

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, December 12, 2016**

**REGULAR BOARD MEETING**

**CALL TO ORDER (6:00 p.m.)**

1. Roll Call
2. Pledge of Allegiance
3. Report—Student Representative
4. Report—LEA
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.
7. Report—Election Information
8. Report—Investment
9. Report---Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

11. Minutes of the November 14, 2016, Regular Board Meeting

**APPROVAL OF CLAIMS**

12. Claims

**INDIVIDUAL ITEMS**

13. Approve Second Reading---Board Policy #8205 – Meal Charge Policy
14. Approve Second Reading---Board Policy #8210 -- Procurement Policy for School Food Purchase
15. Approve Second Reading---Board Policy #2510 – School Wellness
16. Approve First Reading---Board Policy #7736P – Out of Town Travel Regulations
17. Approve Additions to the Substitute List for the 2016-2017 School Year
18. Approve Personnel Report

**EXECUTIVE SESSION**

19. Superintendent's Evaluation

**ADJOURNMENT**

*A hard copy of the complete Agenda is available at the LPS Central Office  
or on the Lewistown Public Schools Website:  
<http://www.lewistown.k12.mt.us/content/40>*

## **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:

- Speaker must first be recognized by the Chair and identify him/herself.
- Comments may not infringe on the rights to privacy of another.
- 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.
- Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have the opportunity to address the same issue also. Items discussed may, at the discretion of the Board, be placed on a later agenda.
- 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.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/12/2016

Agenda Item No.

3

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Mikayla Comes

**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:

# FHS School Board Report

December 12, 2016

Mikayla Comes

## Student Council

- Completing a “Student Moral Project” where inspirational quotes, jokes and monthly events will be posted in bathroom stalls
- Organizing fundraising- one popular idea among students is to tape Mr. Friesen and Mr. Elliott to the wall with duct tape; we would charge \$1.00 for one piece of tape
- Responsible for FHS Concessions on Dec. 6th

## Spanish Club

- Chocolate bar fundraiser in full swing (contact a Spanish Club member if interested :)
- Ordering club t-shirts for members
- Planning further fundraisers to pay for Language Days in Missoula, MT

## Key Club

- In charge of Blessings in a Backpack every week
- Served at the Hospice Fundraiser on Nov. 25th
- Signing up to work the “Pop a Shot” at halftime of basketball games

## Youth Mentoring:

- Holiday Party on Dec. 11th
- Organizing a schedule to work FHS Concessions at upcoming basketball games
- This year we have the largest number of mentor/mentee pairs with 50 in total
- This year was also the first year that there were more high school students apply than there were elementary students in need

## National Honor Society

- Blood drive on Dec. 8th

## FFA

- 40 members attended John Deere Ag. Expo in Bozeman:
  - 2nd place Veterinary Science Team (Chloe Arndt/Caleb Russell/Traci Choate/Mikayla Comes)
- Hosting Judith Basin Winter Districts on Dec. 7th
- Hung up Christmas lights and garland on light poles on Main St.
- Hosted a Winter Dance for all FHS students earning \$125 and collecting 75 cans of food

## Science Olympiad

- Had a successful State competition:
  - 3rd as a team out of 46 teams
  - Nic Sweeney/Chase Farrar placed 3rd in “Materials Science”
  - Nic Sweeney/Jarrold Russell-3rd- “Wind Power”

- Kayla Irish/Amanda Sweeney-1st- “Rocks and Minerals”
- Jon Chen/Emily Eckhardt-4th- “Forensics”
- Jarrod Russell/Jon Chen-3rd- “Robot Arm”

#### FCCLA

- Working on STAR events for State Convention in the spring
- Sold 350 peach, apple and cherry pies
- Holiday Party on Dec. 19th

#### Art Club

- In the process of restoring the murals in the stairwells and on the track

#### BPA

- Working on projects for State Competition
- Volunteered to ring the Salvation Army bell on Dec. 22nd
- Helped with “A Night With the Clause’s”
- Little Caesar's fundraiser in full swing (contact a BPA member if interested :)

#### Outdoors Club

- 23 members went paintballing on Nov. 13th
- Trimmed Willows for the Mackler Stream Restoration Project
- Hiked Limekiln

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/12/2016

Agenda Item No.

4

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees    Prepared By: LEA Representative

**SUMMARY:**

The Lewistown Education Association (LEA) would like to update the Board of Trustees on the activities and happenings for their organization.

**SUGGESTED ACTION:** Informational Report

Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**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

**SUMMARY:**

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

Attached is the list for Standing Committees of the Board for the 2016-2017 School Year.

**SUGGESTED ACTION:** Informational Report

Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

**STANDING COMMITTEES OF THE BOARD  
2016-2017 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	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  
2016-2017 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	Jennifer Thompson	Monte Weeden
Activities	2	X				X		
Curriculum Committees:								
Science	1						X	
Social Studies	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

12/12/2016

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: \_\_\_\_\_

**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:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/12/2016

Agenda Item No.

7

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

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2017.

Attached are the Terms of Office Listing and the 2017 School Election Calendar.

Board members terms of office that are due to expire in 2017 include: Troy Kelsey, Kris Birdwell and Shelley Poss.

**SUGGESTED ACTION:** Informational

Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

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

	<b>Expire 2017</b>	<b>Expire 2018</b>	<b>Expire 2019</b>
<b>SCHOOL DISTRICT #1</b>	Kris Birdwell Shelley Poss Troy Kelsey	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson

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


- \_\_\_\_\_ 3-year term (to expire in 2020)
- \_\_\_\_\_ 3-year term (to expire in 2020)
- \_\_\_\_\_ 3-year term (to expire in 2020)

**Declaration of Intent Filed for Nomination of School Board Trustee:**

## SCHOOL ELECTION CALENDAR 2017

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	<b>Thursday, December 8 through Thursday, March 23</b>	<p><b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with election administrator. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b></p> <p><i>Candidate must be registered to vote at the time the Oath is filed.</i></p>	<p><a href="#">13-10-201</a></p> <p><a href="#">20-3-305</a></p>
At least 70 days before	<b>Tuesday, February 21</b>	<p><b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage but it need NOT be posted. The trustees must also appoint three election judges per precinct.</p> <ul style="list-style-type: none"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li> </ul>	<p><a href="#">13-19-202</a></p> <p><a href="#">13-19-203</a></p> <p><a href="#">20-9-422</a></p> <p><a href="#">20-20-201</a></p> <p><a href="#">20-20-203</a></p>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, February 24</b>	<p><b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.</p>	<p><a href="#">20-20-201(2)(a)</a></p>
At least 60 days before	<b>Friday, March 3</b>	<p><b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: <a href="http://opi.mt.gov/pdf/schoolfinance/ElecHB/MailBallot/WrittenPlan.pdf">http://opi.mt.gov/pdf/schoolfinance/ElecHB/MailBallot/WrittenPlan.pdf</a></p>	<p><a href="#">13-19-205</a></p>
Not less than 30 days before	<b>Sunday, March 5 through Sunday, April 2</b>	<p><b>Window to publish notice of the close of regular registration.</b> At least 30 days prior to the election, the election administrator shall publish notice of the close of regular registration and the availability of late registration. The notice must include when and where a voter may register and obtain a ballot. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places, AND posted on the district's website, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. <b>Notice should be published within the 4 weeks before the close of regular registration.</b></p>	<p><a href="#">13-2-301</a></p> <p><a href="#">20-20-204</a></p> <p><a href="#">20-20-311</a></p> <p><a href="#">20-20-312</a></p>
Not later than 5pm the day before ballot certification	<b>Thursday, March 30 (by 5 p.m.)</b>	<p><b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	<p><a href="#">20-3-305(3)(a)</a></p>
Not later than 5pm the day before ballot certification	<b>Thursday, March 30 (by 5 p.m.)</b>	<p><b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b></p>	<p><a href="#">20-3-305(2)(b)</a></p>

<b>Days From Election</b>	<b>Deadlines</b>	<b>Event (Special Instances Identified in Green)</b>	<b>MCA Citation</b>
No later than the 30th day before	<b>Friday, March 31</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-101</a>
Not less than 30 days before	<b>Friday, March 31</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not less than 30 days before	<b>Friday, March 31</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
30 days before any election	<b>Monday, April 3</b>	<b>Close of regular voter registration.</b> Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	<a href="#">13-2-301</a>
Not more than 30 days before	<b>Monday, April 3</b>	<b>Contact your county election administrator</b> for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Day after Close of Regular Registration	<b>Tuesday, April 4</b>	<b>Start of Late Registration.</b> Late voter registrations starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	<a href="#">13-2-304</a>
Not less than 10 days, or more than 40 days before	<b>Thursday March 23 Through Saturday, April 22</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained. <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">20-20-204</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
At least 20 days before	<b>Wednesday, April 12</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed)</li> <li>• Instructions for voting and returning the ballot</li> <li>• A secrecy envelope, free of an marks that would identify the voter</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 12 through Monday, April 17</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>
Day before (By Noon)	<b>Monday, May 1</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>**Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 1</b>	<b>Deliver certified copy of the lists of registered electors.</b> Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<a href="#">20-20-313</a>
Day before (between noon and 5pm)	<b>Monday, May 1</b>	<b>Late registration closed.</b> Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	<a href="#">13-2-304</a>
Election Day 	<b>Tuesday, May 2</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 8</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. At that time election judges convene and a determination is made as to whether or not the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">13-15-107</a>
Following receipt of the tally sheets from all polls and within 15 days after the election	<b>Wednesday, May 17</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvass	<b>Monday, May 8 through Monday, May 22</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 8 through Monday, May 22</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>

<b>Days From Election</b>	<b>Deadlines</b>	<b>Event (Special Instances Identified in Green)</b>	<b>MCA Citation</b>
Within 15 days after receipt of certificate of election	<b>Thursday, June 1</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent.  <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance. **In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>
Within 15 days of election	<b>Wednesday, May 17</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
June 1	<b>Thursday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

***If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.***

#### **Additional References:**

Sample forms can be found at this address:

[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

Election Manual: <http://opi.mt.gov/pdf/SchoolFinance/ElecHB/16ElectionManual.pdf>

MT Secretary of State's Office: <http://sos.mt.gov/Elections/index.asp>

**NOTE:** Candidates for trustee positions in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at:

<http://politicalpractices.mt.gov/default.mcp.x>.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/12/2016

Agenda Item No.

8

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades

SUMMARY:

Interest amounts for the month of November were not available at the time of posting.

SUGGESTED ACTION: Informational

Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:



**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

9

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

**ITEM TITLE:** REPORT—SUPERINTENDENT

**Requested By:** Superintendent    **Prepared By:** Superintendent

**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.

- ❖ PIR Training—January 18, 2017
- ❖ MQEC
- ❖ Winter Wellness Challenge
- ❖ Garfield Winter Program—Tuesday, December 13, 2016—6:00 p.m.—FCPA
- ❖ FHS Choir Concert—Thursday, December 15, 2016—7:00 p.m.—FCPA
- ❖ Highland Park Winter Program—Tuesday, December 20, 2016—2:00 p.m.—FCPA
- ❖ No School—December 21, 2016 – January 2, 2017—Winter Break
- ❖ LJHS VB— Practice Begins —Monday, January 2, 2017
- ❖ Home Athletic Games/Meets:
  - BBB vs. Billings Central—Friday, December 16, 2016—4:00/5:30/7:00 p.m.
  - BBB/GBB vs. Huntley Project—Saturday, December 17, 2016—2:00/3:30/5:00/6:30 p.m.
  - BBB vs. Custer County—Tuesday, December 20, 2016—3:00/4:30/6:00 p.m.
  - GBB vs. Belgrade—Thursday, December 22, 2016—4:00/5:30/7:00 p.m.
  - BBB vs. Conrad—Friday, January 6, 2017—4:00/5:30/7:00 p.m.
  - GBB vs. Havre—Saturday, January 7, 2017—3:00/4:30/6:00 p.m.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/12/2016

Agenda Item No.

10

- 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: \_\_\_\_\_

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:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

11

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

**ITEM TITLE:** MINUTES

**Requested By:** Board of Trustees   **Prepared By:** Rebekah Rhoades

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the November 14, 2016 Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

**Additional Information Attached**   Estimated cost/fund source \_\_\_\_\_

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, November 14, 2016**

**REGULAR BOARD MEETING**

**CALL TO ORDER (6:00 p.m.)**

1. ROLL CALL  
TRUSTEES PRESENT:  
CJ Bailey, Kris Birdwell, Shelley Poss, Troy Kelsey, Jennifer Thompson  
TRUSTEES ABSENT:  
Phil Koterba, Monte Weeden  
STAFF PRESENT:  
Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Chris Hildebrandt—LEA President, Bobbie Atchison  
OTHERS PRESENT:  
Doreen Heintz – Lewistown News Argus and other interested parties.
2. PLEDGE OF ALLEGIANCE
3. Report—Student Representative  
Mikayla Comes, Student Representative to the Board, was not able to attend the meeting. A copy of her report was included in the agenda.
4. Report—LEA  
Chris Hildebrandt, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
5. Report—Committees of the Board  
The Building and Grounds Committee met on October 25, 2016 to discuss future projects. Three major projects were discussed: Junior High Window Replacement, Fergus High School/Lewis & Clark Boiler Replacements, and Repairs to the Fergus High Roof. It was determined that all three projects will be pursued.
6. Calendar Items, Concerns, Correspondence, Etc.  
No items were discussed.
7. Report—Investment  
Interest earned and distributed for September 2016, was reported with \$888.14 in the elementary funds and \$785.07 in the high school funds for a total of \$1,673.21.

Interest earned and distributed for October 2016, was reported with \$2,893.33 in the elementary funds and \$2,440.99 in the high school funds for a total of \$5,334.32.

8. Report—2015-2016 Audit Results  
Business Manager Rebekah Rhoades reported Paul Strom and Associates completed the audit for FY2015-2016. The auditors did note two findings or material weaknesses in our financial statements or internal control processes. The audit report is posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view.
9. Report—Superintendent  
Superintendent Butcher reported that Parent Teacher Conferences took place at the beginning of November. The Board decided to have one copy of the American School Board Journal in the office to be available for reading. The Solar Energy Grant that was approved last month has had a few changes, with one being that it will be installed at Lewis & Clark Elementary. Superintendent Butcher updated the Board on the staffing needs for the Technology department. The Superintendent's evaluation will take place at the December Board Meeting. Superintendent Butcher updated the Board on various events taking place throughout the District. Joyce and Ed Eck made a \$250 donation to the School District.

#### **PUBLIC PARTICIPATION**

10. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items

#### **ACTION ITEMS**

##### **MINUTES**

11. Minutes of the October 10, 2016, Regular Board Meeting – Approved Unanimously (Thompson/Kelsey)

##### **APPROVAL OF CLAIMS**

12. Claims – Approved Unanimously (Poss/Thompson)

##### **INDIVIDUAL ITEMS**

13. First Reading—Board Policy #8205 – Meal Charge Policy – Approved Unanimously (Poss/Thompson)
14. First Reading—Board Policy #8210 – Procurement Policy for School Food Purchases – Approved Unanimously (Kelsey/Birdwell)
15. First Reading—Board Policy #2510 – School Wellness – Approved Unanimously (Thompson/Poss)
16. Approve Additions to the Substitute List for the 2016-2017 School Year – Approved Unanimously (Birdwell/Kelsey)
17. Approve Personnel Report – See Exhibit A – Approved Unanimously (Kelsey/Thompson)

#### **ADJOURNMENT**

The meeting was adjourned at 6:41 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, December 12, 2016, at the Lincoln Board Room.

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**C.J. BAILEY**  
**BOARD VICE CHAIR**

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**REBEKAH RHOADES**  
**BUSINESS MANAGER/CLERK**

**"EXHIBIT A"**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
PERSONNEL REPORT FOR BOARD ACTION**

**DATE: November 14, 2016**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>RECOMMENDED ACTION</b>	<b>EFFECTIVE DATE</b>	<b>RECOMMENDED BY</b>	<b>COMMENTS</b>
<b>DONALDSON, Matt</b>	Head BB Coach	Junior High School	Approve appointment on schedule---0.070 Index -- \$2,280.53	10/17/2016	Jim Daniels/Tim Majerus	
<b>TRAFTON, Kyle</b>	First Assistant BB Coach	Junior High School	Approve appointment on schedule---0.062 Index -- \$2019.90	10/17/2016	Jim Daniels/Tim Majerus	
<b>HECHT, Banner</b>	Assistant BB Coach	Junior High School	Approve appointment on schedule---0.055 Index -- \$1,791.85	10/17/2016	Jim Daniels/Tim Majerus	
<b>INGERSOLL, Ginger</b>	Paraprofessional	Lewis & Clark	Approve appointment on schedule---PARA Step 0 for up to 7.5 hours per day for 140 days	10/24/2016	Danny Wirtzberger	
<b>HAMMOND, Laura</b>	Paraprofessional	Garfield	Approve appointment on schedule---PARA Step 0 for up to 7.5 hours per day for 134 days	11/1/2016	Matt Lewis	
<b>PHILLIPS, Sam</b>	Paraprofessional	Junior High School	Approve appointment on schedule---PARA Step 0 for up to 5 hours per day for 135 days or until student no longer needs services	10/31/2016	Tim Majerus	

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

12

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees   **Prepared By:** LuAnn Schrauth

**SUMMARY:**

Approve claims paid through December 9, 2016, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2016 include: Board Chair Phil Koterba, Shelly Poss, Jennifer Thompson and Monte Weeden.

**\*\*Need to select new Finance Committee members for January–March 2017.**

**SUGGESTED ACTION:** Approve Claims as Presented

**Additional Information Attached**   Estimated cost/fund source \_\_\_\_\_

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

13

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

**ITEM TITLE:** SECOND READING---BOARD POLICY #8205 – Meal Charge Policy

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**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades

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**SUMMARY:**

The Board of Trustees needs to approve the second reading of Board Policy #8205 – Meal Charge Policy and consider adoption of said policy.

This is a new required policy per the recommendation Montana School Boards Association.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #8205 – Meal Charge Policy

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**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

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**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						



## Lewistown School District

### NONINSTRUCTIONAL OPERATIONS

8205  
Page 1 of 2

#### Meal Charge Policy

*Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.*

Students may pay cash, check or make an online deposit for their meals at any time. Cash may be paid for a meal, even if the account has a negative balance at the time of purchase. Meals may be pre-paid by the week, month, semester or the school year.

#### Elementary

When a student has a negative balance in their account, the student will be allowed to charge up to the limit of -\$20.00. When the limit of -\$20.00 is reached, the student will be allowed offered an alternate meal. This meal charge will be added to the student's account at the standard rate and this meal will be given until the student makes a payment on the account. Lunch account monitoring is the responsibility of the parent and the child. The cashier is there for help in any way—children may ask for a balance at any time. Low Balance communication will go out once per week. Parents may also go to the Lewistown Public Schools Parent Portal to monitor their child's account.

Students are responsible for their own cash lunch money—the school will not replace stolen or lost cash. Parents that send a check for the account and the check is lost or does not appear on the account, may bring in a photo copy of the check from the bank to the office if it has been cashed. If the check was cashed by food service, corrections to the account will be made as soon as possible. If a photo copy is not available, the deposit will not be replaced.

#### Middle School and High School

When a student has a negative balance in their account, the student will not be allowed to charge additional meals. The student may call home or ask a friend to borrow money, but the District will not allow them to charge. The student may check with the cashier to see the balance of their account at any time. It is the responsibility of the parent and student to manage the prepaid account. Parents may call the Food Service Director at any time to check the balance of their child's account or the parent may go to the Lewistown Public Schools Parent Portal to monitor their child's account.

A la carte snacks are sold at both middle and high school levels. Students with a negative balance of any amount will not be allowed to charge a la carte snacks but will be allowed to purchase snacks with cash.

#### Adult Meals:

Adult meal balances must be paid in full at the end of each school year or upon termination of employment.

Collections:

The Fergus County Attorney will perform collections on any balances greater than -\$50.00.

Policy History:

Adopted on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

14

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

**ITEM TITLE:** SECOND READING---BOARD POLICY #8210 – Procurement Policy for School Food Purchases

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve the second reading of Board Policy #8210– Procurement Policy for School Food Purchases and consider adoption of said policy.

This is a new required policy per the recommendation Montana School Boards Association.

**SUGGESTED ACTION:**    Approve Adoption of Board Policy #8210 – Procurement Policy for School Food Purchases

**Additional Information Attached**    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

Procurement Policy for School Food Purchases

The Lewistown School District will adhere to the following requirements for any procurement related to food service:

**Purchases:**

- Purchases greater than \$80,000:
  - If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.
  - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.
  
- Purchases less than \$80,000:
  - Any purchase less than eighty thousand (\$80,000) will be handled in a fair and equitable manner consistent with district policy on purchasing.
  - The Lewistown School District will obtain two or more estimates when any purchase will cost more than five thousand (\$5,000) and less than eighty thousand (\$80,000).
  - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

**Standards of Conduct for District Employees:**

- The Lewistown School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
  
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district's need to obtain quality services and supplies.

- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
  - The employee
  - Any member of his/her immediate family
  - People with whom there is an intimate personal relationship
  - An organization which employs or is about to employ any of the above
- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

Policy History:

Adopted on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

15

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

**ITEM TITLE:** SECOND READING---BOARD POLICY #2510 – School Wellness

---

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades

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**SUMMARY:**

The Board of Trustees needs to approve the second reading of Board Policy #2510 – School Wellness Policy and consider adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption of Board Policy #2510 – School Wellness

---

**Additional Information Attached**    Estimated cost/fund source \_\_\_\_\_

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**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

School Wellness

The Lewistown School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Lewistown School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies and procedures.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- The School District will inform and update the public **every 3 years, at a minimum,** (including parents, students, and others in the community) about the content and implementation of the local wellness policies. The District will also measure periodically and make available to the public an assessment of the local wellness policy, including:
  - The extent to which schools are in compliance with the local wellness policy;
  - The extent to which the LEA’s local wellness policy compares to model local school wellness policies; and
  - The progress made in attaining the goals of the local wellness policy.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks]).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

The Superintendent or his/her designee will develop procedures based on the following five (5) areas of requirement.

- a. Nutrition Education Goals
- b. Physical Activity Goals
- c. Nutrition Standards for all Foods and Beverages
- d. Other School-Based Wellness Activities
- e. Governance and Evaluation

Legal Reference	P.L. 108-265	Child Nutrition and WIC Reauthorization Act of 2004
	P.L. 111-296	The Healthy, Hunger-Free Kids Act of 2010

Policy History:

Adopted on: July 24, 2006

Revised on:



**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

16

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

**ITEM TITLE:** FIRST READING--BOARD POLICY #7736P – Out of Town Travel Regulations

---

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #7736P – Out of Town Travel Regulations and consider adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption of Board Policy #7736P Out of Town Travel Regulations

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**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

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**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

Out-of-Town Travel Regulations

Standard Travel Allowance Schedule

Reimbursable travel expenses include only those incurred while traveling in connection with official District business. Departure and return times are normally considered to be when an employee leaves and returns to his/her headquarters.

Travel expense allowances payable to District employees on official travel status are governed by the Internal Revenue Service mileage rate and the state-approved per diem.

Travel Allowances Transportation – Employees must first check for availability of a District vehicle for any out-of-town travel. (See Board Policy #8121)

A. Standard Personal Vehicle Rates

1. An employee traveling in- or out-of-state, as approved by the administration and/or the Board, may claim reimbursement at the Internal Revenue Service rate per mile.

B. Public Conveyance Rates

1. An employee traveling in or out of state, as approved by the administration and/or the Board, may claim reimbursement at actual cost of public conveyance rate, as approved.
2. Out-of-state travel must be approved at least one (1) month prior to travel.

C. Direct Route Mileage

1. All employees requesting reimbursement for mileage under any mode of transportation will be reimbursed according to the State mileage chart. (See the Montana Mileage Chart on page 5.)

### Travel Allowances Meals

A. Meal allowances are not dependent on actual out-of-pocket expenses, nor is a receipt required to obtain reimbursement. Meal allowances will be paid at State rates.

B. Criteria for Meal Allowance

1. In order for travel meal reimbursements to be excludable from wages, employees must be traveling away from their tax home on their employer's business. In general, 'traveling away from tax home' means:
  - a. The employee must remain outside Fergus County substantially longer than an ordinary day's work, and
  - b. The employee needs to obtain substantial sleep or rest to meet the demands of the work while away from home.

Meal allowance payments that do not meet these criteria will be processed and taxed through payroll.

2. An employee who has been approved to travel outside the District may claim meal allowances as stated in the allowance schedule, under the following conditions:
  - a. Morning Meal if the employee's departure time to leave for a business site is **prior** to 6:00 a.m.
  - b. Midday Meal if the employee has conducted approved District business during morning hours and is scheduled to continue such business after the midday lunch period, or if the employee is in authorized transit during the entire normal lunch period.
  - c. Evening Meal if the employee is scheduled to continue District business after 6:00 p.m. (i.e., after the evening meal or the next day), OR if the employee is in authorized transit after 6:00 p.m.
3. Any meal provided by the conference in a registration fee (i.e., continental breakfast, lunch, banquet) is not reimbursable under meal expense unless specifically approved.

C. ~~Regularly Scheduled Travel: District personnel, who travel outside the District, as authorized on a regular basis, will be reimbursed for morning and evening meals at actual costs as substantiated by receipts, not to exceed the maximum allowed on the regular travel allowance schedule.~~

Travel Allowance Lodging

- A. Employees will be reimbursed for actual out-of-town out-of-pocket lodging expenses up to the maximum as allowed by State rates.
1. In order to claim lodging reimbursement, a bona fide original copy of a receipt from the lodging facility must be attached to the Travel Reimbursement Claim Form sent to the Business Office.
  2. Whenever possible, two (2) or more employees of the same sex, traveling to the same District business site, should share lodging to decrease District costs, unless prior approval has been obtained from the Superintendent.
  3. Lodging Provided. In some instances lodging may be provided to the employee but no charge directly assessed. In these instances lodging expense cannot be claimed by the employee. Examples are:
    - a. District seminars where lodging is provided Aon campus@;
    - b. Lodging is included in the registration fee.

Travel Allowances Miscellaneous

- A. Miscellaneous business expenses associated with travel are reimbursable, with appropriate documentation. Examples are:
1. Registration fees;
  2. Banquet fees which replace an approved meal;
  3. Taxi fare or in-town transit vehicle to and from District business sites or lodging sites.
- B. Miscellaneous expense items of Five Dollars (\$5) or more must be supported by paid receipts.
- C. Miscellaneous expenses must be explained in detail on the Travel Reimbursement Claim Form.

### Travel Allowances Special In-Lieu

- A. An employee may wish to use other than the most economical and expeditious mode of transportation to complete a travel-oriented work assignment. For example, an employee is required to attend a conference in Seattle. Rather than fly, the employee prefers to drive his/her private vehicle. It is permissible in this case to allow Air Travel Equivalent; that is, the cost of air travel and time. The travel time required above air travel hours would have to be completed on the employee's time (non-working hours or charged against accumulated vacation time).
- B. Applicable claims for expenses are to be clearly marked In-Lieu Allowance and the details fully explained. Reimbursements will be made for the least expensive mode of travel.

### General Rules

- A. Travel Time Allowed. It is usually necessary to begin traveling prior to the time established for a meeting appointment, conference, etc., which necessitated the travel. Also, business activities may terminate late in the day, and because of inclement weather, fatigue, unavailability of transportation, etc., it may not be feasible for the employee to promptly return to headquarters. In such cases travel expenses are allowed for a reasonable amount of time preceding and following the actual business activities which necessitated travel. Because circumstances vary, the Reasonable criterion will have to be applied on an individual basis by the Superintendent or the Board.
- B. Frequency of Filing. Every Travel Reimbursement Claim Form must be approved by your administrator and signed by the Superintendent, except for claim forms for the Superintendent, which will be signed by the Business Manager.
- C. Mode of Transportation
  - 1. Employees should travel by the least expensive class of service available within the mode of transportation being utilized. When other than the least expensive class of service is used, a full explanation of the circumstances justifying the necessity of using a more expensive class of service must be included with the travel request.
  - 2. When more than one (1) employee is approved to travel to the same District business site by personal vehicle, mileage reimbursement will be allowed for only as many vehicles as judged Reasonable to safely carry the number of employees.

### Policy History:

Adopted on: June 28, 2004  
Revised on: January 14, 2013  
Revised on: December 12, 2016

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

17

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

**ITEM TITLE:** APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2016-2017 SCHOOL YEAR

**Requested By:** Board of Trustees    **Prepared By:** Jennifer Peterson

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2016-2017 School Year as listed below:

Substitute Teacher/Aide List:

Calli Jo Dixon  
Nancy Barber  
Kathy Sue Hall

Substitute School Food Service:

Mary Cook

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2016-2017 School Year

**Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/12/2016

**Agenda Item No.**

18

- 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

**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
Bailey						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA  
PERSONNEL REPORT FOR BOARD ACTION**

**DATE: December 12, 2016**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>RECOMMENDED ACTION</b>	<b>EFFECTIVE DATE</b>	<b>RECOMMENDED BY</b>	<b>COMMENTS</b>
<b>SHIFLEY, Gabrielle</b>	Head Cheerleading Coach	Fergus High School	Accept letter of Resignation	11/12/2016		See attached letter.
<b>SWEENEY, Taylre</b>	Head Cheerleading Coach	Fergus High School	Approve appointment on schedule---\$2036.19 (Index 0.0625 x \$32,579.00)	11/14/2016	Jim Daniels	Revised contract Second half of season
<b>LAMB, Alexandra</b>	Assistant Cheerleading Coach	Fergus High School	Approve appointment on schedule---\$1205.42 (Index 0.037 x 32,579.00)	11/28/2016	Jim Daniels	Second half of season
<b>DONALD, Christina</b>	Technology Support Specialist	All Areas	Approve appointment on schedule--TECH SUPPORT SPECIALIST Step 0 for up to 8 hours per day for 124 days	12/5/2016	Bill Klawyk	
<b>WATSON, Jade</b>	Activity Bus Driver/Fueling	Transportation	Approve Extra Duty Assignment---\$11.04 per hour	12/12/2016	Steve Klippenes	
<b>EMERSON, Fraser</b>	Activity Bus Driver/Fueling	Transportation	Approve Extra Duty Assignment---\$11.04 per hour	12/12/2016	Steve Klippenes	
<b>FRANCIS, Chad</b>	Activity Bus Driver/Fueling	Transportation	Approve Extra Duty Assignment---\$11.04 per hour	12/12/2016	Steve Klippenes	
<b>MAXWELL, Shannon</b>	Paraprofessional	Highland Park	Approve appointment on schedule---PARA +30 Step 6 for up to 3 hours per day for 110 days or until student no longer needs services	12/12/2016	Matt Ventresca	
<b>WILLIAMS, Denise</b>	School Food Worker	FJHS	Accept letter of Resignation	12/14/2016		See attached letter.
<b>Stahl, Lee</b>	Ski Club Advisor	Fergus High School	Approve appointment on schedule---\$488.69 (Index 0.015 x 32,579.00)	12/14/2016	Jeff Friesen	



# **EXECUTIVE SESSION**

As per the provisions of 2-3-203  
Montana Codes Annotated.

The Board Chair,  
will now call for an Executive Session  
deeming the demands of individual privacy  
clearly exceed the merits of public disclosure.

All parties not involved in the Executive  
Session are asked to leave the Board Room  
at this time.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/12/2016

Agenda Item No.

19

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

ITEM TITLE: EXECUTIVE SESSION---SUPERINTENDENTS EVALUATION

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation

SUGGESTED ACTION: Discussion

Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

## 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.

**LEWISTOWN PUBLIC SCHOOLS  
2016-2017 SCHOOL CALENDAR**

**A. Pupil Instruction**

First Semester	90 Days	Second Semester	89 Days
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
<b>DAYS</b>	<b>DAYS</b>	<b>DAYS</b>	<b>DAYS</b>
First Week	Aug 25 -- Aug 26 2	First Week	Jan 23 -- Jan 27 5
Second Week	Aug 29 -- Sept 2 5	Second Week	Jan 30 -- Feb 3 5
Third Week	Sept 6 -- Sept 9 4	Third Week	Feb 6 -- Feb 10 5
Fourth Week	Sept 12 -- Sept 16 5	Fourth Week	Feb 13 -- Feb 17 5
Fifth Week	Sept 19 -- Sept 23 5	Fifth Week	Feb 20 -- Feb 23 4
Sixth Week	Sept 26 -- Sept 30 5	Sixth Week	Feb 27 -- Mar 3 5
Seventh Week	Oct 3 -- Oct 7 5	Seventh Week	Mar 6 -- Mar 10 5
Eighth Week	Oct 10 -- Oct 14 5	Eighth Week	Mar 13 -- Mar 17 5
Ninth Week	Oct 17 -- Oct 19 3	Ninth Week	Mar 20 -- Mar 24 5
Tenth Week	Oct 24 -- Oct 28 5		<b>44</b>
	<b>44</b>		
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
<b>DAYS</b>	<b>DAYS</b>	<b>DAYS</b>	<b>DAYS</b>
First Week	Oct 31 -- Nov 2 3	First Week	Mar 27 -- Mar 31 5
Second Week	Nov 7 -- Nov 11 5	Second Week	Apr 3 -- Apr 7 5
Third Week	Nov 14 -- Nov 18 5	Third Week	Apr 10 -- Apr 13 4
Fourth Week	Nov 21 -- Nov 22 2	Fourth Week	Apr 18 -- Apr 21 4
Fifth Week	Nov 28 -- Dec 2 5	Fifth Week	Apr 24 -- Apr 28 5
Sixth Week	Dec 5 -- Dec 9 5	Sixth Week	May 1 -- May 5 5
Seventh Week	Dec 12 -- Dec 16 5	Seventh Week	May 8 -- May 12 5
Eighth Week	Dec 19 -- Dec 21 3	Eighth Week	May 15 -- May 19 5
Ninth Week	Jan 3 -- Jan 6 4	Ninth Week	May 22 -- May 26 5
Tenth Week	Jan 9 -- Jan 13 5	Tenth Week	May 30 -- May 31 2
Eleventh Week	Jan 17 -- Jan 20 4		<b>45</b>
	<b>46</b>		

**Totals**

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

August 23-24	PIR	2.00
October 20-21	Staff Development Days - Teachers Convention	2.00
November 2-3	Parent Teacher Conferences <b>(Evening on Nov 2, All Day on Nov 3)</b>	1.50
January 16	PIR	1.00
March 28	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
Floater	PIR	1.00
		<b>8.00</b>

**Holidays / Vacations (Dates Inclusive)**

September 5	Labor Day
October 20-21	Fall Vacation (Teachers - Convention)
November 3	Parent Teacher Conferences ( <b>Vacation Day for Students</b> )
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
December 22-January 2	Winter Break
January 16	PIR ( <b>Vacation day for Students</b> )
February 24	Vacation Day
April 14-17	Spring Break
May 29	Memorial Day