

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, June 10, 2013

REGULAR BOARD MEETING

CALL TO ORDER (5:30 p.m.)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Report—Committees of the Board
4. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

5. Report—Budget Update
6. Report—Investment
7. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

9. Minutes of the May 13, 2013, Regular Board Meeting

APPROVAL OF CLAIMS

10. Claims

CONSENT GROUP ITEMS

11. None

INDIVIDUAL ITEMS

12. Approve Extension of Grass Range Bus Route into the Lewistown School District
13. Approve Extension of Winifred Bus Route into the Lewistown School District
14. Approve Second Semester Claim for Individual Contract Bus Reimbursement
15. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
16. Approve Reissuing of Lost Claims Warrant
17. Approve Voiding Outdated Stale Warrant Claims
18. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
19. Approve Issuing Contracts for the Classified Staff
20. Approve Issuing Contract for the Construction Academy Instructor
21. Approve Individual Transportation Contract for the High School District
22. Second Reading—Board Policy #4330P—Rental of School Facilities
23. Approve Changes for the 2013-2014 Fergus High School Student Handbook
24. Approve Changes for the 2013-2014 Junior High School Student Handbook
25. Approve Changes for the 2013-2014 K-6 Student Handbook
26. Approve Proposed Changes for Activity Transportation Pay
27. Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown Public Schools
28. Approve Request to Apply for the Montana Adult Basic and Literacy Education Grant for 2013-2014
29. Approve Adoption of Library Curriculum
30. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
31. 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

06/10/2013

Agenda Item No.

3

☐ 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: 06/10/2013

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						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

**STANDING COMMITTEES OF THE BOARD
2013-2014 School Year**

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Building & Grounds	3	X			X			X
Insurance Risk Committee	2		X		X			
Transportation	3	X				X		X

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2013-2014 School Year**

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2					X		X
Curriculum Committees:								
Communication Arts	1			X				
Math	1					X		
Health Insurance Program	2			X			X	
School Calendar	1							X
Vocational Advisory Council	1	X						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

4

☐ 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:** 06/10/2013

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

5

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 06/10/2013

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information concerning the 2013-2014 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						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

BUDGET SUMMARY & REDUCTIONS

FY2013-2014

ELEMENTARY

Budget (based on SB175) **\$5,669,883.29**

Expenses:

Projected Expenses (salary, benefit, etc)	\$5,913,637.73
Title I Decreases	<u>\$8,763.16</u>
Total Projected Expenses	\$5,922,400.89

Deficit/Surplus BEFORE Reductions **(\$252,517.60)**

Reductions:

Line Item Reductions	\$70,142.00
Possible Budget Reductions	<u>\$202,668.74</u>
Total Reductions	\$272,810.74

Deficit/Surplus AFTER Reductions **\$20,293.14**

HIGH SCHOOL

Budget (based on SB175 & levy passing) **\$3,139,334.95**

Expenses:

Projected Expenses (salary, benefit, etc)	\$3,311,191.51
Title I Decreases	<u>\$4,123.84</u>
Total Projected Expenses	\$3,315,315.35

Deficit/Surplus BEFORE Reductions **(\$175,980.40)**

Reductions:

Line Item Reductions	\$47,260.00
Possible Budget Reductions	<u>\$125,702.20</u>
Total Reductions	\$172,962.20

Deficit/Surplus AFTER Reductions **(\$3,018.20)**

ELEMENTARY LINE ITEM REDUCTIONS

SUPPLIES & OTHER MISC	\$39,092.00
GAS/ELECTRICITY/WATER/SEWER	\$29,050.00
JHS ACTIVITY TRAVEL	<u>\$2,000.00</u>
	\$70,142.00

HIGH SCHOOL LINE ITEM REDUCTIONS

SUPPLIES & OTHER MISC	\$17,760.00
GAS/ELECTRICITY/WATER/SEWER	\$25,500.00
FHS ACTIVITY TRAVEL	<u>\$4,000.00</u>
	\$47,260.00

ELEMENTARY REDUCTIONS

4.5 FTE PARAPROFESSIONALS	\$127,500.00
0.5 FTE CUSTODIAN	\$17,500.00
REDUCE CURRICULUM BY 1/2	\$42,500.00
MOVE TECH EXPENSES TO TECH LEVY	<u>\$15,168.74</u>
	\$202,668.74

HIGH SCHOOL REDUCTIONS

.5 FTE PARAPROFESSIONAL	\$12,500.00
1.0 STUDY HALL VACANCY	\$25,000.00
ACTIVITIES STIPENDS	\$8,500.00
CERTIFIED STAFF - .67 FTE COUNSELOR	\$45,000.00
REDUCE CURRICULUM BY 1/2	\$20,000.00
MOVE TECH EXPENSES TO TECH LEVY	<u>\$14,702.20</u>
	\$125,702.20

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

6

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 06/10/2013

SUMMARY:

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

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 54

To: 55

Acct Mask: _____._____._____._____

Sort By Acct

☐ Print Internal Accounts Only

Type: HS Interest

Posting Date: 5/31/2013

Amount Distributed: \$743.95

Control#: 54

Posting Description: Interest Distribution

4/30/2013

Entry#: 657

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
201.00.000.0000.101.000	\$252,874.48	30	.1007829	\$74.98	\$252,874.48		\$0.00	Yes
210.00.000.0000.101.000	\$410,288.63	30	.1635202	\$121.65	\$410,288.63		\$0.00	Yes
211.00.000.0000.101.000	\$134,896.63	30	.0537630	\$40.00	\$134,896.63		\$0.00	Yes
213.00.000.0000.101.000	\$0.00	30	.0000000	\$0.00	\$0.00		\$0.00	Yes
214.00.000.0000.101.000	\$174,383.97	30	.0695006	\$51.71	\$174,383.97		\$0.00	Yes
217.00.000.0000.101.000	\$36,642.57	30	.0146039	\$10.86	\$36,642.57		\$0.00	Yes
218.00.000.0000.101.000	\$8,446.40	30	.0033663	\$2.50	\$8,446.40		\$0.00	Yes
220.00.000.0000.101.000	\$6,824.93	30	.0027201	\$2.02	\$6,824.93		\$0.00	Yes
221.00.000.0000.101.000	\$25,599.15	30	.0102025	\$7.59	\$25,599.15		\$0.00	Yes
224.00.000.0000.101.000	\$165,347.90	30	.0658993	\$49.03	\$165,347.90		\$0.00	Yes
228.00.000.0000.101.000	\$95,437.59	30	.0380366	\$28.30	\$95,437.59		\$0.00	Yes
229.00.000.0000.101.000	\$143,467.52	30	.0571789	\$42.54	\$143,467.52		\$0.00	Yes
260.00.000.0000.101.000	\$68,695.13	30	.0273784	\$20.37	\$68,695.13		\$0.00	Yes
261.00.000.0000.101.000	\$753,234.48	30	.3002011	\$223.33	\$753,234.48		\$0.00	Yes
281.00.000.0000.101.000	\$95,179.91	30	.0379339	\$28.22	\$95,179.91		\$0.00	Yes
282.00.000.0000.101.000	\$137,779.96	30	.0549121	\$40.85	\$137,779.96		\$0.00	Yes
Control# 54 Total:	\$2,509,099.25		.9999998	\$743.95	\$2,509,099.25		\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 4/30/2013

Type: Interest

Posting Date: 5/31/2013

Amount Distributed: \$1,160.90

Control#: 55

Posting Description: Interest Distribution

4/30/2013

Entry#: 659

Account Number	Final Cash	Days	Percent	Amount	Original Cash	Redirect	Redirect Amount	Internal?
101.00.000.0000.101.000	\$258,156.77	30	.0784188	\$91.04	\$258,156.77		\$0.00	Yes
110.00.000.0000.101.000	\$797,968.15	30	.2423941	\$281.39	\$797,968.15		\$0.00	Yes
111.00.000.0000.101.000	\$669,323.61	30	.2033165	\$236.03	\$669,323.61		\$0.00	Yes
112.00.000.0000.101.000	\$65,623.83	30	.0199342	\$23.14	\$65,623.83		\$0.00	Yes

Lewistown School District No. One

Investment Distribution Detail Report

Fiscal Year: 2012-2013

Criteria: From Control#: 54

To: 55

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

Sort By Acct

☐ Print Internal Accounts Only

113.00.000.0000.101.000	\$2.44	30	.0000007	\$0.00	\$2.44	\$0.00	Yes
114.00.000.0000.101.000	\$363,249.11	30	.1103420	\$128.10	\$363,249.11	\$0.00	Yes
120.00.000.0000.101.000	\$17,266.77	30	.0052450	\$6.09	\$17,266.77	\$0.00	Yes
121.00.000.0000.101.000	\$52,285.18	30	.0158824	\$18.44	\$52,285.18	\$0.00	Yes
124.00.000.0000.101.000	\$86,827.12	30	.0263750	\$30.62	\$86,827.12	\$0.00	Yes
128.00.000.0000.101.000	\$51,223.52	30	.0155599	\$18.06	\$51,223.52	\$0.00	Yes
129.00.000.0000.101.000	\$129,047.35	30	.0392000	\$45.51	\$129,047.35	\$0.00	Yes
150.00.000.0000.101.000	\$208,027.42	30	.0631913	\$73.36	\$208,027.42	\$0.00	Yes
160.00.000.0000.101.000	\$10,164.58	30	.0030876	\$3.58	\$10,164.58	\$0.00	Yes
161.00.000.0000.101.000	\$582,862.41	30	.1770527	\$205.54	\$582,862.41	\$0.00	Yes
Control# 55 Total:	\$3,292,028.26	1.0000002		\$1,160.90	\$3,292,028.26	\$0.00	

Balance Calculations based on Prior Month Ending Balances as of 4/30/2013

End of Report

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

7

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 06/10/2013

SUMMARY:

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

- ❖ Staffing
- ❖ Radio—Thursday, June 13, 2013
- ❖ Email Addresses—District vs. Personal
- ❖ Pictures for First Bank School Calendar – Phil Koterba and Jennifer Thompson

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

8

☐ 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: 06/10/2013

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

9

☒ 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: 06/10/2013

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the May 13, 2013, 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						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, May 13, 2013

OATH OF OFFICE (5:30 p.m.)

RHONDA LONG, FERGUS COUNTY SUPERINTENDENT OF SCHOOLS, ADMINISTERED
THE OATH OF OFFICE TO THE FOLLOWING TRUSTEES ELECTED BY ACCLAMATION:
JEREMY R. BRISTOL, PHILLIP R. KOTERBA, AND JENNIFER THOMPSON

ORGANIZATION MEETING

1. CALL TO ORDER
Stan Monger, Board Chair, called the Organizational Meeting to order.
2. ROLL CALL
TRUSTEES PRESENT:
Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Phil Koterba, Barb Thomas, Jennifer Thompson, Monte Weeden
TRUSTEES ABSENT:
None
3. CALL FOR NOMINATIONS AND ELECTION OF CHAIR
Superintendent Jason Butcher, called for nominations for Board Chair. Trustee Barb Thomas nominated Stan Monger, seconded by Trustee Jeremy Bristol. No other nominations were made. Motion carried unanimously.
4. CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR
Stan Monger, newly elected Board Chair, called for nominations for Board Vice-Chair. Trustee Jeremy Bristol nominated Barb Thomas for Vice Chair, seconded by Trustee Monte Weeden. No other nominations were made. The motion carried unanimously.
5. APPOINTMENT OF THE DISTRICT CLERK
Trustee Barb Thomas moved to nominate Rebekah Rhoades as District Clerk, seconded by Jeremy Bristol. The motion carried unanimously.

ADJOURNMENT

REGULAR BOARD MEETING

CALL TO ORDER (FOLLOWING THE ORGANIZATIONAL MEETING)

1. ROLL CALL – Not done.
TRUSTEES PRESENT:
Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Phil Koterba, Barb Thomas, Jennifer Thompson, Monte Weeden,
STAFF PRESENT:
Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Scott Dubbs, Michelle Trafton, Tim Majerus, Matt Lewis, Karen Durbin, Jared Long, Debra Slagel, Brandon O'Halloran

OTHERS PRESENT:

Student Representative Kaitlyn Moodie, Charlie Denison-Lewistown News-Argus, County Superintendent of Schools Rhonda Long, Jennifer Pfau, Megan Blake, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. RECOGNITION—FERGUS HIGH SCHOOL BPA

The Board of Trustees recognized and congratulated Diane Lewis, BPA Advisor, and members of the Fergus High School BPA team for their successes at the BPA Montana Regional and State Leadership Conferences.

BPA Members: Shelby Alexander, AJ Blackburn, Whitney Bristol, Andy Butcher, Maddie Comes, Elizabeth Finn, Jessica Gapay, Ashley-Ann Goddard, Maria Henderson, McKayla Henson, Taylor Jensen, Kaitlyn Kindzerski, Seth Kremer, Jesses Kynett, Jim Malone, Jacob Moodie, Andrew Olson, Jakob Plagenz, Bailey Rodgers, Agape Setu, Curtis Sibbett, Dylan Stenseth, Hannah Thomas, Kellen Tognetti, Cheran Waltari, Logan Wilcox, Kaylee Wise, Daq Wright, and Elizabeth Wright.

4. RECOGNITION—FERGUS HIGH SCHOOL CHEERLEADERS

The Board of Trustees recognized and congratulated the Fergus High School Cheerleaders and Coaches for their successes throughout the year and during the 2013 Cheerfest Competition.

Coaches: Jennifer Pfau, Head Coach; Amanda Kase, Assistant Coach; and Megan Blake, Volunteer Coach.

Varsity Squad: CJ Craven, Jessica Gapay, Brooke Gardner, McKayla Henson, Jeanna Mane, Kara Mantooth, Kate Warren, Cheran Waltari, Ashley Wickens; Mascot Kyle Patten, Stuntman Cameran Adkins and Stuntman Ben Bruno.

JV Squad: Zhora Albertson-Gore, Shelby Bales, Dilsah Boz, Shelby Choate, Bethany Cox, Amber Fairchild

5. RECOGNITION—FERGUS HIGH SCHOOL FCCLA

The Board of Trustees recognized and congratulated Karen Durbin, FCCLA Advisor, and members of the Fergus High School FCCLA team for their success at the FCCLA State Leadership Conference.

State Results:

First Place Finishers

Cody Boyce and Rylee Stewart (Team Event) – Focus on Children

Karlie Southworth – Career Investigation

Sydney Wier – Fashion Construction

Second Place Finisher

Maida Walters – Fashion Construction

Gold Medal (and Top 3)

Gena Bass and Katelyn Gremaux – Chapter Service Project Display

Silver Medals

Taylor Dahl, Aubrey Godbey, and Jaree Mane – Chapter Showcase Manual

Jessica Donaldson – Food Innovations

Jenaye Phillips and Taylor Scott – Chapter Service Project Display

Kylee Yaeger – Job Interview

Calli Dixon was elected as the State FCCLA President. The following members will be attending the National Conference in Nashville this summer: Cody Boyce, Calli Dixon, Karlie Southworth, Rylee Stewart, and Sydney Wier.

6. RECOGNITION—FERGUS HIGH SCHOOL FFA

The Board of Trustees recognized and congratulated the Fergus High School FFA team and Advisor Jared Long for their successes at the State FFA Convention. Leslie Berg and Kaitlyn Poss spoke about their experiences and contests this year.

7. RECOGNITION—FERGUS HIGH SCHOOL SKILLS USA

The Board of Trustees, even though the Skills USA team was unable to attend the meeting, wanted to recognize and congratulate the Fergus High School Skills USA team and Advisor Loren Drivdahl for their successes at the Skills USA State Conference.

8. PRESENTATION—FHS GRADUATION MATTERS

The Fergus High School Chapter of Graduation Matters shared with the Board of Trustees a video that they created to present to students about the importance of graduating from high school.

9. PRESENTATION—SCOTT DUBBS, CURRICULUM DIRECTOR

Scott Dubbs, Curriculum Director, presented to the Board of Trustees a report on the suggested curriculum selected by the Library Curriculum Committee. The Library Curriculum will be presented as an action item on the next agenda for approval by the Board.

10. REPORT—STUDENT REPRESENTATIVE TO THE BOARD

Kaitlyn Moodie, student representative to the Board, reported on upcoming activities at Fergus High School.

11. REPORT—COMMITTEES OF THE BOARD

Trustees signed up for 2013-2014 committees of the Board (See Exhibit A).

12. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

SUPERINTENDENT'S REPORT

13. REPORT—BUDGET UPDATE

Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees with figures in regards to the 2013-2014 General Fund Budgets along with possible Elementary and High School Reductions.

14. REPORT—INVESTMENT

Interest earned and distributed for April 2013, was reported with \$355.42 in the elementary funds and \$220.12 in the high school funds for a total of \$575.54.

15. OTHER ITEMS

Superintendent Jason Butcher had a discussion with the Trustees regarding the High School Mill Levy Election and publicly thanked the taxpayers and the community for their support. The Trustees were asked about conducting a New Trustee Orientation. Jason and Rebekah will schedule a time for Jennifer Thompson and Phil Koterba once they have a chance to check their schedules. Mr. Butcher updated the Board regarding staff openings and interviews. Jeremy Bristol volunteered to participate in the JHS Social Studies teacher interviews and Joe Irish volunteered to participate in the Elementary teacher interviews. The Trustees were informed that the Retirement Dinner is scheduled for Wednesday, May 29, 2013 at 6:00pm. Central Office will continue with working four 10-hour days during the summer months and closing the office on Fridays. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

17. MINUTES OF THE APRIL 8, 2013, REGULAR BOARD MEETING – approved unanimously (Weeden/Thomas).
18. MINUTES OF THE APRIL 22, 2013, BOARD WORK/STUDY SESSION – approved unanimously (Bristol/Koterba).

APPROVAL OF CLAIMS

19. CLAIMS – The claims referenced in the 2012-2013 Bill Schedule and submitted through May 9, 2013, were approved unanimously (Irish/Thomas). The Finance Committee members for April-June 2013 are Stan Monger, Jeremy Bristol, Joe Irish, and Phil Koterba.

CONSENT GROUP ITEMS – approved unanimously (Thomas/Thompson).

20. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR 2012-2013 SCHOOL YEAR – Substitute Teacher/Aide List—Curtis Cauffman.

INDIVIDUAL ITEMS

21. CANVASS OF ELECTION RESULTS—HIGH SCHOOL DISTRICT NUMBER ONE LEVY – (See Exhibit B) – approved unanimously (Bristol/Weeden).
22. APPROVE EXTENSION OF LEWISTOWN BUS ROUTE INTO THE GRASS RANGE SCHOOL DISTRICT – approved unanimously (Irish/Weeden).
23. APPROVE EXTENSION OF MOORE BUS ROUTE TO THE ENTRANCE OF SPRING CREEK COLONY – approved unanimously (Weeden/Irish).
24. APPROVE MHSA MEMBERSHIP AND RELATED PAYMENTS – approved unanimously (Weeden/Thomas).
25. APPROVE CLASSIFIED PERSONNEL HANDBOOK – approved unanimously (Bristol/Thomas).
26. APPROVE FERGUS COUNTY INVESTMENT RESOLUTION – approved unanimously (Irish/Thompson).
27. APPROVE CLASSIFIED STAFF SALARY MATRIX – (See Exhibit C) – approved unanimously (Thomas/Koterba).
28. APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS – failed.
29. FIRST READING—BOARD POLICY #4330P—RENTAL OF SCHOOL FACILITIES – approved unanimously (Weeden/Koterba).
30. APPROVE RATE INCREASES FOR THE SELF-INSURED DENTAL PLAN – approved unanimously (Thomas/Koterba).
31. APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF – (See Exhibit D) – approved unanimously (Thomas/Irish).
32. APPROVE ISSUING CONTRACTS FOR THE CERTIFIED AND CLASSIFIED ADMINISTRATORS – (See Exhibit E) – approved unanimously (Irish/Thompson).
33. APPROVE PERSONNEL REPORT – (See Exhibit F) – approved unanimously (Bristol/Thomas).

ADJOURNMENT

The meeting was adjourned at 8:05 p.m. The next regular meeting will be held on June 10, 2013, at 5:30 p.m. at the Lincoln Board Room (Bristol – unanimous).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

"EXHIBIT A"

**STANDING COMMITTEES OF THE BOARD
2013-2014 School Year**

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Building & Grounds	3	X			X			X
Insurance Risk Committee	2		X		X			
Transportation	3	X				X		X

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2013-2014 School Year**

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2					X		X
Curriculum Committees:								
Communication Arts	1			X				
Math	1					X		
Health Insurance Program	2			X			X	
School Calendar	1							X
Vocational Advisory Council	1	X						



"EXHIBIT B"

Canvass of Votes and Declaration of Results

TO BE FILED IN ELECTION OFFICE

CANVASS OF VOTES CAST AT THE LEWISTOWN SCHOOL ELECTION
HELD IN FERGUS COUNTY
ON THE 7TH DAY OF MAY, 2013.

OFFICE	NAME of CANDIDATE/ISSUE	PRECINCT/ DISTRICT/ WARD	NUMBER OF VOTES	TOTALS
Lewistown SD#1 High School Mill Levy	For	SD#1	1486	1486
Lewistown SD#1 High School Mill Levy	Against	SD#1	1337	1337
Ballots Mailed	5208			
Voted Ballots Accepted	2823 = 54.2%			
Voted Ballots Rejected	11 = 00.2%			
Undeliverable Ballots	278 = 5.3%			
No Signature or Signature Mismatch Envelopes	45 = 00.8%			
Unreturned Ballots	2051 = 39.5%			

STATE OF MONTANA)
County of Fergus)

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results in each precinct/ward/district of said School District #1 for the offices/issues enumerated and we hereby declare nominated/elected the individuals listed receiving the highest number of votes.

Attest my hand and the seal of said County, hereto affixed this ____ day of _____, 20 ____.

Board of Canvassers:

Signature

Signature

Signature

Signature of Election Administrator

(SEAL)

"EXHIBIT C"

2.00%

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	12.80	13.18	13.56	13.95	14.33	14.71	15.10	15.87	15.87	15.87	15.87	16.63
ADMIN SECRETARY+15	13.18	13.56	13.95	14.33	14.71	15.10	15.48	16.25	16.25	16.25	16.25	17.02
ADMIN SECRETARY+30	13.56	13.95	14.33	14.71	15.10	15.48	15.87	16.63	16.63	16.63	16.63	17.40
ADMIN SECRETARY+45	14.33	14.71	15.10	15.48	15.87	16.25	16.63	17.40	17.40	17.40	17.40	18.17
COMPUTER TECH/PAYROLL	16.15	16.64	17.12	17.61	18.09	18.58	19.06	20.03	20.03	20.03	20.03	21.00
COMPUTER TECH/PAYROLL+15	16.64	17.12	17.61	18.09	18.58	19.06	19.55	20.51	20.51	20.51	20.51	21.48
COMPUTER TECH/PAYROLL+30	17.12	17.61	18.09	18.58	19.06	19.55	20.03	21.00	21.00	21.00	21.00	21.97
COMPUTER TECH/PAYROLL+45	18.09	18.58	19.06	19.55	20.03	20.51	21.00	21.97	21.97	21.97	21.97	22.94
FIRST COOK/BAKER	10.63	10.94	11.25	11.56	11.86	12.17	12.48	13.10	13.10	13.10	13.10	13.10
FIRST COOK/BAKER+15	10.94	11.25	11.56	11.86	12.17	12.48	12.79	13.41	13.41	13.41	13.41	13.41
FIRST COOK/BAKER+30	11.25	11.56	11.86	12.17	12.48	12.79	13.10	13.71	13.71	13.71	13.71	13.71
FIRST COOK/BAKER+45	11.86	12.17	12.48	12.79	13.10	13.41	13.71	14.33	14.33	14.33	14.33	14.33
FOOD SERVICE/KITCHEN AIDE	10.02	10.26	10.50	10.75	10.99	10.99	10.99	10.99	10.99	10.99	10.99	10.99
FOOD SERVICE/KITCHEN AIDE+15	10.26	10.50	10.75	10.99	11.23	11.23	11.23	11.23	11.23	11.23	11.23	11.23
FOOD SERVICE/KITCHEN AIDE+30	10.50	10.75	10.99	11.23	11.47	11.47	11.47	11.47	11.47	11.47	11.47	11.47
FOOD SERVICE/KITCHEN AIDE+45	10.99	11.23	11.47	11.71	11.95	11.95	11.95	11.95	11.95	11.95	11.95	11.95
HOT LUNCH VAN	11.63	11.90	12.17	12.43	12.70	12.70	12.70	12.70	12.70	12.70	12.70	12.70
HOT LUNCH VAN+15	11.90	12.17	12.43	12.70	12.97	12.97	12.97	12.97	12.97	12.97	12.97	12.97
HOT LUNCH VAN+30	12.17	12.43	12.70	12.97	13.24	13.24	13.24	13.24	13.24	13.24	13.24	13.24
HOT LUNCH VAN+45	12.70	12.97	13.24	13.50	13.77	13.77	13.77	13.77	13.77	13.77	13.77	13.77
IMC TECH	11.65	11.99	12.33	12.67	13.00	13.34	13.68	13.68	13.68	13.68	13.68	13.68
IMC TECH+15	11.99	12.33	12.67	13.00	13.34	13.68	14.02	14.02	14.02	14.02	14.02	14.02
IMC TECH+30	12.33	12.67	13.00	13.34	13.68	14.02	14.35	14.35	14.35	14.35	14.35	14.35
IMC TECH+45	13.00	13.34	13.68	14.02	14.35	14.69	15.03	15.03	15.03	15.03	15.03	15.03
MAINT I	8.28	8.59	8.90	9.20	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51
MAINT I+15	8.59	8.90	9.20	9.51	9.82	9.82	9.82	9.82	9.82	9.82	9.82	9.82
MAINT I+30	8.90	9.20	9.51	9.82	10.12	10.12	10.12	10.12	10.12	10.12	10.12	10.12
MAINT I+45	9.51	9.82	10.12	10.43	10.73	10.73	10.73	10.73	10.73	10.73	10.73	10.73
MAINT II	11.63	11.92	12.21	12.50	12.79	13.08	13.38	13.96	13.96	13.96	13.96	14.54
MAINT II+15	11.92	12.21	12.50	12.79	13.08	13.38	13.67	14.25	14.25	14.25	14.25	14.83
MAINT II+30	12.21	12.50	12.79	13.08	13.38	13.67	13.96	14.54	14.54	14.54	14.54	15.12
MAINT II+45	12.79	13.08	13.38	13.67	13.96	14.25	14.54	15.12	15.12	15.12	15.12	15.70
MAINT III	11.93	12.23	12.53	12.82	13.12	13.42	13.72	14.32	14.32	14.32	14.32	14.91
MAINT III+15	12.23	12.53	12.82	13.12	13.42	13.72	14.02	14.61	14.61	14.61	14.61	15.21
MAINT III+30	12.53	12.82	13.12	13.42	13.72	14.02	14.32	14.91	14.91	14.91	14.91	15.51
MAINT III+45	13.12	13.42	13.72	14.02	14.32	14.61	14.91	15.51	15.51	15.51	15.51	16.11
MAINT IV	12.42	12.73	13.05	13.36	13.67	13.98	14.29	14.91	14.91	14.91	14.91	15.53
MAINT IV+15	12.73	13.05	13.36	13.67	13.98	14.29	14.60	15.22	15.22	15.22	15.22	15.84
MAINT IV+30	13.05	13.36	13.67	13.98	14.29	14.60	14.91	15.53	15.53	15.53	15.53	16.15
MAINT IV+45	13.67	13.98	14.29	14.60	14.91	15.22	15.53	16.15	16.15	16.15	16.15	16.77
MAINT V	16.90	17.32	17.74	18.16	18.58	19.01	19.43	20.27	20.27	20.27	20.27	21.12
MAINT V+15	17.32	17.74	18.16	18.58	19.01	19.43	19.85	20.70	20.70	20.70	20.70	21.54
MAINT V+30	17.74	18.16	18.58	19.01	19.43	19.85	20.27	21.12	21.12	21.12	21.12	21.96
MAINT V+45	18.58	19.01	19.43	19.85	20.27	20.70	21.12	21.96	21.96	21.96	21.96	22.81
MAINT VI	18.95	19.89	20.84	21.79	22.73	23.68	24.63	24.63	24.63	24.63	24.63	24.63
MAINT VI+15	19.89	20.84	21.79	22.73	23.68	24.63	25.58	25.58	25.58	25.58	25.58	25.58
MAINT VI+30	20.84	21.79	22.73	23.68	24.63	25.58	26.52	26.52	26.52	26.52	26.52	26.52
MAINT VI+45	21.79	22.73	23.68	24.63	25.58	26.52	27.47	27.47	27.47	27.47	27.47	27.47
MECH I	13.49	13.82	14.16	14.50	15.67	16.84	16.84	16.84	16.84	16.84	16.84	16.84
MECH I+15	13.82	14.16	14.50	14.83	16.01	17.18	17.18	17.18	17.18	17.18	17.18	17.18
MECH I+30	14.16	14.50	14.83	15.17	16.34	17.52	17.52	17.52	17.52	17.52	17.52	17.52
MECH I+45	14.50	14.83	15.17	15.51	16.68	17.85	17.85	17.85	17.85	17.85	17.85	17.85
PARA EDUCATOR	9.84	10.08	10.33	10.57	10.82	11.06	11.31	11.31	11.31	11.31	11.31	11.31
PARA EDUCATOR+15	10.56	10.81	11.06	11.30	11.55	11.79	12.04	12.04	12.04	12.04	12.04	12.04
PARA EDUCATOR+30	10.88	11.12	11.37	11.62	11.86	12.11	12.35	12.35	12.35	12.35	12.35	12.35
PARA EDUCATOR+45	11.51	11.75	12.00	12.25	12.49	12.74	12.98	12.98	12.98	12.98	12.98	12.98
PARA EDUCATOR+CERT	12.14	12.38	12.63	12.87	13.12	13.37	13.61	13.61	13.61	13.61	13.61	13.61
PURCH/REC	14.38	14.81	15.24	15.68	16.11	16.54	16.97	17.83	17.83	17.83	17.83	18.70
PURCH/REC+15	14.81	15.24	15.68	16.11	16.54	16.97	17.40	18.26	18.26	18.26	18.26	19.13
PURCH/REC+30	15.24	15.68	16.11	16.54	16.97	17.40	17.83	18.70	18.70	18.70	18.70	19.56
PURCH/REC+45	16.11	16.54	16.97	17.40	17.83	18.26	18.70	19.56	19.56	19.56	19.56	20.42
SECOND COOK/BAKER	10.46	10.76	11.06	11.37	11.67	11.97	12.28	12.88	12.88	12.88	12.88	12.88
SECOND COOK/BAKER+15	10.76	11.06	11.37	11.67	11.97	12.28	12.58	13.19	13.19	13.19	13.19	13.19
SECOND COOK/BAKER+30	11.06	11.37	11.67	11.97	12.28	12.58	12.88	13.49	13.49	13.49	13.49	13.49
SECOND COOK/BAKER+45	11.67	11.97	12.28	12.58	12.88	13.19	13.49	14.10	14.10	14.10	14.10	14.10
SECRETARY	11.50	11.84	12.19	12.53	12.88	13.22	13.57	14.26	14.26	14.26	14.26	14.95
SECRETARY+15	11.84	12.19	12.53	12.88	13.22	13.57	13.91	14.60	14.60	14.60	14.60	15.29
SECRETARY+30	12.19	12.53	12.88	13.22	13.57	13.91	14.26	14.95	14.95	14.95	14.95	15.64
SECRETARY+45	12.88	13.22	13.57	13.91	14.26	14.60	14.95	15.64	15.64	15.64	15.64	16.33
STUDY HALL SUPERVISOR	12.37	12.76	13.14	13.52	13.91	14.29	14.29	14.29	14.29	14.29	14.29	14.29
STUDY HALL SUPERVISOR+15	12.76	13.14	13.52	13.91	14.29	14.67	14.67	14.67	14.67	14.67	14.67	14.67
STUDY HALL SUPERVISOR+30	13.14	13.52	13.91	14.29	14.67	15.06	15.06	15.06	15.06	15.06	15.06	15.06
STUDY HALL SUPERVISOR+45	13.91	14.29	14.67	15.06	15.44	15.82	15.82	15.82	15.82	15.82	15.82	15.82
TRANSPORTATION	14.93	15.23	15.52	15.82	16.12	16.12	16.12	16.12	16.12	16.12	16.12	16.12
TRANSPORTATION+15	15.23	15.52	15.82	16.12	16.42	16.42	16.42	16.42	16.42	16.42	16.42	16.42
TRANSPORTATION+30	15.52	15.82	16.12	16.42	16.72	16.72	16.72	16.72	16.72	16.72	16.72	16.72
TRANSPORTATION+45	16.12	16.42	16.72	17.02	17.32	17.32	17.32	17.32	17.32	17.32	17.32	17.32

"EXHIBIT D"

2013-2014 CERTIFIED STAFF				
FIRST	LAST	LANE	STEP	FTE
SANDRA	ARMSTAD	MA3	15	1.000
CHAD	ARMSTRONG	MA	15	1.000
GINA	ARMSTRONG	BA2	13	1.000
SUSAN	ASHLEY	MA	12	1.000
AARYN	BELL	BA	13	1.000
ANNETTE	BJELLAND	BA	15	0.714
LUKE	BRANDON	BA1	12	1.000
DOUGLAS	BRAULICK	BA	8	1.000
BRAD	BREIDENBACH	BA3	13	1.000
SHERRY	BREIDENBACH	BA2	11	1.000
DEEANN	BUEHLER	MA1	15	0.807
MARY	CHAMBERLIN	BA3	15	1.000
MEGGAN	CIRRINCIONE	BA3	4	1.000
RACHEL	COLE	BA	4	1.000
JENNIFER	COLLINS (JENSEN)	BA	10	1.000
JULIE	COMES	MA3	14	1.000
JAMES	DANIELS	BA	15	0.519
MATT	DONALDSON	BA	4	1.000
PAULA	DRISSELL	MA	15	1.000
LOREN	DRIVDAHL	BA3	15	1.000
CANDICE	DUNN	BA2	15	1.000
KAREN	DURBIN	MA1	15	1.000
MIRANDA	EIKE	BA	5	1.000
VICTOR	FELLER	MA3	15	1.000
KRYSTAL	FERGUSON	BA	4	1.000
TRACI	FITZGERALD	BA	7	1.000
SUSAN	FLENTIE	MA3	15	1.000
SANDRA	FOX	MA2	7	1.000
BARBARA	FRADLEY	MA2	15	1.000
JEFF	FRIESEN	MA1	8	1.000
GARY	GEBERT	MA3	15	1.000
AMANDA	GEE	MA	10	1.000
PATRICIA	GIEDD	MA3	15	1.000
LAURA	GILSKEY	BA3	15	1.000
CINDY	GREMAUX	BA3	15	1.000
BRENDA	GRUENER	MA	8	1.000
JUSTIN	GUYER	MA3	14	1.000
TROY	HENDERSON	MA1	10	1.000
HOLLY	HESER	BA1	15	1.000
NANCY	HUDSON	BA3	15	1.000
TROY	HUDSON	BA3	15	1.000
ASHLEY	JENNESS	MA	4	1.000
AMANDA	JENNI	BA	4	1.000

"EXHIBIT D"

FIRST	LAST	LANE	STEP	FTE
COURTNEY	JENSEN	MA	4	1.000
JUANITA	KAJKOWSKI	MA	15	1.000
CHARLEY	KARINEN	MA3	15	1.000
MARY	KEPLER	BA2	15	1.000
ELIZABETH	KIRSCH	BA	10	1.000
LYNN	LENSING	MA2	15	1.000
DIANE	LEWIS	BA	15	1.000
JARED	LONG	MA	5	1.222
LESLIE	LONG	MA	9	1.000
SUSAN	LUTKE	BA3	15	1.000
TERESA	MAJERUS	MA	15	1.000
MIKE	MANGOLD	MA	15	1.000
BRUCE	MARSDEN	MA3	15	1.000
BEVERLY	MILLER	MA3	15	1.000
JEAN	MURAGIN	BA	4	1.000
TARA	MURNION	MA	12	1.000
JILL	MURPHY	BA	4	1.000
KANDIS	NIELSEN	MA3	15	1.000
BRANDON	O'HALLORAN	BA2	11	1.000
STEVE	OLSON	BA3	15	1.000
KARL	ORTMAN	MA3	4	1.000
STEPHEN	PAULSON	MA3	15	1.000
ANDREA	PAYNE	MA3	15	1.000
JERRY	PLOVANIC	BA	15	1.000
JACALYN	RICKL	MA2	15	1.000
LINDA	RINALDI	MA3	15	1.000
NEWELL	ROCHE	FIFTH	15	1.000
BETHANY	ROGERS	BA	7	1.000
JEFFREY	RUSSELL	BA	12	1.000
ROBERT	RUTLEDGE	MA3	15	1.0375
MARGARET	SMITH	BA3	15	1.000
MELANIE	SMITH	MA1	15	1.000
JESSICA	SOWER	BA3	4	1.000
BRIDGET	SPARKS	MA	13	1.000
KATHERINE	SPRAGGINS	MA	15	1.000
RHONDA	STENSETH	MA1	14	1.000
GERMAINE	STIVERS	BA2	15	1.000
SARA	SULLIVAN	BA	4	1.000
BRETT	THACKERAY	BA	7	1.000
KERRY	VAUGHN	MA	4	1.000
POLLY	WEICHEL	BA2	10	1.000
LEEANNE	WEINHEIMER	MA1	15	1.000
DEVNEY	WELSH	BA	4	1.000
JILL	WHITNEY-REED	MA2	15	1.000
DARCY	ZANTO	MA3	15	1.000

“EXHIBIT E”

RECOMMENDED 2013-2014 SALARIES

2012-2013 Salary + Negotiated Percentage (2%) = 2013-2014 Salary

CERTIFIED ADMINISTRATORS

Scott Dubbs	$\$84,025 + \$1,690 = \$85,706$
Jeff Elliott	$\$68,175 + \$1,364 = \$69,539$
Jerry Feller	$\$83,410 + \$1,668 = \$85,078$
Matt Lewis	$\$78,170 + \$1,563 = \$79,733$
Tim Majerus	$\$73,413 + \$1,468 = \$74,881$
Michelle Trafton	$\$68,175 + \$1,364 = \$69,539$

CLASSIFIED ADMINISTRATORS

Steve Klippenes	$\$51,150 + \$1,023 = \$52,173$
Diane Oldenburg	$\$48,423 + \$ 968 = \$49,391$
Rebekah Rhoades	$\$63,000 + \$1,260 = \$64,260$
Paul Stengel	$\$62,517 + \$1,250 = \$63,767$
Patrick Weichel	$\$59,106 + \$1,182 = \$60,288$

**“EXHIBIT F”
PAGE 1 OF 3**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 13, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
LITTLE, Jean	Food Server/Cashier	Fergus High School	Accept verbal resignation	April 19, 2013	Mrs. Jean Little met with Business Manager Rebekah Rhoades and School Food Service Director Cindy Giese and informed them that she was quitting her job at Fergus High School effective immediately.
PFAU, Jennifer	Head Cheerleading Coach	Fergus High School	Accept letter of resignation	June 30, 2013	See attached letter.
GRAHAM, Jimmy	Head Boys Basketball Coach	Fergus High School	Accept letter of resignation	May 13, 2013	See attached letter.
SLAGEL, Debra	Counselor	Fergus High School	Accept letter of retirement	June 30, 2013	See attached letter.
ELLIOTT, Jeff	Head Boys Basketball Coach	Fergus High School	Approve appointment on schedule—(0.150)	May 13, 2013	See attached memo.
WIER, Deena	Head Girls Basketball Coach	Fergus High School	Approve appointment on schedule—(0.150)	May 13, 2013	See attached memo.
BLAKE, Megan	Head Cheerleading Coach	Fergus High School	Approve appointment on schedule—(0.125)	May 13, 2013	See attached memo.
FLENTIE, Susan	Head Boys/Girls Cross Country Coach	Fergus High School	Approve appointment on schedule—(0.125)	May 13, 2013	See attached memo.

**“EXHIBIT F”
PAGE 2 OF 3**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 13, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GEBERT, Gary	Head Football Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
FRIESEN, Jeff	Head Golf Coach	Fergus High School	Approve appointment on schedule— (0.090)	May 13, 2013	See attached memo.
MANGOLD, Mike	Head Softball Coach	Fergus High School	Approve appointment on schedule— (0.125)	May 13, 2013	See attached memo.
LEWIS, Diane	Head Tennis Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
OLSON, Steve	Head Track Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
TAYLOR, Tara	Head Volleyball Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
ARMSTRONG, Chad	Head Wrestling Coach	Fergus High School	Approve appointment on schedule— (0.145)	May 13, 2013	See attached memo.
ARMSTRONG, Chad	Summer Session Driver Education Instructor	School District #1	Approve appointment for 90 hours at \$20.00 per hour for a total of \$1,800.00 for behind-the-wheel instruction	June 1-29, 2013	See attached memo.
RUTLEDGE, Robert	Summer Session Driver Education Instructor	School District #1	Approve appointment for 112 hours at \$20.00 per hour for a total of \$2,240.00 for classroom instruction	June 1-29, 2013	See attached memo.

**“EXHIBIT F”
PAGE 3 OF 3**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 13, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ZIESKE, Butch	Summer Session Driver Education Instructor	School District #1	Approve appointment for 90 hours at \$20.00 per hour for a total of \$1,800.00 for behind-the-wheel instruction	June 1-29, 2013	See attached memo.
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	School District #1	Approve appointment on schedule as per attached recommendation	May 13, 2013	See attached memo.
KASE, Amanda	Special Education Teacher	Lewis & Clark Elementary	Accept letter of resignation	June 30, 2013	See attached letter.
MORING, Tom	Bus Driver	School District #1	Accept letter of resignation	May 31, 2013	See attached letter.

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: May 7, 2013

FR: Chris Rice, Special Education Director

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing.

Session I: June 3-21, 2013

Gayle Foster	Aide	\$15.00/hour	up to 60 hours
--------------	------	--------------	----------------

Session II: August 5-16, 2013

Susan Ashley	Special Educ Teacher – K-12	\$17.50/hour	up to 90 hours
Paula Drissell	Special Educ Teacher – Preschool	\$17.50/hour	up to 40 hours
Leslie Long	Special Educ Teacher – K-12	\$17.50/hour	up to 90 hours
Jenifer Blazicevich	Aide	\$15.00/hour	up to 70 hours
Jill Murphy	Aide	\$17.50/hour	up to 70 hours
Kim Wiegert	Aide	\$15.00/hour	up to 70 hours
Tiffany Wright	Aide	\$15.00/hour	up to 70 hours

Thank you.

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

10

☒ 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: 06/10/2013

SUMMARY:

Approve claims paid through June 6, 2013, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2013 include: Stan Monger, Jeremy Bristol, Joe Irish, and Phil Koterba.

****Need to select new Finance Committee members for July-September 2013.**

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

11

<u>Agenda Items</u>	<u>Additional Information</u>
11. None	

SUGGESTED ACTION: Approve All Items

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

12

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

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/10/2013

SUMMARY:

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

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Grass Range School District #27, Fergus County, and the Board of Trustees of Lewistown School District #1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2013-2014 School Year.

This agreement is blanket coverage for students who are transported by Grass Range School District #27 buses to attend Grass Range School.

Description of bus route: Cheadle/Lemon Route

The Grass Range (Cheadle) bus enters the Lewistown District on Highway 87, proceeds west approximately 1/4 mile to Stillman Road. Turns around and heads back to the Grass Range District on Highway 87.

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

Margie Matovich
Board Chair
Grass Range School District #27

Board Chair
Lewistown School District #1

Date: 05/14/2013

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.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

13

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

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the request from Winifred Public Schools to extend their bus route into the Lewistown School District as described on the attachment.

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Winifred School District No. 115, Fergus County, and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Winifred Public Schools for the 2013-2014 School Year.

This agreement is blanket coverage for students who are transported by District 115 buses to attend Winifred Public Schools.

Description of Bus Route:

Winifred to Hilger – Highway Route for 23 miles to Hilger. Turn around at mile 23 by Hilger Grain Elevator and head back to Winifred.

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

Gordon Wichman

Board Chair
Winifred School District #115

Date: 05/13/2013

Board Chair
Lewistown School District #1

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.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

14

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

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

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/10/2013

SUMMARY:

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

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



TR-5
Individual Contract Reimbursement Claim
2nd Semester 2012-2013
01/22/2013-05/31/2013

14 Fergus
0259 Fergus H S

Contract #	Shared	Family Name	Daily Rate	Days		Total Reimbursement
				Transported	Reimbursed	
18673	No	CONFIDENTIAL	0.35	25.00	25.00	8.75
Total Individual Contract Reimbursement						8.75

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

15

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

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/10/2013

SUMMARY:

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

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

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

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

NOTES:

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



TR-6
Bus Route Reimbursement Claim
2nd Semester 2012-2013
01/21/2013-05/31/2013

14 Fergus
0258 Lewistown Elem

Route #	%	Miles		Driver	VIN	Days		Total
		Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	67.00	109.20	1.57	Wayne R. Lelek	4DRBWAAR57A322014	0.00	0.00	0.00
2	67.00	55.00	1.80	James E. Pearson	4DRBWAAR09A668040	90.00	90.00	5,969.70
3	67.00	97.00	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.00	90.00	7,954.78
4	67.00	108.00	1.80	Theodore F. Murray	4DRBWAAR17A436978	90.00	90.00	11,722.32
5	67.00	58.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833	90.00	90.00	4,756.46
6	67.00	98.90	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	90.00	90.00	8,110.59
7	67.00	114.90	0.95	Thomas L. Moring	4DRBUAAM48B508925	90.00	90.00	6,582.05
8	67.00	53.00	1.80	Frank B. Burns	4DRBWAAR76A214251	90.00	90.00	5,752.62
9	67.00	128.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	90.00	90.00	10,497.02
10	67.00	46.40	1.36	John C. Jensen	4DRBWAAN16A218714	0.00	0.00	0.00
11	100.00	28.00	1.36	Rebecca I. Baszczuk	4DRBWAAN16A218714	90.00	90.00	3,427.20
1 A	67.00	109.20	1.57	Wayne R. Lelek	4DRBWAAN8DB356001	90.00	90.00	10,338.07
10 A	67.00	46.00	1.57	John C. Jensen	4DRBWAAR57A322014	90.00	90.00	4,354.87
Total Bus Route Reimbursement								79,465.68

Board Chair

Signature

* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim



TR-6
Bus Route Reimbursement Claim
2nd Semester 2012-2013
01/21/2013-05/31/2013

14 Fergus
0259 Fergus H S

Route #	Miles		Rate	Driver	VIN	Days		Total Reimbursement
	%	Per Day				Claimed	Reimbursed	
1	33.00	109.20	1.57	Wayne R. Lelek	4DRBWAAR57A322014	0.00	0.00	0.00
2	33.00	55.00	1.80	James E. Pearson	4DRBWAAR09A668040	90.00	90.00	2,940.30
3	33.00	97.00	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.00	90.00	3,918.02
4	33.00	108.00	1.80	Theodore F. Murray	4DRBWAAR17A436978	90.00	90.00	5,773.68
5	33.00	58.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833	90.00	90.00	2,342.74
6	33.00	98.90	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	90.00	90.00	3,994.77
7	33.00	114.90	0.95	Thomas L. Moring	4DRBUAAM48B508925	90.00	90.00	3,241.90
8	33.00	53.00	1.80	Frank B. Burns	4DRBWAAR76A214251	90.00	90.00	2,833.38
9	33.00	128.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	90.00	90.00	5,170.18
10	33.00	46.40	1.36	John C. Jensen	4DRBWAAN16A218714	0.00	0.00	0.00
1 A	33.00	109.20	1.57	Wayne R. Lelek	4DRBWAAN8DB356001	90.00	90.00	5,091.89
10 A	33.00	46.00	1.57	John C. Jensen	4DRBWAAR57A322014	90.00	90.00	2,144.93
Total Bus Route Reimbursement								37,451.79

Board Chair

Signature _____

* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

16

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

ITEM TITLE: APPROVE REISSUING OF LOST CLAIMS WARRANT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the reissuing of lost Claims Warrant #112331 dated March 20, 2012, in the amount of \$18.00, payable to Elizabeth Kirsch, Lewistown, Montana.

SUGGESTED ACTION: Approve Reissuing of Lost Claims Warrant

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN SCHOOL DISTRICT NUMBER ONE
215 7th AVENUE SOUTH
LEWISTOWN, MT 59457
Phone: 406.535.8777/Fax: 406.535.7292

INDEMNITY BOND FOR LOST OR DESTROYED WARRANT

KNOW ALL MEN BY THESE PRESENT, that, Elizabeth Kirsch, of Lewistown, Montana, as Principal, and Jason A. Butcher, of Lewistown, and Rebekah Rhoades, of Lewistown, as Sureties, are held and firmly bound unto Fergus County, Montana, in a sum of \$18.00 to be paid to the Treasurer of Fergus County, Montana, for which payment, well and truly to be made, we bind ourselves and our heirs, executors and administrators, jointly and severally, firmly by these present.

The condition of this obligation is such that whereas a certain Warrant #112331 of Fergus County, Montana, dated March 20, 2012, in the sum of \$18.00 payable to Elizabeth Kirsch is alleged to have been lost or destroyed.

That sufficient proof having been made that the said warrant has been lost or destroyed, a duplicate of such warrant has been issued to the owner or holder thereof, which said duplicate is to take the place, in order of registration and payment, of such original warrant.

NOW, if the said obligors shall well and truly save harmless and indemnify the County from all loss, costs, or damages, by reason of the issuing of the duplicate, and if the said obligors will pay to any person entitled to receive the same, as the lawful holder of the original warrant, all moneys received upon such duplicate, then this obligation to be void, otherwise to remain in full force and effect.

Dated:

*Note: Signature of each Surety
required in two places

OP. 11/11/13
Principal

Surety

Surety

STATE OF)

) SS,

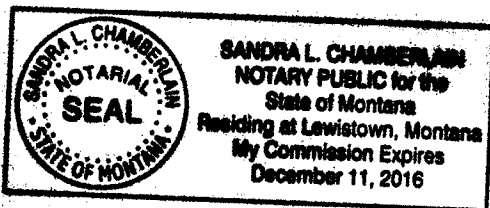
COUNTY OF)

Jason A. Butcher and Rebekah Rhoades, the sureties named in the foregoing Indemnity Bond, being first duly sworn, each for himself and not for the other, deposes and says that he is responsible and a householder or freeholder, within the State of Montana, and is worth the amount fixed as the penalty of the said bond, over and above all his just debts and liabilities, exclusive of property exempt from execution.

Surety

Surety

SUBSCRIBED AND SWORN TO before me this 31 day of May, 2013.



Signature of person authorized to take oaths

Sandra L. Chamberlain
Printed name of person authorized to take oaths

Notary Public for the State of _____
Residing at _____,
My commission expires _____

(*Note: This bond should be double the amount of the warrant alleged to have been lost or destroyed.)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

17

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

ITEM TITLE: APPROVE VOIDING OUTDATED STALE CLAIMS WARRANTS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/10/2013

SUMMARY:

Attached is a report of outstanding, stale dated warrants (checks) that should be cancelled at this time. 20-9-233, MCA authorizes the Board to cancel any warrants which have been issued and outstanding for at least one year. The District will not reissue these warrants at this time.

Districts should cancel stale dated warrants annually. Note also that although cancelled, the District must honor these warrants for eight years from the date of issuance in the unlikely event they are presented for payment. [27-2-202(1), MCA]. We will cancel stale dated warrants again each June (to close the fiscal year) and annually thereafter. Following are the applicable statutes for your reference. Please contact me with questions.

20-9-223. Cancellation of outstanding warrants – duplication. The trustees of any school district shall be authorized to cancel any warrant that has been issued for at least 1 year. However, the contractual obligation of the district that has been satisfied by the issuance of the warrant shall not be terminated until the time specified by 27-2-202(1) has elapsed. When a warrant has been canceled and the obligation has not terminated under 27-2-202(1), the district may issue a duplicate warrant without the completion of an indemnity bond by the payee.

27-2-202. Actions based on contract or other obligation. (1) The period prescribed for the commencement of an action upon any contract, obligation, or liability founded upon an instrument in writing is within 8 years. (2) The period prescribed for the commencement of an action upon a contract, account, or promise not founded on an instrument in writing is within 5 years. (3) The period prescribed for the commencement of an action upon an obligation or liability, other than a contract, account, or promise, not founded upon an instrument in writing is within 3 years.

SUGGESTED ACTION: Approve Voiding Outdated Stale Claims Warrants

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District No. One

Fiscal Year: 2012-2013

Outstanding Check Listing

Criteria:

Bank Account: COUNTY TREASURER LEWISTOWN

From Date:

To Date: 07/01/2012

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☒ Manual ☒ Payroll ☒ Payroll Deductions ☒ Other Disbursements

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Stat	Type	Cleared?	Clear Date	Void Date
27856	09/15/2011	MELTON, SHANNA M	\$27.99	7		Print Payroll	<input type="checkbox"/>		
* 112368	03/20/2012	RICHARD BLACK	\$30.75	1027		Print Expense	<input type="checkbox"/>		
* 112882	06/13/2012	JOSH OTTO	\$6.00	1036		Print Expense	<input type="checkbox"/>		

Report Total Amount: \$ 64.74

End of Report

Printed: 05/22/2013 9:07:45 AM

Report: rptCSACheckListing

3.1.34

Page:

10

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

18

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED
ABSENCES FUND(S)

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

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

NOTES:

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

20-9-512. Compensated Absence Liability Fund.

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
 - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and
 - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
 - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
 - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

19

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 06/10/2013

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Classified Staff for the 2013-2014 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Classified Staff

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

First	Last	Job Description	Total Hours	Days	Longevity
RICHARD	ASHLEY	DELIVERY VAN DRIVER	6.00	180	
ROBERTA	ATCHISON	PAYROLL SPECIALIST	8.00	260	
RANDY	BARBER	MAINTENANCE	8.00	260	
REBECCA	BASZCZUK	BUS DRIVER	5.00	179	
PAT	BENES	PARAPROFESSIONAL	7.00	180	
JOEL	BENNETT	HEAD CUSTODIAN	8.00	260	
STEPHANIE	BERG	FOOD SERVER	1.50	181	
JENIFER	BLAZICEVICH	PARAPROFESSIONAL	7.50	180	
CONNIE	BOWEN	PARAPROFESSIONAL	7.00	180	
KC	BOWEN	PARAPROFESSIONAL	7.50	180	
JENNI	BRISTOL	SCHOOL SECRETARY	8.00	220	
CLAUDIA	BROWN	PARAPROFESSIONAL	7.50	180	
FRANK	BURNS	BUS DRIVER	3.50	179	
JAMES	BUSSEY	CUSTODIAN	8.00	260	
SANDRA	CHAMBERLAIN	ADMINISTRATIVE SECRETARY	8.00	260	
TRACY	CONNER	PARAPROFESSIONAL	7.50	180	2%
GRETCHEN	CONRAD	PARAPROFESSIONAL	7.50	180	
ANDREA	DARRINGTON	PARAPROFESSIONAL	7.00	180	
JODY	D'AUTREMONT	SCHOOL SECRETARY	8.00	220	
JOAN	D'HOOGHE	SP ED BUS AIDE	5.00	179	
GARY	DISTAD	MECHANIC	8.00	260	1%
HEIDI	DOWNING-BUTCHER	SECOND BAKER/FOOD SERVER	6.00	187	
KRISTIN	FINUCANE	FOOD SERVER/KITCHEN AIDE	6.25	181	
DALE	FISK	GROUNDKEEPER/MAINT	8.00	260	
GAYLE	FOSTER	PARAPROFESSIONAL	7.00	180	
LAURIE	FOWLER	SECOND COOK	7.00	187	
JUDY	FRY	PARAPROFESSIONAL	7.00	180	
NICHOLE	FULBRIGHT	FOOD SERVER	3.25	181	
KRIS	GAPAY	PARAPROFESSIONAL	8.00	180	
DAVID	GATES	CUSTODIAN	8.00	260	2%
CHRISTINE	GOBBLE	RECEIVING/AP CLERK	4.00	260	
KAREN	HANSON	FOOD SERVER/CASHIER/KITCHEN AIDE	6.50	181	
JODI	HENDERSON	PARAPROFESSIONAL	7.50	180	
KELLY	HENDERSON	PARAPROFESSIONAL	7.50	180	
MANDIE	HUTCHINS	PARAPROFESSIONAL	7.50	180	
JOHN	JENSEN	TECH SUPPORT SPECIALIST	8.00	260	
DEBRA	JOHNSON	FOOD SERVER/CASHIER/KITCHEN AIDE	4.50	181	
STEVE	KELLY	HEAD CUSTODIAN	8.00	260	
MICHAEL	KILBY	CUSTODIAN	8.00	260	
GARY	KNOX	CUSTODIAN	8.00	260	
DAN	KONERT	MAINTENANCE	8.00	260	
TERRY	LANKUTIS	RECORDS/TECH SUPPORT	7.00	260	
JOANN	LANTZER	ACCOMPANIST	3.00	180	
LEE	LANTZER	BUS DRIVER	5.00	179	
TODD	LARK	TECH SUPPORT SPECIALIST	8.00	260	
JONETTE	LELEK	FOOD SERVER	3.00	181	
WAYNE	LELEK	BUS DRIVER	6.00	179	
JAN	MANE	FOOD SERVER/CASHIER/KITCHEN AIDE	6.50	181	
KIM	MARTIN	FIRST BAKER	7.00	187	
SHERRY	MARTIN	PURCHASING CLERK	8.00	260	3%

First	Last	Job Description	Total Hours	Days	Longevity
NANCY	MATTHEIS	IMC TECHNICIAN	8.00	209	
SHANNON	MAXWELL	PARAPROFESSIONAL	1.50	180	
NORINE	MCKINNEY	PARAPROFESSIONAL	7.50	180	
DARCY	MCLENDON	PARAPROFESSIONAL	6.50	180	
BETTE	MCPHERSON	PARAPROFESSIONAL	8.00	180	
JEANETTE	MILLER	SWEEPER	4.00	179	
ROBIN	MOLINE	PRINCIPAL'S SECRETARY	8.00	260	
EILEEN	NEWMAN	KITCHEN AIDE	2.50	181	
FLEETA	O'DELL	FOOD SERVER/PARA/SUB CALL-IN	7.00	181	
DONNA	PAULSON	SECOND COOK	7.00	187	
JAMES	PEARSON	BUS DRIVER	5.50	179	1%
WENDY	PFAU	ACTIVITIES SECRETARY	5.00	195	
LLOYD	PRATHER	CUSTODIAN	8.00	260	
LYNNE	PRINDLE	PARAPROFESSIONAL	7.00	180	
DARLA	QUINLAN	PARAPROFESSIONAL/SUB CALL-IN	7.75	180	1%
LISA	RAU	PARAPROFESSIONAL	7.50	180	
LINDSEY	RICKL	FOOD SERVER/KITCHEN AIDE	7.50	181	
VICKI	RIFE	PARAPROFESSIONAL	7.50	180	
JEAN	ROGAN	PARAPROFESSIONAL	8.00	180	2%
CHRISTY	ROGERS	SCHOOL SECRETARY	8.00	220	
STEVEN	ROWE	CUSTODIAN	8.00	260	
SUSAN	RUTLEDGE	PARAPROFESSIONAL	7.00	180	2%
MERYL	RYGG MCKENNA	ACCOMPANIST	3.00	180	
BETTY	SANDERS	PARAPROFESSIONAL	7.50	180	
BARB	SAUBY	PARAPROFESSIONAL	7.50	180	
KATHLEEN	SCHAEFFER	BUS DRIVER	8.00	225	1%
LANNA	SCHOENFELDER	SCHOOL SECRETARY	8.00	220	
SHAWN	SCHUCHARD	CUSTODIAN	8.00	260	
SHERRI	SEBEK	FOOD SERVER/CASHIER	3.50	181	2%
SUE	STANDLEY	PARAPROFESSIONAL	7.00	180	
MELINDA	THAYNE	FOOD SERVER/CASHIER/KITCHEN AIDE	7.50	181	
PAUL	TUCEK	MECHANIC	8.00	260	3%
DEBORAH	WALKER	SWEEPER	8.00	260	
KIM	WIEGERT	PARAPROFESSIONAL	7.50	180	
DEBRA	WILLIAMS	FIRST COOK	7.00	187	1%
DENISE	WILLIAMS	FOOD SERVER/CASHIER	2.75	181	
LYNNE	WISE-KLIPPENES	TECH SUPPORT SPECIALIST	8.00	260	
FRED	WOOD	BUS DRIVER	5.00	179	1%
ANGELA	WOOLETT	ATTENDANCE SECRETARY	8.00	184	
TIFFANY	WRIGHT	PARAPROFESSIONAL	7.50	180	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

20

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

ITEM TITLE: APPROVE ISSUING CONTRACT FOR THE CONSTRUCTION ACADEMY INSTRUCTOR

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve issuing a contract for Ron Peevey, Construction Academy Instructor at \$27.32 per hour for up to 8 hours per day for up to 190 days during the 2013-2014 School Year. The Construction Academy is funded by the sale of the construction projects.

SUGGESTED ACTION: Approve Issuing Contract to Ron Peevey, Construction Academy Instructor

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

21

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

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACT FOR THE HIGH SCHOOL DISTRICT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve an Individual Transportation Contract for the following:

Sherry Reimers

SUGGESTED ACTION: Approve Individual Transportation Contract for the High School District

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

22

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

ITEM TITLE: SECOND READING—BOARD POLICY #4330P—RENTAL OF SCHOOL FACILITIES

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #4330P—Rental of School Facilities and consider the adoption of said policy.

The rental rates for Fergus High School have been updated. 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 #4330P—Rental of School Facilities

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

SECOND READING

	Profit	Each additional hour past 4	Hours							
School										
Fergus High			1	2	3	4	5	6	7	8
Auditorium	\$300 (Minimum)	\$50	\$300	\$300	\$300	\$300	\$350	\$400	\$450	\$500
Gymnasium	\$300 (Minimum)	\$50	\$300	\$300	\$300	\$300	\$350	\$400	\$450	\$500
Classrooms	\$50 (Minimum)	\$10	\$50	\$50	\$50	\$50	\$60	\$70	\$80	\$90
Cafeteria	\$75 (Minimum)	\$20	\$75	\$75	\$75	\$75	\$95	\$115	\$135	\$155
Library	\$75 (Minimum)	\$20	\$75	\$75	\$75	\$75	\$95	\$115	\$135	\$155
Cost does not include Tech Fees at \$25 per hour.										
After four hours and additional cost of \$25 per hour custodial time may be assessed.										
Minimum charge includes 4 hours of custodial time.										

	Non-Profit	Each additional hour past 4	Hours							
School										
Fergus High			1	2	3	4	5	6	7	8
Auditorium	\$200 (Minimum)	\$30	\$200	\$200	\$200	\$200	\$230	\$260	\$290	\$320
Gymnasium	\$200 (Minimum)	\$30	\$200	\$200	\$200	\$200	\$230	\$260	\$290	\$320
Classrooms	\$30 (Minimum)	\$7	\$30	\$30	\$30	\$30	\$37	\$44	\$51	\$58
Cafeteria	\$50 (Minimum)	\$14	\$50	\$50	\$50	\$50	\$64	\$78	\$92	\$106
Library	\$50 (Minimum)	\$14	\$50	\$50	\$50	\$50	\$64	\$78	\$92	\$106
Cost does not include Tech Fees at \$25 per hour.										
After four hours and additional cost of \$25 per hour custodial time may be assessed.										
Minimum charge includes 4 hours of custodial time.										

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

23

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

ITEM TITLE: APPROVE CHANGES FOR THE 2013-2014 FERGUS HIGH SCHOOL STUDENT HANDBOOK

Requested By: Board of Trustees Prepared By: Jerry Feller Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the changes to the 2013-2014 Fergus High School Student Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve Changes to the 2013-2014 Fergus High School Student Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

EXPULSION - In the case of expulsion, the Principal will make the recommendation to the District Superintendent. The parents and student will be notified of this action and instructed concerning their rights regarding the due process procedures. If the recommendation of the Principal is followed, the student, parent and their representative, upon request, may have a hearing with the Board of Education. If the hearing is not requested, the Board of Education will take action on the recommendation.

WEAPONS

A student who uses, possesses, controls, or transfers a firearm, an object that reasonably can be considered a firearm, or a weapon, shall be subject to immediate suspension with the possibility of an expulsion recommendation to the District Superintendent and School Board. A weapon includes, but is not limited to, a firearm or knife, sword, straight razor, throwing dart, nun-chucks, firecrackers, brass or other metal knuckles, or any instrument, article, or substance that, regardless of its primary function, is used to harm, threaten to harm, or cause injury to another.

SCHOOL DISTRICT NO. 1 - CHEMICAL & TOBACCO POLICY

Revised June 14, 2004 June 10, 2013

PHILOSOPHY

The goal of our chemical and tobacco policies is to keep our schools and our students chemical and tobacco free. These policies should provide for learning experiences in the areas of physical, mental, emotional, social and moral development so that our students may become better citizens.

IN SCHOOL OR AT SCHOOL ACTIVITIES

CHEMICAL VIOLATIONS

In school, or at school activities, students who are under the influence¹, possess, or who give away drug paraphernalia, alcohol, marijuana, or other substance defined by law as a "controlled substance" or "dangerous drug" will be subject to immediate disciplinary action at their school of attendance.

A first violation in school, or at school activities, during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to three (3) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵ ~~OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities for a period of 3 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷~~
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

A second violation in school, or at school activities, during their school career will result in: ²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to five (5) days.³
3. Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵ ~~OR principal shall extend the option to the student of suspension from participation in all extra-curricular activities for a period of 6 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷~~
4. Signed diplomas may be withheld until requirements of this policy are met.
5. Students who are in violation of this policy at graduation practice or at graduation will be excluded from the graduation ceremony.

Further violations in school or at school activities in during their school career will result in:²

1. Notification of law enforcement and parents of the student.
2. Suspension from school for up to ten (10) days.³

3. An expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

CHEMICAL SALE OR DISTRIBUTION VIOLATIONS²

Students who sell or receive compensation for the distribution of drug paraphernalia, alcohol, marijuana, or any other substance defined by law as a "controlled substance" or "dangerous drug" in school or at school activities:

1. Will be turned over to the appropriate law enforcement authorities. Parents of the student will be contacted.
2. Will receive up to ten (10) days out of school suspension.³
3. Will have an expulsion review by the school administration and possible expulsion recommendation to the school board.
4. Additionally, administrative review of the incident may result in a refusal to enter school property pending a school board hearing.

SCHOOL TOBACCO VIOLATIONS

Student use or possession of tobacco or tobacco products in school or at school activities will result in disciplinary action as follows:

First Offense: Suspension³ from school for up to one (1) day, notification of parents and law enforcement, and an explanation of the consequences for subsequent violations. The student will also receive educational material concerning the dangers of tobacco use and the addiction process. The tobacco will be disposed of in the presence of the student.

Second Offense: Suspension³ from school for up to two (2) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 3 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

Further Offenses: Suspension³ from school for up to three (3) days, notification of parents and law enforcement, suspension from participation⁴ in all extra-curricular activities for 6 weeks of competition or events⁶ from the date of disciplinary action. The tobacco will be disposed of in the presence of the student.

ACTIVITIES CHEMICAL & TOBACCO POLICY & GUIDELINES

PHILOSOPHY

All activity participants at School District No. 1 are expected to make personal sacrifices for the good of the individual and the group. It is intended that student-participants will not be in attendance at a function or be riding in a vehicle where tobacco, alcohol, or drugs are located or being used. Self-discipline, accountability and responsibility on the part of each participant are expectations that are held for all. Additionally, it is important for student participants to become positive leaders in and out of school and school activities. Successful people succeed in their task by hard work, perseverance, honesty and dedication.

ACTIVITIES CHEMICAL VIOLATIONS

Students who participate in activities will not be under the influence of¹, be in possession of, give away or sell drug paraphernalia, alcohol, marijuana, or another substance defined by law as a "controlled substance" or "dangerous drug"

Student activity participants, who admit, whose parent report, who have been found by the administration to have violated the chemical policy, or who have been found guilty of possession or being under the influence, are subject to the chemical policy consequences.

Student activity participants charged by the legal system with a chemical offense may be suspended from participation in their activity (following due process procedures in school policy) until the situation is resolved by the court. If suspended from activities, the student will fulfill all obligations as set forth by this policy. A student awaiting remediation of a charge will not serve more suspension from participation days than the step and offense called for in each situation.

Violations by student activity participants are cumulative⁷ in nature. Starting with the first and subsequent offenses, violations within a two year period will accumulate to determine the actual level of consequence.

First Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one semester⁵ ~~OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷~~

Second Offense: Suspension from participation⁴ in all extra-curricular activities for a period of one year⁵ ~~OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁶~~

Further Offenses: Suspension from participation³ in all extra-curricular activities for a period of one year⁴ ~~OR the principal shall extend the option to the student of suspension from participation in all extra-curricular activities, in town or away, for a period of 8 weeks of competition or events⁵ from the date of the disciplinary action and participation in an appropriate chemical awareness experience.⁷~~

OTHER INFORMATION:

1. Participants who have violated the chemical policy may jeopardize receiving post season letters, trophies, and individual team privileges.
2. The appropriate activity sponsor(s), athletic director and school administration will consider each incident individually according to the policy.
3. Student activity suspensions that run past the end of a season or semester will carry forward to the next season of participation or semester; even if that means going into the next school year.
4. Participants under suspension for chemical use must follow all extra-curricular rules and are subject to consequences at the next step if a violation occurs.
5. Student participants who violate the chemical policy at school or at school activities are subject to the district-wide chemical rules as they relate to all students.

ATHLETICS TOBACCO VIOLATIONS

Students who are participants in athletics will not use tobacco or be in possession of tobacco products. Those in violation will be subject to the following consequences:

First Offense: Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 2 weeks of competition or events⁶ from the date of the disciplinary action.

Further Offenses: Suspension from participation⁴ in extra-curricular activities, in town or away, for a period of 4 weeks of competition or events⁶ from the date of the disciplinary action.

NOTE: Athletes who violate the tobacco policy at school or at school activities are also subject to tobacco rules as they relate to all students.

CHEMICAL POLICY ENDNOTES

1. Students suspected of chemical use, or who are believed to be under the influence, are expected to fully cooperate with reasonable requests by an administrator. Such requests may include submission to commonly used tests designed to determine chemical use. Students who choose to not cooperate with a request of this type will be treated the same as any other student in a comparable situation who has been found under the influence or found to have violated the expectations of this policy.
2. In school as defined by School Laws of Montana, Section 20-5-201 (d). "... in school or on the premises, on his way to and from school, or during his intermission or recess." A student is considered to be in school whenever he/she is attending or participating in a school activity. During their school career refers to an individual student's career in a given level of schooling. For example, a student's career at

the middle school level would be typically two years long; a high school student's is traditionally four years long.

3. Suspension will be for the maximum of the days recommended throughout the Policy and may include in or out of school suspension. After four (4) days of in-school suspension at the school for tobacco or alcohol/drug use, all additional suspensions will be served out of school.
4. Students suspended from participation in extra-curricular activities will not be allowed to perform or compete, or in some way represent School District No. 1, in an extra-curricular activity (in town or away) for the duration of suspension. The student is, however, required to continue with scheduled practices and rehearsals. For the purposes of this policy, the extra-curricular activities included shall be those activities that include some form of performance, contest, competition or representation of School District No. 1. It is useful to note that this definition includes but is not limited to all MHSA sanctioned activities. Some specific activity events are part of credit-bearing courses that involve activities both inside and outside the classroom setting. These activities, for the purposes of this policy shall be defined as those activities beyond the classroom and the immediate scope of graded requirements. Students will not be excluded from the graduation day ceremony as a result of an activity suspension. Example #1 - A student in choir may participate in classroom activities but not perform in concerts as a member of the choir. If part of their grade is determined by the performance, they will be allowed to do other work in lieu of the performance. Example #2 - If a student in FFA is suspended after violation of the activity side of the Chemical and Tobacco Policy, can the attend the Blue-Gold Breakfast which is a function of the Student Council, and what about the Junior/Senior Prom? The answer for the first question is no, while the answer for the second question is yes. While the Student Council does not apply as an extra-curricular activity for the purposes of this policy, its event is considered an event which requires school representation. Dances or meetings are not considered activity performances, events of competition or representation, therefore suspensions from them, due to this policy would not be appropriate.
5. A semester is the equivalent of ninety (90) pupil instruction days and a year is the equivalent of one hundred eighty (180) pupil instruction days. A suspended student will serve ninety (90) or one hundred eighty (180) suspension days from activity participation for each semester or year of suspension even if the time carries over to a new school year. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension.
6. Competition or event weeks are weeks when the sport or activity is competing or performing. Weeks during which only practices, or rehearsals take place are not considered competition or event weeks. Appeals of chemical policy decisions are to be made to the Superintendent prior to completion of the activity suspension. In cases of canceled events during the spring sports season, students who have met the minimum requirements to participate during a regularly scheduled spring competition (but would not have competed due to an activity suspension) may appeal one week of competition lost due to the cancellation of the event.
7. ~~Appropriate chemical awareness experiences are activities which are designed to help students become aware of drug/alcohol concerns and other issues. These activities will vary depending on the frequency of violations and the age of the student. Potential examples are as follows:~~
 - ~~First Offense: Chemical education class or other appropriate educational setting as determined by the school's local chemical counseling provider. The student may not participate in the same chemical education class more than once every two years, as per Endnote number 5. Expenses incurred will not be the responsibility School District No. One.~~
 - ~~Second Offense: Referred to the school's local chemical counseling provider for a possible evaluation or additional chemical education classwork. Expenses incurred will not be the responsibility School District No. One.~~

~~Further Offenses: Referred to the school's local chemical counseling provider for a possible evaluation or additional chemical educational classwork. Expenses incurred will not be the responsibility School District No. One.~~

~~Note: At school, support groups and counseling are available to all students either assigned or on a volunteer basis. Interested students are to contact the school guidance office.~~

8. The cumulative nature of the Activities Chemical Policy relates to consecutive offenses within a two year window of violations. Included in possible offenses is an In School or At School Activities offense generated within the mandatory two year aspect of these policies. For example, a participant who violates the Activities Chemical Policy during the football season, later has another chemical violation while in school (but out of season) and finally violates the Activities Chemical Policy again in football the next season would receive an eight week activities suspension. The eight week suspension represents the third offense as per the cumulative nature of the activities policy, again assuming all three violations occurred within two years of the first violation.

RANGE OF DISCIPLINARY ACTION

Problem Area Definitions

- **Arson** - attempting to burn property.
- **Alcohol** - use, sale or possession of alcohol during a school activity or school day.
- **Classroom disruption**- any behavior that continually disrupts the learning environment.
- **Defiance of school personnel authority** - refusal to comply with reasonable requests of school personnel. Repeated violations of a policy.
- **Destruction of property** - destroying or mutilating materials that belong to the school, school personnel or students.
- **Disorderly conduct** - includes profanity and verbal abuse, conduct and/or behavior that is disruptive to the orderly educational procedures at FHS.
- **Dress code** - clothing that is disruptive to the school environment and guidelines of policy.
- **Drugs** - use, possession and sale of narcotics or noxious substances during a school day or school activity.
- **Electronic device** - use of cell phone, MP3, or other device.
- **Explosive devices** - use, possession of exploding devices in school.
- **Fighting** - engaging in physical contact with the purpose of inflicting harm on another person.
- **Harassment** - intimidation of another individual.
- **On-going acts** that lead to progressive discipline plan.
- **Physical assault** - physical attack of another, who does not wish to engage in the conflict and who had not provoked it.
- **Possession of tobacco** - having in possession or the use of any type of tobacco product.
- **Tardiness** - arriving late to class.
- **Theft** - taking property that does not belong to you.
- **Unexcused absence and truancy** - absences where the parent/legal guardian does not know the whereabouts of the student and/or the student has not been excused from school.

Range of Action

1. Parent/guardian contact
2. Office conference
3. Parent conference
4. After school detention with teacher
5. After school detention assigned by office
6. After school detention assigned by office (two sessions)
7. Saturday School
8. Loss of privileges (i.e. Honor pass, hall pass, lunchroom access, free time at lunch)



Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

24

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

ITEM TITLE: APPROVE CHANGES FOR THE 2013-2014 LEWISTOWN JUNIOR HIGH SCHOOL
STUDENT HANDBOOK

Requested By: Board of Trustees Prepared By: Tim Majerus Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the changes to the 2013-2014 Lewistown Junior High School Student Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve Changes to the 2012-2013 Lewistown Junior High School Student Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Junior High School Student Handbook Changes for 2013-2014

Page 9 Section E Dress Code and Appearance

Modification to current wording regarding leggings, tights, and yoga pants.

8. Wear shorts and skirts that have a hemmed edge, and are fingertip length with your arms at your sides. Understand that these requirements still pertain if tights or leggings are worn under the shorts or skirts. Leggings, tights, or yoga pants are to be worn with shorts, skirts, or a top of the same fingertip length.

Page 12-13 Section 4 Disruptive Behavior

Currently there is no language regarding the procedures of to be taken for dress code violations. This addition clarifies the procedure.

Dress Code Violation - Students will be sent to the office if their attire is in violation of school policy. At the office there will be three steps to solving the issue; first will be to see if the student is able to change into appropriate clothing they have at school, the second step is to have the student contact their parent to see if they can bring a change of clothing, the final step is to have the student look in the School Closet to see if there is any clothing they could wear. The first two offenses of the dress code will be recorded as warnings. Further offenses will result in the leveled consequences listed below.

Page 20 Class Schedule

Correct times for schedule

Report to Class	8:05
1 st Period	8:10 to 9:00
2 nd Period	9:03 to 9:48
3 rd Period	9:51 to 10:36
4 th Period	10:41 to 11:26
5 th Period (8 th grade)	11:31 to 12:00
5 th Period (7 th Grade)	11:31 to 12:15
6 th Period (8 th Grade)	12:30 to 1:14
6 th Period (7 th Grade)	12:45 to 1:14
7 th Period	1:17 to 2:02
8 th Period	2:05 to 2:50
Common Study Time	2:53 to 3:20

Page 21 School Food Program

Correct times for schedule

Breakfast is served from 7:45 a.m. until 8:05 a.m.

Lunch Schedule is as follows:

8th Grade Lunch 12:00 to 12:30

7th Grade Lunch 12:15 to 12:45

Page26 Athletic Awards

Remove language regarding lettering. LJHS no longer awards letters or pins for sports participation.

Page23 Safety Procedures

After the Lock Down Procedures add:

Lewistown Public Schools will follow the Standard Response Protocol for emergencies. (Put the SRP full page after this statement.)



Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveuguy.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

25

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

ITEM TITLE: APPROVE CHANGES FOR THE 2013-2014 K-6 STUDENT HANDBOOK

Requested By: Board of Trustees Prepared By: Matt Lewis/Michelle Trafton Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the changes to the 2013-2014 K-6 Student Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve Changes to the 2013-2014 K-6 Student Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

K-6 Elementary Handbook

Changes for 2013-2014

Change to Dress Code and Appearance:

12. Refrain from wearing pajama and flannel pants.

Change to Range of Disciplinary Consequences:

5. After School Detention or Recess Detention assigned by the office (1 thirty minute session after school or 2 recesses)
6. After School Detention or Recess Detention assigned by the office (2 thirty minute sessions after school or 4 recesses)

Add to section VIII. Emergencies:

After the Lock Down Procedures add:

Lewistown Public Schools will follow the Standard Response Protocol for emergencies. (Put the SRP full page after this statement.)



Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

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- Lead students to Evacuation Location
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Shelter is called when the need for personal protection is necessary.

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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

26

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

ITEM TITLE: APPROVE PROPOSED CHANGES FOR ACTIVITY TRANSPORTATION PAY

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the proposed changes for the Activity Transportation Pay as outlined on the attachment.

SUGGESTED ACTION: Approve Activity Transportation Pay

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

ACTIVITY TRANSPORTATION PAY PROPOSAL FY2013-2014

ACTIVITY BUS DRIVING

- Currently: Paid regular hourly rate for drive time and not paid for off-duty time
 - If any duties are performed during the off-duty time, the drivers are paid their regular hourly rate for the entire off-duty time
 - Of 5 Class A schools contacted, no one else pays using this method
 - If an employee was injured during off-duty time, our Work Comp would still pay
- Proposal: Pay Port-to-Port
 - \$10.50/hr for Drive Time and Wait Time
 - Overtime will need to be monitored
 - Estimated increase of \$7500.00/year

ACTIVITY BUS FUELING

- Approximately 5 ½ hours per week
- Proposal: Increase Wages from \$8.24/hr to \$10.50/hr
- Estimated increase of \$500.00/year

IN-TOWN TRANSPORTATION PAY PROPOSAL FY2013-2014

IN-TOWN DRIVING

- Includes work experience & any in town transportation (not to & from school)
- Driving that has the highest risk & requires skill
- Proposal: Increase Wages from \$8.24/hr to \$10.50/hr
- Estimated increase of \$2000.00/yr

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

27

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

ITEM TITLE: APPROVE AGREEMENT BETWEEN YELLOWSTONE BOYS AND GIRLS RANCH AND THE LEWISTOWN PUBLIC SCHOOLS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the agreement between the Yellowstone Boys and Girls Ranch (YBGR) and the Lewistown School District for Comprehensive School and Community Treatment Services (CSCT).

YBGR will be responsible for billing third party insurers, students and/or student families for all CSCT medical services provided to students. The School District agrees to provide YBGR with private office space which is soundproof enough that conversations cannot be heard outside the walls of the office, phone, Internet and e-mail access, and reasonable office supplies to support the provision of CSCT services in the School District.

SUGGESTED ACTION: Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown School District for Comprehensive School and Community Treatment Services (CSCT)

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



Garfield Resource Center
3212 1st Ave South
Billings, Montana 59101
406.245.2751 / 406.651.3100 P
406.256.7026 F

May 13, 2013

To: YBGR School Based Services Partners
From: YBGR-CBS
Regarding: Updated CSCT Agreements

Please find the attached revised CSCT agreement dated July 1, 2013. The revisions came at the direction of the Department of Public Health and Human Services Adoption, Amendment, and Repeal process. Such amendments will be in effect July 1, 2013. We have also enclosed a copy of the Adoption, Amendment, and Repeal notice outlining the changes. The new clean copy of the rules are not available yet on the Secretary of State's web site; at least none that we could find.

In an effort to make clear where the changes occur within the Agreement please direct your attention to Section 3 of page 2 and to the Exhibit 1, Statement of Work #'s 3 and 5. We also made a change of mailing address at the bottom of Exhibit 2 page 8. We hope that if something is inadvertently missed or discovered at a later date we could simply draft an amendment.

Please contact myself, Shawn Byrne, or Kim Chouinard, Director of School Based Services if you have any further questions or need additional clarification. Kim and her staff will be in touch with the appropriate school personnel regarding the new process and documenting requirements outlined in the rule changes. Thank you

Shawn Byrne, MSW
Chief Operating Officer
Yellowstone Boys and Girls Ranch
Community Based Services

Discover Life, Hope and Opportunity

www.ybgr.org

AGREEMENT

YELLOWSTONE BOYS AND GIRLS RANCH
1732 So. 72nd Street West - Billings, MT 59106
Ph: (406) 655-2100 - Fax: (406) 656-0021
&

LEWISTOWN SCHOOL DISTRICT

Administration Offices
215 7th Avenue South - Lewistown, MT 59457
Ph: (406) 535-8777 - Fax: (406) 535-2819

Comprehensive School and Community Treatment Services

This Comprehensive School and Community Treatment Services Agreement (Agreement) is made and entered into this 1ST day of JULY 2013, by and between **Yellowstone Boys and Girls Ranch Community Based Services (YBGR) and School District #.**

RECITALS

WHEREAS, YBGR provides an array of mental health services to emotionally disturbed youth and has extensive experience providing Comprehensive School and Community Treatment Services (CSCT); and

WHEREAS, the School District wishes to retain YBGR to perform School Based Comprehensive School and Community Treatment Services (CSCT) to students enrolled in the School District who are authorized to receive CSCT services; and

WHEREAS, YBGR is willing and able to render said services to those students in the School District authorized to receive CSCT services, pursuant to the terms of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties agree as follows:

1. Terms

This Agreement shall be effective as of the 1st day of July 2013 and shall continue in effect through 30th day of June 2014, unless earlier terminated as provided in paragraph 7 below.

2. YBGR Services

- a. YBGR agrees to render CSCT services as provided herein and in accordance with the Statement of Work attached hereto as Exhibit I and incorporated by reference. For the purposes of this Agreement, Comprehensive School and Community Treatment Services or "CSCT" shall mean mental health center services as defined in the State of Montana administrative rule **37.88.901**. For the purpose of this agreement CSCT is the only Mental Health Center service provided in conjunction with School District #. YBGR shall maintain clinical records and monthly progress reports including service documentation supporting the provision of CSCT services to the School District in sufficient amount to enable School District or the School District's contracted billing agent, to bill for Medicaid covered services provided to Medicaid eligible children. All CSCT records maintained by YBGR hereunder will be available for review

by appropriate School District personnel to verify billing activity upon request. Furthermore, YBGR agrees to bill third party insurers, students and/or student families for all CSCT medical services provided to students as applicable to satisfy third party liability requirements and the requirements of any insurance coverage or other third party payment sources. For those children ineligible for Medicaid, YBGR will invoice the student and or the student's family for services rendered following the YBGR fee schedule.

- b. The CSCT mental health services to be provided to students by YBGR pursuant to this Agreement and the eligibility criteria and referral processes related to such services, are separate and distinct from eligibility criteria, referral processes, and special education services provided free of charge pursuant to and as part of the Free Appropriate Public Education requirements of the Individuals with Disabilities Act. School District agrees to cooperate with and assist YBGR in providing information and documentation as necessary for YBGR to demonstrate to third party insurers or other payers that the services provided under, this Agreement are not services that a student is entitled to receive free of charge from the School District. In the event that any services provided by YBGR under this Agreement are determined to be special education services which a student is entitled to receive free of charge from the School District as part of the Free and Appropriate Public Education requirements of the Individuals with Disabilities Act, an Individual Education Plan will be developed by the School District and YBGR will be paid by the School District for such services pursuant to the sliding scale fee schedule for CSCT services.

3. School District Services.

1. School District agrees to provide YBGR with private office space which is soundproof enough that conversations can not be heard outside the walls of the office, phone, Internet and e-mail access and reasonable office supplies to support the provision of CSCT services in the School District. In addition, in accordance to ARM 37.87.1802, treatment space must be available and large enough to host a group during school and nonschool days.
2. The school must describe the implementation of a school wide positive behavior intervention and support program as described in ARM 37.87.1802.

4. Compensation.

YBGR will submit claims and/or statements for reimbursement to all identified potential payers according to the Fee Schedule attached hereto as Exhibit 2 and by reference made a part of this Agreement.

5. Manner of Payment.

YBGR will submit Medicaid billings for CSCT reimbursement under the School District Medicaid provider number. YBGR will assume all responsibility for Medicaid reimbursement collection and request for payment denial appeals. YBGR shall be permitted to and shall be responsible to bill student, student's family, third party insurers and any other identified potential payers for services provided hereunder, as applicable. As a condition of providing services to a student, YBGR may require students, the parent or guardian of students, to execute such documents as YBGR deems appropriate, including but not limited to treatment consent, assignment of insurance benefits, payment agreements and authorizations for release of information.

6. Status as Independent Contractors,

This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of either or both of the parties to recover third party or Medicaid payments. Each party to this Agreement shall act as an independent contractor, and neither party shall have the power to act for or

bind the other party except as expressly provided for herein.

- a. Ineligible for Employee Benefits. YBGR and its employees shall not be eligible for any benefit available to employees of the School District, including, but not limited to, workers compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, savings plans and the like.
- b. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to YBGR under this Agreement. YBGR agrees to pay all state and federal taxes and other levies and charges for staff they employ. YBGR agrees to defend, indemnify and hold School District harmless from any and all liability resulting from any failure to do so.

7. Termination.

Either party may terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from the non-defaulting party specifying such default. This Agreement may also be terminated by School District without prior notice if:

- (i) Montana DPHHS for any reason terminates Medicaid coverage of the CSCT program in the State of Montana
- (ii) Montana DPHHS no longer allows the School District to seek payment of Medicaid reimbursement for the provision of CSCT services to Medicaid eligible children, or
- (iii) YBGR does not meet federal and state CSCT licensure and service requirements.

8. Termination of Services and Return of Property.

Upon the expiration or earlier termination of this Agreement, YBGR shall immediately terminate the services hereunder, and shall deliver promptly to School District all property relating to the business and work of the School District. Such property shall include but not be limited to all student records, office space, phone, computer, printer, Internet, e-mail access and reasonable office supplies.

9. Changes

School District may, at any time by written order, make changes in YBGR's work within the general scope of the Statement of Work. If any change under this section causes an increase or decrease in YBGR's cost of, or time required for, the performance of any part of the work, the parties shall negotiate an equitable adjustment to the compensation payable hereunder, and this Agreement shall be modified in writing accordingly. In addition, the parties agree to negotiate in good faith to revise this Agreement in the event of (i) legislation or court action that affects this Agreement or State Medicaid Coverage; (ii) changes in the funds available that affect this Agreement; or (iii) other changes reasonably requested by School District necessary to make this Agreement consistent with federal and state Medicaid billing requirements. In the event the parties are not able to negotiate an equitable adjustment as a result of changes in the cost of YBGR's services, or are not able to negotiate a revision due to the other reasons set forth above, this Agreement shall immediately terminate.

10. Standard of Performance.

YBGR warrants and represents that it possesses the skill and professional competence, licensure, expertise and experience to undertake the obligations imposed by this Agreement. YBGR agrees to perform in a diligent, efficient, competent and skillful manner commensurate with the applicable standards of the profession, and to devote such time as is necessary to perform the services required under this Agreement.

11. Indemnification.

YBGR agrees to defend, indemnify and hold School District harmless from and against any and all claims, losses,

liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of (i) the negligence or willful misconduct of YBGR, its employees or agents, which occurs during its performance of its obligations under this Agreement and/or (ii) a breach by YBGR of its obligations under this Agreement.

The School District agrees to defend, indemnify and hold YBGR harmless from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of (i) acts or omissions of the School District, its employees or agents, and/or (ii) a breach by the School District of its obligations under this Agreement.

12. Insurance.

YBGR agrees to carry, for the term of this Agreement, the following insurance in the amounts indicated with insurance carriers that are licensed in the state(s) where the services will be performed. **[Note, counsel for each district should judge the adequacy of the required coverage.]**

- a. COMMERCIAL GENERAL LIABILITY insurance for Bodily Injury and Property Damage for limits not less than \$1,000,000 per occurrence / \$2,000,000 aggregate including coverage for Subcontractor's obligations, operations, promises, independent contractors, products/completed operations, personal injury and advertising injury on a per-project basis.
- b. BUSINESS AUTOMOBILE LIABILITY insurance with a combined single limit of not less than \$1,000,000 for Bodily Injury and Property Damage for all owned, non-owned and hired vehicles.
- c. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY insurance in the state(s) where the work will be performed whether or not required by law with statutory, limits for workman's' compensation and limits not less than \$1,000,000 each accident; \$1,000,000 each employee; \$1,000,000 each disease including occupational disease.
- d. PROFESSIONAL LIABILITY in the amount of \$2,000,000.

A combination of primary and UMBRELLA/EXCESS liability' policies will be acceptable in order to meet the required limits. All of the above policies shall be written on an occurrence form. Claims made forms are not acceptable except for Professional Liability. Upon the request of School District, YBGR will submit a standard ACORD Certificate of Insurance signed by an authorized agent or representative of the insurance companies evidencing that the above required policies and limits are in effect. All policies shall provide that the insurance coverage provided will be primary and noncontributory with any other applicable insurance. No reduction in coverage or cancellation of policies shall be effected without first giving School District 30 days written notice. The policies (except for workers' compensation) shall name School District as additional insureds.

13. Compliance.

YBGR represents that it is not presently suspended or debarred or proposed for suspension or debarment by any government agency or regulatory agency. YBGR agrees to comply with all federal, state and local statutes, regulations, ordinances and rules as well as any and all School District policies and procedures relating, directly or indirectly, to YBGR's performance hereunder, including but not limited to all applicable laws pertaining to equal employment opportunity and procurement integrity.

14. Medicaid Repayment.

In the event that, after YBGR's receipt of payment from Medicaid through the School District, Medicaid determines for any reason through an audit or otherwise that the School District and YBGR were not entitled under applicable

state and federal laws, regulations and rules to certain Medicaid payments for CSCT services, then YBGR is obligated to repay to Medicaid all such payments. YBGR and the School District may appeal this determination and request a hearing pursuant to applicable state and federal laws, rules and regulations. The decision to appeal such a determination shall be YBGR's alone, and the School District shall cooperate to the extent necessary.

15. Miscellaneous.

- a. Survival. The obligations assumed by YBGR pursuant to paragraph 5 hereof shall survive the expiration or early termination of this Agreement.
- b. Attorneys' Fees. In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court,
- c. Waiver, Modification and Amendment. No provision of this Agreement may be waived unless in writing, signed by all of the parties hereto. Waiver of any one provision of this Agreement shall not be deemed to be a continuing waiver or a waiver of any other provision. This Agreement may be modified or amended only by a written *agreement* executed by all of the parties hereto.
- d. Governing Law; Venue. This Agreement shall be governed and construed in accordance with the laws of the State of Montana, without regard to choice of law principles. The parties agree that the venue for legal actions related to this Agreement shall be the state and U.S. Federal courts for the State of Montana in or reasonably near the county in which the School District's central office is located.
- e. Assignment; Subcontracting. Neither this Agreement nor any duties or obligations hereunder shall be assigned, transferred, or subcontracted by YBGR without the prior written approval of School District. Approval may be withheld in the sole and absolute discretion of School District.
- f. Notices. All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or certified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant party, which initially shall be the address set forth on the signature page to this Agreement. All notices will include a designated receiver, also inclusive in the address. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party.
- g. Records; Inspection. YBGR shall maintain books, records, and documents in accordance with federal and state medical documentation requirements, accounting procedures and practices which sufficiently and properly reflect the services rendered and funds expended in connection with this Agreement. All service/program notes, books, medical records, documents, or other materials associated with this Agreement shall be subject to reasonable inspection, review, or audit by School District and/or the Montana Department of Public Health and Human Services and/or Centers for Medicare and Medicaid Services and their designees, during YBGR's usual business hours and upon prior notice. YBGR shall retain all medical service progress notes, student case files/medical records, financial and other records pertaining to its work under this Agreement for seven (7) years after the termination or expiration of this Agreement or the conclusion of any audit pertaining to this Agreement, whichever is later.
- h. Partial invalidity, if any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining *provisions* shall nevertheless continue in full force without being impaired or invalidated in any manner.

- i. Entire Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supercedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

IN WITNESS THEREOF, YBGR has caused its name to be hereunto subscribed by its Representative and the said School District has caused its name to be hereunto subscribed by the Chairman of its Board and its Superintendent on the dates recorded below.

By: Shawn Byrne, MSW, COO, YBGR

Date

By: Superintendent

Date

By: School Board – Chairman

Date

EXHIBIT 1

STATEMENT OF WORK

Yellowstone Boys and Girls Ranch will provide, in partnership with the School District the following services and documented processes:

1. Meet all program requirements as required by the State and Federal standards for CSCT.
2. Ensure all eligible children within the CSCT sites, as appropriate, who meet the described criteria for service, are considered for admission to the program;
3. Provide as directed in ARM 37.87.1802, a specific enrollment process that includes the CSCT licensed or in-training mental health professional and a school administrator or designee. Such referral process will ensure that a youth have access to services prioritized according to acuity and need. In addition, current case load considerations will be made in terms of a wait list and near-term discharges.
4. Ensure that all staff ratios and caseload requirements meet current State and Federal standards;
5. Develop and implement a CSCT plan of treatment in cooperation with the District for child enrolled in CSCT services. In accordance with ARM 37.87.1802, the role of the school counselor and the school psychologist, as appropriate will be identified in the provisions of mental health services and supports to youth including coordination with the CSCT program.
6. Provide treatment, crisis management and discharge planning services to enrolled children;
7. Provide 90-Day updates to the child's plan of treatment to the District and pertinent *agencies*;
8. Provide for family involvement in treatment and discharge planning and in the course of treatment;
9. Provide continuing contact and information exchange with persons and agencies significantly involved in each child's treatment;
10. Ensure that all available financial resources for support of services including third party insurance and
11. parent payment are utilized;
12. Bill all third parties for services provided to non-Medicaid eligible children including family members; and
13. Ensure that service delivered is adequately documented to support the reimbursement received.

Shawn Byrne, MSW, COO, YBGR

Date

Superintendent

Date

EXHIBIT 2

FEE SCHEDULE & BILLING PROCESS

YBGR will provide the direct CSCT services and bill for those services following this procedure:

1. YBGR will provide CSCT services to enrolled (clients) students authorized to receive CSCT services.
2. The YBGR billing/accounts receivable manager will work with the designated School District staff to obtain a CSCT Medicaid provider number for the School District. For Medicaid eligible students, YBGR will bill Medicaid using the School District CSCT Medicaid provider number.

YBGR Community Based Services – Fiscal Dept.

1732 72nd St. West

Billings, MT 59106

Attention: Chrystal Sanders Email: chrystals@ybgr.org

Fax: (406)651-2783 Phone: (406) 655-2100

3. For those students who are Medicaid eligible, YBGR will bill Medicaid at YBGR'S usual and customary rate of \$33.00 per 15-minute unit of service. For those students who are not Medicaid eligible, YBGR shall bill the student, the student's parent or guardian, third party insurer, or any other payor source according to its sliding scale fee schedule for CSCT services.
4. Medicaid payments for services provided will be sent by Medicaid to the School District with an attached Explanation of Benefits (EOB). EOBs will be viewed and printed from the Montana Medicaid website by the YBGR accounts receivable manager for YBGR's purposes. Therefore, postal mailings of the EOBs are no longer required.
5. For those students who are Medicaid eligible, the School District will pay YBGR at the 1st A/P cycle following receipt of Medicaid payment and corresponding invoice from YBGR. If the School District needs an invoice for payment, this process can be arranged through the YBGR accounts receivable manager.
6. YBGR will conduct random chart audits, twice per year, checking billed services against the clinical chart and make these audits available to the appropriate School District administrator.
7. The School District will be responsible to certify the non-federal match for CSCT services provided to Medicaid students once per year. The School District will be responsible to maintain a record of the total Medicaid payments for Medicaid CSCT and disbursements to YBGR. YBGR will assist the School District in understanding how to fulfill its responsibility with regard to compliance with state requirements.
8. YBGR will be responsible for all billing and collection of payment for non-Medicaid CSCT clients.
9. Once a month YBGR will provide the School District a list of students enrolled in and students discharged from the CSCT program.

Payments for services will be mailed to:

Yellowstone Boys and Girls Ranch

1732 South 72 Street West

Billings MT 59106

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

28

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

ITEM TITLE: APPROVE REQUEST TO APPLY FOR THE MONTANA ADULT BASIC AND LITERACY EDUCATION GRANT FOR 2013-2014

Requested By: Board of Trustees Prepared By: Diane Oldenburg Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the request to apply for the Montana Adult Basic and Literacy Education Grant for the 2013-2014 School Year.

SUGGESTED ACTION: Approve Request to apply for the Montana Adult Basic and Literacy Education Grant for the 2013-2014 School Year

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



Memorandum

To: Jason Butcher, Superintendent; Board of Trustees
From: Diane Oldenburg – Director, Central MT Education Center
Date: June 5, 2013
Re: ABLE Grant Proposal

I am requesting the Board of Trustees approval to submit an application for the Montana Adult Basic and Literacy Education Grant for 2013-2014.

The application for the 2013-2014 State/Federal ABLE Grant of \$41,857.00 would require a local match of \$39,476.00, which would be satisfied by the local Director's existing salary and benefits.

The Adult Basic Education and Literacy Education Grant provides GED preparation, adult basic education, job skills, and academic assistance for those wishing to enter post-secondary education in Fergus, Judith Basin, Musselshell, Petroleum, Golden Valley, and Wheatland counties. We also provide instruction for the Nexus Treatment Center and the Fergus County Jail inmates.

Thank you for your consideration of this request.



CENTRAL MONTANA EDUCATION CENTER

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

29

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

ITEM TITLE: APPROVE ADOPTION OF LIBRARY CURRICULUM

Requested By: Board of Trustees Prepared By: Scott Dubbs Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the recommendation for the Library Curriculum as presented at the May 13, 2013, Board Meeting.

SUGGESTED ACTION: Approve Adoption of Library Curriculum

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

30

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

ITEM TITLE: APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/10/2013

SUMMARY:

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell/Dispose of Surplus Property as stated on the attached notice.

SUGGESTED ACTION: Approve Notice of Resolution of intent to Sell/Dispose of Surplus Property

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

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:

***** SEE ATTACHED LIST OF SURPLUS PROPERTY *****

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 June, 2013.

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 June 15, 2013

Garfield:

1 metal computer desk w/storage bin at the back
1 mop bucket on wheels
1 metal and wood child's chair
2 old computer monitors

Lewis & Clark:

5 17" CRT computer monitors
2 HP inkjet printers
2 overhead projectors
2 36" rolling computer carts
5 older style PS2 keyboards
2 filmstrip projectors
1 8 mm projector
2 8 ft x 3 ft heavy tables
1 6 ft x 3 ft heavy table

Junior High School:

17 Lockers
8 Lockers
Commercial Size Popcorn Popper

Fergus High School:

HP Deskjet 5550 – does not work
Please add to Fergus High School
Pole Vault Nose Pads
Sony Data Projector - Model # VPL-DS100/Serial # 11280 w/cables and remote
Overhead projector
Overhead projector
Overhead projector cart
A Zenith VCR
Scantron Machine
Nuova Simonelli coffee machine
Tan 2 drawer file cabinet
Over head projector
Over head projector
HP scanner
Pole vault pits
IBM typewriter
Zenith VCR
Sharp VCR
Pioneer laser disk player
4 laser disks
Metal book shelf
Old monitor with speakers attached
Computer speakers
Wooden book shelf
Old printer
Metal stand
19" TV

Central MT Education Center:

Scantron Scanmark ES2260; used for scanning bubble tests

Transportation:

1993 Buick Century

Lincoln Building:

23 Bike Helmets

2 Texas Instrument Calculators, Model TI5660

Maintenance:

Ford Tractor w/Loader - FHS

Garaventa Chair Lift - JHS

Small Metal Lathe (Atlas Model #10200) - JHS

Grizzly shop size Dust Collector - JHS

Sears Roebuck 12" planer (230V/1 phase) - JHS

School Food Service:

Swintec Model 2600 Electric Typewriter w/ribbons and eraser tape

53 - Chrome Napkin Dispensers

12 - Red Metal Coated Napkin Dispensers

204 - 9" x 15" Cambro 6-compartment Trays

18 - Black Vinyl Condiment Holders

69 - 12" x 16" Flat Vinyl Trays

2 - Trix Yogurt Thermo Display Containers

431 - Red Plastic Oval Meal Baskets

27 - 10" x 14 1/2" Vollrath 6-compartment Trays, left-hand

177 - 10" x 14 1/2" Vollrath 6-compartment Trays, right-hand

Variety assortment of Camwear and Rubbermaid lids

Variety assortment of tongs and ladles

Text Books:

McGraw Hill Mathematics – 1987 – 70 student books & 2 teacher

Scott, Foreman Physical Science – 1990 – Approx 90 student books

Glencoe Physical Science – 2002 – 116 student books

Holt Science and Technology –Cells, Heredity, and Classification – 2002 – Sample Set (teacher, student, workbook, test samples -- full box of materials)

Teen Health -- 1996 – Course 1 Student Workbooks –160

Teen Health -- 1996 – Course 2 Student Workbooks –47

Teen Health -- 1996 – Course 2 Student Book –8

Scott, Foreman Discovery of Literature – 1991 – 4

Prentice Hall Literature – Silver Level – 2002 – 26

Prentice Hall Writing and Grammar – Communication in Action – Bronze Level -- 2001 – 65

Our Land Montana by Ralph Henry – 1969 – Approx 150

Heath World Geography – 1989 – 30 copies

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/10/2013

Agenda Item No.

31

☐ 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: 06/10/2013

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 10, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
CHAMBERLIN, Mary E.	Resource Teacher	Lewis & Clark Elementary School	Accept letter of resignation	June 3, 2013	See attached letter.
COLE, Rachel	Sixth Grade Teacher	Lewis & Clark Elementary School	Accept letter of resignation	May 31, 2013	See attached letter.
FITZGERALD, Traci	Second Grade Teacher	Highland Park Elementary School	Accept letter of resignation	May 31, 2013	See attached letter.
GIEDD, Jerry	Custodian	Highland Park Elementary School	Accept letter of retirement	June 14, 2013	See attached letter.
GIEDD, Pat	First Grade Teacher	Highland Park Elementary School	Accept letter of retirement	May 31, 2013	See attached letter.
LUND, Chelsey	Paraprofessional	Highland Park Elementary	Accept letter of resignation	May 31, 2013	See attached letter.
ROGERS, Sonya	Paraprofessional	Highland Park Elementary School	Accept letter of resignation	May 31, 2013	See attached letter.
ROGERS, Bethany	Band and Choir Director	Lewistown Junior High School	Accept letter of resignation	June 1, 2013	See attached letter.
JENSEN, Courtney	Resource Teacher	Lewistown Junior High School	Accept resignation by act of not signing contract within 20 days from receipt of contract	June 3, 2013	Courtney gave her verbal resignation to Principal Tim Majerus and did not turn in a signed contract by 4:00 p.m. on June 3, 2013.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 10, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
O'HALLORAN, Brandon	Choral Director	Fergus High School	Accept letter of resignation	May 31, 2013	See attached letter.
THACKERAY, Brett	Foreign Language Teacher	Fergus High School	Accept letter of resignation	May 31, 2013	See attached letter.
WOOLETT, Angela	Student Council Co-Advisor	Fergus High School	Accept letter of resignation	May 31, 2013	See attached letter.
MURRAY, Ted	Bus Driver	School District #1	Accept letter of retirement	May 31, 2013	See attached letter.
HANLEY, Sherry	Paraprofessional	Garfield Elementary School	Accept letter of retirement	May 31, 2013	See attached letter.
CLOUD, Charles	Sixth Grade Teacher	Lewis & Clark Elementary School	Approve appointment on schedule—BA 3 Step 5	June 10, 2013	See attached hiring recommendation.
HILDEBRANT, Christopher	Choral Director	Fergus High School	Approve appointment on schedule—BA Step 4 (Actual Step 2)	June 10, 2013	See attached hiring recommendation.
MILLER, Jessica	Foreign Language Teacher	Fergus High School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	June 10, 2013	See attached hiring recommendation.
IRWIN, Kathleen	Second Grade Teacher	Highland Park Elementary School	Approve appointment on schedule—BA 3 Step 9	June 10, 2013	See attached hiring recommendation.
FRIESEN, Amie	School Food Service Director	School District #1	Approve appointment —\$30,000 for the 2013-2014 Fiscal Year	June 10, 2013	See attached hiring recommendation.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 10, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
VALLINCOURT, Noah	Social Studies Teacher	Lewistown Junior High School	Approve appointment on schedule— BA 3 Step 4 (Actual Step 0)	June 10, 2013	See attached hiring recommendation.
BECK, Patricia	Special Education Teacher	Lewistown Junior High School	Approve appointment on schedule— MA 3 Step 9	June 10, 2013	See attached hiring recommendation.
CLOUD, Sarah	Second Grade Teacher	Highland Park Elementary School	Approve appointment on schedule— MA Step 9	June 10, 2013	See attached hiring recommendation.
LEO, Kristine	First Grade Teacher	Highland Park Elementary School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	June 10, 2013	See attached hiring recommendation.
HENSON, Sarah	Special Education Teacher	Lewis & Clark Elementary	Approve appointment on schedule— BA Step 4 (Actual Step 3)	June 10, 2013	See attached hiring recommendation.

Mary E. Chamberlin
105 Agate Drive
Lewistown, Montana 59457

June 3, 2013

Mr. Jason Butcher
Lewistown Public Schools
215 7th Avenue South
Lewistown, Montana 59457

Dear Mr. Butcher and Board of Trustees:

With this letter and very mixed emotions, I hereby submit my resignation from my position as resource teacher at Lewis and Clark Elementary School in the Lewistown Public School system. I will be moving with my family to be a K-5 resource teacher with the Columbus Public Schools. Being in Columbus, MT, will allow my husband and me to watch three grandsons grow and compete athletically.

I loved the time I spent working and teaching at Lewis and Clark. The teachers and staff are a dedicated, cooperative group of people who are very easy to be around. I will miss all of them very much. The students were interesting, fun, a positive challenge, and a source of many rewards.

I wish you good luck, continued success, and the very best.

Sincerely,

Mary E. Chamberlin
Resource Teacher

May 28, 2013

To Whom It May Concern,

I write to inform you of my decision to discontinue my employment as a 6th grade teacher at Lewis and Clark Elementary, located in the Lewistown School District. I have greatly enjoyed my time working in Lewistown, however, I will not be able to continue my employment as of May 31, 2013.

I have recently been offered a teaching position with a private school, Scholars International Academy, located in Dubai, UAE. The academic school year in Dubai begins August 20, 2013. I have submitted a two year contract and will be relocating this summer.

I am so thankful for the experience and opportunities I encountered here in Lewistown. This is a wonderful community, with caring and inspiring educators. I greatly appreciate all this school district has done for me and my teaching career. I hope to stay in touch with the members of the district and community while embarking on this new adventure overseas.

Sincerely,

Rachel Cole

Traci Fitzgerald
205 3rd St
Hobson, MT 59452
406-423-5638
traci.fitz@gmail.com

May 14, 2013

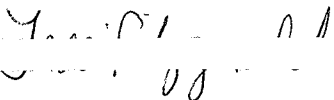
Matt Lewis
Principal
Highland Park Elementary
1312 7th Ave N
Lewistown, MT 59457

Dear Mr. Lewis,

I am writing this letter to inform you that I will be resigning as second grade teacher of Highland Park Elementary effective May 31, 2013.

Thank you for the opportunity to teach in your district and for the professional and personal development that you have provided me over the past three years. I have enjoyed working for the district and the staff of Lewistown Public Schools. I appreciate the support provided to me during my time at Highland Park.

Sincerely,


Traci Fitzgerald

May 29, 2013
To Mr Paul Stengel, Mr Butcher and Lewisstown School Board

This letter is to inform you of my retirement,
as of June 14, 2013, from the position of
custodian at Highland Park School.

Sincerely,
J. Giedd

Terry Giedd

From: Patricia Giedd [mailto:pgiedd@lewistown.k12.mt.us]
Sent: Wednesday, May 29, 2013 7:49 AM
To: Jason Butcher
Subject: Retirement

Dear Mr. Butcher and members of the School Board,

I have enjoyed working for the Lewistown School District since 2003. But after 41 years of teaching first graders I believe it is time to step aside and make room for another professional.

Therefore, this letter is to inform you I will be retiring on the last day of school May 31, 2013.

Sincerely,
Patricia Giedd

May 29, 2013

Lewistown Public Schools
215 7th Avenue South
Lewistown, MT 59457

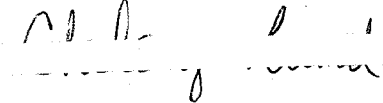
Re: Letter of Resignation

To whom it may concern:

Please accept my letter of resignation as a paraprofessional at Highland Park Elementary School. I have enjoyed working with students at Highland Park for the past year. I have accepted a teaching position in Miles City.

Thank you for the opportunity to work with a fantastic group of students as well as educators in Lewistown. I am grateful for the experience.

Sincerely,

A handwritten signature in dark ink, appearing to read "Chelsey Lund", is written over a horizontal dashed line.

Chelsey Lund
215 Saddle Butte Lane
Lewistown, MT 59457

Sonya Rogers
119 Silver Dr.
Lewistown, MT 59457
406-366-1293

May 14, 2013

Lewistown Public Schools
215 7th Ave. S.
Lewistown, MT 59457
406-535-8777

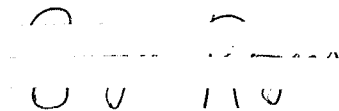
To Whom It May Concern:

I would like to inform you that I am resigning from my position as a paraprofessional at Highland Park, effective May 31.

Thank you for the opportunity to work in the Lewistown Public Schools. I thoroughly enjoyed my time at Highland Park School. I will use my experiences as a paraprofessional to further my education in the field of Speech Pathology. I feel fortunate that I was able to work and learn from such a talented staff.

If I can be of any assistance during this time, please let me know.

Sincerely,

A handwritten signature in dark ink, appearing to read "Sonya Rogers", with a horizontal line drawn through the middle of the signature.

Sonya Rogers

May 30, 2013

To Mr. Majerus, Principal at Lewistown Junior High,

I am writing to give you my resignation from my position as band and choir director at Lewistown Junior High effective June 1st, 2013. Thank you for the opportunity to work at LJHS these past five years. I have enjoyed my time working with Lewistown's junior high students tremendously, however I feel the need to move on. I will be working on furthering my education and teaching back in my home state of Colorado.

Sincerely,



Bethany Rogers

Sandi Chamberlain

From: Brandon O'Halloran
Sent: Wednesday, May 22, 2013 2:31 PM
To: Jason Butcher; Jerry Feller; Michelle Trafton; Sandi Chamberlain

Hello everyone,

I just wanted to let you all know that I will not be renewing (signing) my contract for next year. This is a personal decision and is not necessarily a "retirement" from teaching but more like a long term break. We will still remain in Lewistown and focus on other passions but most importantly focus on our family. Kids grow up fast!

Please let me know what I need to do to finalize this process (e.i. formal resignation, etc.) Kind of a new and emotional experience for me, but wanted to let you know so you could post the position if needed.

Thank you,

--

Brandon O'Halloran

May 16, 2013

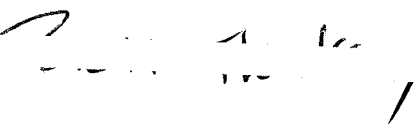
Lewistown School District #1

Lewistown, Montana

Mr. Feller,

Please accept this letter as my formal resignation from the position of Spanish teacher effective following the 2012-2013 school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Brett Thackeray", with a long horizontal stroke extending to the right.

Brett Thackeray

May 13, 2013

Dear Sandi,

I am resigning my position as Student Council Advisor, effective May 31, 2013. I appreciated the opportunity to work with a number of groups during the 2012-2013 school year, but have realized I wasn't able to do my best at any one job. Something had to go and I would prefer to focus on my position as Youth Mentoring Advisor.

Thank you,



Angela Woolett

Ted F. Murray
116 Mount Pleasant
Lewistown, MT 59457

School Board
School Dist. #1
215 7th Ave No.
Lewistown, MT 59457

Dear Board Members,

After nearly 20 years of driving bus for the district I have decided to retire. It has been a great ride; my only regret is not starting sooner. I have made a lot of friends, met some great parents, and most of all I have great memories of so many wonderful kids. I have been places and seen things that I may not have done otherwise.

Thanks
Ted F. Murray

A large, stylized handwritten signature in dark ink, likely belonging to Ted F. Murray, is written over the printed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

June 3, 2013

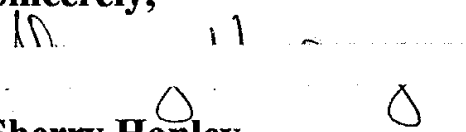
**Lewistown Public Schools
215 7th Avenue South
Lewistown, MT 59457**

Dear School Board Trustees:

This letter is to notify you of my retirement as a paraprofessional in the Resource Room at Garfield School, effective May 31, 2013.

Thank you for the opportunity to work for the School District. I have enjoyed my 25 years at Garfield School.

Sincerely,


**Sherry Hanley
138 13th Avenue South
Lewistown, MT 59457**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Charles Cloud

For:

Job Title _____ Elementary Teacher

Classification _____ BA 3

Step _____ 5

Work location _____ Lewis & Clark Elementary School

Date to begin work _____ Fall 2013

Days per yr/Hrs per day _____ 187 days per year

SELECTION COMMITTEE: _____ Jeremy Bristol

_____ Krystal Ferguson

_____ Tim Majerus

_____ Steve Paulson

_____ Parent – Andrea Norslien

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Christopher Hildebrant

For:

Job Title

Choral Music Director

Classification

BA

Step

4 (Actual Step 2)

Work location

Fergus High School

Date to begin work

Fall 2013

Days per yr/Hrs per day

187 days per year

SELECTION COMMITTEE:

Jeff Elliott

Jerry Feller

Susan Flentie

Tim Majerus

Karl Ortman

Michelle Trafton

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Jessica Miller

For:

Job Title _____ Foreign Language Teacher

Classification _____ BA

Step _____ 4 (Actual Step 0)

Work location _____ Fergus High School

Date to begin work _____ Fall 2013

Days per yr/Hrs per day _____ 187 days per year

SELECTION COMMITTEE: _____ Jeff Elliott

Jerry Feller

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at Regular Board meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Kathleen Irwin

For:

Job Title

Elementary Teacher

Classification

BA 3

Step

9

Work location

Highland Park Elementary School

Date to begin work

Fall 2013

Days per yr/Hrs per day

187 days per year

SELECTION COMMITTEE:

Ashley Jenness

Matt Lewis

Polly Weichel

Joe Irish

Jamie Sura

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Regular Board meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Amie Friesen

For:

Job Title _____ School Food Service Director

Classification _____ Administrator

Step _____ N/A

Work location _____ Lincoln – Central Office

Date to begin work _____ July 1, 2013

Days per yr/Hrs per day _____ 233 days per year / 8 hours per day

SELECTION COMMITTEE: _____ Jody d'Autremont

_____ Scott Dubbs

_____ Rebekah Rhoades

_____ Sherry Sebek

_____ Debbie Williams

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on June 10, 2013.

HIRING RECOMMENDATION

Noah Vallincourt

Social Studies Teacher

BA 3

4 (Actual Step 0)

Lewistown Junior High School

Fall 2013

187 days per year

Jeremy Bristol

Krystal Ferguson

Tim Majerus

Steve Paulson

Parent – Andrea NorslienRECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at a Regular Board meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Patricia Beck

For:

Job Title _____ Special Education Teacher

Classification _____ MA 3

Step _____ 9

Work location _____ Lewistown Junior High School

Date to begin work _____ Fall 2013

Days per yr/Hrs per day _____ 187 days per year

SELECTION COMMITTEE: _____ Tim Majerus

Matt Donaldson

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Sarah Cloud

For:

Job Title

Elementary Teacher

Classification

MA

Step

9

Work location

Highland Park Elementary School

Date to begin work

Fall 2013

Days per yr/Hrs per day

187 days per year

SELECTION COMMITTEE:

Ashley Jenness

Matt Lewis

Polly Weichel

Joe Irish

Jamie Sura

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Regular Board meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Kristine Leo

For:

Job Title Elementary Teacher

Classification BA

Step 4 (Actual Step 0)

Work location Highland Park Elementary School

Date to begin work Fall 2013

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Ashley Jenness

Matt Lewis

Polly Weichel

Joe Irish

Jamie Sura

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Regular Board meeting on June 10, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

Sarah Henson

For:

Job Title Special Education Resource Teacher

Classification BA

Step 4 (Actual Step 3)

Work location Lewis & Clark Elementary School

Date to begin work Fall 2013

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Ashley Jenness

Matt Lewis

Polly Weichel

Joe Irish

Jamie Sura

Michelle Trafton

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at a Regular Board meeting on June 10, 2013.

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

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

Goal Area 1: Measurable Student Achievement

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

Strategic Objectives:

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

Goal Area 2: Facilities

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

Strategic Objectives:

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

Goal Area 3: Community / Parental Engagement

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

Strategic Objectives:

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

Goal Area 4: Technology

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

Strategic Objectives:

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

Goal Area 5: Highly Qualified Staff

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

Strategic Objectives:

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

Goal Area 6: Fiscal Management/Responsibility

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

Strategic Objectives:

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

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

BOARD OF TRUSTEES
Stan Monger, Board Chair

Jeremy Bristol
Joe Irish
Phil Koterba
Barbara Thomas
Jennifer Thompson
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