14 --	Mar	18	5
Ninth Week	Oct	18 --	Oct	20	3	Ninth Week	Mar	21 --	Mar	25	5
Tenth Week	Oct	25 --	Oct	29	5						44
					45						
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	1 --	Nov	3	3	First Week	Mar	28 --	Apr	1	5
Second Week	Nov	8 --	Nov	12	5	Second Week	Apr	4 --	Apr	8	5
Third Week	Nov	15 --	Nov	19	5	Third Week	Apr	11 --	Apr	15	5
Fourth Week	Nov	22 --	Nov	23	2	Fourth Week	Apr	18 --	Apr	20	3
Fifth Week	Nov	29 --	Dec	3	5	Fifth Week	Apr	26 --	Apr	29	4
Sixth Week	Dec	6 --	Dec	10	5	Sixth Week	May	2 --	May	6	5
Seventh Week	Dec	13 --	Dec	17	5	Seventh Week	May	9 --	May	13	5
Eighth Week	Dec	20 --	Dec	21	2	Eighth Week	May	16 --	May	20	5
Ninth Week	Jan	3 --	Jan	7	5	Ninth Week	May	23 --	May	27	5
Tenth Week	Jan	10 --	Jan	14	5	Tenth Week	May	31 --	Jun	2	3
Eleventh Week	Jan	18 --	Jan	21	4						45
					46						

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

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

C. Holidays (Dates Inclusive)

September 6	Labor Day
October 21-22	Fall Vacation (Teachers -- Convention)
November 4	Parent Teacher Conferences (Vacation Day for Students)
November 5	Vacation Day
November 24-26	Thanksgiving Vacation
December 22-31	Christmas Vacation
January 17	PIR (Vacation Day for Students)
February 25	Vacation Day
April 21-25	Spring Break
May 30	Memorial Day

2010-2011		
Regular Board Meetings		
July	26	5:30 p.m.
Aug.	9	5:30 p.m.
Aug.**	24	7:00 p.m.
Sept.	13	7:00 p.m.
Sept.	27	7:00 p.m.
Oct.	11	7:00 p.m.
Oct.	25	7:00 p.m.
Nov.	8	7:00 p.m.
Nov.	22	7:00 p.m.
Dec.	13	7:00 p.m.
Jan.	10	7:00 p.m.
Jan.	24	7:00 p.m.
Feb.	14	7:00 p.m.
Feb.	28	7:00 p.m.
Mar.	14	7:00 p.m.
Mar.	28	7:00 p.m.
Apr.	11	7:00 p.m.
Apr.	25	7:00 p.m.
May	9	7:00 p.m.
May	23	7:00 p.m.
June	13	5:30 p.m.
June	27	5:30 p.m.

**** TUESDAY**