

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, October 8, 2012

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Debra Slagel, College Application Week
4. Report—Student Representative to the Board
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Report—Investment
8. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

10. Minutes of the September 10, 2012, Regular Board Meeting

APPROVAL OF CLAIMS

11. Claims

CONSENT GROUP ITEMS

12. Approve Additions to the Substitute List for 2012-2013 School Year
13. Approve Fergus High School Class of 2016 Student Activity Account

INDIVIDUAL ITEMS

14. Second Reading— Board Policy #5510 – Classified Sick Leave Bank
15. First Reading—Board Policy #5240 – Resolution of Staff Complaint/Problem Solving
16. First Reading—Board Policy #5240P – Uniform Complaint Procedure
17. First Reading—Board Policy #5240F – Uniform Complaint Reporting Form
18. Approve Agreement between Lewistown Public Schools and the City of Lewistown
19. Approve IDEA Part B Federal Flow-Through Application to CMLRCC for Special Education Expenses
20. 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

10/08/2012

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—DEBRA SLAGEL, COLLEGE APPLICATION WEEK

Requested By: Board of Trustees Prepared By: _____ Date: 10/08/2012

SUMMARY:

Debra Slagel, FHS Counselor, would like to present information to the Board of Trustees regarding College Application Week that is scheduled for November 12-16, 2012.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

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: Jarrett Guyer Date: 10/08/2012

SUMMARY:

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

Student Council

- Report on Homecoming
- Ken Martin Fundraiser

All Other Clubs

- Many of the clubs at FHS have started with new members
- Science Olympiad will start meeting this month
- No big events happening yet

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 10/08/2012

SUMMARY:

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

SUGGESTED ACTION: Informational Report

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

6

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 10/08/2012

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

7

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 10/08/2012

SUMMARY:

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

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 38 To: 39

Acct Mask: _____._____._____._____

Sort By Acct

☐ Print Internal Accounts Only

Type: Interest	Posting Date: 9/30/2012			Amount Distributed: \$495.19		Control#: 38	
Posting Description: Interest Distribution				8/31/2012		Entry#: 132	
Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount Internal?
101.00.000.0000.101.000	\$623,628.06	31	.1650229	\$81.72	\$623,628.06		\$0.00 Yes
110.00.000.0000.101.000	\$799,568.37	31	.2115798	\$104.77	\$799,568.37		\$0.00 Yes
111.00.000.0000.101.000	\$819,051.21	31	.2167353	\$107.32	\$819,051.21		\$0.00 Yes
112.00.000.0000.101.000	\$109,658.65	31	.0290176	\$14.37	\$109,658.65		\$0.00 Yes
113.00.000.0000.101.000	\$1.96	31	.0000005	\$0.00	\$1.96		\$0.00 Yes
114.00.000.0000.101.000	\$457,291.11	31	.1210072	\$59.92	\$457,291.11		\$0.00 Yes
120.00.000.0000.101.000	\$9,540.68	31	.0025246	\$1.25	\$9,540.68		\$0.00 Yes
121.00.000.0000.101.000	\$52,094.17	31	.0137850	\$6.83	\$52,094.17		\$0.00 Yes
124.00.000.0000.101.000	\$86,509.93	31	.0228920	\$11.34	\$86,509.93		\$0.00 Yes
128.00.000.0000.101.000	\$38,264.94	31	.0101256	\$5.01	\$38,264.94		\$0.00 Yes
129.00.000.0000.101.000	\$107,051.47	31	.0283277	\$14.03	\$107,051.47		\$0.00 Yes
150.00.000.0000.101.000	\$141,155.83	31	.0373523	\$18.50	\$141,155.83		\$0.00 Yes
160.00.000.0000.101.000	\$9,266.56	31	.0024521	\$1.21	\$9,266.56		\$0.00 Yes
161.00.000.0000.101.000	\$525,956.77	31	.1391773	\$68.92	\$525,956.77		\$0.00 Yes
Control# 38 Total:	\$3,779,039.71		.9999999	\$495.19	\$3,779,039.71		\$0.00

Balance Calculations based on Prior Month Ending Balances as of 8/31/2012

Type: HS Interest	Posting Date: 9/30/2012			Amount Distributed: \$334.53		Control#: 39
Posting Description: Interest Distribution				8/31/2012		Entry#: 133
Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect Amount Internal?
201.00.000.0000.101.000	\$348,967.18	31	.1277414	\$42.73	\$348,967.18	\$0.00 Yes
210.00.000.0000.101.000	\$469,752.96	31	.1719557	\$57.52	\$469,752.96	\$0.00 Yes
211.00.000.0000.101.000	\$209,431.39	31	.0766635	\$25.65	\$209,431.39	\$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	\$216,480.83	31	.0792440	\$26.51	\$216,480.83	\$0.00 Yes
217.00.000.0000.101.000	\$27,432.55	31	.0100418	\$3.36	\$27,432.55	\$0.00 Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 38 To: 39 Acct Mask: _____._____._____._____._____

Sort By Acct

☐ Print Internal Accounts Only

218.00.000.0000.101.000	\$19,416.42	31	.0071075	\$2.38	\$19,416.42	\$0.00	Yes
220.00.000.0000.101.000	\$9,390.36	31	.0034374	\$1.15	\$9,390.36	\$0.00	Yes
221.00.000.0000.101.000	\$25,515.93	31	.0093402	\$3.12	\$25,515.93	\$0.00	Yes
224.00.000.0000.101.000	\$164,810.33	31	.0603297	\$20.18	\$164,810.33	\$0.00	Yes
228.00.000.0000.101.000	\$80,839.71	31	.0295918	\$9.90	\$80,839.71	\$0.00	Yes
229.00.000.0000.101.000	\$118,945.32	31	.0435406	\$14.57	\$118,945.32	\$0.00	Yes
260.00.000.0000.101.000	\$68,179.83	31	.0249576	\$8.35	\$68,179.83	\$0.00	Yes
261.00.000.0000.101.000	\$696,029.26	31	.2547854	\$85.24	\$696,029.26	\$0.00	Yes
281.00.000.0000.101.000	\$92,874.06	31	.0339971	\$11.37	\$92,874.06	\$0.00	Yes
282.00.000.0000.101.000	\$183,760.77	31	.0672666	\$22.50	\$183,760.77	\$0.00	Yes
Control# 39 Total:	\$2,731,826.90	1.0000003		\$334.53	\$2,731,826.90	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 8/31/2012

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

8

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 10/08/2012

SUMMARY:

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

- ❖ October 1, 2012 Enrollment
- ❖ 21st Century Leadership Institute
- ❖ Board Tours—Tuesday, November 6, 2012
- ❖ Roundtable Schedule—December 10, 2012—6:00 p.m.—Lewis & Clark
- ❖ MCEL—October 17-19, 2012—Billings
- ❖ CC—Central A Divisional Meet—Saturday, October 13, 2012—Havre
- ❖ FFA—Student Ag Expo—Sunday, October 14, 2012—Billings
- ❖ All State Music Festival—October 17-19, 2012
- ❖ No School—October 18-20, 2012—Fall Vacation
- ❖ CC—State Class A Championship Meet—Saturday, October 20, 2012—Helena
- ❖ Red Ribbon Week—October 22-26, 2012
- ❖ FHS Choir Concert—Thursday, October 25, 2012—7:00 p.m.—FCPA
- ❖ FB—First Round Playoffs—Friday, October 27, 2012
- ❖ VB—Central A Divisional Tournament—November 1-2, 2012—Belgrade
- ❖ Picture Retakes:
 - November 5, 2012 FHS—8:00-10:00 a.m. JHS—1:00-2:00 p.m.
 - November 6, 2012 GAR—9:00-10:00 a.m. L&C—1:00-2:00 p.m.
 - November 7, 2012 HP—9:00-10:00 a.m.
- ❖ Early Dismissal—Wednesday, November 7, 2012—1:30 p.m.
- ❖ Parent/Teacher Conferences—November 7-8, 2012—Evening only on November 7
- ❖ No School—November 8-9, 2012—P/T Conference (8) / Vacation Day (9)
- ❖ VB—State All Class Tournament—November 8-10, 2012—Bozeman
- ❖ FHS Key Club—Fall Youth Conference—Sunday, November 11, 2012
- ❖ LJHS Veteran's Day Presentation—Monday, November 12, 2012
- ❖ Home Athletic Games/Meets:
 - FB – V vs. Park High—Friday, October 12, 2012—7:00 p.m.
 - FB – FR/SO vs. Belgrade—Thursday, October 18, 2012—3:00 p.m.
 - VB vs. Belgrade—Saturday, October 20, 2012—3:00 p.m. (Pack the House Pink)

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS

Enrollment

First Monday In October

<u>YEAR</u>	<u>K-6</u>	<u>JHS</u>	<u>FHS</u>	<u>TOTAL</u>	CHANGE <u>K-12</u>	<u>PRE-K</u>	<u>OVERALL</u>
2012	616	190	348	1154	-26	5	1159
2011	633	183	364	1180	7	7	1187
2010	612	183	378	1173	-21	4	1177
2009	626	166	402	1194	-68	3	1197
2008	655	196	411	1262	-44	8	1270
2007	666	218	422	1306	-39	6	1312
2006	681	228	436	1345	-9	9	1354
2005	668	232	454	1354	1	9	1363
2004	668	230	455	1353	-78	9	1362
2003	717	249	465	1431	-15	5	1436
2002	741	221	484	1446	-25	7	1453
2001	750	220	501	1471	-71	8	1479
2000	762	253	527	1542	-26	6	1548
1999	776	261	531	1568	-22	6	1574
1998	792	250	548	1590	-28	6	1596
1997	798	269	551	1618	-56	8	1626
1996	832	294	548	1674	-46	8	1682
1995	888	296	536	1720	64	2	1722
1994	862	304	490	1656	-57	2	1658
1993	914	288	511	1713	24	3	1716
1992	941	291	457	1689	73	4	1693
1991	898	273	445	1616	69	5	1621
1990	880	244	423	1547	-6	18	1565
1989	884	231	438	1553	53		
1988	856	199	445	1500	-84		
1987	868	225	491	1584	-46		
1986	874	241	515	1630	66		
1985	830	253	481	1564	-6		
1984	828	257	485	1570	41		
1983	821	253	455	1529	-56		
1982	845	251	489	1585	-3		

<i>OCTOBER ENROLLMENT COMPARISON</i>						
GRADE	2012	2011	2010	2009	2008	2007
K	86	99	85	73	92	94
1	95	83	72	89	91	107
2	81	79	90	90	101	95
3	73	101	82	99	97	95
4	102	86	102	93	93	96
5	82	98	92	96	89	86
6	97	96	89	86	92	93
7	100	94	90	89	91	110
8	90	91	93	77	105	108
9	88	95	79	103	106	111
10	94	81	97	100	108	108
11	78	93	100	105	96	104
12	88	97	102	94	101	99
TOTAL	<u>1154</u>	<u>1193</u>	<u>1173</u>	<u>1194</u>	<u>1262</u>	<u>1306</u>

THE SCHOOL ADMINISTRATORS OF MONTANA
P R E S E N T

21st Century

Leadership Institute

For High Achieving Schools

with Jim Warford (Senior Advisor, ICLE)
and Tom Unwin (President, JK Thomas)

*Like no other educational
leadership program in the nation*

- A two (2) year ongoing program aligned to your individual learning needs and professional goals
- Personalized learning – select your own inquiry-based program and follow up with action research
- A unique blended learning solution that includes: Face to Face sessions, live and interactive sessions, and on-demand webinar sessions
- A Montana-specific system bringing the learning to your site on your time schedule
- Online professional learning networks connecting you to a virtual world of resources, colleagues and asynchronous online state of the art learning tools
- Learn individually within a Montana educational learning cohort, join learning teams aligned with your own circumstances and build a network of colleagues around your personal learning needs
- Align your project with real-world professional goals and utilize the network and learning to make a difference in your schools



*In collaboration
with JK Thomas*



21st Century

Leadership Institute

For High Achieving Schools

Learn and collaborate with colleagues using technology to promote powerful learning, minimize travel costs, and minimize time away from your schools!

Start your learning with a personal self-assessment and a learning and culture audit of your professional learning environment, whether that is a school or a district.

Based on your individual learning needs, select the focus of your improvement project from our list of Critical Elements of School Improvement:

- High impact, high engagement instructional practices.
- Sound assessment, grading and reporting practices.
- Common core standards – a rigorous and relevant curriculum.
- Highly effective professional learning communities.
- A quality framework/system for schools and districts; organization, communication, management with your parents and larger community.
- School culture – ready for change.
- Comprehensive professional development delivery.
- Leadership capacity and skills.
- A model of continuous school improvement and accountability.



ACTIVITIES CALENDAR

The 21st Century Leadership Institute consists of a blended model of face-to-face and online events with networking embedded between events for support and collaboration between you and your colleagues.

2012-2013 Year 1

Fall

September 14th
Deadline for Registration

September 19th **Webinar**
1.5 hours, Live
Program Overview:
Online and Network Instruction/skills.

September **Networking**
Participants Create Profile in network

Sept 19th to Oct 10th **On Demand Webinar**
1.5 hours
Leadership/School Improvement Overview

Sept 19th to Oct 10th **Networking**
Online Discussion
Follow-up: Sharing on webinar content

October 10th **Webinar**
1.5 hours, Live
Review Leadership model, Prepare self-assessment tools, Prepare School/District assessment tools.

October 10th to October 19th **Networking**
Online Survey
Complete surveys online and post to profile.

October 17th to 19th **Face-to-Face Event**
Montana Conference
Lay out stage one of project, determine personal focus, determine tentative school focus, learn continuous improvement model, form teams based on common topics, draft stage one project plan, working with teams—PLUS content from Willard Daggett.

Ongoing **Networking**
Discussion Groups
Follow-up: Each person posts a learning resource.

Winter

November, TBA **Webinar**
1.5 hours, Live
Participants share issues and update on progress.

Ongoing **Networking**
Follow-up Discussion

December, TBA **Webinar**
1.5 hours, Live
Participants share issues and update on progress.

Ongoing **Networking**
Follow-up Discussion

January, TBA **Face-to-Face Event**
1.5 days
Lay out stage two of project, PDCA Continuous Improvement Cycle.

Ongoing **Networking**
Follow-up Discussion

Spring

February, TBA **Webinar**
1.5 hours, Live
Participants share issues and update on progress.

Ongoing **Networking**
Follow-up Discussion

March, TBA **Webinar**
1.5 hours, Live
Participants share issues and update on progress.

Ongoing **Networking**
Follow-up Discussion

April, TBA **Webinar**
2 hours, Live
Show case projects

2013-14 Year 2 Activity
Calendar will be determined
by the members of the 21st
Century Leadership Cohort



A Network of Collaboration...

Learn to use the power of the web to connect with your learning and network with your colleagues from your desktop, at a time and location convenient to you.

You have access to...

- Face-to-face professional learning community (PLC) sessions as a cohort group to build relationships, relevance and rigor.
- On demand web-based sessions providing content (flip your own classroom!)
- Live and interactive web-based sessions delivered to your desktops, where you can share challenges and developments as your own learning project unfolds, get support, answer questions and connect with your colleagues about your own learning.
- A bank of on demand professional learning programs at your fingers for access as you choose.
- Asynchronous chat rooms, discussion boards, resource postings and access to colleagues within the network provide an exceptional resource base for your success.



For more information, contact:

Kirk Miller, Executive Director
School Administrators of Montana
Phone: (406) 442-2510
Email: samkm@sammt.org
Website: www.sammt.org

SCHOOL BOARD TOURS

TUESDAY, NOVEMBER 6, 2012

7:45 – 8:05		FHS - Meet with Jerry Feller
8:10 – 9:03		Classroom Visitations
9:03 – 9:10		Travel to Highland Park
9:10 – 9:20		Highland Park - Meet with Matt Lewis
9:20 – 10:20		Classroom Visitations
10:20 – 10:30		Travel to Garfield
10:30 – 10:40		Garfield - Meet with Matt Lewis
10:40 – 11:35		Classroom Visitations
11:40 – 12:00		Lunch with Students
12:00 – 12:10		Travel to Lewis & Clark
12:10 – 12:20		Lewis & Clark – Meet with Michelle Trafton
12:20 – 1:20		Classroom Visitations
1:20 – 1:30		Travel to Junior High
1:30 – 1:40		Junior High - Meet with Tim Majerus
1:40 – 2:40		Classroom Visitations

BOARD OF TRUSTEES ROUNDTABLE SCHEDULE**2012-2013**

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



Montana Conference of Education Leadership

EFFECTIVE TEAM LEADERSHIP
October 17-19, 2012 /Billings, Montana

Association Board of Director Meeting – Wednesday, October 17:

8:00 am – 10:00 am MSUIP Board Meeting w/Breakfast
8:00 am – 10:00 am WCRRP Board Meeting w/Breakfast
8:00 am IISM Board Meeting w/Breakfast
10:00 am – 12:30 pm SAM Board Meeting w/Lunch
10:00 am – 12:30 pm MASBO Board Meeting w/Lunch
10:15 am – 1:00 pm MTSBA Board Meeting w/Lunch

WEDNESDAY, OCTOBER 17, 2012

9:00 am – 6:00 pm Registration – Holiday Inn Lobby
Pre-Conference Sessions

Session 1 - Legal – 1:00 pm – 5:00 pm

2:55 pm – 3:10 pm Break

Open Meeting Laws

Hot Topics in School Liability

Session 2 - Team Leadership – 1:00 pm – 5:00 pm

Joint Leadership Team Standards, Training
and Certification – A collaborative project of MTSBA,
SAM, MASBO and MREA

5:00 pm – 6:00 pm Indian School Board Caucus Meeting
5:00 pm – 6:00 pm MQEC Meeting
7:00 pm – 9:30 pm Welcome Social with Exhibitors – Montana Convention Center

THURSDAY, OCTOBER 18, 2012

7:30 am – 5:00 pm Registration
7:30 am – 5:00 pm Exhibitors Available, Montana Convention Center
7:30 am – 8:30 am Continental Breakfast with the Exhibitors, Montana Convention Center
8:30 am – 10:30 am Awards Ceremony & Opening General Session, Opening Keynote Speaker
10:40 am – 11:30 am Clinic Sessions I
11:35 am – 1:00 pm Strolling Lunch OR Lunch on your own ** 12:45-1:00 Exhibitor Drawings
1:10 pm – 2:00 pm Clinic Sessions II
2:10 pm – 3:00 pm Clinic Sessions III
3:00 pm – 3:10 pm Break
3:10 pm – 4:00 pm Clinic Sessions IV
4:00 pm – 5:00 pm MTSBA Regional Director Meetings
4:00 pm – 5:00 pm SAM Business Meeting
4:00 pm – 5:00 pm MASBO Membership Meeting
5:00 pm – 7:00 pm U of M, MSU & Rocky Mtn. College Alumni Receptions
7:00 pm – 9:30 pm MCEL Reception Sponsored by MREA

FRIDAY, OCTOBER 19, 2012

8:00 am – 11:00 am Registration – Holiday Inn Lobby
7:30 am – 8:30 am Morning Wake-up, Coffee & Donuts
7:30 am – 8:30 am MSUIP/WCRRP Membership Meeting and Breakfast
8:30 am – 9:30 am Facilitated discussion from the finalized work of the K-12 Vision
Group – All Attendees
9:30 am – 10:30 am MTSBA Annual Business Meeting - Trustees
9:40 am – 10:20 am Clinic Sessions V
10:30 am – 12:00 pm Closing General Session, Closing Keynote Speaker **12:00 pm drawings
12:10 pm – 12:30 pm MTSBA Board Meeting w/lunch

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

9

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 10/08/2012

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

10

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 10/08/2012

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the September 10, 2012, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, September 10, 2012

REGULAR BOARD MEETING

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

1. **ROLL CALL**

TRUSTEES PRESENT:

Acting Board Chair Jeremy Bristol, Joe Irish, Monte Weeden, Barb Thomas,
Lisa Pierce

TRUSTEES ABSENT:

Stan Monger, Tom Balek

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah
Rhoades, Sandi Chamberlain, Brandon O'Halloran, Scott Dubbs, Nancy
Mattheis, Sherry Breidenbach, Pat Weichel

OTHERS PRESENT:

Student Representative Jarrett Guyer, Joe Zahler-KXLO/KLCM Radio, Chris
Rice and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. **PRESENTATION—P²F², POSITIVE PEOPLE FOR FERGUS**

A volunteer group of community members have come together to form a group called P²F² which means Positive People for Fergus. This group was formed to provide a platform for a positive and supportive culture for Fergus students and the greater Lewistown community. Sherry Breidenbach presented information about the group's core beliefs and community projects that have been completed plus some of the plans for the 2012-2013 School Year.

4. **INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD**

Superintendent Jason Butcher introduced Jarrett Guyer to the Board of Trustees as the student that will represent the Fergus High School students on the School Board for the next term. Jarrett reported on various clubs and their fundraising efforts at the High School.

5. **REPORT—COMMITTEES OF THE BOARD**

Monte Weeden brought survey information regarding the flooding of the practice field and spoke with Fish and Game regarding permits. Monte has donated his labor and equipment, asking for fuel and materials to be paid (\$5000-\$7000). The school will follow up on obtaining permits to ensure being able to complete this project by late October or early November. Board agreed to move forward on the permit process and talk to the Eagle Booster Club regarding funding.

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

Jeremy Bristol requested that a Board Member speak on the radio Thursday morning. Joe Irish accepted.

SUPERINTENDENT'S REPORT

7. REPORT—INVESTMENT

Interest earned and distributed for August 2012, was reported with \$1,110.80 in the elementary funds and \$732.69 in the high school funds for a total of \$1,843.49.

8. OTHER ITEMS

Superintendent Jason Butcher presented information to the Board of Trustees regarding the first day of school enrollment count and how it compared to our February 2012 official count to OPI. The date for the Board to tour the schools has been scheduled for Tuesday, November 6, 2012. The MCEL conference is scheduled for October 17-19 in Billings. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

10. MINUTES OF THE AUGUST 13, 2012, REGULAR BOARD MEETING – approved unanimously (Pierce/Thomas).

APPROVAL OF CLAIMS

11. CLAIMS – the claims referenced in the 2012-2013 Bill Schedule and submitted through September 6, 2012, were approved unanimously (Weeden/Pierce). The Finance Committee members for July-September 2012 are Trustees Monger, Balek, Bristol, and Thomas. The new Finance Committee members for October-December 2012 will include Trustees Monger, Pierce, Irish, and Bristol.

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

12. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR 2012-2013 SCHOOL YEAR – See Exhibit A.
13. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS

INDIVIDUAL ITEMS

14. FIRST READING— BOARD POLICY #5510 – CLASSIFIED SICK LEAVE BANK – approved unanimously (Thomas/Weeden).
15. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY – See Exhibit B – approved unanimously (Irish/Thomas).
16. APPROVE REQUEST TO APPLY FOR THE GEOGRAPHIC TRAVELS GEO-LITERACY OUTREACH AWARDS – approved unanimously (Thomas/Pierce).
17. APPROVE REQUEST TO APPLY FOR THE DEPARTMENT OF NATURAL RESOURCES CONSERVATION EDUCATION MINI-GRANT – approved unanimously (Weeden/Irish).
18. APPROVE REQUEST TO APPLY FOR THE PPL ENVIRONMENTAL EDUCATION GRANT – approved unanimously (Thomas/Pierce).
19. APPROVE PERSONNEL REPORT – See Exhibit C – approved unanimously (Pierce/Irish).

ADJOURNMENT

The meeting was adjourned at 8:05 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, October 8, 2012, at the Lincoln Board Room (Irish).

JEREMY BRISTOL
ACTING BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

"EXHIBIT A

Lewistown Public Schools 2012-2013 SUBSTITUTE LIST			
<u>SUBSTITUTE TEACHER/AIDE:</u>		<u>SUBSTITUTE SCHOOL FOOD:</u>	<u>SUBSTITUTE BUS DRIVERS:</u>
<u>NAME</u>	<u>NAME</u>	<u>NAME</u>	<u>NAME</u>
ADAMS, Naomi	REESOR, Julie	HAYES, Terri	
BANNES, Cheryl	ROGERS, Sonya	HOMBERGER, Sharyn	
BOKMA, Maureen	RUMMANS, Dave	LUND, Denise	
EPPERSON, Russell	SHOBE, Kari		
FAVIER, Patricia	TOWNE, Brenda		
GODDARD, Kimberly	VALLINCOURT, Noah		
HUFFINE-FORAN, Charlotte	WORKMAN, Kayce		
IRWIN, Robert (Denny)			
JOHNSON, Bridgett			<u>SUBSTITUTE CUSTODIANS:</u>
LENSING, Tara			<u>NAME</u>
LUND, Denise			BERLINGER, Kenneth
NELSON, Folly			

“EXHIBIT B”

NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

WHEREAS, certain personal property owned by School District Number One and High School District Number One, Fergus County, Montana, has been determined by the Board of Trustees of said School Districts to be obsolete surplus, and unsuitable for school purposes because it is out of date and not usable, being described as follows:

Duchess Dough Molder/Divider
Houseman Proof Cabinet, Single Door
Triumph 60 Quart Stand Mixer
Acme Dough Sheeter
Kelvinator Range
General Electric Tilt Skillet
Cambro Trays, 10” x 15”, 200 pieces

WHEREAS, an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

THEREFORE BE IT RESOLVED that the Trustees of said School Districts authorize the sale and disposal of the attached listed property.

BE IT FURTHER RESOLVED that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

DONE at Lewistown, Montana, this 10th day of September 2012.

ATTEST:

**STAN MONGER, CHAIR
BOARD OF TRUSTEES
SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK
SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE**

To be published in the News Argus on September 15, 2012

P.O. #

BIDDING INFORMATION

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on Monday, October 1, 2012, at 5:00 p.m. Bidders will be notified of the results. For general questions, please contact Rebekah Rhoades at 535-8777 x116.

“EXHIBIT C”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: September 10, 2012

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
SCHROEDER, Carol	Custodian	Fergus High School	Accept letter of resignation	September 14, 2012	See attached letter.
ORTMAN, Karl	Instrumental Music Director	Fergus High School	Approve Out-of-State Travel to attend the Oktubafest in Minot, North Dakota	October 5-8, 2012	See attached memo.
GAPAY, Kris	Paraprofessional	Lewis and Clark Elementary Lewistown Junior High School	Approve revision of contract to reflect actual hours at each building—up to 5.25 hours per day at Lewis and Clark and up to 2.75 hours per day at Lewistown Junior High School	September 10, 2012	See attached memo.
JENSEN, Courtney	Head Cheerleading Coach	Lewistown Junior High School	Approve appointment on schedule—(0.030)	September 10, 2012	See attached memo.
FERGUSON, Krystal	Photo Club Advisor	Lewistown Junior High School	Approve appointment on schedule—(0.015)	September 10, 2012	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

11

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: Sherry Martin Date: 10/08/2012

SUMMARY:

Approve claims paid through October 5, 2012, as approved by the Finance Committee.

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

SUGGESTED ACTION: None

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

12 - 13

<u>Agenda Items</u>	<u>Additional Information</u>
12. Approve Additions to the Substitute List for the 2012-2013 School Year	
13. Approve Fergus High School Class of 2016 Student Activity Account	

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

12

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

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

Requested By: Board of Trustees **Prepared By:** Sandi Chamberlain **Date:** 10/08/2012

SUMMARY:

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

Substitute Teacher/Aide List:

Mary Descheemaeker
Elizabeth Olson
Dani Phillips

Substitute Custodian List:

Ronald Jacob Moody (Student Helper)

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

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

13

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL CLASS OF 2016 STUDENT ACCOUNT

Requested By: Board of Trustees **Prepared By:** Jerry Feller **Date:** 10/08/2012

SUMMARY:

A request is being made by the Class of 2016 to set up a student activity account with the Fergus High School Activity Funds. A memo from Jerry Feller, Fergus High School Principal, is attached.

SUGGESTED ACTION: Approve Opening a Class of 2016 Student Activity Account

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

NOTES:

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

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Supt.
From: Jerry Feller, FHS Principal
Date: October 1, 2012
Re: New Student Activity Accounts

Please forward this request to the School Board for a Student Activity Account at Fergus High School for the Class of 2016.

The Class of 2016 Student Activity Account is for the freshman class who should be bringing over monies from their account at the Junior High and will soon need an account as they intend to deposit and spend funds for dues and for Homecoming activities here at the high school.

Thank you,

Jerry Feller
FHS Principal

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

14

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

ITEM TITLE: SECOND READING—BOARD POLICY #5510—CLASSIFIED SICK LEAVE BANK

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 10/08/2012

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #5510—Classified Sick Leave Bank and consider the adoption of said policy.

This policy has been totally reworked by Classified Council. The current policy is attached for you to be able to compare it with the revision, which is marked by “Second Reading”.

SUGGESTED ACTION: Approve Adoption of Board Policy #5510—Classified Sick Leave Bank

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Classified Sick Leave Bank

Section 1. The Sick Leave Bank is meant to provide temporary assistance during an extended illness or injury. It is not meant as a full means of support.

The Sick Leave Bank will run concurrently with the Family and Medical Leave Act.

Section 2. The employer/employee recognizes the Classified Council as the governing agent for management and disbursement of the Sick Leave Bank. The representative from Central Office shall be the contact person for submitting hours to and requesting hours from the Sick Leave Bank. The Classified Council will make the final decisions.

Section 3. The Sick Leave Bank will be available to all classified employees who have passed the probationary period of ninety (90) days of employment. The Classified Council will be in charge of operating the Sick Leave Bank and granting and rejecting sick leave requests by a two-thirds ($\frac{2}{3}$) vote of the nine-(9)-member Council. If there is no Classified Council meeting scheduled within the next month of the request, the contact person will conduct a phone survey of the Classified Council for approval or denial of the request.

Section 4. At the end of the contract year any employee may, at the employee's discretion, donate not more than five (5) days nor less than one (1) day (according to the number of hours per day on the employee's work agreement) of the employee's sick leave days to the nonrefundable Sick Leave Bank. (*Example:* If the employee's work agreement states the employee works two (2) hours per day, the employee can donate a minimum of two (2) hours and a maximum of ten (10) hours.) A statement must be signed verifying the employee's contribution. If an employee terminates his/her position, there is no limit to the amount of hours they may donate to the Sick Leave Bank.

Section 5. The Classified Sick Leave Bank will have a ceiling of four hundred (400) hours per year. If the Sick Leave Bank is depleted at any time during the year, the Classified Council may solicit employees for additional hours, not to exceed five (5) days per fiscal year per employee. (*Example:* If the employee's work agreement states the employee works two (2) hours per day, the employee can donate only ten (10) hours at the end of the year, but if the Sick Leave Bank is depleted, and another donation period is opened, the employee may donate another ten (10) hours, or five (5) days.) Under no circumstance may individual employees solicit donations of sick leave days for the Sick Leave Bank.

Section 6. Employees must exhaust all their sick leave before applying to the Sick Leave Bank. An employee shall not be granted hours, if the employee is receiving Unemployment Compensation or Worker's Compensation or is eligible for Weekly Disability Benefits.

Section 7. Leave from the Sick Leave Bank will not be available for surgery other than that which cannot be delayed or postponed, unless documented by a licensed medical doctor. Leave for reasons related to immediate family members may only be granted to employees from the Sick Leave Bank, when an immediate family member is in a life-threatening situation. Immediate family includes an employee's spouse, parent, child, grandparent, grandchild, or corresponding in-laws.

Section 8. An employee eligible for receipt of sick leave donations may receive a maximum of ten (10) days sick leave per request. Days are based on the hours per day in the employee's work agreement. (*Example:* If the employee's work agreement states the employee works two (2) hours per day, the employee can request only twenty (20) hours at a time.) Requests must coincide with the payroll cutoffs assigned at the beginning of the fiscal year. If the employee needs sick leave in two (2) different pay periods, the employee must fill out two (2) separate requests, but the same medical statement is sufficient, as long as the dates for the request and the medical statement coincide.

One employee may not receive more than one hundred (100) hours of sick leave per year, unless the Classified Council grants special permission and there are plenty of hours left in the Sick Leave Bank.

Section 9. No maternity leave will be granted, unless complications arise from the pregnancy or the delivery. A doctor's statement will be required.

Section 10. Each application to the Sick Leave Bank shall require a statement from a licensed medical doctor attesting there is an illness or injury and the period of convalescence. Anyone requesting use of the Sick Leave Bank will be required to submit a written application to the contact person of the Classified Council. Applications can be obtained from the Classified Council representative.

Section 11. The Classified Council will maintain a record-keeping system for the Sick Leave Bank. Such records shall include donor and application forms, hours donated, and hours used. Such information shall be shared with the District's payroll clerk for appropriate withdrawal of sick leave and payment of wages. The employee should contact the Classified Council representative with any questions regarding the Sick Leave Bank.

Policy History:

Adopted on: June 28, 2004

Revised on:

SECOND READING

Lewistown School District

PERSONNEL

5510

Page 1 of 3

Classified Sick Leave Bank

Section 1. The Sick Leave Bank is meant to provide **temporary** assistance during an **extended** illness or injury. It is **not meant as a full means of support.**

The Sick Leave Bank leave will run concurrently with the Family and Medical Leave Act.

Section 2. A Sick Leave Bank will be available for all classified employees who have passed the probationary period of 6 months.

Section 3 – Donating Hours. The Classified Sick Leave Bank will have a ceiling of four hundred (400) hours per year, with ** 3 exceptions. A Classified staff member may donate up to five (5) days per donation period. (Example: If your work agreement states you work two (2) hours per day, you can only donate ten (10) hours.) Once the bank gets down to 100 hours, another donation period may be opened up and you may donate up to another five (5) days. A statement must be signed verifying the contribution.

The Classified Council may solicit members for additional hours when the bank is open for donations.

** If an employee terminates his/her position, there is no limit to the amount of hours they may donate to the Sick Leave Bank, no matter how many hours are in the bank at the time.

Section 4 – Management of Bank. The employer/employee recognizes the Classified Council as the governing agent for management and disbursement of the Sick Leave Bank. The representative from Central Office shall be the contact person for submitting and requesting hours of the Bank. All completed request forms and donation forms shall be sent to the Central Office Classified Council Representative. Paperwork must be turned in within 2 weeks after the onset of illness/injury, unless you are incapable of doing so.

Classified Council will be in charge of operating the Sick Leave Bank and granting or denying sick leave requests by a 2/3 secret ballot vote of the Council. If there is no Classified Council meeting scheduled within the next month of the request, the contact person will conduct a phone survey of the Classified Council for approval or denial of the request. The Classified Council will make final decisions.

Section 5 – When You Can Request Hours. Employees must exhaust all of their sick leave before applying to the Sick Leave Bank. An employee shall not be granted hours if he/she is receiving Unemployment Compensation, Worker's Compensation or is eligible for Weekly Disability Benefits. This also includes the 4 day waiting period required by Worker's Compensation.

Section 6 – What You Can Request Hours For. Leave from the Sick Leave Bank will not be available for surgery other than that which cannot be delayed or postponed, unless documented by a licensed medical doctor. Leave for reasons related to immediate family members may only be granted to employees from the Sick Leave Bank when immediate family members are in a life-threatening situation. Immediate family includes an employee's spouse, parent, child, grandparent, grandchild, or corresponding in-laws.

Section 7 – How Much Can You Request. An employee eligible for receipt of sick leave donations may receive no more than a maximum of ten (10) days of sick leave per pay period unless it is a three week pay period. Days are based on the hours per day in your work agreement. (Example: If your work agreement states you work two (2) hours per day, you can only request twenty (20) hours at a time.) Requests must coincide with the payroll cutoffs assigned at the beginning of the fiscal year. If you need sick leave in two (2) different pay periods, you must fill out two (2) separate requests, but the same medical statement is sufficient as long as the dates for the request and the medical statement coincide. One employee cannot receive more than one hundred (100) hours of sick leave per medical incident, unless the Classified Council grants special permission (up to an additional 100 hours for extenuating circumstances, per medical incident).

Section 8 – Exclusions. No maternity leave will be granted unless complications arise from the pregnancy or delivery. A doctor's statement will be required.

Section 9 – Dr.'s Statement. Each application to the Sick Leave Bank shall require a statement from a licensed medical doctor attesting there is an extended illness or injury and the period of convalescence.

Section 10 – Records. The Classified Council will maintain a record keeping system for the Sick Leave Bank. Such records shall include donor and application forms, hours donated, and hours used. Such information shall be shared with the payroll clerk of the Lewistown Public Schools for appropriate withdrawal of sick leave and payment of wages.

Section 11 – Donating Directly to an Individual Classified Staff Person. After an employee has used 200 hours of donated Sick Leave Bank hours, for extenuating, life threatening situations only, (including their immediate family members when they are the primary caregiver only) other Classified Staff may donate directly to that individual. The person donating must still fill out the proper paperwork with the Classified Council. If a Classified Staff member would like to contribute directly to another employee, that fits into this situation, please contact a Classified Council member or the person in need.

****** Once the life threatening situation is over, if the employee has more than one week of sick leave hours accrued from donations, they must donate the extra hours back to the Sick Leave Bank, no matter how many hours are already in the bank. They may keep one week of those sick leave hours for their use. This will run concurrently with the Family and Medical Leave Act.

** Should you become unemployed by Lewistown Public Schools during this time, donated hours may not be cashed out. They must be placed into the Sick Leave Bank no matter how many hours are in the bank at the time.

- If a Sick Leave donation period is opened up and you have extra sick leave hours, please consider donating some of those hours. Remember that you may be the one asking for donated hours someday. Thanks!

- Please contact any Classified Council representative if you have questions regarding the Sick Leave Bank.

Policy History:
Adopted on: June 28, 2004
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

15

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

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

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 10/08/2012

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5240—Resolution of Staff Complaint/Problem Solving.

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

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIRST READING

Lewistown School District

PERSONNEL

5240

Resolution of Staff Complaints/Problem-Solving

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

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

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

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

16

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

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

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 10/08/2012

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5240P—Uniform Complaint Procedure.

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

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

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

NOTES:

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

FIRST READING

Lewistown School District

PERSONNEL

5240P

Page 1 of 3

Uniform Grievance Complaint Procedure

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

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

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

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally.

An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Principal

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

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

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

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

Level 3: Superintendent

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

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

Level 4: The Board

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

Level 5: County Superintendent

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

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

17

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

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

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 10/08/2012

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5240F—Uniform Complaint Reporting Form.

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

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Grievance Reporting Form

School _____ Date _____

Grievant's Name _____

- Nature of grievance _____

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

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

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

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

- What remedy are you seeking? _____

Signature of Grievant _____

FIRST READING

4310F
5240F
Page 1 of 2

Uniform Complaint Reporting Form Lewistown Public School District #1

Name of Complainant: _____ Date: _____

Level 1: Date and Nature of the Incident: _____

Resolution by Administration: _____

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

Remedy Sought: _____

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

Uniform Complaint Reporting Form
Lewistown Public School District #1

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

Remedy Sought: _____

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

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

Remedy sought: _____

Response of the Board: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

18

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

ITEM TITLE: APPROVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE CITY OF LEWISTOWN

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 10/08/2012

SUMMARY:

The Board of Trustees needs to approve the agreement between the Lewistown Public Schools and the City of Lewistown to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the 2012-2013 School Year. This agreement includes a 3.1% increase.

SUGGESTED ACTION: Approve Agreement between Lewistown Public Schools and the City of Lewistown

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

AGREEMENT BETWEEN THE CITY OF LEWISTOWN AND
SCHOOL DISTRICT NUMBER ONE FOR USE OF
RECREATION FACILITIES AND EQUIPMENT

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the **2012-2013** school year.

FACILITIES

The program may include, but shall not be limited to, the following kinds of recreational activities: basketball, volleyball, softball, soccer, floor hockey, superstars, badminton, snowshoeing, roller skating, cross country skiing and table tennis. Activities to take place at the Lewistown Civic Center or at any of the various outdoor city parks. The CITY hereby agrees that such facilities will be made available for use by the program participants and other school extracurricular activities, subject to scheduling parameters. In addition, activities may take place upon any property owned by the SCHOOL, provided, however, that such property or facilities are available for use and any such use is approved by the school.

SUPERVISION/OPERATION

Supervision and operation of the program shall include the following individuals and/or groups:

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for overall program supervision.

2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible for supervision of the day-to-day operation of the program. The Recreation Director shall become involved in scheduling, budgeting and direct supervision of the Buildings and Grounds Supervisor.

3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be responsible for scheduling and supervision of SCHOOL maintenance equipment.

BUDGET

The SCHOOL will be responsible for paying the sum of \$4,802.55 for the following items:

Rent	\$3,660.13
Recreation Director	\$ 465.84
Honorarium for Professional Assistance	\$ 277.29
Equipment	<u>\$ 399.29</u>
Total	\$4,802.55

The total amount shall be payable by the SCHOOL to the CITY upon execution of this Agreement. Thereupon, the CITY shall be responsible for administering payment of such funds in accordance with the items indicated above. The foregoing budget may be changed or modified by the parties in writing. In addition, the SCHOOL will provide maintenance equipment and operators as needed by the Recreational Director and approved by the Buildings and Grounds Supervisor at a charge of \$26.00 per hour.

TERM

The term of this Agreement shall be for one year, commencing on July 1, 2012 and ending on June 30, 2013.

RELEASE/INDEMNIFICATION

Each party expressly agrees to release, hold harmless and indemnify the other party from any liability, claims, losses, or demands arising out of the acts or omissions of their own employees or agents, provided, however, that such released party or their employees or agents have not contributed to such claims, loss or demand.

Dated this 17th day of September, 2012.

ATTEST:

CITY OF LEWISTOWN

NIKKI BRUMMOND, City Clerk

KEVIN MYHRE, City Manager

ATTEST:

SCHOOL DISTRICT NO. ONE

REBEKAH RHOADES, Board Clerk

STAN MONGER, Board Chair

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

19

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

ITEM TITLE: APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC
FOR SPECIAL EDUCATION EXPENSES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 10/08/2012

SUMMARY:

As in previous years, Lewistown Public Schools will apply for Federal Special Education Funds from Central Montana Learning Resource Center Cooperative (CMLRCC). These funds will be used to pay partial salaries and health insurance for Special Education Teachers and Assistants.

The Board of Trustees needs to consider and approve the School District's application for these needed funds.

SUGGESTED ACTION: Approve Flow-Though Application to CMLRCC

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Director (406) 535-7454
Staff (406) 535-9012

APPLICATION FOR CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE EHA FLOW-THROUGH

PART B _____ / PRE SCHOOL _____ (Check One)
2012-2013 SCHOOL YEAR

SECTION I

School Superintendent Jason Butcher Telephone 535-8777
School District Name Fergus High School Number 259
Address 215 7th Ave S
Lewistown, MT 59457
County Fergus

SECTION II

I, the undersigned authorized official of Fergus High School
School District Number 259 located in Fergus
County submit this application to the Central Montana Learning Resource Center Cooperative for
EHA Part B Flow-Through Funds. I also agree to provide the Central Montana Learning
Resource Center Cooperative with an end of the year evaluation report on expenditures of all
funds.

Superintendent or Authorized District Official

School Board Chairman

SECTION III

(Central Montana Learning Resource Center Cooperative Use Only)

Project Number _____

Budget Code _____

Amount _____

Date _____

SERVING SPECIAL STUDENTS IN
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND JUDITH BASIN COUNTIES

SECTION IV

Please give a brief description of how you intend to use this money and a brief description on how you will evaluate or document your expenditure of funds to meet the objective.

OBJECTIVES	EVALUATION/DOCUMENTATION	COST
Salary & Benefits for para-professionals to provide instructional & behavioral support to students in intervention programs such as "Read Naturally", "Rewards", "Corrective Reading and Language"	Outcomes will be assessed based on curriculum-based measures, such as AIMSWEB & on instructional materials progress monitoring data.	Salaries <u>\$35,100.00</u> Benefits <u>\$23,400.00</u> Travel _____ Materials _____ Equipment _____ Supplies _____ Other _____
OBJECTIVES	EVALUATION/DOCUMENTATION	COST
		Salaries _____ Benefits _____ Travel _____ Materials _____ Equipment _____ Supplies _____ Other _____
OBJECTIVES	EVALUATION/DOCUMENTATION	COST
		Salaries _____ Benefits _____ Travel _____ Materials _____ Equipment _____ Supplies _____ Other _____

TOTAL FUNDS APPLIED FOR \$58,500.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/08/2012

Agenda Item No.

20

☐ 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: 10/08/2012

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 8, 2012

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 8, 2012

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



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

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels / Troy Henderson
DATE: September 19, 2012
RE: Extracurricular

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

Lewistown Junior High School:

Boys Basketball

Matt Donaldson	Assistant Coach	(0.055)	\$1,671.67
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Builders Club

Kim Miller	Advisor	(0.015)	\$ 455.91
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Student Council

Mandy Eike	Co-Advisor	(0.0125)	\$ 379.93
Krystal Ferguson	Co-Advisor	(0.0125)	\$ 379.93

Mandy Eike was approved as the Advisor for Student Council at the August 13, 2012, Board meeting. However, she will now be sharing the responsibilities with Krystal Ferguson. New contracts will be issued splitting this stipend evenly.

HIRING RECOMMENDATION

Noah Vallincourt

Paraprofessional

PARA

Step 0 + CERT

Fergus High School

September 11, 2012

171 days per year / 7.0 hours per day

Jerry Feller

Linda RinaldiRECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on October 8, 2012.



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

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director
DATE: September 21, 2012
RE: Extracurricular Contract Revisions

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

Fergus High School:

National Honor Society

Rhonda Stenseth	Advisor	(0.035)	\$1,063.79
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Jeff Friesen was approved as the advisor at the August 13, 2012, Board meeting, but has decided not to take this position for the 2012-2013 School Year. Rhonda Stenseth is being recommended as the advisor for National Honor Society.

Key Club

Melanie Smith	Co-Advisor	(0.0235)	\$ 714.26
Sherry Breidenbach	Co-Advisor	(0.0235)	\$ 714.26

Melanie was approved as the Advisor for Key Club, but will now be sharing this responsibility with Sherry Breidenbach. New contracts will be issued splitting the stipend evenly between the two advisors.

HIRING RECOMMENDATION

Jarl von Arlyon

Custodian

MAINT II

0

Fergus High School

October 8, 2012

260 days per year / 8 hours per day

Joel Bennett

Jerry Feller

Paul Stengel

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on October 8, 2012.

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

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

Goal Area 1: Measurable Student Achievement

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

Strategic Objectives:

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

Goal Area 2: Facilities

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

Strategic Objectives:

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

Goal Area 3: Community / Parental Engagement

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

Strategic Objectives:

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

Goal Area 4: Technology

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

Strategic Objectives:

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

Goal Area 5: Highly Qualified Staff

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

Strategic Objectives:

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

Goal Area 6: Fiscal Management/Responsibility

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

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2013).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to June 30, 2015, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

BOARD OF TRUSTEES

Stan Monger, Board Chair
Tom Balek
Jeremy Bristol
Joe Irish
Lisa Pierce
Barbara Thomas
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2012-2013 SCHOOL CALENDAR

A. Pupil Instruction

First Semester					89 Days	Second Semester					90 Days
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)

		Totals
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	1.5
	(Evening Only on Nov 7, All Day on Nov 8)	
January 21	PIR	1.0
April 4	Parent Teacher Conference	0.5
	Evening <u>ONLY</u> (Regular School Day for Students)	
		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