

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, November 12, 2018**

**REGULAR BOARD MEETING**

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

1. Pledge of Allegiance
2. Roll Call
3. Motion to Set Agenda
4. Recognition—Business Office Staff and Student Activities Secretaries
5. Recognition---Jr. High Student Council Officer's
6. Presentation--- Scott Dubbs, Jr. High School Principal- Assessments
7. Report—Student Representative
8. Report—LEA
9. Report—Committees of the Board
10. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

11. Report—Investment
12. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

14. Minutes of the October 8, 2018, Regular Board Meeting  
Minutes of the October 25, 2018, Special Board Meeting  
Minutes of the October 30, 2018, Special Board Meeting

**APPROVAL OF CLAIMS**

15. Claims

**INDIVIDUAL ITEMS**

16. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools
17. Approve Additions to the Substitute List for the 2018-2019 School Year
18. Approve Personnel Report

**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/266>*

## 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**

11/12/18

**Agenda Item No.**

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

**ITEM TITLE:** Recognition—Business Office Staff and Student Activities Secretaries

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

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**SUMMARY:**

Business Manager, Rebekah Rhoades, would like to recognize the Business Office Staff and Student Activities Secretaries for all of the hard work they do and the finding-free audit they received for the 2017-18 school year.

**SUGGESTED ACTION:** Informational

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

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**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/18

Agenda Item No.

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

ITEM TITLE: Recognition—Jr. High School Student Council Officer's

Requested By: Board of Trustees    Prepared By: Scott Dubbs

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SUMMARY:

Scott Dubbs, JHS Principal, would like to recognize the 2018-19 Student Council Officers.

SUGGESTED ACTION: Informational

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

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NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/18

Agenda Item No.

6

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

ITEM TITLE: Scott Dubbs, Jr. High School Principal -Assessments

Requested By: Board of Trustees    Prepared By: Scott Dubbs

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SUMMARY:

Scott Dubbs, JHS Principal (previous Curriculum Director), will present to the Board of Trustees information regarding Assessment results.

SUGGESTED ACTION: Informational

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

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NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/12/18

Agenda Item No.

7

Minutes/Claims

Board of Trustees

Superintendent's Report

Action - Consent

Action - Indiv.

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Tanner Trafton

**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 Club Report

1. BPA: N/A
2. FCCLA: Had District Meeting November 6th
3. FFA: They are going to John Deer Ag Expo in Great Falls.
4. HOW Club: N/A
5. YPR Club: N/A
6. Key Club: They helped with trunk or treat for Halloween. And for November they will have a trivia night and help at the nursing home.
7. Book Club: Are starting to look at ebooks and audiobooks.
8. Art Club: N/A
9. Outdoors Club: N/A
10. Spanish Club: N/A
11. Science Olympiad: Teams are forming to work on projects.
12. Robotics: Starting to work on Science Fair projects
13. Graduation Matters: N/A
14. National Honor Society: N/A
15. F Club: N/A
16. Speech and Drama: N/A
17. Student Council: Working on planning a retreat.
18. Central Montana Youth Mentoring: Had their first large group and mentors are reporting weekly hours.
19. Astronomy Club: N/A
20. Youth Alive: N/A
21. Ducks Unlimited: N/A
22. Skills USA: N/A
23. Gay-Straight Alliance: Ordered club t-shirts.
24. Model UN:
25. Film Club: N/A
26. Tech Club: Will starting working with the 3D printers this month.

- Title government class (PAD) is presenting to the park and rev board about a bike pump track

[Quoted text hidden]

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/18

Agenda Item No.

8

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

Additional Information Attached

NOTES:



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/18

Agenda Item No.

9

- 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 2018-2019 School Year.

SUGGESTED ACTION: Informational Report

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

NOTES:

**STANDING COMMITTEES OF THE BOARD  
2018-2019 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Building & Grounds	3	X		X				X
Insurance Risk Committee	2		X			X		
Transportation	3		X		X			X

**OTHER COMMITTEES WITH BOARD REPRESENTATION  
2018-2019 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Fine Arts, Library, Technology, Guidance, Health Enhancement	2		X			X		
Health Insurance Program	2			X		X		
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/18

Agenda Item No.

10

- 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.

ACT 5 Year Summary Report

SUGGESTED ACTION:

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

\_\_\_\_\_  
NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/12/18

Agenda Item No.

11

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Below is the interest earned and distributed for September 2018:

Elementary	\$ 1,204.90
<u>High School</u>	<u>\$ 1,102.56</u>
Total	\$ 3,469.16

Below is the interest earned and distributed for October 2018:

Elementary	\$ 3,766.96
<u>High School</u>	<u>\$ 3,294.11</u>
Total	\$ 7,061.07

**SUGGESTED ACTION:** Informational

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

NOTES:

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

**BOARD AGENDA ITEM**

Meeting Date

11/12/18

Agenda Item No.

12

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

ITEM TITLE:           SUPERINTENDENT'S REPORT          

Requested By:           Superintendent              Prepared By:           Thom Peck          

**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.

- ❖ Parent/Teacher Conferences
- ❖ LJHS Veteran's Day Assembly - **Monday, November 12, 2018—2:00p.m.---**LJHS Auditorium
- ❖ FHS Gym Sound System Upgrade (11/24) and LED Lighting Upgrade (Christmas Break)
- ❖ Signage Proposal from Harry's for FHS
- ❖ Architectural Firms Interview Schedule:
  - CWG **Tuesday, November 13, 5 p.m.**
  - NE45 **Thursday, November 15, 5 p.m.**
  - SMA **Thursday, November 15, 6:30 p.m.**
  - CTA **Monday, November 19, 5 p.m.**
- ❖ Prepared Questions for Architects?
- ❖ BBB/GBB/WR—First Day of Practice—Thursday, November 15, 2018
- ❖ No School—November 21-23, 2018—Thanksgiving Vacation
- ❖ Missoula Children's Theatre – “King Arthur” – November 12 – 17, 2018
- ❖ Cat-Griz Food Drive – November 12-16, 2018
- ❖ John Deere Ag Expo – Bozeman, November 15-17, 2018
- ❖ Lewis & Clark Band and Choir Concert—Tuesday, November 29, 2018—7:00 p.m.—FCPA
- ❖ FHS Band Concert—Tuesday, December 4, 2018—7:00 p.m.—FCPA
- ❖ LJH Girls Basketball Jamboree – FHS – November 17, 2018
- ❖ BBB/GBB (FR/JV)—FHS Showcase—December 6-8, 2018—TBA
- ❖ FHS – “No Shave November” Assembly – November 30, 2018, 9:50 a.m. – Kindness Project
- ❖ FHS – Model UN Competition, November 19-20
- ❖ “Coffee with the Superintendent” - November 19th 8 a.m./6 p.m.
- ❖ FHS National Honor Society – Blood Drive – Dec. 5, 2018
- ❖ Building Tours Feedback
- ❖ Superintendent Evaluation Form

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/12/18

Agenda Item No.

13

- 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 ON NON-AGENDA ITEMS

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

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

NOTES:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

11/12/18

**Agenda Item No.**

14

**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 October 8, 2018, Regular Board Meeting
- Minutes of the October 25, 2018 Special Board Meeting
- Minutes of the October 30, 2018 Special 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						
Southworth						
Thompson						
Vantassel						
Weeden						

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, October 8, 2018**

**REGULAR BOARD MEETING**

**CALL TO ORDER (5:00 p.m.)**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

**TRUSTEES PRESENT:**

Kris Birdwell, Jennifer Thompson, Phil Koterba, Monte Weeden, Stephen Vantassel, Jeff Southworth (5:18pm)

**TRUSTEES ABSENT:**

CJ Bailey

**STAFF PRESENT:**

Business Manager/District Clerk Rebekah Rhoades, Brett Thackeray, Keithon Walter, Jared Long, Danny Wirtzberger, Tim Majerus, Holly Hesper, Jessica Miller, Jessica Vallincourt, Jeff Friesen, Karl Ortman, Jill Reed

**OTHERS PRESENT:**

Joe Zahler – KXLO Radio, Doreen Heintz – News Argus, Tom Wojtowick and other interested parties.

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Vantassel)
4. Recognition–FFA students and Mr. Long  
Jared Long, FFA Advisor and VoAg Teacher, was recently nominated for the Montana FFA Teacher of the Year. Students reported on their Fall competitions and described the process for preparing for those competitions.
5. Recognition – Fergus Golf Team and Coach Thackeray  
Brett Thackeray, Head Coach, was introduced with his players and assistant, Keithon Walters. Both the girls and boys teams won their Division.
6. Presentation – Tim Majerus, Fergus High School Principal – Hi-Set Option (5:10pm)  
Tim Majerus and Karen Durbin, FHS Counselor, presented on the Hi-Set option being proposed at the High School. One student that would be eligible for the program spoke about how it would benefit him.
7. Presentation – Danny Wirtzberger, Lewis & Clark Principal, and Staff---MBI  
Lewis & Clark Elementary staff received the MTSS Platinum Award and were introduced to the Board. Mr. Wirtzberger explained the MTSS process and the 8-year process for being chosen as a Platinum School.
8. Presentation – Danny Wirtzberger, Lewis & Clark Principal---Lewis and Clark Service Council  
Danny Wirtzberger introduced the Lewis & Clark Service Council to the Board and explained the process for campaigning for office and introduced the officers for 2018-19.
9. Report—Student Representative  
Tanner Trafton, Student Representative to the Board, was not able to attend the meeting but provided a list of updates FHS Activities in the agenda.
10. Report – LEA



Luke Brandon, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.

11. Report—Committees of the Board  
The Building and Grounds Committee will be meeting on Monday, October 15<sup>th</sup> at 7:00am in the Lincoln Board Room.
12. Calendar Items, Concerns, Correspondence, Etc.  
Thom handed out a packet of various correspondence to the Board.
  - Youth Risk Behavior Survey
  - Thank you note from SMA Architects
  - Port Authority Soft Skills
  - Red Ribbon Week
  - Administrator 20-Day Plans
13. Report—Investment  
Interest earned and distributed for August was \$3,119.35 in the Elementary and \$3,027.46 in the High School for a total of \$6,146.81. Interest earned and distributed for September was not available at the time of the meeting.
14. Report—Superintendent (5:35pm)  
Superintendent Thom Peck reported on the Student Count day held October 1st. The school audit was completed and came back with no findings. The Board was reminded that MCEL is October 18<sup>th</sup> and 19<sup>th</sup>. Mr. Peck updated the Board on the lighting projects. Last year, when the school calendar was set, the intention was to have the January PIR day take place on Martin Luther King Day. Approval of that calendar will be brought forward at the November Board Meeting. The Board was updated on various dates and events taking place throughout the District (corrections were made to dates listed in the agenda incorrectly).

#### **PUBLIC PARTICIPATION**

15. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items (5:47pm)  
Luke Brandon reported that the Newspaper is reporting the time of the Board Meeting in the News Argus as 7:00pm. The Board Policy also needs to be updated on the school website to what was approved previously.

#### **ACTION ITEMS**

##### **MINUTES**

16. Minutes of the September 10, 2018, Regular Board Meeting – Approved unanimously (Bailey/Birdwell)

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

17. Claims -- Approved unanimously (Birdwell/Vantassel)  
Claims Committee for October through December 2018 will be Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden.

##### **INDIVIDUAL ITEMS**

18. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property -- Approved unanimously (Thompson/Bailey)
19. Approve Fergus High School Gay-Straight Alliance (GSA) Club Student Activity Account -- Approved unanimously (Bailey/Thompson)
20. Approve Closing Fergus High School Eastern MT Jazz and Newspaper Student Activities Accounts -- Approved unanimously (Bailey/Weeden)
21. Approve Out-of-District Student Attendance Agreement Requests for Placement in and out of the Lewistown Public Schools -- Approved unanimously (Weeden/Thompson)
22. Approve Additions to the Substitute List for the 2018-2019 School Year -- Approved unanimously (Bailey/Southworth)
23. Approve Personnel Report -- See Exhibit A -- Approved unanimously (Vantassel/Weeden)

**ADJOURNMENT**

The meeting was adjourned at 5:55 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, November 12, 2018, at the Lincoln Board Room.

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**PHILLIP R. KOTERBA**  
**BOARD CHAIR**

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

**EXHIBIT 'A'**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday October 8, 2018**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>ELLIOTT, Karen</b>	Food Service	Fergus High School	Approve appointment on schedule - FOOD SERVER Step 0, 3 hours per day, 5 days per week (15 hours per week) for up to 154 days	10/8/2018	Amie Friesen	
<b>KARHI, Alysann</b>	Paraprofessional	Garfield School	Approve appointment on schedule - PARA EDUCATOR - CERT Step 0 for up to 7.5 hours per day for up to 165 days	9/20/2018	Matt Lewis	New Position
<b>KINGSFORD, Mandi</b>	Food Service	Jr. High School/Central Kitchen	Approve appointment on schedule -SECOND BAKER- Step 0, for up to 4 hours per day 5 days per week, FOOD SERVER - Step 2 for up to 2.5 hours per day 5 days per week (total 32.5 hours per week) for up to 160 days	9/17/2018	Amie Friesen	Revised Contract
<b>LARSON, Darla</b>	Food Service	Garfield School	Approve appointment on schedule - FOOD SERVER Step 0, Lunch Server 2.5 hours per day 5 days per week (Total 12.5 hours per week) for up to 154 days	10/8/2018	Amie Friesen	
<b>MADDUX, John</b>	Custodian	Garfield School	Accept Letter of Resignation	10/5/2018	Jason Fry/Matt Lewis	See attached letter.
<b>O'DELL, Fleeta</b>	Office, Sub-Call In, Bus Aide, Playground Aide	Garfield School	Approve appointment on schedule-SECRETARY Step 11+45 CEU'S, SUB CALL IN Step 11+45 CEU'S, BUS AIDE---PARA Step 11+45 CEU'S, PLAYGROUND AIDE-PARA Step 11+45 CEU'S for up to 6 hours per day for up to 153 days	10/8/2018	Matt Lewis	Revised Contract
<b>PARKHURST, Karen</b>	Food Service	Central Kitchen	Approve appointment on schedule -KITCHEN AIDE Step 0, Afternoon Aide 3 hours per day 5 days per week (15 hours per week) for up to 154 days per year	10/8/2018	Amie Friesen	
<b>PIERCE, Lorri</b>	Food Service	Highland Park/Central Kitchen	Approve appointment on schedule ----KITCHEN AIDE Step 0, Morning Food Prep 1.5 hours per day, FOOD SERVER Step 0 Lunch 3.5 hours per day (25 hours per week) for 169 days per year	9/17/2018	Amie Friesen	Revised Contract

**EXHIBIT 'A' CONTINUED**  
**LEWISTOWN PUBLIC SCHOOLS**  
**LEWISTOWN, MONTANA**

**Monday October 8, 2018**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>SCHURMAN, Karen</b>	Food Service		Accept Resignation	8/21/2018	Amie Friesen	Verbal Resignation.
<b>SWEENEY, Taylre</b>	Cheerleading Coach	Fergus High School	Accept Resignation	10/2/2018	Tim Majerus	See attached letter.

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Wednesday, October 25, 2018**

**SPECIAL BOARD MEETING**

**CALL TO ORDER (7:00 A.M.)**

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey

TRUSTEES ABSENT:

Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, Monte Weeden, Stephen Vantassel, Jeff Southworth

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Matt Ventresca, Scott Dubbs, Danny Wirtzberger, Matt Lewis, Amie Friesen, Jason Fry, Bobbie Atchison, Logan Smith

OTHERS PRESENT:

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

**PUBLIC PARTICIPATION**

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

There was no public participation.

**BOARD OF TRUSTEES**

4. CORRESPONDENCE

There was no correspondence.

5. ARCHITECT REQUEST FOR QUALIFICATIONS (RFQ) DISCUSSION

Thom Peck sent out RFQ's to eight Architects recommended by School Administrators of Montana (SAM). The focus of the RFQ's was safety and security, infrastructure, and enrollment trends. DA Davidson has approached the District with debt limitations. There is not a set timeline for the Bond Election, but November 2020 is the unofficial date at this time due to the General Election that will be taking place.

Discussion regarding the Bond and the reasons for it took place. The consensus was that the bond must focus on need first and foremost. In addition, the District is required to update their Facilities Plan by June 30, 2019.

Mr. Peck shared RFQ's received from the following six Architects: CWG Architecture, Mosaic Architecture, LPW Architects, SMA Architects, CTA Architects, NE45 Architect.

6. **SELECTION OF FINALISTS TO BE INTERVIEWED**

The following Architects will be interviewed: NE45, SMA, CWG, CTA. Selection must of the finalist must take place no later than December 19, 2018.

**ADJOURNMENT**

The meeting was adjourned at 8:16 a.m. (Bailey – unanimous).

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**CJ BAILEY**  
**BOARD VICE CHAIR**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Tuesday, October 30, 2018**

**SPECIAL BOARD MEETING**

**CALL TO ORDER (5:00 P.M.)**

1. ROLL CALL  
TRUSTEES PRESENT:  
Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, CJ Bailey,  
Stephen Vantassel  
TRUSTEES ABSENT:  
Monte Weeden, Jeff Southworth  
STAFF PRESENT:  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah  
Rhoades, Logan Smith  
OTHERS PRESENT:  
Charlie Dennison – News Argus, Diane Oldenburg, Rick Wright, Dave  
Byerly, Dan Bartel, Jody Ruckman, Barb Gilskey
2. PLEDGE OF ALLEGIANCE  
The group recited the Pledge of Allegiance.

**PUBLIC PARTICIPATION**

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO  
ADDRESS THE BOARD  
There was no public participation.

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

4. Approve Letter of Intent to Acquire Central Montana Education Center Property – Approved  
Unanimously (Bailey/Thompson)  
Diane Oldenburg, Educational Opportunities of Montana (EOCM) Director, gave  
an explanation of the request for the transfer of the property.

## **ADJOURNMENT**

The meeting was adjourned at 5:22 p.m. (Bailey – unanimous).

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**PHILLIP KOTERBA**  
**BOARD CHAIR**

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



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/12/18

**Agenda Item No.**

15

- 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 November 9, 2018, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2018 include: Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden.

**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						
Southworth						
Thompson						
Vantassel						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/12/18

**Agenda Item No.**

16

- 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 AND OUT OF LEWISTOWN PUBLIC SCHOOLS

**Requested By:** Board of Trustees    **Prepared By:** Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the following requests for out-of-district students to attend the Lewistown Public Schools as indicated below.

Student	Grade	District of Residence	District of Choice
T	9	Winifred	Lewistown
U	8	Winifred	Lewistown

**SUGGESTED ACTION:** Approve Out-of-District Student Attendance Agreement Requests for Placement Inside/outside of Lewistown Public Schools

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/12/18

**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 2018-2019 SCHOOL YEAR

**Requested By:** Board of Trustees    **Prepared By:** Christy Rogers

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2018-2019 School Year as listed below:

Substitute Teacher/Para:

Loretto Spiering  
Kellie Foreman  
Katy Anderson

Substitute Bus Driver:

David Betts

Substitute School Food List:

Robin Fisk  
Eileen Newman

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2018-2019 School Year

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/12/18

**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:** Thom Peck

**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						
Southworth						
Thompson						
Vantassel						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday November 12, 2018**

<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>BLAZICEVICH, Mishaela</b>	Food Service	Highland Park & Central Kitchen	Approve appointment on schedule - FOOD SERVER Step 0 at Highland Park for up to 3.75 hours per day. KITCHEN AIDE Step 0 at Central Kitchen for up to 3 hours per day (Total up to 33.75 hours per week, 5 days per week ) for up to 128 days.	11/19/2018	Amie Friesen	Amandra Tombarge
<b>CONRAD, Cassidy</b>	Food Service	Fergus High School	Approve appointment on schedule - FOOD SERVER Step 0, 3 hours per day, 5 days per week (15 hours per week) for up to 128 days.	11/19/2018	Amie Friesen	
<b>DRISSELL, Paula</b>	Assistant Speech & Drama Coach	Fergus High School	Approve appointment on schedule--(.075 x \$33,729.00) \$2,529.68 PARTIAL STIPEND \$1,897.20 (10-29-18 thru 1-31-19).	10/29/2018	Jim Daniels	
<b>ELLIOTT, Karen</b>	Food Service	Fergus High School	Verbal resignation	10/15/2018	Amie Friesen	
<b>FIGUEROA, Raymond</b>	Custodian	Fergus High School	Approve appointment on schedule - MAINTENANCE II - Step 0 for up to 8 hours per day for up to 165 days	11/12/2018	Tim Majerus/Jason Fry	Abigail Stickel
<b>GOODWIN, Rachel</b>	Interim Head Cheerleading Coach	Fergus High School	Approve appointment on schedule --(.0125 x \$33,729.00) \$4,216.13 PARTIAL STIPEND \$952.96 contract dates (10-3-18 thru 11-16-18).	10/3/2018	Jim Daniels	
<b>GOODWIN, Rachel</b>	Assistant Cheerleading Coach	Fergus High School	Approve appointment on schedule--(.074 x \$33,729.00) \$2,495.95 PARTIAL STIPEND \$1,515.81 contract dates (8-13-18 thru 10-2-18) and (11-19-18 thru 3-15-19).	11/19/2018	Jim Daniels	Revised Contract
<b>HAMMOND, Laura</b>	Paraprofessional	Garfield School	Resignation	10/31/2018	Matt Lewis	See Attached Letter

LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA

Monday November 12, 2018

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>LOGAN, Sandra</b>	Custodian	Fergus High School	Approve appointment on schedule -MAINTENANCE II Step 0 for up to 8 hours per day for up to 165 days	11/12/2018	Tim Majerus/Jason Fry	Replace Thomas Ramey/John Maddux at Garfield
<b>PARKHURST, Karen</b>	Food Service	Central Kitchen	Verbal resignation	10/15/2018	Amie Friesen	
<b>PERRINE, Michael</b>	Bus Driver	Bus Barn	Approve appointment on schedule - TRANS Step 0 for up to 4 hours per day for up to 132 days	11/12/2018	Steve Klippeness	
<b>PFAU, Jennifer</b>	Head Cheerleading Coach	Fergus High School	Approve appointment on schedule --(.125 x \$33,729.00) \$4,216.13 PARTIAL STIPEND \$2,194.70 contract dates (11-19-18 thru 3-15-19)	11/19/2018	Jim Daniels	Replace Taylre Sweeney
<b>ROGERS, Chebey</b>	Magazine Sales Advisor	Fergus High School	Approve appointment on schedule--(.020 X \$33,729.00) \$674.58 Butter Braid Fundraiser for Junior Class.	11/12/2018	Jeff Friesen	
<b>SALVINELLI, Cheryl</b>	Paraprofessional	Junior High	Approve appointment on schedule - PARA EDUCATOR - CERT Step 0 for up to 7.5 hours per day for up to 132 days	11/12/2018	Scott Dubbs	New Position
<b>SLEATER, Edwin</b>	One on One Paraprofessional	Fergus High School	Approve temporary appointment on schedule - PARA EDUCATOR -Cert Step 0 for up to 7.5 hours per day for up to 132 days	11/12/2018	Tim Majerus	Temporary Position

10-10-2018

To whom it may concern:

Please accept this letter of resignation as a paraprofessional for the Lewistown School District # 1. I want to thank you for the wonderful opportunity for working with such wonderful staff. My last day will be October 31, 2018.

Laura Hammond

## 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 2018-2019 SCHOOL CALENDAR

### A. Pupil Instruction

First Semester	90 Days	Second Semester	89 Days
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
First Week	Aug 23 -- Aug 24 2	First Week	Jan 21 -- Jan 25 5
Second Week	Aug 27 -- Aug 31 5	Second Week	Jan 28 -- Feb 1 5
Third Week	Sept 4 -- Sept 7 4	Third Week	Feb 4 -- Feb 8 5
Fourth Week	Sept 10 -- Sept 14 5	Fourth Week	Feb 11 -- Feb 15 5
Fifth Week	Sept 17 -- Sept 21 5	Fifth Week	Feb 18 -- Feb 21 4
Sixth Week	Sept 24 -- Sept 28 5	Sixth Week	Feb 25 -- Mar 1 5
Seventh Week	Oct 1 -- Oct 5 5	Seventh Week	Mar 4 -- Mar 8 5
Eighth Week	Oct 8 -- Oct 12 5	Eighth Week	Mar 11 -- Mar 15 5
Ninth Week	Oct 15 -- Oct 17 3	Ninth Week	Mar 18 -- Mar 22 5
Tenth Week	Oct 22 -- Oct 26 5		<b>44</b>
	<b>44</b>		
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
First Week	Oct 29 -- Nov 2 5	First Week	Mar 25 -- Mar 28 4
Second Week	Nov 5 -- Nov 7 3	Second Week	Apr 1 -- Apr 5 5
Third Week	Nov 12 -- Nov 16 5	Third Week	Apr 8 -- Apr 12 5
Fourth Week	Nov 19 -- Nov 20 2	Fourth Week	Apr 15 -- Apr 17 3
Fifth Week	Nov 26 -- Nov 30 5	Fifth Week	Apr 23 -- Apr 26 4
Sixth Week	Dec 3 -- Dec 7 5	Sixth Week	Apr 29 -- May 3 5
Seventh Week	Dec 10 -- Dec 14 5	Seventh Week	May 6 -- May 10 5
Eighth Week	Dec 17 -- Dec 21 5	Eighth Week	May 13 -- May 17 5
Ninth Week	Jan 3 -- Jan 4 2	Ninth Week	May 20 -- May 24 5
Tenth Week	Jan 7 -- Jan 11 5	Tenth Week	May 28 -- May 31 4
Eleventh Week	Jan 15 -- Jan 18 4		<b>45</b>
	<b>46</b>		
		<b>Totals</b>	
			179

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

August 21-22	PIR	2.00
October 18-19	Staff Development Days - Teachers Convention	2.00
November 7-8	Parent Teacher Conferences <i>(Evening on Nov. 7 from 4:00-7:00 pm; All Day Nov. 8)</i>	1.50
January 14	PIR	1.00
March 26	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
<b>1 Floating PIR</b>		<b>1.00</b>
		<b>8.00</b>

### C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24 - January 2	Winter Break
January 14	<b>PIR (Vacation day for Students)</b>
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day