

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, October 14, 2013

REGULAR BOARD MEETING

CALL TO ORDER (12:00 p.m. – NOON)

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Discussion—Bus Barn Lease
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Report—Investment
8. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

10. Minutes of the September 9, 2013, Regular Board Meeting

APPROVAL OF CLAIMS

11. Claims

CONSENT GROUP ITEMS

12. Approve Additions to the Substitute List for the 2013-2014 School Year
13. Approve Out-of-District Student Attendance Agreement Request for Placement in the Lewistown Public Schools

INDIVIDUAL ITEMS

14. Second Reading—Board Policy #7329 – Petty Cash Funds
15. First Reading—Board Policy #5120—Hiring Process and Criteria
16. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
17. Approve Memorandum of Understanding between the Lewistown Education Association and the Lewistown Public Schools
18. Approve Extension of Winifred Bus Routes into the Lewistown School District
19. Approve Personnel Report

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public school board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

CONSENT GROUP ITEMS

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

3

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

ITEM TITLE: DISCUSSION—BUS BARN LEASE

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 10/14/2013

SUMMARY:

The Board of Trustees needs to discuss the proposal from the Airport Board to extend the lease for the bus barn for another year. Due to the government shutdown, the Airport Board could not consult the FAA to see if an extended lease would be feasible.

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 PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

4

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Kaitlyn Moodie Date: 10/14/2013

SUMMARY:

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FHS SCHOOL BOARD REPORT
Kaitlyn Moodie

Monday, Oct 14, 2013

Key Club:

- Put on a scavenger hunt
 - 40 students in attendance
 - Everyone had a great time

Student Council:

- Homecoming Royalty:
 - Jennifer Klingaman, Queen
 - Ethan Blythe, King
 - Mikaela Olson, Princess
 - Hunter Grover, Prince
- Seniors won the hallway decorating contest
- Juniors won the float decorating contest
- The food drive at the homecoming dance brought in 224 lbs of food.

FCCLA:

- District convention is Nov. 5 at Fergus
- 59 students attended the first meeting, 55 have already paid their dues
- Pie sales will begin in November
- Served food at several functions including the Elks crab feed, a wedding, and the Hospice House fundraiser
- They have also sponsored a Country Music Concert

BPA:

- Elected officers
- Selling Little Caesars Pizzas
- In November there will be a meeting to train for events

Graduation Matters:

- An average of 25 students attend
- Planning college visits
- Graduation Matters College Application week is Nov 11-15

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 10/14/2013

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

10/14/2013

Agenda Item No.

6

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 10/14/2013

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

7

☐ Minutes/Claims ☐ Board of Trustees ☒ Superintendent's Report

☐ Action - Consent

☐ Action - Indiv.

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 10/14/2013

SUMMARY:

Below is the interest earned and distributed for September 2013:

Elementary \$223.26

High School \$148.88

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

8

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 10/14/2013

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.

- ❖ October Enrollment Count
- ❖ Collective Gaining—Need to Select Gaining Team
- ❖ MCEL—October 16-18, 2013—Billings
- ❖ Board Tours—Tuesday, November 5, 2013
- ❖ All State Music Festival—October 16-18, 2013—Great Falls
- ❖ No School—October 17-18, 2013—Fall Vacation
- ❖ CC—Central A Divisional Meet—Friday, October 18, 2013
- ❖ CC—State Class A Meet—Saturday, October 26, 2013—Missoula
- ❖ Red Ribbon Week—October 28-November 1, 2013
- ❖ LJHS Halloween Dance—Friday, November 1, 2013
- ❖ Picture Retakes:
 - November 4, 2013 FH—7:30-9:30 a.m. JH—1:00-2:00 p.m.
 - November 5, 2013 GA—8:30-9:30 a.m. HP—1:00-2:00 p.m.
 - November 6, 2013 LC—8:30-9:30 a.m.
- ❖ Early Dismissal—Wednesday, November 6, 2013—1:30 p.m.
- ❖ Parent/Teacher Conferences—November 6-7, 2013—Evening only on November 6, 2013
- ❖ No School—November 7-8, 2013—P/T Conference (7) / Vacation Day (8)
- ❖ VB—Central A Divisional Tournament—November 8-9, 2013—Lewistown
- ❖ FHS Key Club—Fall Youth Conference—November 9-11, 2013
- ❖ LJHS Veteran's Day Presentation—Monday, November 11, 2013—2:30 p.m.
- ❖ Home Athletic Games/Meets:
 - VB vs. Belgrade—Thursday, October 17, 2013—4:00 p.m.
 - FB vs. Browning—Friday, October 18, 2013—7:00 p.m.
 - FB (JV) vs. Malta—Monday, October 21, 2013—4:30 p.m.
 - VB vs. Huntley Project—Saturday, October 26, 2013—3:00 p.m.
 - VB vs. Havre—Friday, November 1, 2013—4:00 p.m.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS

Enrollment

First Monday In October

<u>YEAR</u>	<u>K-6</u>	<u>JHS</u>	<u>FHS</u>	<u>TOTAL</u>	CHANGE <u>K-12</u>	<u>PRE-K</u>	<u>OVERALL</u>
2013	618	194	335	1147	-8	16	1163
2012	617	190	348	1155	-25	5	1160
2011	633	183	364	1180	7	7	1187
2010	612	183	378	1173	-21	4	1177
2009	626	166	402	1194	-68	3	1197
2008	655	196	411	1262	-44	8	1270
2007	666	218	422	1306	-39	6	1312
2006	681	228	436	1345	-9	9	1354
2005	668	232	454	1354	1	9	1363
2004	668	230	455	1353	-78	9	1362
2003	717	249	465	1431	-15	5	1436
2002	741	221	484	1446	-25	7	1453
2001	750	220	501	1471	-71	8	1479
2000	762	253	527	1542	-26	6	1548
1999	776	261	531	1568	-22	6	1574
1998	792	250	548	1590	-28	6	1596
1997	798	269	551	1618	-56	8	1626
1996	832	294	548	1674	-46	8	1682
1995	888	296	536	1720	64	2	1722
1994	862	304	490	1656	-57	2	1658
1993	914	288	511	1713	24	3	1716
1992	941	291	457	1689	73	4	1693
1991	898	273	445	1616	69	5	1621
1990	880	244	423	1547	-6	18	1565
1989	884	231	438	1553	53		
1988	856	199	445	1500	-84		
1987	868	225	491	1584	-46		
1986	874	241	515	1630	66		
1985	830	253	481	1564	-6		
1984	828	257	485	1570	41		
1983	821	253	455	1529	-56		

<i>OCTOBER ENROLLMENT COMPARISON</i>						
GRADE	2013	2012	2011	2010	2009	2008
K	98	87	99	85	73	92
1	85	95	83	72	89	91
2	95	81	79	90	90	101
3	82	72	101	82	99	97
4	73	103	86	102	93	93
5	101	82	98	92	96	89
6	84	97	96	89	86	92
7	91	100	94	90	89	91
8	103	90	91	93	77	105
9	89	88	95	79	103	106
10	88	94	81	97	100	108
11	85	78	93	100	105	96
12	73	88	97	102	94	101
TOTAL	<u>1147</u>	<u>1155</u>	<u>1193</u>	<u>1173</u>	<u>1194</u>	<u>1262</u>

Grade	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013
Pre-K	8	15	3	4	4	5	0	0			
Kindergarten	92	95	73	72	85	86	98	98	87	89	98
1st Grade	91	91	89	90	72	74	82	84	95	97	85
2nd Grade	101	101	90	88	90	99	75	75	81	79	95
3rd Grade	97	96	99	99	82	81	99	99	72	75	82
4th Grade	93	95	93	94	102	101	85	83	103	104	73
5th Grade	89	87	96	97	92	94	99	94	82	86	101
6th Grade	92	87	86	86	89	90	95	99	97	97	84
7th Grade	91	90	89	92	90	94	93	94	100	101	91
8th Grade	105	106	77	78	93	93	90	90	90	90	103
9th Grade	106	107	103	98	79	79	95	91	88	89	89
10th Grade	108	105	100	98	97	97	81	74	94	91	88
11th Grade	96	99	105	106	100	100	93	85	78	76	85
12th Grade	101	101	94	93	102	97	96	95	88	88	73

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013
K-6	655	652	626	626	612	625	633	632	617	627	618
7-8	196	196	166	170	183	187	183	184	190	191	194
9-12	411	412	402	395	378	373	365	345	348	344	335
Grand Total	1262	1260	1194	1191	1173	1185	1181	1161	1155	1162	1147

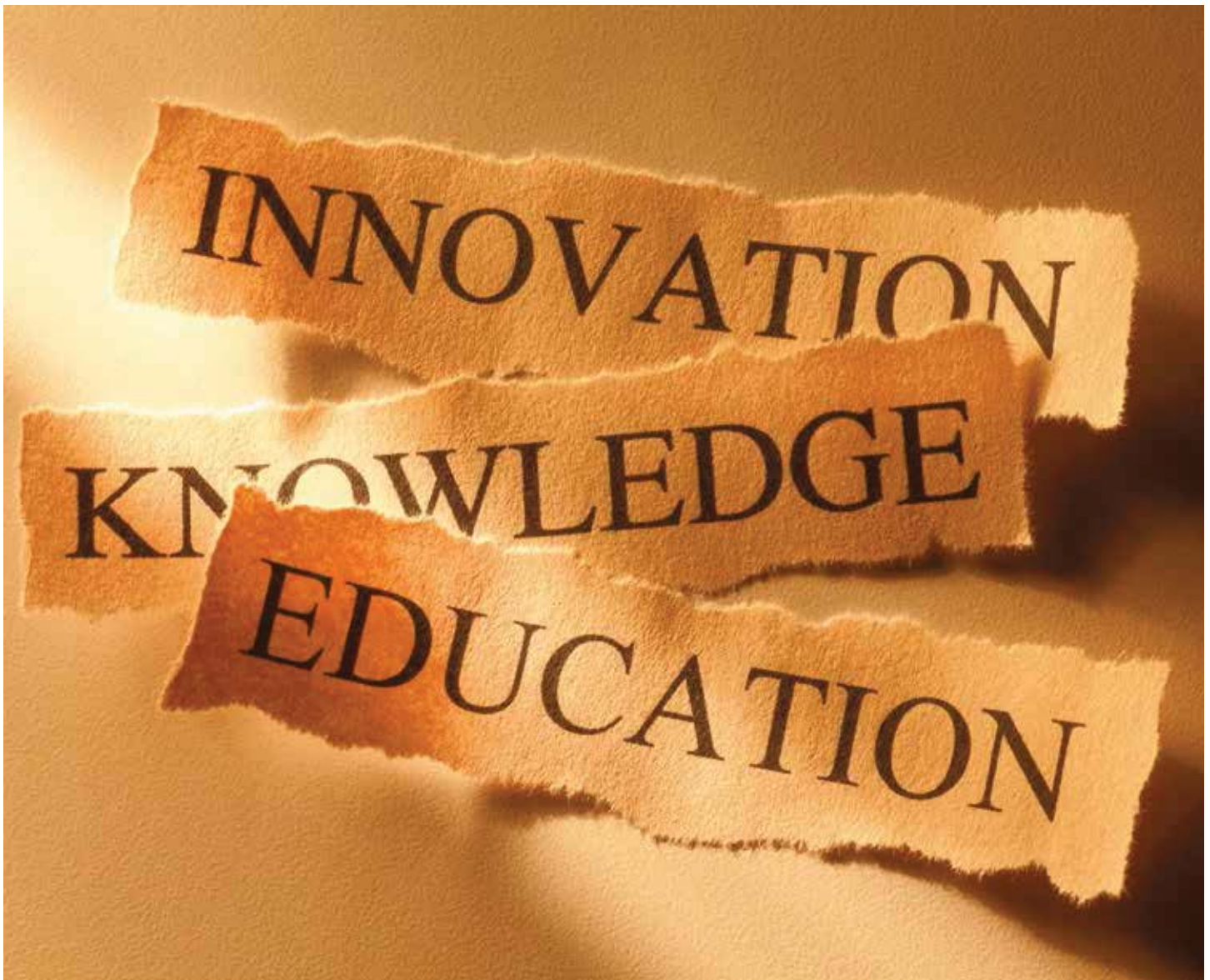
MICEL™

Montana Conference of Education Leadership

October 16-18, 2013

Billings, Montana

INNOVATION & CHOICES IN OUR PUBLIC SCHOOLS



The Montana Conference of Education Leadership is Co-Sponsored by the following organizations:

Montana School Boards Association - MTSBA

School Administrators of Montana - SAM

Montana Association of School Business Officials - MASBO

Montana Rural Education Association - MREA

Agenda

Registration and Information:

The conference registration will be located in the lobby at the **Billings Hotel & Convention Center** throughout the conference. You can also obtain information, purchase extra strolling lunch tickets, or ask for assistance by visiting this area. Registration will be open during the following hours: Wednesday, October 16, 9:00 am - 6:00 pm; Thursday, October 17, 7:30 am - 5:00 pm; and Friday, October 18, 8:00 am - 11:00 am.

Association Board of Director Meetings - Wednesday, October 16, 2013

Meeting Rooms - Holiday Inn

Poolside	8:00 am - 10:00 am	WCRRP Board Meeting w/Breakfast
Spruce	8:00 am - 10:00 am	MSUIP Board Meeting w/Breakfast
Cottonwood	10:00 am - 12:00 pm	SAM Board Meeting w/Lunch
Madison	10:15 am - 1:00 pm	MTSBA Board Meeting w/Lunch

Meeting Rooms - Billings Hotel & Convention Center

Madison	10:00 am - 12:30 pm	MASBO Board Meeting w/Lunch
Rosebud	11:00 am - 12:00 pm	IISM Board Meeting w/Lunch

Wednesday, October 16, 2013

Pre-Conference Sessions

1:00 pm - 5:00 pm

Session I: School Law

1:00 pm - 2:55 pm	School Law Boot Camp	Missouri Room	Holiday Inn Grand
3:10 pm - 5:00 pm	Open Meeting Laws Board Responsibility & Authority	Missouri Room	Holiday Inn Grand

Session II: Innovation Showcase

1:00 pm - 2:55 pm	Common Core State Standards, Facts & Myths	Stillwater/Bitterroot	Holiday Inn Grand
3:10 pm - 5:00 pm	Montana Educator Performance Appraisal System for Teachers and Principals	Stillwater/Bitterroot	Holiday Inn Grand

Session III: School Safety

1:00 pm - 2:55 pm	After Newtown: Recommendations from the White House Summit for Planning, Prevention and Mental Health Recovery	Bighorn Center	Holiday Inn Grand
3:10 pm - 5:00 pm	School Safety and Security	Bighorn Center	Holiday Inn Grand

Wednesday, October 16, 2013

9:00 am - 6:00 pm	Registration	Lobby	Billings Hotel
1:00 pm - 5:00 pm	K-12 Vision Group	Little Missouri/Gallatin/ Jefferson	Billings Hotel
5:00 pm - 6:00 pm	ISBC Meeting	Madison	Billings Hotel
5:00 pm - 6:00 pm	MQEC Meeting	Gallatin	Holiday Inn Grand
7:00 pm - 9:00 pm	Welcome Reception w/Exhibitors		Montana Convention Center

Thursday, October 17, 2013

7:30 am - 5:00 pm	Registration	Lobby	Billings Hotel
7:30 am - 5:00 pm	Exhibitors Available		Montana Convention Center
7:30 am - 8:00 am	Continental Breakfast w/Exhibitors		Montana Convention Center
8:00 am - 10:30 am	Awards Ceremony and Opening General Session with keynote speaker David Warlick		Montana Convention Center
10:40 am - 11:30 am	Clinic Sessions I	<i>(See your schedule-at-a-glance for room locations.)</i>	
11:35 am - 1:00 pm	Strolling Lunch w/Exhibitors or Lunch on your own		Montana Convention Center
1:10 pm - 2:00 pm	Clinic Sessions II	<i>(See your schedule-at-a-glance for room locations.)</i>	
2:10 pm - 3:00 pm	Clinic Sessions III	<i>(See your schedule-at-a-glance for room locations.)</i>	
3:00 pm - 3:10 pm	Break	Lobby	Holiday Inn Grand/Billings Hotel
3:10 pm - 4:00 pm	Clinic Sessions IV	<i>(See your schedule-at-a-glance for room locations.)</i>	
4:00 pm - 5:00 pm	SAM Business Meeting MASBO Membership Meeting MTSBA Regional Meetings	Missouri Poolside	Holiday Inn Grand Holiday Inn Grand
		<i>(See your schedule-at-a-glance for room locations.)</i>	
5:00 pm - 7:00 pm	UM Alumni Reception MSU Alumni Reception	Yellowstone/ Bighorn Stillwater/ Boulder	Billings Hotel Billings Hotel
7:00 pm - 9:30 pm	MCEL Reception, <i>Sponsored by MREA & MCS</i>	Lobby	Holiday Inn Grand

Friday, October 18, 2013

8:00 am - 11:00 am	Registration	Lobby	Holiday Inn Grand
7:30 am - 8:30 am	Morning Wake-up	Lobby	Holiday Inn Grand/ Billings Hotel
7:30 am - 8:30 am	MSUIP/WCRRP Membership Meeting w/Breakfast	Missouri	Holiday Inn Grand
8:30 am - 10:30 am	MTSBA Annual Business Meeting (Trustees)	Missouri	Holiday Inn Grand
8:40 am - 9:30 am	Clinic Sessions V	<i>(See your schedule-at-a-glance for room locations.)</i>	
8:40 am - 9:30 am	MASBO Certification Test	Parlor Rm 1001	Billings Hotel
9:40 am - 10:30 am	Clinic Sessions VI	<i>(See your schedule-at-a-glance for room locations.)</i>	
10:40 am - 12:00 pm	Closing General Session with keynote speaker V.J. Smith		Montana Convention Center
12:10 pm - 12:30 pm	MTSBA Board Meeting with lunch	Madison	Holiday Inn Grand

Conference Facilities/Overview

Co-Hosting Hotels - Contact Information

Billings Hotel & Convention Center
1223 Mullooney Lane
Billings MT 59101
406-248-7151

Holiday Inn Grand
5500 Midland Road
Billings MT 59101
406-248-7701

INNOVATION & CHOICES IN OUR PUBLIC SCHOOLS

About our 2013 Theme -- Innovation & Choices in our Public Schools:

In a world where people have increasingly become capable of having services customized to fit their individual needs, innovation and customization in our public schools has become necessary not just to thrive but to survive. How can our public schools continually advance the agenda of a custom-tailored learning environment for each student? How can we identify, assess, and use the best research, technology, designs and other tools available to maximize the educational potential of each child in our public schools? How can we best help our communities see the value of and support this ambitious agenda? You will find a variety of opportunities at MCEL to not only learn about, but also participate in crafting solutions to these challenges. From Keynotes and a wide variety of clinic sessions focused on keeping our schools well-run, innovative and safe, to membership meetings seeking your input on proposed solutions to these and other challenges, and tremendous networking opportunities with other public education advocates, MCEL provides a unique and valuable opportunity for us all to improve what we do for the children in our public schools.

You will find that all of the sessions offered are focused on the theme of “Innovation & Choices in our Public Schools.” Some highpoints of the Conference include the Pre-Conference Sessions on School Law, Implementing Innovation, and School Safety. The programming for MCEL 2013 has been developed in collaboration with all of the sponsors to ensure that there are multiple professional development opportunities for trustees, superintendents, principals, other administrators and clerks/business managers alike. It is our belief that the programs and sessions offered this year will enhance the knowledge and skills of those in attendance. Everyone can walk away from MCEL having the tools and knowledge to build community support for and improve the governance and operations of your local public schools.

Welcome to MCEL 2013!!! We are confident that you will find our offerings this year will assist you and your Districts in becoming effective champions for the children you serve and for public education in your local communities and throughout Montana.

*Join us to celebrate this year's award winners at the start
of the opening general session.
Thursday, October 17th starting at 8:00 am.*

We will be recognizing those recipients of :

*MTSBA's Golden Gavel Awards
MTSBA's Marvin Heintz Awards
MTSBA's Administrator School and Community Service Award
SAM's GV Erickson Award
MASS Honor School Board Award
MASBO's Outstanding School Business Official Award
MREA's State Leadership Award*



Overall view of all three facilities and the General Session/Exhibitor Area

The diagram illustrates the layout of three facilities and the path for the MCEL Conference. The path starts at the **Main Entrance**, goes through the **Holiday Inn Grand Montana**, and then enters the **Billings Hotel and Convention Center** via the **MCEL's Main Entrance**. The path leads to the **Conference Registration** area, which is located near the **Hotel's Main Entrance** and the **Pastor Rooms**.

Facilities and Rooms:

- Montana Convention Center**
- Holiday Inn Grand Montana**
- Billings Hotel and Convention Center**
 - Boulder
 - Stillwater
 - Big Horn
 - Yellowstone
 - Little Missouri
 - Gallatin
 - Jefferson
 - Madison
 - Bathroom
 - Reception
 - Restaurant

Pathway: The grey line indicates the typical path from the **Main Entrance** to the **Conference Registration** area.

Holiday Inn Grand Montana						Billings Hotel and Convention Center									
Tracks	MTSBA School Law	SAM Implementing Innovation		MREA School Safety											
Meeting Rooms	Missouri 300 Rounds	Sillwater/ Bitterroot 150 Classroom	Gallatin 75 Classroom	Bighorn Center 90 Classroom	Poolside 48 Rounds	Yellowstone/ Bighorn 200 Rounds	Little Missouri/ Gallatin/Jefferson 100 Classroom	Stillwater/ Boulder 200 Rounds	Ballroom 120 Half Rounds	Madison 60 Classroom	Parlor Room 1010 40 Classroom	Parlor Room 1001 36 Classroom	Parlor Room 1009 40 Theater	Parlor Room 1019 40 Theater	
Wednesday, October 16, 2013															
1:00 - 2:55 PM	School Law Boot Camp	Common Core State Standards, Facts & Myths		After Newtown: Recommendations from the White House Summit			K-12 Vision Group								
2:55 - 3:10 PM	Break			Break											
3:10 - 5:00 PM	Open Meeting Laws; Board Responsibility & Authority	Montana Educator Performance Appraisal System for Teachers & Principals		School Safety & Security											
5:00 - 6:00 PM			MQEC Meeting							ISBC Meeting					
7:00 - 9:00 PM	WELCOME RECEPTION WITH EXHIBITORS - MONTANA CONVENTION CENTER							WELCOME RECEPTION WITH EXHIBITORS - MONTANA CONVENTION CENTER							

Holiday Inn Grand Montana						Billings Hotel and Convention Center									
Tracks	MTSBA School Law	MTSBA	Other Educational Offerings	MREA School Safety	SAM 21st CLI & New Leaders	SAM Implementing Innovation	SAM Implementing Innovation	MASBO School Finance & Flexibility	MASBO School Finance & Flexibility	Other Educational Offerings					
Meeting Rooms	Missouri 300 Rounds	Sillwater/ Bitterroot 150 Classroom	Gallatin 75 Classroom	Bighorn Center 90 Classroom	Poolside 48 Rounds	Yellowstone/ Bighorn 200 Rounds	Little Missouri/ Gallatin/Jefferson 100 Classroom	Stillwater/ Boulder 200 Rounds	Ballroom 120 Half Rounds	Madison 60 Classroom	Parlor Room 1010 40 Classroom	Parlor Room 1001 36 Classroom	Parlor Room 1009 40 Theater	Parlor Room 1019 40 Theater	
Thursday, October 17, 2013															
7:30 - 8:00 AM	CONTINENTAL BREAKFAST WITH EXHIBITORS - MONTANA CONVENTION CENTER										CONTINENTAL BREAKFAST WITH EXHIBITORS - MONTANA CONVENTION CENTER				
8:00 - 10:30 AM	AWARDS CEREMONY & OPENING GENERAL SESSION - FEATURING DAVID WARLICK - MONTANA CONVENTION CENTER														
10:40 - 11:30 AM Clinic Session I	Role of the Board Chair, MTSBA Legal	Bargaining Through Adversity, Andy Sever		Computers and Cell Phones: Issues in a Digital Age, Marcus Lawson	21 CLI Face-to-Face Event, Unwin, JK Thomas & Associates, Miller	Application of GEMS Web Portal, Bond, Ereth & Mohr	Innovative School Wellness Programs Fuel Achievement, Dayle Hayes, MS, RD	Financial Implications of School Privatization, Denise Ulberg	Using Procurement Cards, Arnold, Clark & Knudsen	Montana Early Warning System, Eric Meredith	Asking the Right Question: Leveraging the Sale of Existing School Property, Dan Semmens				
11:35 AM - 1:00 PM	STROLLING LUNCH WITH EXHIBITORS - MONTANA CONVENTION CENTER (or Lunch on your own) -- EXHIBITOR DRAWINGS 12:45 - 1:00 PM														
1:10 - 2:00 PM Clinic Session II	Special Education & 504 Updates, MTSBA Legal	Board & Superintendent Relations, Bob Vogel & Joe Brott		Time Matters: Building Comprehensive School Safety and Emergency Plans...Now	21 CLI Project Dialogue, Unwin, JK Thomas & Associates	Ed Ready - Personalized Math Proficiency Program in MT, MTDA	Professional Development Opportunities for School Districts, Harrison, Miller, Ferro, York & Matt	SB175 Overview	Fraud Training 1, Rick Reisig	Money Doesn't Grow on Trees, It Grows in Communities, Bridget Ekstrom					
2:10 - 3:00 PM Clinic Session III	Healthcare Reform, MTSBA Legal	Superintendent Evaluations, Bob Vogel & Joe Brott	Designing & Conducting a Tabletop Exercise to Practice Emergency Procedures, Marilyn King	2-hour session, Matthew Taylor & John Frederiksson	New Leaders Q & A - Can I Go Home Yet? SAM Mentor Leadership	Montana Digital Academy: Program Update and Q & A, MTDA	Student Achievement: Do Boards & Superintendents Even Matter, Lorenzen & Schottle	2-Hour Session, Denise Ulberg	Fraud Training 2, Rick Reisig	Ergonomics Matter, Dr. Deiter Briethecker					
3:00 - 3:10 Break	Holiday Inn Lobby (Atrium)					Billings Hotel and Convention Center Lobby (Conference Area)									
3:10 - 4:00 PM Clinic Session IV	Copyright Laws, MTSBA Legal	Teacher Pay, Andy Sever	Divisive Partisan Politics, Dark Money, and Public Schools, Sen. Llew Jones	School Safety - Recent Legal Issues in Rural School, Rich Batterman	21 CLI Project Dialogue, Unwin, JK Thomas & Associates	Implementing Efficiency within the School Staffing Project, Danielle Murphy	A New Look for the Class Schedules: Trimesters, Crowder, Olson & Finnicum	Overview of Pension Fix Legislation (HB377 & HB 454), TRS Staff & Minnehan	Fraud Training 3, Rick Reisig	MTSBA Caucuses - Their Structure and Role in Governance, Vogel, Meloy & Executive Caucus Members					
4:00 - 5:00 PM	SAM Business Meeting	MTSBA Region 2 Meeting MTSBA Region 7 Meeting	MTSBA Region 1 Meeting	MTSBA Region 3 Meeting	MASBO Membership Meeting		MTSBA Region 4 Meeting		MTSBA Region 5 Meeting	MTSBA Region 6 Meeting	MTSBA Region 8 Meeting	MTSBA Region 9 Meeting	MTSBA Region 10 Meeting	MTSBA Region 11 Meeting	
5:00 - 7:00 PM Alumni Receptions						UM Alumni Reception		MSU Alumni Reception							
7:00 - 9:30 PM	MCEL Reception - Sponsored by MREA and MCS - Holiday Inn Lobby														
Friday, October 18, 2013															
7:30 - 8:30 AM	Morning Wake-up, Coffee & Donuts - Holiday Inn Lobby										Morning Wake-up, Coffee & Donuts - Billings Hotel & Convention Center Lobby				
7:30 - 8:30 AM	MSUIP/WCRRP Membership Meeting and Breakfast														
8:30 - 10:30 AM	MTSBA Annual Business Meeting (Trustees)														
8:40 - 9:30 AM Clinic Session V		Integration of Indian Ed for All into the Classroom, Wendy Hopkins	MHSA Current Issues & Updates, Mark Beckman	The Superintendent/Administrator Search in Rural Schools, Jim Smith & Dave Puyear	21 CLI Project Dialogue, Unwin, JK Thomas & Associates	Collaborating to Create a Successful Day Treatment Program, Chad Berg	Maximizing Employee Performance, Drs. McCaw, O'Reilly & Matt	SB191, SB199, and SB348 Overview, Denise Ulberg	Investment & Cash Management Options, Brett Weber, First Interstate Bank	Unemployment, Theresia LeSueur	Montana Autism Education Project, Dr. Young-Pelton & Doug Doty	MASBO Certification test			
9:40 - 10:30 AM Clinic Session VI		To Carry or Not to Carry, Joe Brott & Kris Goss		MCS: National Bids, Saving MT Schools Thousands \$\$, Andy Garland & Dave Puyear	21 CLI Project Dialogue, Unwin, JK Thomas & Associates	Creating Choice Through Partnerships: Dual Credit Opportunities, Rob Watson	Lessons in RTI, Croff, Bailey, Evans	Transfers Between Funds, Ulberg & Waterman	Using InterCap Loans to Finance Projects, Louise Welsh	The Principals of Workers' Compensation, Shawn Bubb & Harry Cheff	How to Develop a Geographical Information System (GIS), Mercer & Williams				
10:40 AM - 12:00 PM	CLOSING GENERAL SESSION - FEATURING V.J. SMITH - MONTANA CONVENTION CENTER														

SCHOOL BOARD TOURS

TUESDAY, NOVEMBER 5, 2013

8:20-8:30		Lewis and Clark - Meet with Michelle Trafton
8:30 – 9:00		Classroom Visitations
9:00 – 9:10		Travel to Garfield
9:10 – 9:20		Garfield - Meet with Matt Lewis
9:20 – 9:50		Classroom Visitations
9:50 – 10:00		Travel to Highland Park
10:00 – 10:10		Highland Park - Meet with Matt Lewis
10:10 – 10:40		Classroom Visitations
10:40 – 10:50		Travel to Junior High
10:50 – 11:00		Junior High – Meet with Tim Majerus
11:00 – 12:00		Classroom Visitations
12:00 – 12:30		Lunch with Students
12:30 – 12:40		Travel to Fergus
12:40 – 12:50		Fergus - Meet with Jerry Feller
12:50 – 1:30		Classroom Visitations

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

9

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

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 10/14/2013

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:

	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

10/14/2013

Agenda Item No.

10

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 10/14/2013

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the September 9, 2013, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ 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						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, September 9, 2013

REGULAR BOARD MEETING

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

1. **ROLL CALL**

TRUSTEES PRESENT:

Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Jennifer Thompson,
Phil Koterba, Barb Thomas

STAFF ABSENT:

Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah
Rhoades, Sandi Chamberlain, Aaryn Bell, Scott Dubbs, Michelle Trafton,
Patrick Weichel

OTHERS PRESENT:

Student Representative Kaitlyn Moodie, Doreen Heintz-Lewistown News-
Argus, Joe Zahler—KXLO/KLCM Radio, Chris Rice, and other interested
parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. **PRESENTATION—RISK ASSESSMENT TEAM**

The Risk Assessment Team, represented by Chris Rice and Michelle Trafton,
gave a presentation to the Board of Trustees regarding their purpose and
procedures for managing risk in regards to students within the School District.

4. **DISCUSSION—SHOPPING LOCALLY**

The Board of Trustees discussed the purchasing procedures of the District and
how local businesses are given consideration when making purchases. During
the 2012-2013 School Year the District and Student Activities accounts spent
\$637,638.77 at local businesses (JH Activities - \$9,754.30, HS Activities -
\$44,291.82, and District - \$583,592.65). The Board was in agreement that
there is a great deal of money spent locally, but perhaps more public
awareness about that topic should take place. Rebekah noted that local
business owners are always welcome to visit the schools and/or the
administrative offices to introduce themselves and share what items they can
provide for the District.

5. **REPORT—STUDENT REPRESENTATIVE**

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

6. **REPORT—COMMITTEES OF THE BOARD**

The Transportation Committee met on August 22, 2013, immediately following the Special Board meeting to discuss the options for a multiple year lease with the Airport Board for the Bus Barn. Jason, Rebekah, Monte and Steve Klippenes attended the Airport Board Meeting on September 4, 2013, to present the request for an extended 3 year lease. A committee of the Airport Board will be meeting in the near future to discuss the extension of the lease and will notify the District when they are able to make a decision.

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

No items were discussed.

SUPERINTENDENT'S REPORT

8. **REPORT—INVESTMENT**

Interest earned and distributed for August 2013, was reported with \$310.92 in the elementary funds and \$223.18 in the high school funds for a total of \$534.10.

9. **OTHER ITEMS**

Superintendent Jason Butcher shared with the Board the enrollment count for the first day of school for the 2013-2014 School Year. Mr. Butcher and the Trustees that attended the MTSBA's "Back to School" Legal Primer on Wednesday, September 4, 2013, gave a recap on the items that were presented at the workshop. Phil and Barb both attended and shared some of the items that they learned. Phil Koterba mentioned that the MTSBA shared all of the many Notices required by schools and thought that all of the work that is done behind the scenes should be shared with the public. Board Tours have been scheduled for Tuesday, November 5, 2013, and MCEL is scheduled for October 16-18, 2013, in Billings. The staff at Fergus High School and the LEA have requested to have a roundtable discussion with the Board this year. They have been scheduled for January and March 2014. Scott Dubbs, Curriculum Director gave the Board an update on the "ASPIRE in Math" program. Collective Gaining discussions will be starting in a few months. Trustees who will represent the Board on the Gaining Team will need to be determined in the near future. The Board also reviewed dates for upcoming events in the District. Barb complimented the Ministerial Breakfast that is held by the District each year and commented on the high number of attendees.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

11. **MINUTES OF THE AUGUST 12, 2013, REGULAR BOARD MEETING** – approved unanimously (Irish/Thompson).

12. **MINUTES OF THE AUGUST 22, 2013, SPECIAL BOARD MEETING** – approved unanimously (Bristol/Koterba).

APPROVAL OF CLAIMS

13. **CLAIMS** – the claims referenced in the 2013-2014 Bill Schedule and submitted through September 5, 2013, were approved unanimously (Thomas/Bristol). The Finance Committee members for July-September 2013 are Stan Monger, Jeremy Bristol, Barb Thomas, and Phil Koterba. The new Finance Committee members for October-December 2013 are Jennifer Thompson, Barb Thomas, and Joe Irish.

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

14. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR – Substitute Teacher/Aide List—Steven Adams, Joshua Alspaw, Adelaide Bailer, Eric Drissell, Kelly Henderson, Derree Kamp, Terry Selph, Rachel Troop; Substitute Custodian List—Adelaide Bailer; Substitute School Food List—Adelaide Bailer
15. APPROVE FERGUS HIGH SCHOOL CLASS OF 2017 STUDENT ACTIVITY ACCOUNT (Thomas/Bristol)

INDIVIDUAL ITEMS

16. FIRST READING—BOARD POLICY #7329 – PETTY CASH FUNDS – approved unanimously (Bristol/Irish).
17. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY – See Exhibit A – approved unanimously (Thomas/Thompson).
18. APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC FOR SPECIAL EDUCATION EXPENSES – approved unanimously (Thomas/Koterba).
19. APPROVE HIGH SCHOOL INDIVIDUAL TRANSPORTATION CONTRACT – approved unanimously (Thompson/Koterba).
20. APPROVE AMENDMENT TO THE MULTI-DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES – approved unanimously (Koterba/Bristol).
21. APPROVE PERSONNEL REPORT – See Exhibit B – approved unanimously (Bristol/Thompson).

ADJOURNMENT

The meeting was adjourned at 7:55 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, October 14, 2013, at the Lincoln Board Room (Thomas).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

“EXHIBIT A”

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 9th day of September 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 September 11, 2013

P.O. #150465

BIDDING INFORMATION

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on Tuesday, September 24, 2013, at 5:00 p.m. Bidders will be notified of the results. For general questions, please contact Rebekah Rhoades at 535-8777 x 116.

SURPLUS

September 2013

Highland Park:

Hewlett Packard DeskJet 694C
JVC boom box
JVC boom box (no power cord)
Sharp VHS video camera

Garfield:

Listening Center Cassette Player – DOES NOT WORK
RCA TV – DOES NOT WORK
RCA TV
Panasonic Camcorder
Magnavox VHS Video Camera
Video Disk Player
Flat Bed Scanner

Junior High School:

HP Color Laserjet 1600 – DOES NOT WORK
Scantron 1300 Machine – DOES NOT WORK
2 Upright Metal Cabinets

Fergus High School:

Bernette 600 Deco Embroidery machine w/Deco Scanner
6 Weight Lifting Benches
Neck Weight Machine
Roland SN 143289 Keyboard – DOES NOT WORK
Yamaha SN 38634 Keyboard – DOES NOT WORK

Transportation:

Robinair Air Conditioning Recovery, Recycle, Recharging Machine – DOES NOT WORK
Farley's Explorer IV Steam Cleaner – DOES NOT WORK
Sharp Short Metal Rolling Printer Cart
Grill Guard for a 1994 GM Truck

Lincoln Building:

Tahsin 27" Roll Laminator with Heated Rollers
23 CRT Monitors
2 LCD Monitors – DO NOT WORK

Maintenance:

John Deere Model 930 Mower w/72" Front Mounted Deck

**“EXHIBIT B”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: September 9, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BENES, Pat	Paraprofessional	Highland Park Elementary School	Approve revision of contract to reflect change in hours due to additional duties needed – change from 7.00 hours per day to 7.50 hours per day	August 22, 2013	See attached memo.
DARRINGTON, Andrea	Paraprofessional	Highland Park Elementary School	Approve revision of contract to reflect change in hours due to additional duties needed – change from 7.00 hours per day to 7.50 hours per day	August 22, 2013	See attached memo.
FRY, Judy	Paraprofessional	Highland Park Elementary School	Approve revision of contract to reflect change in hours due to additional duties needed – change from 7.00 hours per day to 7.50 hours per day	August 22, 2013	See attached memo.
MCLENDON, Darcy	Paraprofessional	Highland Park Elementary School	Approve revision of contract to reflect change in hours due to additional duties needed – change from 6.50 hours per day to 7.50 hours per day	August 22, 2013	See attached memo.
PRINDLE, Lynne	Paraprofessional	Garfield Elementary School	Approve revision of contract to reflect change in hours due to additional duties needed – change from 7.00 hours per day to 7.50 hours per day	August 22, 2013	See attached memo.
STANDLEY, Sue	Paraprofessional	Garfield Elementary School	Approve revision of contract to reflect change in hours due to additional duties needed – change from 7.00 hours per day to 7.50 hours per day	August 22, 2013	See attached memo.

**“EXHIBIT B”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: September 9, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GATES, David	Custodian	Lewis and Clark Elementary School	Accept letter of resignation	August 31, 2013	See attached letter.
STANTON, Jeana	Food Server/Cashier	Fergus High School	Approve appointment on schedule—FS Step 0 for up to 4.25 hours per day for up to 173 days	August 30, 2013	See attached memo.
NOEL, Cindy	Route Bus Driver	School District #1	Approve appointment on schedule—TRANSP Step 0 for up to 5.50 hours per day for up to 179 days	September 9, 2013	See attached memo.
NOEL, Cindy	Activity Bus Driver/In-Town Driver/Fueling	School District #1	Approve appointment on schedule at \$10.50 per hour on an as needed basis	September 9, 2013	See attached memo.
WILSON, Ryan	Paraprofessional	Fergus High School	Approve revision of contract to reflect change in hours due to additional duties needed – change from 4.00 hours per day to 7.00 hours per day	August 22, 2013	See attached memo.
ORTMAN, Karl	Instrumental Music Director	Fergus High School	Approve Out-of-State Travel to attend the Oktubafest at the International Peace Garden on the Manitoba/North Dakota Border	October 4-7, 2012	See attached memo.
MURPHY, Jill	Assistant Girls Basketball Coach	Fergus High School	Approve appointment on schedule—(0.090)	September 9, 2013	See attached memo.
BLAZICEVICH, Jenifer	Builder’s Club Advisor	Lewistown Junior High School	Approve appointment on schedule—(0.015)	September 9, 2013	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

11

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 10/14/2013

SUMMARY:

Approve claims paid through October 10, 2013, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2013 include: Stan Monger, Joe Irish, Barb Thomas, and Jennifer Thompson.

SUGGESTED ACTION: Approve Claims as Presented

☐ **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

10/14/2013

Agenda Item No.

12 - 13

<u>Agenda Items</u>	<u>Additional Information</u>
12. Approve Additions to the Substitute List for the 2013-2014 School Year.	
13. Approve Out-of-District Student Attendance Agreement Request for Placement in the Lewistown Public Schools.	

SUGGESTED ACTION: Approve All Items

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

10/14/2013

Agenda Item No.

12

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Sandi Chamberlain Date: 10/14/2013

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2013-2014 School Year as listed below:

Substitute Teacher/Aide List:

Tricia Gatz
Jackie Hall
Richard Krillenberger
Karen Seyfert
Eric Vanderbeek
Gloria Wahl

SUGGESTED ACTION: Approve the Additions to the Substitute List 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						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

13

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

ITEM TITLE: APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 10/14/2013

SUMMARY:

The Board of Trustees needs to approve the following request for an out-of-district student to attend the Lewistown Public Schools as indicated below. The district of residence is Moore Public Schools.

Kyler T. Fleming
4268 Beaver Creek Road
Lewistown MT 59457

4th Grade

Garfield Elementary

SUGGESTED ACTION: Approve Out-of-District Student Attendance Agreement Request for Placement in the Lewistown Public Schools

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

14

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

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

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 10/14/2013

SUMMARY:

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

Information being added to this policy has been highlighted.

SUGGESTED ACTION: Approve First Reading of Board Policy #7329—Petty Cash Funds

☒ 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						

SECOND READING

Lewistown School District

FINANCIAL MANAGEMENT

7329

Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of Thirty-Five Dollars (\$35), postage, delivery charges, and freight. Individual personal reimbursements which exceed Thirty-Five Dollars (\$35) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to:

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

Fergus High School and Lewistown Junior High School are further authorized to keep petty cash on hand for athletic events. These cash boxes will be limited to Six Hundred Dollars (\$600) and Three Hundred Dollars (\$300), respectively. Fergus High School is also authorized to keep a \$400 petty cash box on hand for concessions and other non-athletic events.

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

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

Policy History:

Adopted on: June 28, 2004
Revised on: September 22, 2008
Revised on: November 10, 2008
Revised on: June 28, 2010
Revised on: February 11, 2013

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

15

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

ITEM TITLE: FIRST READING—BOARD POLICY #5120 – HIRING PROCESS AND CRITERIA

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 10/14/2013

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5120—Hiring Process and Criteria.

Information being added to this policy has been highlighted.

SUGGESTED ACTION: Approve First Reading of Board Policy #5120—Hiring Process and Criteria

☒ 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						

FIRST READING

Lewistown School District

PERSONNEL

5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. Educational support personnel applicants are initially screened by the principal. The District shall hire highly qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities and veterans' preferences. All applicants must complete a District application form in order to be considered for employment.

Each applicant must provide a written authorization for a criminal background investigation. The Superintendent will keep a conviction record confidential as required by law and District policy. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Every newly hired employee must provide the District documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

Certification

The District shall require that its contracted certificated staff hold a valid Montana Teacher or Specialist Certificate endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the County Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and administrator shall bring their current, valid certificate to the central office at the time of initial employment as well as at the time of each renewal of certification.

The central office will register all certificates, noting the class and endorsement and updating the permanent record card as necessary. In addition, the central office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: 20-4-202, MCA Teacher and specialist certification registration
39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure
37.114.1010, ARM Employee of School: Day Care Facility Care Provider
No Child Left Behind Act of 2001 (P.L. 107-110)

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

16

☐ 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: 10/14/2013

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:

HIGHLAND PARK	Upright Piano	
FERGUS HIGH SCHOOL	Recliner Chair	Projector – Model NEC WT 610
LINCOLN BUILDING	HP Fax Machine Model 3050	6 – Printers
21 – Dell Laptop Computers	127 - Dell Desktop Computers	49 – IBM Laptop Computers
1 – Dell Latitude 110L	1 – Dell Latitude D600	2 – Dell Power Edge Servers
1 – D-LINK DWL-G700AP Access Point	1 – D-LINK DI-804HV Router	1 – IBM ThinkPad
2 – IBM ThinkPad R51	1 – Linksys BEFSR41 Battery Charger	Misc Rack Shelves and Brackets
Misc IDE/EIDE HDD'S	3 – Network Racks	

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 above 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 14th day of October 2013.

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

ATTEST:

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

To be published in the News Argus on October 19, 2013

P.O. #

BIDDING INFORMATION

Any persons interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on Friday, November 1, 2013, at 5:00 p.m. Bidders will be notified of the results. For general questions, please contact Rebekah Rhoades at 535-8777 x 116.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

17

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

ITEM TITLE: APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE LEWISTOWN
EDUCATION ASSOCIATION AND THE LEWISTOWN PUBLIC SCHOOLS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 10/14/2013

SUMMARY:

Lewistown Public Schools is part of the pilot program for the Montana Educator Performance Appraisal System (Montana-EPAS). The Montana-EPAS is the state model for the evaluation of teachers and school leaders.

The Board of Trustees needs to approve the Memorandum of Understanding (MOA) between the Lewistown Education Association and the Lewistown Public Schools in regards to participation in this pilot program.

SUGGESTED ACTION: Approve Memorandum of Understanding between the Lewistown Education Association and the Lewistown Public Schools

☒ **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						

MONTANA EDUCATOR PERFORMANCE APPRAISAL SYSTEM (Montana-EPAS)

PILOT

Memorandum of Understanding

This Memorandum of Understanding (MOU) entered into this 14th day of October, 2013, by and between the Board of Trustees, Lewistown Public Schools, hereinafter called the "Board" or "District" and the Lewistown Education Association, hereinafter called the "Association", "Federation", or "Union".

This MOU will work in conjunction with the related contractual language contained in the Collective Bargaining Agreement (CBA) between the Association and the District. All other provisions of the CBA and applicable law shall remain in full force and effect.

This MOU shall take effect on October 14, 2013. This MOU shall terminate, and any superseded provision in the CBA in effect prior to the adoption of the MOU shall be reinstated on June 30, 2014. This MOU may be extended by mutual agreement of the afore named parties.

The Montana Educator Performance Appraisal System, hereafter called the Montana-EPAS, is the state model for the evaluation of teachers and school leaders. This standards-based evaluation system is designed to encourage professional learning through a continuum of career development. The Montana-EPAS provides useable tools for school districts to pilot the state model or use a common framework to begin aligning local systems of evaluation to the state standards. Improving professional practice of educators will help to assure student success.

- A. The evaluation instrument employed pursuant to the MOU and state law shall be based on the evaluation components and criteria set forth in the Montana-EPAS. Any modification to the Montana-EPAS must be mutually agreed upon by the afore named parties.
- B. Teachers shall be advised as to the evaluative procedures provided for by this MOU prior to October 30, 2013.
- C. Performance Appraisal Criteria
 - 1. Observation of teacher performance shall be conducted according to the procedure outlined in the Montana-EPAS.
 - 2. Formal observations and the formal observation process is defined in the LPS Collective Bargaining Agreement.
 - 3. Informal observations and the informal observation process is defined in the LPS Collective Bargaining Agreement.
- D. Number of Observations and Evaluations
 - 1. Non-tenured teachers shall be observed in the performance of their work assignments for the purpose of formal evaluations at least twice yearly. The first observation and evaluation shall be made by November 15 and the second shall be made before March

15, in accordance with the Montana-EPAS. Principals will utilize monthly walkthroughs/observations to formally or informally observe teacher performance. Non-tenured teachers and teachers on a plan of improvement will be formally evaluated at least two times each year. By November 15 an Interim Evaluation Report will be completed for all non-tenured teachers and given to the teacher for review and signature. An Interim Evaluation Report may be completed for a tenured teacher if deemed necessary or beneficial by the building principal.

2. Tenured teachers will have a written evaluation and a minimum of one informal observation every year as established by the building principal. Additionally, every other year a tenured teacher will be scheduled to use the selected formal observation(s) process (as defined in Section A above). The written evaluation must be submitted to the Superintendent prior to June 1 by the administration.

On a year when a tenured teacher may be assigned to use the peer observation process they will be required to observe two different teacher lessons or classrooms (unless required as per section G - Improvement of Professional Personnel) and are to share their observation with each teacher observed. As a part of the peer observation process they are to have a conference to discuss these observations with their building principal. Likewise, the written evaluation must be submitted to the Superintendent prior to June 1 by the administration. (LPS CBA 2012-2014)

E. Improvement of Professional Performance

1. An improvement plan shall be developed in accordance with the Montana-EPAS when: the overall lesson is unsatisfactory as a result of unsatisfactory performance in any one or more component areas; or the teacher's performance in any component is rated as "unsatisfactory" on the summative evaluation regardless of the overall rating; or a teacher's overall performance is rated as "unsatisfactory" on the summative evaluation form.
2. Should deficiencies be observed in the performance of a teacher, the evaluator shall provide the teacher with specific, reasonable, written recommendations for improvement and with definite, positive assistance including time during the school day, material resources, and/or consultant services to implement the recommendations. The plan for the improvement of professional performance shall begin as soon as practical. When the teacher fails to meet the written recommendations for improvement and non-renewal is imminent, the teacher is entitled to representation. (LPS CBA 2012-2014)

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 14th day of October, 2013.

LEWISTOWN EDUCATION ASSOCIATION

**BOARD OF TRUSTEES,
LEWISTOWN PUBLIC SCHOOLS**

BY _____
PRESIDENT

BY _____
BOARD CHAIR

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

10/14/2013

Agenda Item No.

18

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

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 10/14/2013

SUMMARY:

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

SUGGESTED ACTION: Approve Extension of Winifred Bus Routes 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

Fergus County Courthouse
712 West Main, Suite 104, Lewistown, MT 59457
406-535-3136
FAX: 406-535-2819
E-mail: suptofschool@co.fergus.mt.us

Fergus County
Superintendent of Schools
Rhonda Long

Administrative Assistant
Sally McBurney

September 25, 2013

Dear Mr. Butcher,

The Winifred School Board was approached about an extension of our Salt Creek Route which is southwest of town. The board was aware that the family requesting the extension lived in the Lewistown School District. While researching the extension, we found out that we have not asked permission to cross the corner of the Lewistown district this year. We currently run through the district from the intersection of the Salt Creek Road and Moulton Road and continue west and north for approximately 5.3 miles where the route reenters the Winifred School district. We apologize for this oversight and would like to correct it by requesting Lewistown to approve this crossing into their school district.

As a separate request, a family has asked the Winifred School District to extend the Salt Creek Bus Route into the Lewistown School District. The extension would require the bus to turn west off of Salt Creek Road onto Plum Creek Road for approximately 4.3 miles. The bus would turn around and return to the Salt Creek Road for the remainder of the route. The total distance of this extension is about 8.6 miles and all in the Lewistown School District. The Winifred School District Board has approved this request. We ask that your board consider approving this extension also.

If you have any questions, please feel free to contact myself or Barb Solf.

Sincerely,


Rhonda Long
Fergus County Superintendent of Schools

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:

The current Salt Creek Bus Route enters the Lewistown Elementary School District from the intersection of the Salt Creek Road and Moulton Road and continues west and north for approximately 5.3 miles where it reenters the Winifred K-12 School District.

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

Gordon Wichman

Board Chair
Winifred School District #115

Board Chair
Lewistown School District #1

Date: 09/126/2013

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.

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:

Salt Creek Bus Route would turn west off of the Salt Creek Road on to the Plum Creek Road for approximately 4.3 miles. The bus would turn around and retrace its path on the Plum Creek Road, then continue on the Salt Creek Route. Total distance for this extension will be approximately 8.6 miles. This entire extension is in the Lewistown Elementary School District.

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

Gordon Wichman

Board Chair
Winifred School District #115

Date: 09/26/2013

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

10/14/2013

Agenda Item No.

19

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 10/14/2013

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ 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**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 14, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
LANTZER, Jo Ann	Accompanist	Lewistown Junior High School	Accept letter of resignation	September 13, 2013	See attached letter.
LONG, Jared GARBER, LeAnn 15 Students	FFA Advisor Adult Chaperone	Fergus High School	Approve Out-of-State Travel to attend the National FFA Convention in Louisville, KY	October 26, 2013 – November 3, 2013	See attached letter.
MARTIN, Sherry	Purchasing/Accounts Payable	School District #1	Accept letter of resignation	December 31, 2013	See attached letter.
ADAMS, Steven	Paraprofessional	Fergus High School	Approve appointment on schedule— PARA Step 0+CERT for up to 4.00 hours per day for up to 144 days	October 14, 2013	See attached memo.

September 13, 2013

Mr. Majerus,

As I have considered the changes being made to the schedule, and only needing me three weeks prior to the concerts, this is not adequate hours for the amount of work that I need. I have enjoyed my work here at the Junior High, very much. I have found it a great place to interact with students and teachers, alike. I have found that the expertise I have acquired through the years, and the experiences that I have had in singing, directing and accompanying, have helped as I have been able to come along side of the teacher, to encourage, and help her become the best that she could be.

In my years of experience, adding the accompanist only three weeks prior to a concert, is not enough time. Usually, a director teaches some about the rhythm and the timing of a piece, then the accompanist plays the accompaniment while the students follow along, counting. The accompanist also helps the entire time, playing melody and counter parts for the students to follow along with, or just to listen. Then slowly the accompanist begins adding the accompaniment, so that the student becomes familiar with that. The last three weeks before a concert is usually spent adding dynamics, and definitely working on "problem" areas.

In light of the above, I hereby resign my position as accompanist for the Junior High. I do this with much regret, as I have loved this job so much.

Sincerely,



Jo Ann R. Lantzer

School District Number 1 Trustees,

My name is Jared Long and I am the Agriculture Education Instructor/FFA Advisor. I am seeking your approval to travel with students to the National FFA Convention in Louisville, KY. This year we qualified our Environmental Science Natural Resource team. The students competing in the National ENRS Career Development Event are Calli Dixon, Cody Boyce, Joe Jensen and Kyle Patten. All Fergus students attending the National FFA Convention are listed below.

Cody Boyce
Cheyenne Monfils
Johnny Rainey
Joe Jensen
Lesley Berg
Kenzie Andersen
Kyle Patten
Ashley Bonney

Shelby Choate
Kaycee Gobble
Kaitlyn Poss
Calli Dixon
Whitney Weeden
Mark Garber
Cameron Carter
LeAnn Garber - Adult

Our intent is to travel in a Fergus Cruiser with the FFA Chapters of Winifred, Huntley Project, Malta and Chinook, along with their Advisors. We are leaving Lewistown early Saturday morning October 26th and return Sunday November 3rd. We will be touring aspects of the agriculture industry not commonly seen in Montana in route to Louisville. Students will experience opportunities they might not be able to experience in Montana. If you have any questions please feel free to contact me. Thank you for your consideration.

Jared Long
Fergus High Ag. Ed. / FFA Advisor

LETTER OF RESIGNATION

October 4, 2013

Lewistown Board of Trustees

Jason Butcher, Supt.

Rebekah Rhoades, Business Mgr/Clerk

This letter is to inform you of my plan to retire from the Lewistown Public Schools, effective December 31, 2013.

This was a very hard decision for me but I feel it is in my best interest to do so at this time.

I am very grateful for all of the help and support everyone has given me over the past couple of years.

I wish the best for all of you.

Respectfully,

Sherry D. Martin

Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Supt.
From: Jerry Feller, FHS Principal
Date: October 11, 2013
Re: Hiring Recommendation

Following is a hiring recommendation for a Paraprofessional at Fergus High School:

Steven Adams

PARA Step 0+CERT Up to 4 hours per day for up to 144 days

A student requiring a one-on-one aide per team recommendations recently enrolled at Fergus. Mr. Adams has been working as a substitute teacher for the District for the last few years and submitted an application packet for this paraprofessional position. He has a B.A. Political Science and is currently taking classes to become a certified teacher.

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 (2015).
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
2013-2014 SCHOOL CALENDAR

A. Pupil Instruction

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

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

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

2013-2014		
Regular Board Meetings		
July	8	5:30 p.m.
Aug	12	5:30 p.m.
Sept	9	7:00 p.m.
Oct	14	7:00 p.m.
Nov	11	7:00 p.m.
Dec	9	7:00 p.m.
Jan	13	7:00 p.m.
Feb	10	7:00 p.m.
Mar	10	7:00 p.m.
Apr	14	7:00 p.m.
May	12	7:00 p.m.
June	9	5:30 p.m.

Holidays / Vacations (Dates Inclusive)

September 2	Labor Day
October 17-18	Fall Vacation (Teachers - Convention)
November 7	Parent Teacher Conferences (Vacation Day for Students)
November 8	Vacation Day
November 27-29	Thanksgiving Vacation
December 23-January 3	Winter Break
January 20	PIR (Vacation day for Students)
February 28	Vacation Day
April 18-21	Spring Break
May 26	Memorial Day
May 27	Memorial Day