

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, August 11, 2008

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Discussion—Privately Funded Extracurricular Athletics
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

6. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

8. Minutes of the July 28, 2008, Regular Board Meeting

APPROVAL OF CLAIMS

9. Claims

CONSENT GROUP ITEMS

10. Approve Substitute Teacher/Aide List for the 2008-2009 School Year
11. Approve Substitute(s)
12. Approve Lewistown Junior High School Activity Fund Report for the 2007-2008 School Year
13. Approve Fergus High School Activity Fund Report for the 2007-2008 School Year
14. Approve Fergus High School Class of 2012 Student Account

INDIVIDUAL ITEMS

15. Approve Personnel
16. Approve Elementary Budget for the 2008-2009 School Year
17. Approve High School Budget for the 2008-2009 School Year
18. Approve Grant Writer Contract
19. Approve Advertising for HVAC Proposals
20. Approve Purchase Agreement for Sale of District QZABs
21. Approve Fergus High School Boys Cross Country as a Sport Made Possible by Private Funding

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

08/11/2008

Agenda Item No.

12

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

ITEM TITLE: APPROVE LEWISTOWN JUNIOR HIGH SCHOOL ACTIVITY FUND REPORT FOR
THE 2007-2008 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Christy Rogers Date: 08/11/2008

SUMMARY:

The Board of Trustees needs to approve the Lewistown Junior High School Activity Fund Report for the 2007-2008 School Year.

SUGGESTED ACTION: Approve Lewistown Junior High School Activity Fund Report(s) as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

From: 07/01/2007

General Ledger Report

From Account: 1

To : 06/30/2008

To Account: 190

Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000100 General Activities	1851.32	461.58	-1110.66	0.00	1202.24	0.00	1202.24
000105 Builder's Club	90.36	158.58	-218.25	0.00	30.69	0.00	30.69
000115 Cheerleaders	201.41	4826.94	-4878.04	0.00	150.31	0.00	150.31
000120 Consumer Tech	1117.17	2000.95	-2253.14	0.00	864.98	0.00	864.98
000125 FACS	65.43	2052.57	-2037.03	0.00	80.97	0.00	80.97
000130 BC,SC Store	834.83	3506.43	-2360.44	0.00	1980.82	0.00	1980.82
000135 Music	135.99	249.52	-282.47	0.00	103.04	0.00	103.04
000140 Photo Club	1533.29	4280.79	-3907.51	0.00	1906.57	0.00	1906.57
000145 H.E.L.P.S.	6.05	-0.88	0.00	-5.17	0.00	0.00	0.00
000150 Service Learning	4899.60	936.17	-4572.62	5.27	1268.42	0.00	1268.42
000155 Ski Club	362.95	16862.48	-16942.47	0.00	282.96	0.00	282.96
000160 Student Council	1813.79	510.39	-479.41	0.00	1844.77	0.00	1844.77
000165 Green Club	0.05	0.00	0.00	-0.05	0.00	0.00	0.00
000170 LifeSkills	0.05	0.00	0.00	-0.05	0.00	0.00	0.00
000180 NEWS	0.00	2728.17	-2696.46	0.00	31.71	0.00	31.71
000190 COMPUTER SERV LEARNING	0.00	174.37	-41.97	0.00	132.40	0.00	132.40
	-----	-----	-----	-----	-----	-----	-----
Group Total	12912.29	38748.06	-41780.47	0.00	9879.88	0.00	9879.88
	-----	-----	-----	-----	-----	-----	-----
Grand Total	12912.29	38748.06	-41780.47	0.00	9879.88	0.00	9879.88

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: _____ Date:___/___/___

Principal: _____ Date:___/___/___

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

13

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL ACTIVITY FUND REPORT FOR THE 2007-2008
SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Robin Moline Date: 08/11/2008

SUMMARY:

The Board of Trustees needs to approve the Fergus High School Activity Fund Report for the 2007-2008 School Year.

SUGGESTED ACTION: Approve Fergus High School Activity Fund Report(s) as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

From: 07/01/2007

General Ledger Report

From Account: 1

To : 06/30/2008

To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000001 AFS	9.19	0.00	0.00	0.00	9.19	0.00	9.19
000005 ANNUAL	13.05	9342.41	-9200.00	0.00	155.46	0.00	155.46
000006 A.P. TESTS	1040.52	1802.00	-1666.80	0.00	1175.72	0.00	1175.72
000008 BAND	29487.13	10544.60	-7599.02	0.00	32432.71	0.00	32432.71
000010 BPA	555.50	6386.95	-7991.58	1454.00	404.87	0.00	404.87
000012 CMT	569.69	0.00	0.00	0.00	569.69	0.00	569.69
000015 CT.MT.MENTORS	194.76	10.00	0.00	0.00	204.76	0.00	204.76
000016 Student Store	85.75	116.02	0.00	0.00	201.77	0.00	201.77
000017 CHEERLEADERS	4652.25	5023.78	-5160.92	0.00	4515.11	0.00	4515.11
000018 NHS - CLAWS	275.53	30.57	-292.04	350.00	364.06	0.00	364.06
000020 CONCESSIONS	2353.56	25364.26	-15825.53	-2822.00	9070.29	0.00	9070.29
000021 EAGLE RENAISSANCE	1864.43	880.00	-775.00	0.00	1969.43	0.00	1969.43
000022 EAGLETTES	0.41	0.00	0.00	0.00	0.41	0.00	0.41
000024 F CLUB	2421.04	2223.00	-1888.63	-90.00	2665.41	0.00	2665.41
000026 FERGUS NEWSPAPER	1222.65	0.00	-577.99	397.59	1042.25	0.00	1042.25
000028 FFA	8620.65	36749.60	-35816.74	0.00	9553.51	0.00	9553.51
000030 FCCLA	296.38	12009.15	-11161.95	436.00	1579.58	0.00	1579.58
000032 FINANCIAL ADMINISTR.	0.00	2262.35	-2104.12	0.00	158.23	0.00	158.23
000034 FOREIGN LANGUAGE	65.85	27.00	-27.00	0.00	65.85	0.00	65.85
000035 GREEN CLUB	85.63	0.00	0.00	0.00	85.63	0.00	85.63
000036 VICA	1787.20	880.00	-2414.76	0.00	252.44	0.00	252.44
000038 KEY CLUB	204.20	9974.07	-9230.41	28.20	976.06	0.00	976.06
000039 PARKING FINES	1573.25	0.00	0.00	0.00	1573.25	0.00	1573.25
000040 PEP CLUB	0.15	17.00	-40.00	0.00	-22.85	0.00	-22.85
000042 SCIENCE CLUB	8672.15	26026.74	-22989.43	1171.00	12880.46	0.00	12880.46
000047 SKI CLUB	1138.03	12194.00	-12169.70	0.00	1162.33	0.00	1162.33
000048 STUDENT ACT. TICKETS	0.00	10541.45	-9269.90	-1271.55	0.00	0.00	0.00
000050 STUDENT COUNCIL	9060.31	26562.56	-25526.34	77.76	10174.29	0.00	10174.29
000052 THESPIANS	3145.29	952.54	-1718.46	0.00	2379.37	0.00	2379.37
000055 TOURNAMENTS	1351.65	5417.00	-5146.00	0.00	1622.65	0.00	1622.65
000057 TROPHY	3634.15	0.00	0.00	0.00	3634.15	0.00	3634.15
000065 VOCAL MUSIC	1668.16	2887.00	-2259.51	0.00	2295.65	0.00	2295.65
000070 WEIGHT CLUB	1821.57	3615.00	-4437.58	160.00	1158.99	0.00	1158.99
000107 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000108 CLASS OF 2008	3643.28	200.00	-2544.95	0.00	1298.33	0.00	1298.33
000109 CLASS OF 2009	0.00	9578.76	-6829.86	0.00	2748.90	0.00	2748.90
000110 PASS-THROUGH	519.58	309.90	-309.90	0.00	519.58	0.00	519.58
002010 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002011 CLASS OF 2011	0.00	232.00	0.00	0.00	232.00	0.00	232.00

From: 07/01/2007

General Ledger Report

From Account: 1

To : 06/30/2008

To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
002012 FCCLA/CULINARY	0.00	428.30	-290.48	109.00	246.82	0.00	246.82
002013 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----
Group Total	92032.94	222588.01	-205264.60	0.00	109356.35	0.00	109356.35
	-----	-----	-----	-----	-----	-----	-----
Grand Total	92032.94	222588.01	-205264.60	0.00	109356.35	0.00	109356.35

From: 07/01/2007
To : 06/30/2008

General Ledger Report

From Account: 1
To Account: 999999

AccountName	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payables	Working
000990 PETTY CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000991 CASH ON HAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000992 CHECK ACCOUNT	66867.60	222588.01	-205264.60	-185.00	84006.01	0.00	84006.01
000993 SAVINGS ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000994 INVESTMENTS	25079.59	0.00	0.00	0.00	25079.59	0.00	25079.59
000996 NSF CHECKS	0.00	0.00	0.00	185.00	185.00	0.00	185.00
Group Total	91947.19	222588.01	-205264.60	0.00	109270.60	0.00	109270.60
Grand Total	91947.19	222588.01	-205264.60	0.00	109270.60	0.00	109270.60

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: _____ Date: __/__/__
Principal: _____ Date: __/__/__

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

14

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL CLASS OF 2012 STUDENT ACCOUNT

Requested By: Board of Trustees **Prepared By:** Scott Dubbs **Date:** 08/11/2008

SUMMARY:

The Board of Trustees needs to approve the made by the Class of 2012 to set up a student account with the Fergus High School Activity Funds. A memo from Scott Dubbs, Fergus High School Principal, is attached.

SUGGESTED ACTION: Approve Opening a Class of 2012 Student Account at Fergus High School

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Memorandum

To: Mike Waterman
CC: Jason Butcher; Sandi Chamberlain; Robin Moline
From: Scott A. Dubbs, Principal
Date: August 5, 2008
Re: New Account

Please forward our annual request to the School Board for a new Student Activity Account for the freshmen class. The Class of 2012 will soon need an account as they deposit and spend funds in preparation for class participation in Student Council and Homecoming. They should also have funds moving with them from Lewistown Junior High.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

15

☐ 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: 08/11/2008

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						
Byerly						
Cutler						
Granot						
Jackson						
Monger						
Schelle						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: August 11, 2008

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
NEWTON, Rosella	Food Server	Highland Park Elementary	Accept Letter of Resignation	August 11, 2008	See attached letter.

Aug. 1, 2008

Rosella Hewton
519- W. Shields
Lewistown, Mt. 59457

Cindy Greise,

Due to conditions at home I will be resigning my position at Highland Park School. My husband is not well & needs me at home.

I had planned to work another year. I enjoyed the kids and will miss all of you.

Sincerely,

NOT FOR PUBLIC RELEASE

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

16

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

ITEM TITLE: APPROVE ELEMENTARY BUDGET FOR THE 2008-2009 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 08/11/2008

SUMMARY:

The Board of Trustees needs to approve the Elementary Budget for the 2008-2009 School Year.

SUGGESTED ACTION: Approve Elementary Budget for the 2008-2009 School Year

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

MEMO

TO: Lewistown Board of Trustees

FROM: Mike Waterman

DATE: August 5, 2008

SUBJECT: FISCAL YEAR 2008-2009 BUDGETS

Each August, Montana school districts adopt budgets for each of their funds. These budgets determine the spending authority and tax requirements for the districts.

Following you will find information regarding Lewistown Elementary and Fergus High School's 2008-2009 budgeted funds. Please note that the District has more funds than the ones listed here. However, the funds not listed (School Foods, Miscellaneous Programs, Building, etc.) cannot directly affect taxes. As a result, formal budgets are not required for them.

GENERAL FUND

The General Fund, the District's primary operating fund, receives funding from the State and the District's taxpayers. State law caps Districts' General Fund spending authority.

Lewistown Elementary: For FY09, Lewistown Elementary's General Fund Budget will be \$5,368,846.17. Local taxpayers will pay a total of \$1,501,642.20 for this budget, up from the \$1,476,637.35 they paid in FY08.

Fergus HS: Fergus HS will have an FY09 General Fund budget of \$3,216,860.25. Local taxpayers will pay a total of \$947,773.84 for this budget, up slightly from the \$946,455.52 they paid in FY08.

TRANSPORTATION FUND

Schools use the Transportation Fund to finance any costs associated with transporting students to and from school. In Lewistown, these costs include "on-schedule" costs: an individual transportation contract, per-mile bus route reimbursements, and contingency. The State and County each fund 50% of the District's on-schedule costs.

The Districts also have an “over-schedule” budget to pay any remaining costs associated with the transportation program. A local permissive (i.e., unvoted) levy finances over-schedule costs. This permissive over-schedule levy also represents the Board’s biggest tax decision of the year.

The Elementary and High School Transportation Funds will require operating budgets of \$518,000 and \$261,000 in 2009. Money remaining from last year and the on-schedule reimbursements described above total \$186,000 in the elementary and \$118,000 in the high school. The remaining \$331,000 (elementary) and \$143,000 (high school) are the *minimum* Transportation Fund levies needed to support FY09 operations. However, circumstances exist that may prompt the Board to increase these levy amounts.

Currently, the district leases our bus barn property from the Airport Board. The lease expires December 31, 2009. Last year, District representatives met with the Airport Board to discuss renewing that lease. At that meeting, the Airport Board said it does not plan to renew the lease because of security issues associated with having the bus barn inside the airport perimeter. As a result of that decision, it appears the District will likely need to purchase or build a new bus barn.

The Board may choose to begin accumulating money now for this pending move. The Airport Board did indicate that it would allow short-term extensions to enable the District to relocate its bus operations. Assuming we can obtain a one- or two-year extension, the District has three or four years to acquire and move into a new facility.

Conversations with realtors and contractors lead us to believe that a new bus barn will cost between \$1.25 and \$1.5 million. Districts can use the permissive “over-schedule” levy in the Transportation Fund to acquire or construct a new bus barn. Further, the Board may utilize this mechanism to spread the cost of the new facility over a number of years.

For purposes of this discussion, we will analyze the impacts of a three-year, \$450,000 levy. After three years, this levy would generate \$1,350,000—roughly enough to acquire a new facility.

The District typically allocates 2/3 of its transportation costs to the Elementary Transportation Fund and the remaining 1/3 to the High School Transportation Fund as a rough approximation of the Districts’ relative enrollments. Using this allocation, \$300,000 of the \$450,000 bus barn levy would come from the Elementary Transportation Fund. The remaining \$150,000 would come from the High School Transportation Fund.

The tax impact of such a levy is predictably high. The \$300,000 in the elementary equates to approximately 26 mills and the \$150,000 in the high school is about 14 mills. In real dollars, a homeowner with a \$100,000 house would pay about \$52 and \$28 per year more, respectively. If the \$100,000 house were in both the elementary and high school districts, the total tax impact would be about \$80 per year.

As the Board considers a course of action in relation to the bus barn, please keep in mind the following:

- If the bus barn ultimately costs less than we have accumulated, the excess tax money can be used to provide dollar-for-dollar tax relief in future years.
- Voted levies are not even an option in the Transportation Fund; law only provides for permissive tax levies. Although an election is not necessary to finance a new bus barn, the District will almost certainly need voter approval to acquire a new facility. State law requires schools to obtain voter approval before purchasing new building sites or entering into a lease with a term of more than three years. As a result, the Board may levy an unlimited amount for a new bus barn without voter approval, but it must obtain voter approval to spend the money on a new site.

The summary graphs following this document only show the levies necessary to fund the minimum operating budgets. Additional amounts levied for the bus barn replacement would be over and above these projections.

Lewistown Elementary: **The total operating budget for the Transportation Fund should be \$518,000. The Board may choose to increase this budget by any amount to fund the bus barn replacement. The local tax requirement for the operating budget will be \$331,367.17, up from \$276,057.82 in FY08.**

Fergus HS: **Fergus HS needs \$261,000 to finance its FY09 Transportation Fund operating budget. The local tax requirement will be \$142,907.75, up from \$140,518.09 in FY08. Again, the Board may increase this budget by any amount to fund the bus barn replacement.**

BUS DEPRECIATION FUND

Bus depreciation funds allow districts to accumulate money to repair and replace their buses. Like the Transportation Fund, the Bus Depreciation Fund is financed by a permissive (unvoted) levy. However, statute limits the amount of the levy based on the initial cost of a district's buses. Budgets in this fund can also include accumulated dollars held over from previous years.

Lewistown comes into 2009 with healthy balances in the bus depreciation funds. The Elementary has \$840,000 available, while the HS enters the year with \$445,000.

Lewistown Elementary: Administration recommends a total budget for the Elementary Bus Depreciation Fund of \$911,637.86. The local tax requirement will be \$70,000.00, up from \$65,188.15 last year.

Fergus HS: Administration recommends a total budget for the High School Bus Depreciation Fund of \$483,106.56. The local tax requirement will be \$37,500.00, up from \$33,586.05 last year.

TUITION FUND

Districts use the Tuition Fund to pay for resident students who meet certain criteria and receive educational services from other districts. District taxpayers finance the Tuition Fund through a permissive levy. This year, Fergus HS and Lewistown Elementary must pay for two resident students assigned to the Yellowstone County Youth Services Center.

Lewistown Elementary: Lewistown Elementary will not need a Tuition Fund levy of \$2,153.33 in FY09. The district did not have a Tuition Fund levy last year.

Fergus HS: \$4,385.34 represents the funding need and tax requirement for the District's Tuition Fund. The High School levied \$3,500.00 in this fund last year.

RETIREMENT FUND

Districts use the Retirement Fund to finance most employer costs of employees paid with State and Local funds. These costs include employer taxes (Social Security and Medicare), retirement contributions, and unemployment insurance. A permissive *countywide* levy finances the Retirement Fund costs.

As the result of last year's retirements, the District overspent its 2008 Retirement Fund budgets. We therefore will also levy additional amounts to replenish our reserves.

Lewistown Elementary: The necessary FY09 expenditure budget in the Elementary Retirement Fund is \$875,000.

Fergus HS: Fergus HS needs \$450,000 to finance its FY09 expenditure Retirement Fund budget.

ADULT EDUCATION FUND

Districts use the Adult Ed Fund to finance adult education with student fees, dollars remaining from the previous year, and a permissive local mill levy. Currently, only the HS District maintains an Adult Ed Fund. That fund carries a cash balance of \$28,189.41 into FY09.

Lewistown Elementary: **Lewistown Elementary does not maintain an Adult Ed Fund.**

Fergus HS: **The proposed budget for the Adult Ed Fund is \$77,000. Of that amount, \$36,310.59 will come from the permissive local tax levy. In 2008, the District levied a similar amount, \$36,169.80.**

TECHNOLOGY FUND

Lewistown Schools maintain Technology Funds which are used to acquire new technology equipment and train staff on its use. Money leftover from last year, proceeds from the State's Timber Harvest (\$10,874.68 and \$6,495.15 for the Elementary and HS this year, respectively), and a voted levy finance the District's Technology Fund levy.

Lewistown Elementary: **These amounts total to \$111,575.05, the Technology Fund's budget for FY09. This amount includes the voter-approved annual tax levy of \$61,497.63.**

Fergus HS: **Fergus HS will have a \$104,085.14 Technology Fund budget in FY09. This amount includes a voter-approved annual tax levy of \$54,165.05.**

FLEXIBILITY FUND

Districts can use Flex Fund for virtually any school-related purpose. Each year, the District receives several types of non-tax revenue from the state. One of these sources, the "Combined Fund School Block Grant," can be used to either reduce District property taxes or increase spending authority in certain funds, such as the Flexibility Fund. Barring a change in State law, the District will have access to this funding source—in increasing amounts—each and every year into the future.

In 2009, Lewistown Elementary and Fergus HS will receive \$14,506.02 and \$20,016.14 in Combined Fund School Block Grant proceeds, respectively.

The Board may choose to use all or a part of these Combined Fund School Block Grant proceeds to further increase the amount available in the Flexibility Funds. Any portion of

the Combined Fund School Block Grant NOT allocated to the Flexibility Fund will provide dollar-for-dollar tax relief for the District taxpayers.

The Board must decide how to allocate the amount at the budget meeting. Administration recommends using the Combined Fund School Block Grant proceeds to increase the Flexibility Fund budgets.

Lewistown Elementary: Assuming the Board chooses to use the entire Block Grant to increase the Flexibility Fund budget, the Elementary Flexibility Fund budget will be \$57,963.00. No tax levies are currently allowed in this fund.

Fergus HS: Likewise, the Flexibility Fund budget for Fergus HS will be \$53,638.68. No tax levies are allowed in this fund.

BUILDING RESERVE FUND

State law authorizes the Building Reserve Fund for the purpose of financing voter approved building or construction projects funded with District mill levies. Both Lewistown Elementary and Fergus HS maintain Building Reserve Funds. The adopted budget for each of these funds should be the total of the funding carried forward from the previous year and the coming year's anticipated levy proceeds.

Lewistown Elementary: These amounts total to \$263,259.18, the Elementary District's Building Reserve Fund's budget for FY09. This amount includes a voter-approved annual tax levy of \$98,000.00.

Fergus HS: Fergus HS will have a \$389,770.12 Building Reserve Fund budget in FY09. This amount includes a voter-approved annual tax levy of \$98,000.00.

OTHER BUDGET INFORMATION

As you know, Elementary taxpayers approved a \$2,087,250 QZAB bond last month. We anticipate that the proceeds of that bond will be available to the District around Thanksgiving. Bond proceeds are deposited to the Elementary Building Fund. The Building Fund is a 'non-budgeted' fund. As such, state law authorizes the District to spend the cash balance of that fund without a board-adopted budget.

Taxpayers will repay the bond through a Debt Service Fund. Because it uses taxes as a funding source, Debt Service Fund does require an adopted budget. However, the bond won't officially close until after this year's levies are set. As a result, the first taxes for

the bond repayment won't be due until next fiscal year (FY2010). The terms of the bond are not yet finalized, but we expect the bond repayment to amount to around eight mills.

Finally, please note that other permissive, education-related tax levies exist in addition to those ones we will discuss here. Taxpayers will also see these other levies on their tax notices:

- 55 mills: County Equalization. State statute requires each county to levy 33 and 22 mills for elementary and high school equalization, respectively. Money generated by these levies goes to the state General Fund, where it is used to support statewide funding of school districts.
- 40 mills: Statewide Equalization. Like the 55 mills for County Equalization, the state uses these dollars to fund its portion of school budgets.
- 6 mills: University System. Each taxpayer pays 6 mills annually in support of the Montana University system.
- Undetermined amount: County Transportation. The state and county pay per-mile reimbursements to school districts for their bus routes and individual transportation contracts. The county uses a countywide levy to fund its portion of these amounts.
- Undetermined amount: County Retirement. Similarly, each county funds its districts' Retirement Fund expenditures (Social Security, Medicare, retirement, and unemployment insurance) through a permissive countywide levy.

SUMMARY

Overall, District taxpayers will see little change in their school taxes this coming year. Based on the information presented here, **total local taxes in the Elementary District will be \$2,064,660.33 for FY09, an \$87,000 increase over FY08 levels. In the HS District, the total property tax requirement will be \$1,321,042.57, up \$9,000 from FY08.**

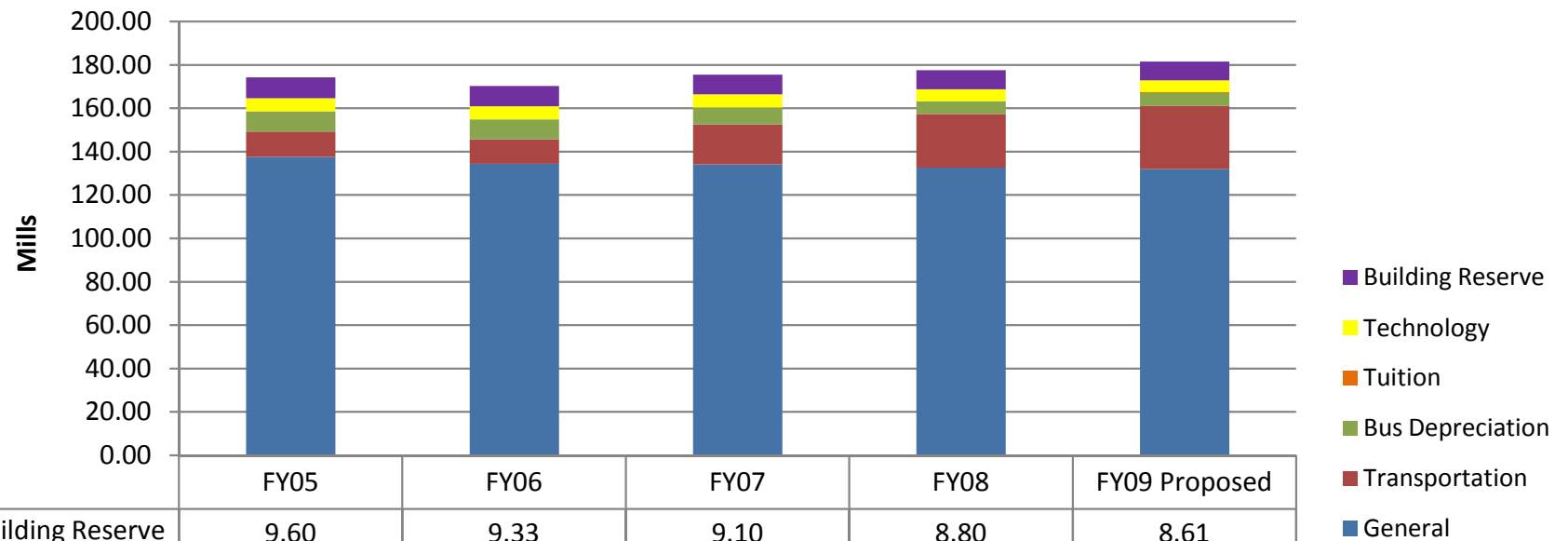
The Montana Department of Revenue recently issued taxable valuations and both Districts' values increased over last year. Lewistown Elementary and Fergus HS have new taxable values of \$11,681,411 and \$12,275,770, respectively. Based on these values, total mills in the Elementary will increase by 3.89 to 181.40 while HS taxpayers will enjoy a 1.23 mill decrease to 107.62 total mills.

Obviously, a decision to levy for a bus barn or use any portion of the Combined Fund School Block Grant proceeds for tax relief will change these amounts.

Please contact me if you have any questions or need additional information.

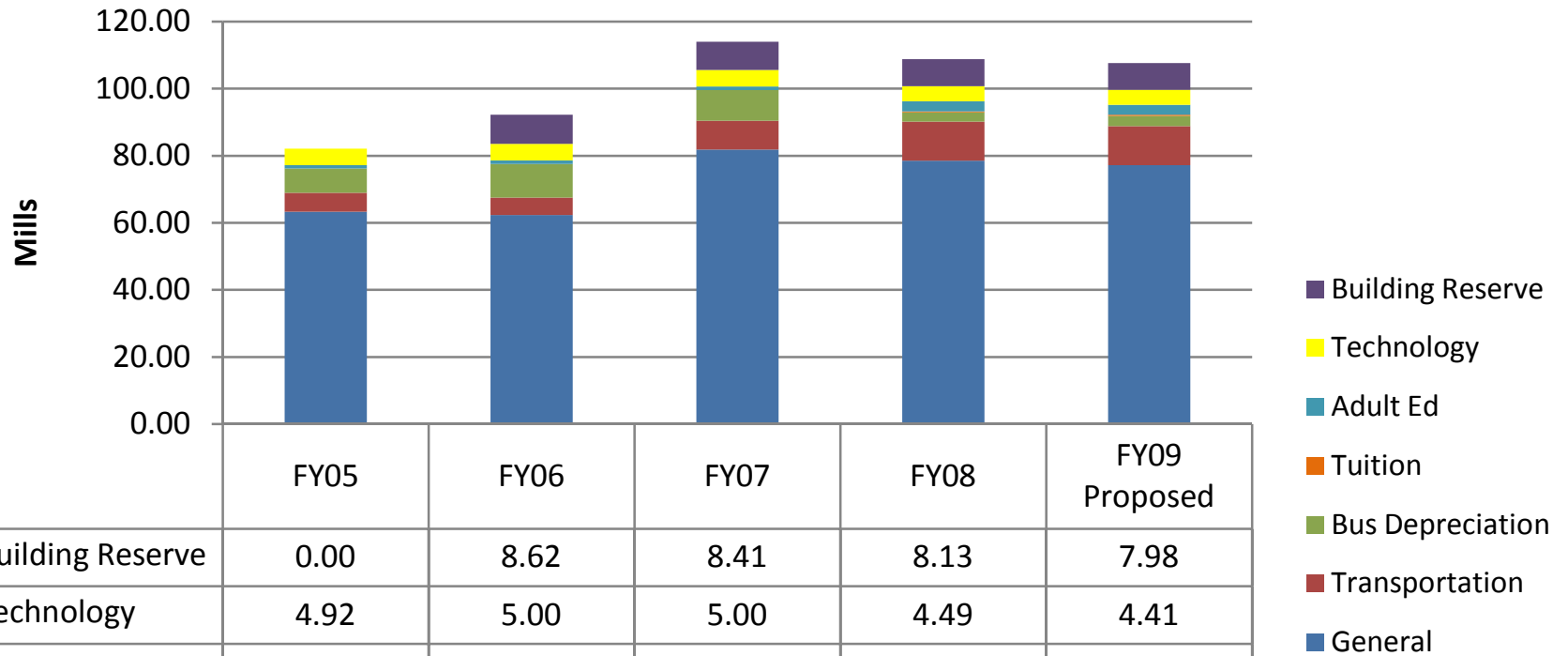
Lewistown Elementary Mills

FY2005 - FY2009 Proposed



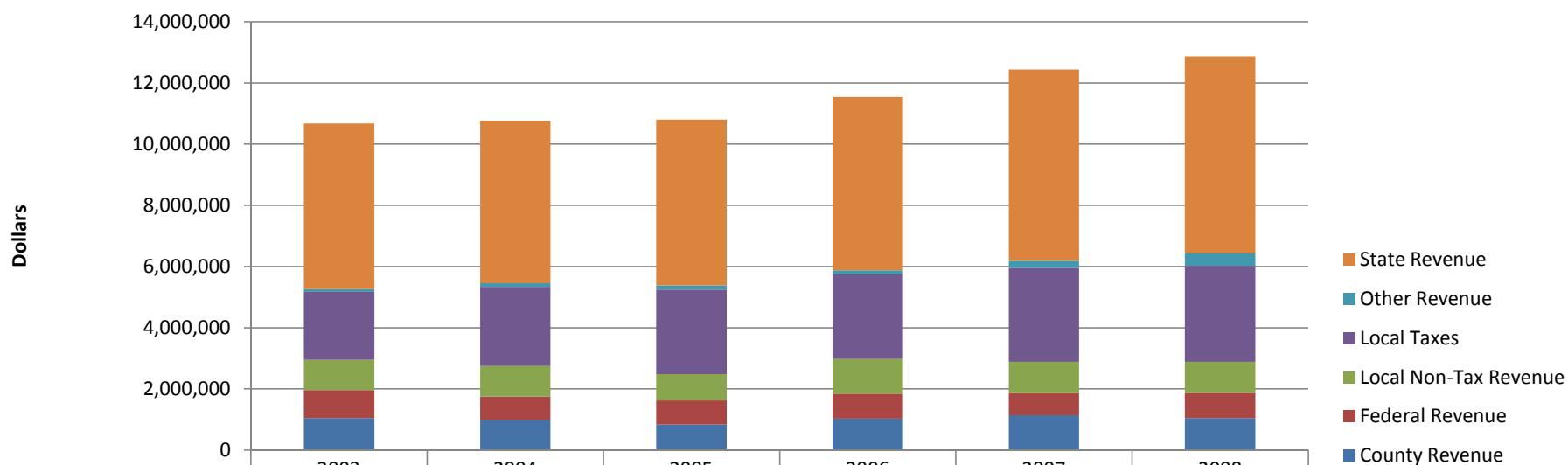
■ Building Reserve	FY05	FY06	FY07	FY08	FY09 Proposed
■ Technology	9.60	9.33	9.10	8.80	8.61
■ Tuition	6.02	6.00	6.00	5.52	5.40
■ Bus Depreciation	0.00	0.00	0.00	0.00	0.19
■ Transportation	9.41	9.31	7.84	5.85	6.15
■ General	11.61	11.14	18.40	24.78	29.11
	137.55	134.44	134.11	132.56	131.94

Fergus High School Mills FY2005 - FY2009 Proposed



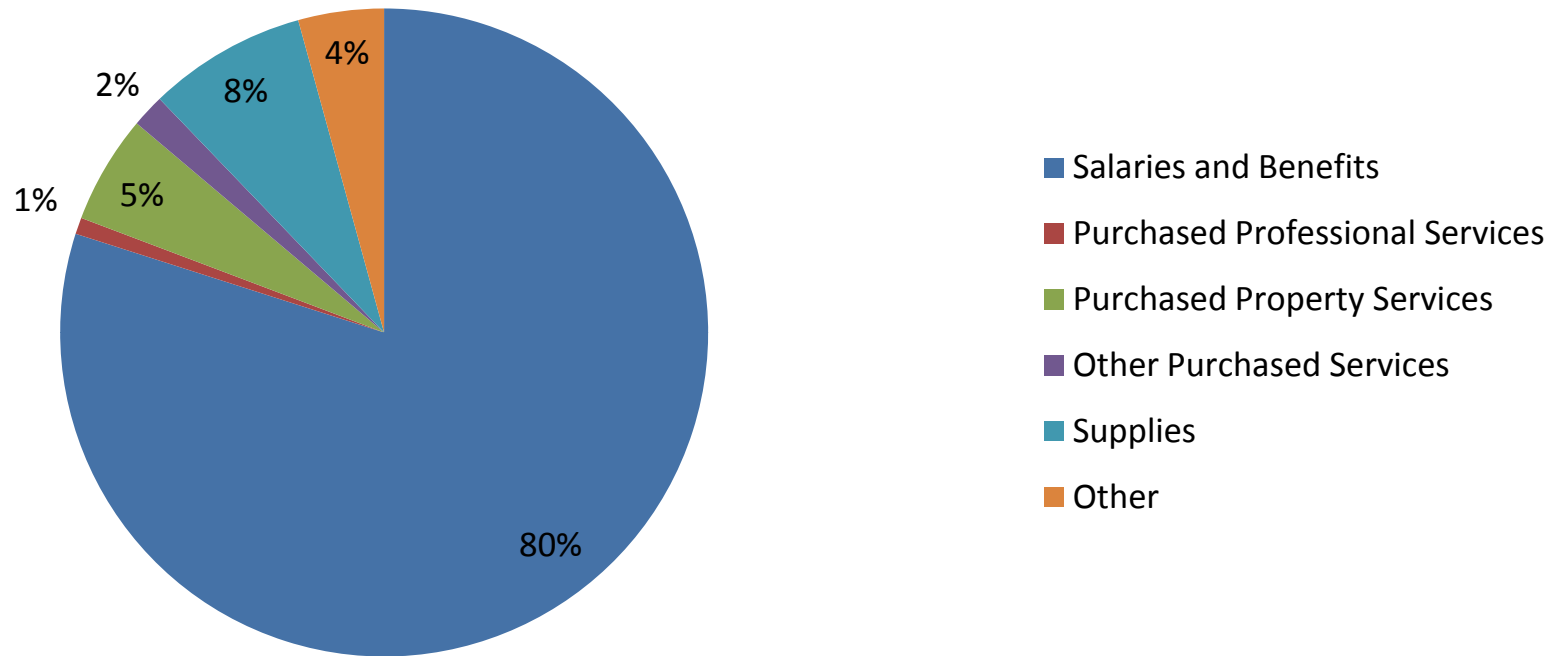
Building Reserve	0.00	8.62	8.41	8.13	7.98
Technology	4.92	5.00	5.00	4.49	4.41
Adult Ed	1.00	1.00	1.00	3.00	2.96
Tuition	0.00	0.00	0.00	0.29	0.36
Bus Depreciation	7.27	10.03	9.16	2.79	3.05
Transportation	5.64	5.25	8.57	11.65	11.64
General	63.31	62.31	81.89	78.50	77.22

Lewistown Public Schools Revenue Sources - All Funds FY2003 - 2008



State Revenue	5,412,315	5,311,988	5,417,965	5,671,476	6,254,720	6,436,712
Other Revenue	89,435	120,452	135,222	128,780	223,237	409,883
Local Taxes	2,223,417	2,585,858	2,759,801	2,774,640	3,078,836	3,141,903
Local Non-Tax Revenue	990,840	1,000,760	861,631	1,130,753	1,019,205	1,015,532
Federal Revenue	909,292	757,062	787,008	810,307	723,341	816,624
County Revenue	1,045,436	988,141	833,474	1,026,715	1,135,970	1,046,209

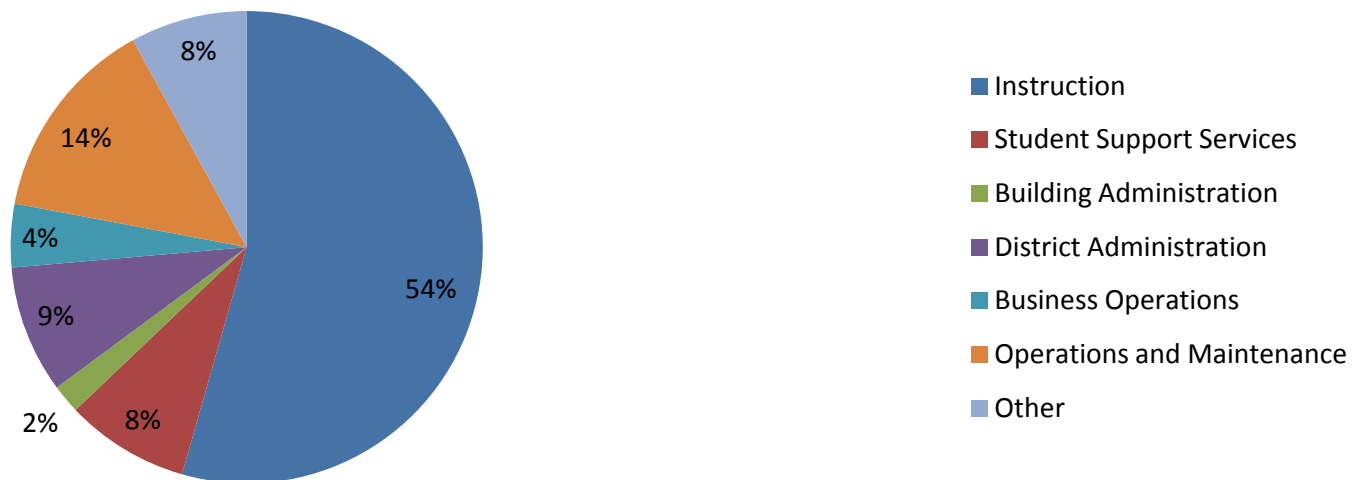
Summary of FY08 General Fund Expenditures By Object



Lewistown Public Schools

Summary of FY08 General Fund Expenditures

By Function



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

17

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

ITEM TITLE: APPROVE HIGH SCHOOL BUDGET FOR THE 2008-2009 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Mike Waterman **Date:** 08/11/2008

SUMMARY:

The Board of Trustees needs to approve the High School Budget for the 2008-2009 School Year.

Please refer to the attachments behind Item #16 – Approve the Elementary Budget for the 2008-2009 School Year.

SUGGESTED ACTION: Approve High School Budget for the 2008-2009 School Year

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

18

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

ITEM TITLE: APPROVE CONTRACT FOR GRANT WRITER

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 08/11/2008

SUMMARY:

The Board of Trustees needs to approve the contract for Jennifer Pfau, Independent Contractor as a Grant Writer for the Lewistown Public Schools.

SUGGESTED ACTION: Approve Contract for Jennifer Pfau as Grant Writer

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

NOTES:

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

This agreement is entered into as of the ____ day of _____, 2008, between Lewistown Public Schools, 215 7th Avenue South, Lewistown, MT 59457 herein referred to as "LPS" or "District" and Jennifer Pfau, sole proprietor who acts as a consultant of 715 5th Avenue North, Lewistown, MT 59457 herein referred to as "Contractor".

Whereas, LPS is a not-for-profit school district wishing to improve the financial positioning of its agency to better serve the (K-12) school children of Central Montana;

Whereas, the Contractor is a consultant and has sufficient qualifications to provide grant writing services, the parties agree as follows:

Term of Contract - This contract takes effect on the 1st day of July, 2008 and shall terminate on June 30, 2009. Except as provided elsewhere, this contract may be terminated by either party given thirty (30) days written notice without cause. Upon termination of this contract under this clause, the Contractor is entitled to receive payments for services satisfactorily performed up to the date of termination.

Independent Contractor – It is understood by the parties that the Contractor is an Independent Contractor and is not an employee of the LPS in such capacity as described below (Contractor may be employed in a different position with LPS). The Contractor is responsible for payment of taxes, retirement, Social Security, and Workers Compensation. The Contractor indicates that she has other clients or entities in which she provides similar consulting services and that she does meet the definition of an Independent Contractor for the purposes of MCA 39-71-401 of the Workers Compensation Code.

Scope of Services – Beginning July 1, 2008, Contractor will provide the services outlined as follows:

- 1) Assess available and needed resources of the District. Research possible funding opportunities through private foundations, public non-profit organizations, corporations, government programs, and all other application sources to help fund programs and projects addressing the needs of the LPS.
- 2) Develop short-term plans, compatible with the District's vision, to enhance the programs, services, and facilities of the LPS.
- 3) Coordinate meetings with local committees and school representatives to develop a list of their funding needs and keep them informed of opportunities that may affect their area of expertise.
- 4) Locate funding sources, write, and submit grant proposals, and administer grants (follow-up reporting) as needed.
- 5) Establish and maintain an effective working relationship with federal, state, local governments, corporate and private foundations, and private funders that may provide financial and/or technical assistance for programs/projects of LPS.
- 6) Prepare materials and make presentations, both orally and in writing, to individuals and/or groups about LPS programs/projects.

- 7) Prepare news releases, articles, and public service announcements for use by media to enhance public relations, inform the public of LPS activities, and promote public involvement/financial support.
- 8) Provide planning, implementation, training, and technical assistance to individuals and groups with the LPS in regards to grant seeking activities.

Other services mutually agreed upon by both parties can be added to the scope of work as required.

Compensation – The hours of professional services per month will be compensated at the rate of \$25 per hour. These fees are not to exceed _____. If this fee limit is reached before June 30, 2009, written notice expressing the need for continuation of services through the end of the contract period can be issued by the LPS which shall include details of an extended fee limit.

The Contractor will provide an invoice to the LPS for services rendered on a monthly basis and such invoices shall be payable within 15 days of receipt of invoice. Invoices shall include the hours worked at the hourly rate and a brief description of the services rendered. Late payments are subject to interest after thirty (30) days from the initial billing date at the rate of 1.5% per month (8% per year).

Conflict of Interest – The Contractor agrees that she presently is under no obligation to any other entity that in any way conflicts with this Agreement. In the event that a conflict occurs, the Contractor will make immediate disclosure to the LPS.

Non-Assignability – Both parties recognize that this contract is one for personal services and cannot be transferred, assigned or subcontracted by either party without prior written consent of the other party.

Termination for Cause – Either party may terminate this agreement as a result of the material breach of the term of this contract. To terminate the contract under this section, the party seeking termination must give a notice of five (5) working days to the other party. Such notice must contain the basis for early termination.

Equipment and Expenses – The Contractor maintains her own independent office space at her home residence in Lewistown, Montana and has sufficient equipment, materials, and supplies to provide for use of this agreement. It is understood, however, that the LPS shall provide necessary office supplies and equipment to the Contractor as requested/needed, which shall include use of photocopier, fax machine, printer, collator, laminating, and other items needed to create professional grant proposals. In addition, the LPS agrees to pay upfront and/or reimburse the Contractor for all applicable fees, out-sourced printing, special proposal production costs, and postage associated with the submission of grants.

Contract Renewal – This contract may be renewable under the same terms and conditions from year to year by the mutual written consent of both parties. If it is intended for this contract to be renewed, that written agreement for renewal should be no later than forty-five (45) days from the expiration of the terms of this contract or previous renewal.

Property of Client – All memoranda, notes, records, papers, and other documents relating to LPS's operation, business, and all subject(s) related thereto shall remain property of LPS. The Contractor shall not disclose to any other person, firm, or corporation or in any way use for its benefit or to the detriment of LPS any information or knowledge obtained during the course of this Agreement with LPS, except as authorized in writing by LPS.

Notices – All notices required or permitted under this contract shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed to the following:

If for Contractor: Jennifer Pfau
715 5th Avenue North
Lewistown, MT 59457

If for LPS: Lewistown Public Schools
Attention: Superintendent
215 7th Avenue South
Lewistown, MT 59457

This document contains all the terms and conditions of this agreement and any alteration or variations of the terms of the agreement shall be invalid unless made in writing and signed by the parties. There are no other understandings, representations, or agreements not incorporated within.

In witness herein, the parties do execute this document on the day and year first written above.

By: _____
Lewistown Public Schools

By: _____
Jennifer Pfau, Contractor



**STATE OF MONTANA
DEPARTMENT OF LABOR & INDUSTRY**



**INDEPENDENT CONTRACTOR
EXEMPTION CERTIFICATE**

THIS CERTIFICATE CERTIFIES THAT

**JENNIFER M PFAU
715 5TH AVENUE NORTH
LEWISTOWN, MT 59457**

has sworn to the Department of Labor and Industry that this person is:

- **engaged in an independently established trade, occupation, profession or business; and**
- **is free from control or direction by hiring agents over the performance of the person's services, both under contract and in fact, when acting as an independent contractor.**

The certificate holder has provided the Department of Labor and Industry sufficient documentation to conclude the certificate holder has an established business. In reliance on that evidence, the Department of Labor and Industry has granted this independent contractor exemption certificate to the person named above.

The certificate holder has waived all rights and benefits under the Workers' Compensation and Occupational Disease Acts of Montana and is not required to be personally covered by workers' compensation insurance. The certificate holder has acknowledged the certificate holder is responsible for all taxes related to work performed under the Certificate.

Any certificate holder, hiring agent, employer, or any other person who violates the independent contractor provisions of Title 39, Chapter 71, MCA, may be subject to a \$1,000 fine and other penalties provided by law.

This Certificate is effective for the following occupation(s):

GRANT WRITER - Effective - 12/07/07 - 12/07/09

Effective Dates December 7, 2007 **to** December 7, 2009

This Certificate only applies to the above named person for the listed occupation(s) and does not include any employees the person may hire or any other subcontractors hired by the above named person. Montana law provides that this Certificate creates a conclusive presumption of this person's status as an independent contractor.

ATTENTION HIRING AGENTS:

It is advisable to accept only an original certificate. An original certificate bears a watermark and is on colored paper.

Please notify the Department of Labor and Industry of any changes to this Certificate.

[406] 444-9029 • [406] 444-3465 fax • [406] 444-5549 [TDD] • Box 8011 Helena, MT 59604-8011

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

19

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

ITEM TITLE: APPROVE ADVERTISING FOR HVAC PROPOSALS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 08/11/2008

SUMMARY:

The Board of Trustees needs to approve the advertising for request for proposals to update the HVAC systems in the Elementary Schools.

Attached is the list of selection procedures that needs to be followed in order to comply with Montana and Federal laws.

SUGGESTED ACTION: Approve Advertising for HVAC Proposals

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown Public Schools

HVAC System Update

Listed below is the engineering company selection process we are hoping to follow to update our HVAC systems in our elementary schools.

1. Request Proposals-Advertise Project
2. Generate Selection Committee (Board Building Committee)
3. Gather Proposals
4. Select Company from Proposals
5. Negotiate Price
6. Establish a Contract
7. Begin Design Work
8. Begin Updates-Early June 2009

**For more information,
contact:**



**Consulting Engineers
Council of Montana
P.O. Box 2128
(406) 452-8581
Great Falls, Montana 59403**

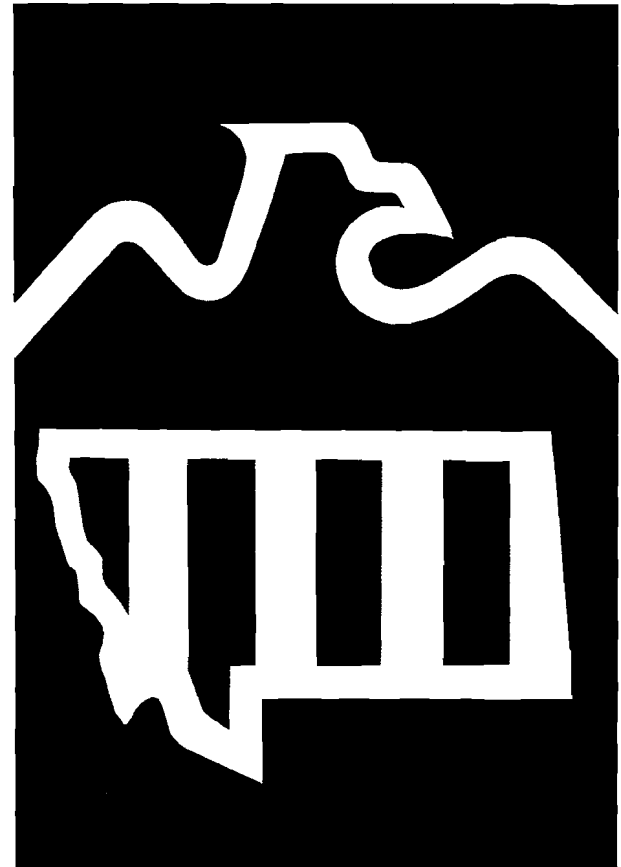


**Montana Chapter
American Institute
of Architects
P.O. Box 20996
(406) 259-7300
Billings, Montana 59104**



**Montana Association
of Registered
Land Surveyors
P.O. Box 4112
(406) 245-6694
Missoula, Montana 59806**

**How to select
architectural/
engineering/
surveying firms
and comply with
Montana and
Federal laws.**



According to law ...

Public agencies are required to use qualifications-based procurement procedures as a means of selecting architectural, engineering and surveying firms for public projects. Firms should be selected on the basis of expertise.

Specifically ...

Federal projects and those involving Federal grants: Federal Law (Brooks Bill, Public Law 92-582, 1972) requires public agencies "to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required ..."

This Federal selection procedure must be followed on Federal projects.

For Federal grant programs, the qualification-based selection procedure required by Montana law complies with Federal Office of Management and Budget (OMB) regulations.

State of Montana—and Montana Political Subdivision Projects: House Bill 310, enacted in 1987 by the 50th Legislature, establishes a qualifications-based selection procedure for architectural, engineering and surveying services required by public agencies (state agencies, counties, cities, school districts, and special districts or authorities of local government). This law parallels federal legislation, and requires the contracting public agency to publicly announce requirements of services, conduct discussions with one or more firms, and negotiate a contract with the most qualified firm at a price the agency determines to be fair and reasonable.

If an agreement cannot be reached with the top ranked firm, the law specifies negotiations be formally terminated and the agency negotiate with the second ranked firm.

Other state laws affecting selection of professional services include:

Municipal Contracts and Franchises: Section 7-5-4301, Montana Codes Annotated, excludes professional, technical engineering and legal services from the competitive price bidding process.

State Consultants: Registered professional engineers, surveyors and architects are exempt under 18-8-103 from the bidding requirement for consultants employed by state agencies.

State Building Projects: Section 18-2-112, Montana Codes Annotated, provides that the Department of Administration appoint architects and engineers from a list of three qualified firms recommended by the state agency constructing the building.

Local School District Projects: Section 20-6-633, Montana Codes Annotated, specifically states an architect must be selected for a project before compensation is negotiated. If school trustees and the design firm are unable to negotiate fair and reasonable compensation, trustees may select another firm and negotiate with it.

How to select the best firm for your project.

These logical selection guidelines will help you choose the best firm for your project and comply with the law.

1. Make a public announcement, in accord with applicable laws and your agency's policy, that architectural/engineering/surveying services are needed. Briefly describe the scope, location, timetable and budget, if available. Small, paid advertisements and/or letters (sent to firms listed in professional and Yellow Pages directories, as well as those whom you know are interested) are the usual ways of making this announcement.

2. Appoint an appropriate Evaluation Board to select and interview the best qualified firms. The Board, comprised of three to five people, should select and interview no more than one to five firms responding to Step 1.

3. Conduct in-depth interviews with the one to five selected firms, probing their expertise, ingenuity, current work load and any similar projects which they might have handled. Then, rank the firms in 1-2-3 order.

4. Review the project with the most qualified firm and negotiate the fee. If an agreement cannot be reached, formally terminate negotiations. Then, undertake negotiations with the second ranked firm.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

20

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

ITEM TITLE: APPROVE PURCHASE AGREEMENT FOR SALE OF DISTRICT QZABS

Requested By: Board of Trustees Prepared By: Mike Waterman Date: 08/11/2008

SUMMARY:

According to Joey McLiney, District Bond Representative with McLiney & Co., the next step in the QZAB process is the sale of the bonds.

The Board of Trustees needs to approve the Purchase Agreement for sale of the District QZABs.

SUGGESTED ACTION: Approve Purchase Agreement for Sale of District QZABs

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

A RESOLUTION OF THE BOARD OF LEWISTOWN ELEMENTARY SCHOOL DISTRICT STATING THAT THE APPLICATION FOR ALLOCATION OF QZABS TO THE MONTANA STATE DEPARTMENT OF EDUCATION HAS BEEN APPROVED AND AUTHORIZING THE ENTERING INTO OF A PURCHASE AGREEMENT FOR SALE OF THE DISTRICT'S QZABS .

WHEREAS, Lewistown Elementary School District (the "District") has needs for certain capital improvements that would qualify for treatment as Qualified Zone Academy Bonds ("QZABs or "QZAB Bonds") under federal tax law (the "Project"); and

WHEREAS, the District has previously submitted to the State of Montana an application for allotment of state volume of QZABs for the Project; and

WHEREAS, the Montana Office of Public Instruction has allocated such volume through an application process in the amount of \$2,087,250.00 for the Project; and

WHEREAS, the term of QZABs and the tax credit allowance rate to the investor are subject to change so long as the District has not entered into a purchase contract with an investor for the QZABs; and

WHEREAS, it would be advantageous for the District to lock in the tax credit allowance rate and term for the QZABs rather than waiting until the time of closing for the QZABs.

NOW, THEREFORE, THE BOARD OF THE DISTRICT HEREBY FINDS, DETERMINES, DECLARES AND RESOLVES AS FOLLOWS:

Section 1. The Board of the District hereby authorizes the Superintendent, Board Chairperson, District Business Manager, or their designee, to enter into and execute a purchase contract with a qualified buyer for the purchase of the QZABs.

Section 2. Final documents for the QZABs, including forms of leases, shall be presented to the Board for approval prior to closing for the QZABs.

Section 3. The Superintendent and Board Chairperson are authorized to take such other actions necessary or convenient for proceeding with the Project and the issuance of the QZAB Bonds.

Section 4. This resolution shall take effect and be in full force and effect from and after its passage and approval.

SECRETARY'S CERTIFICATE

I, Mike Waterman, Clerk of the Board of Lewistown Elementary School District (the "Board"), hereby certify as follows:

The foregoing is a full, true and correct copy of the resolution duly adopted at a regular meeting of the Board of the District duly held at the regular meeting place thereof on the 11th day of August, 2008, of which meeting all of the members said Board had due notice and at which a majority thereof were present; and at said meeting said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

An agenda of said meeting was posted at least 48 hours before said meeting in locations freely accessible to members of the public, and a brief general description of said resolution appeared on said agenda.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office; the foregoing resolution is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes; and said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in force and effect.

Dated: August 11, 2008

Clerk of the Board

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

08/11/2008

Agenda Item No.

21

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL BOYS CROSS COUNTRY AS A SPORT MADE POSSIBLE BY PRIVATE FUNDING

Requested By: Board of Trustees Prepared By: Scott Dubbs Date: 08/11/2008

SUMMARY:

Scott Dubbs, FHS Principal, along with the Girl's Softball/Boy's Cross Country Association would like the Board of Trustees to approve the FHS Boys Cross Country under the conditions set forth in the attached memo.

SUGGESTED ACTION: Approve Boys Cross Country as a Sport at Fergus High School

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Memorandum

To: Jason Butcher, Superintendent
CC: Mike Waterman, Business Manager
From: Scott A. Dubbs, Principal
Date: August 7, 2008
Re: August 11, 2008 Board Meeting

In conjunction with the Chris Miller presentation to add Girl's Softball and Boy's Cross Country we are recommending the board have an action item to tentatively approve boys cross country as a sport for the purpose of allowing the participants to practice prior to the final approval of both sports.

If approved this action item will insure that those boys that participate in cross country practices during the week before the proposals final approval will be eligible to practice according to MHSA rules. Ultimately it would enable them to start with the girls, compete in the first meet of the season (which is after the 25th) and have a complete season of competition, again assuming the Board formally approves the original proposal to add both the boy's cross country and the girl's softball on August 25th.

It probably seems that this request is unneeded but this tentative sanctioning insures that the boys are considered to be eligible participants by the MHSA and more importantly are covered under the school's insurance policies and the MHSA catastrophic insurance policy.

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2008-2009 DISTRICT GOALS

Lewistown School District Number One is committed to quality education for each and every student through adequate funding, positive community support and involvement, constant curriculum review and revision, evaluation of student progress, effective staff evaluation procedures, and a strong staff development program.

1. We will take steps to improve relationships between students, between students and staff, and between staff, in order to create opportunities for everyone to feel safe and be successful. Every person within our learning community will treat each other in a positive, courteous and respectful manner.

Objective: Students and staff will feel safe while on any of our campuses, within any of our school buildings, or under the supervision of school personnel. Students will be exposed to positive relationships with caring adults who provide a nurturing environment in which they have opportunities to be successful.

2. Students will demonstrate measurable improvements in mathematical performance.

Objective: Students will show improvements in mastering Essential Learnings (mastery expectations) in math through unit or quarterly assessments, and other standardized measures.

3. Students will demonstrate measurable improvements in communication arts.

Objective: Teachers will align communication arts curriculum vertically, horizontally and to the state standards. Teachers will develop Essential Learnings in communication arts at each grade level. Teachers will develop assessments of the Essential Learnings.

4. Students will demonstrate regular and punctual school attendance as a life skill worth cultivating to insure daily success.

Objective: Students will demonstrate regular and punctual attendance. Unexcused student absences and tardiness will decrease.

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

School District #1 Values and Beliefs

1. We believe in striving for excellence, developing a passion for learning, and bringing students to their full potential as life-long learners.
2. We believe in a safe, secure, respectful, and caring educational and social environment.
3. We believe students and staff must be challenged intellectually and academically, must be accountable for all actions, and must expect excellence.
4. We believe staff training, partnered with diverse opportunities and resources, is essential to meeting the individual needs of all students.
5. We believe the community, working hand in hand with our schools, plays a valuable role in educating our children.

BOARD OF TRUSTEES

Dave Byerly, Chairman
 Jeremy Bristol
 Tara Cutler
 Jennifer Granot
 Becky Jackson
 Stan Monger
 Mary Schelle

Christmas Break - 10 School Days

Spring Break - 2 School Days

LEWISTOWN PUBLIC SCHOOLS
2008-2009 SCHOOL CALENDAR

A. Pupil Instruction

90 Days					Second Semester					90 Days				
FIRST QUARTER					THIRD QUARTER					DAYS				
First Week	Aug	25 -- Aug	29	5	First Week	Jan	26 -- Jan	30	5					
Second Week	Sept	2 -- Sept	5	4	Second Week	Feb	2 -- Feb	6	5					
Third Week	Sept	8 -- Sept	12	5	Third Week	Feb	9 -- Feb	13	5					
Fourth Week	Sept	15 -- Sept	19	5	Fourth Week	Feb	16 -- Feb	20	5					
Fifth Week	Sept	23 -- Sept	26	4	Fifth Week	Feb	23 -- Feb	25	3					
Sixth Week	Sept	29 -- Oct	3	5	Sixth Week	Mar	2 -- Mar	6	5					
Seventh Week	Oct	6 -- Oct	10	5	Seventh Week	Mar	9 -- Mar	13	5					
Eighth Week	Oct	13 -- Oct	14	2	Eighth Week	Mar	16 -- Mar	20	5					
Ninth Week	Oct	20 -- Oct	24	5	Ninth Week	Mar	23 -- Mar	27	5					
Tenth Week	Oct	27 -- Oct	31	5	Tenth Week	Mar	30 -- Mar	31	2					
45					45									

SECOND QUARTER					FOURTH QUARTER					DAYS				
First Week	Nov	3 -- Nov	5	3	First Week	Apr	1 -- Apr	3	3					
Second Week	Nov	10 -- Nov	14	5	Second Week	Apr	6 -- Apr	9	4					
Third Week	Nov	17 -- Nov	21	5	Third Week	Apr	14 -- Apr	17	4					
Fourth Week	Nov	24 -- Nov	26	3	Fourth Week	Apr	20 -- Apr	24	5					
Fifth Week	Dec	1 -- Dec	5	5	Fifth Week	Apr	27 -- May	1	5					
Sixth Week	Dec	8 -- Dec	12	5	Sixth Week	May	4 -- May	8	5					
Seventh Week	Dec	15 -- Dec	19	5	Seventh Week	May	11 -- May	15	5					
Eighth Week	Jan	5 -- Jan	9	5	Eighth Week	May	18 -- May	22	5					
Ninth Week	Jan	13 -- Jan	16	4	Ninth Week	May	26 -- May	29	4					
Tenth Week	Jan	19 -- Jan	23	5	Tenth Week	Jun	1 -- Jun	5	5					
45					45									

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

August 21 & 22	All School Faculty Orientation/PIR	2.0
September 21	PIR	1.0
October 17	1/2 day PIR	0.5
October 18-19	Staff Development Days - Teachers Convention	2.0
November 8-9	Parent Teacher Conferences (Evening on 8th, all day on 9th)	1.5
January 2	PIR	1.0
April 3	Parent Teacher Conference (Evening ONLY-- <u>Regular School Day for Students</u>)	0.5
Floating	1/2 Day PIR	0.5
		9.0

2008-2009		
Regular Board Meetings		
July	28	5:30 p.m.
Aug.	11	5:30 p.m.
Aug.	25	7:00 p.m.
Sept.	8	7:00 p.m.
Sept.	22	7:00 p.m.
Oct.	13	7:00 p.m.
Oct.	27	7:00 p.m.
Nov.	10	7:00 p.m.
Nov.	24	7:00 p.m.
Dec.	8	7:00 p.m.
Jan.	12	7:00 p.m.
Jan.	26	7:00 p.m.
Feb.	9	7:00 p.m.
Feb.	23	7:00 p.m.
Mar.	9	7:00 p.m.
Mar.	23	7:00 p.m.
Apr.	13	7:00 p.m.
Apr.	27	7:00 p.m.
May	11	7:00 p.m.
May**	26	7:00 p.m.
June	8	5:30 p.m.
June	22	5:30 p.m.

** Tuesday

C. Holidays (Dates Inclusive)

September 3	Labor Day
September 21	PIR (Vacation day for Students)
October 17-19	Fall Vacation (Teachers - 17th 1/2 day PIR / 1/2 day Holiday, 18 & 19 Convention)
November 9	Parent Teacher Conferences (<u>Vacation for Students</u>)
November 12	Veterans' Day (Observed)
November 22-23	Thanksgiving Vacation
December 24-January 2	Christmas Vacation *(NOTE: January 2 - PIR day for Teachers)
February 21-22	Boys/Girls Basketball Divisional Tournament
March 21-24	Spring Break
May 26	Memorial Day