

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, December 21, 2020

SPECIAL BOARD MEETING

Meeting ID

meet.google.com/cbp-zawf-nxb

Phone Numbers

(US)[+1 413-961-2543](tel:+14139612543)

PIN: 793 035 806#

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

BOARD OF TRUSTEES

1. Roll Call
2. Pledge of Allegiance
3. Discussion – Retirement Incentive
4. Discussion – Certified Stipend Additional PIR

PUBLIC PARTICIPATION

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

INDIVIDUAL ITEMS

6. Approve Second Reading of Policy 1910 – COVID-19 Emergency Measure Personnel Use of Leave

EXECUTIVE SESSION

7. Superintendents 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/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

12/21/2020

Agenda Item No.

3

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

ITEM TITLE: DISCUSSION - RETIREMENT INCENTIVE

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board will discuss the possibility of offering a retirement incentive, Luke Brandon will bring a proposal from the LEA.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/21/2020

Agenda Item No.

4

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

ITEM TITLE: DISCUSSION – CERTIFIED STIPEND AND ONE DAY PER MONTH PIR

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board needs to discuss the proposal made by the LEA at the December 14, 2020 Board Meeting

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/21/2020

Agenda Item No.

5

- 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 on non-agenda items.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

12/21/2020

Agenda Item No.

6

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

ITEM TITLE: APPROVE SECOND READING OF POLICY 1910 –COVID-19 EMERGENCY MEASURE PERSONNEL USE OF LEAVE

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy 1910 –COVID-19 Emergency Measures Personnel Use of Leave due to the impending expiration of the Families First Coronavirus Response Act (FFCRA).

The changes made to this policy will extend the current FFCRA leave through 3/31/21 or until other Federal Legislation is passed, whichever comes first. Leave balances will be carried over from December 30, 2020.

SUGGESTED ACTION: Approve Second Reading of District Policy 1910

Additional Information Attached

NOTES:

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

Lewistown School District

COVID-19 Emergency Measures

1910

Personnel Use of Leave

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to inform School District staff about leave options. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

District Leave

School District staff may utilize accumulated leave granted in accordance with Montana law, District policy, a Collective Bargaining Agreement, or applicable Memorandum of Understanding through the regular procedures governing the type of leave requested.

Staff members not covered by a memorandum of understanding are eligible for emergency paid sick leave in accordance with this paragraph. In addition to the District leave noted above, employees may also utilize 80 hours of additional leave during the 2020-2021 school year in the event the employee satisfies the criteria for established for Emergency Paid Sick Leave under the terms of the Families First Coronavirus Response Act (FFCRA) and as outlined in this policy. Employees may also utilize one week of paid sick leave capped at 40 hours in addition to the 80 hours previously established by FFCRA.

Federal Law Controls Federal Leave Provisions

The Board of Trustees has adopted this policy and related forms on the referenced date based on the law and available federal and state guidance as of the date of such adoption. Federal and state guidance can change following adoption of this policy and forms. To the extent that any subsequently adopted guidance or federal regulation or other controlling interpretation of the law results in a conflict between such guidance, regulation or controlling interpretation and this policy or forms, the provisions of the guidance, regulation or controlling interpretation controls to the extent of any such conflict. The School District shall take reasonable steps to ensure that staff are notified of any change in guidance or federal regulation or other controlling interpretation of the law that creates a conflict with any provision of this policy or forms.

Emergency Paid Sick Leave

In accordance with Federal law, employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine in accordance with a Federal,

State, or local government order or advice of a health care provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F1 – Emergency Paid Sick Leave
Emergency Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F2 – Emergency Family Medical Leave.

Legal Reference: Families First Coronavirus Response Act

Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form
Policy 1910F2 - Emergency Family Medical Leave Form
Policy 1909 – Human Resources and Personnel
Policy 5321 – Leaves of Absence
Policy 5328 – Family Medical Leave Act
Policy 5329 – Long Term Illness
Policy 5330 – Maternity and Paternity Leave
Policy 5334 - Vacations

Policy History:

Adopted on: 5/11/2020

Reviewed on:

Revised on:

Terminated on: 6/30/2020

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

12/21/2020

Agenda Item No.

7

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

ITEM TITLE: EXECUTIVE SESSION---SUPERINTENDENT'S 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.

PUPIL INSTRUCTION	First Semester				89 days	Second Semester				90 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 26	to	Aug 28	3	First Week	Jan 19	to	Jan 22	4
	Second Week	Aug 31	to	Sept 4	5	Second Week	Jan 25	to	Jan 29	5
	Third Week	Sept 8	to	Sept 11	4	Third Week	Feb 1	to	Feb 5	5
	Fourth Week	Sept 14	to	Sept 18	5	Fourth Week	Feb 8	to	Feb 12	5
	Fifth Week	Sept 21	to	Sept 25	5	Fifth Week	Feb 15	to	Feb 19	5
	Sixth Week	Sept 28	to	Oct 2	5	Sixth Week	Feb 22	to	Feb 25	4
	Seventh Week	Oct 5	to	Oct 9	5	Seventh Week	March 1	to	March 5	5
	Eighth Week	Oct 12	to	Oct 14	3	Eighth Week	March 8	to	March 12	5
Ninth Week	Oct 19	to	Oct 23	5	Ninth Week	March 15	to	March 19	5	
Tenth Week	Oct 26	to	Oct 30	5						
				45						43
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
First Week	Nov 2	to	Nov 4	3	First Week	March 22	to	March 26	5	
Second Week	Nov 9	to	Nov 13	5	Second Week	March 29	to	April 1	4	
Third Week	Nov 16	to	Nov 20	5	Third Week	April 6	to	April 9	4	
Fourth Week	Nov 23	to	Nov 25	3	Fourth Week	April 12	to	April 16	5	
Fifth Week	Nov 30	to	Dec 4	5	Fifth Week	April 19	to	April 23	5	
Sixth Week	Dec 7	to	Dec 11	5	Sixth Week	April 26	to	April 30	5	
Seventh Week	Dec 14	to	Dec 18	5	Seventh Week	May 3	to	May 7	5	
Eighth Week	Dec 21	to	Dec 23	3	Eighth Week	May 10	to	May 14	5	
Ninth Week	Jan 4	to	Jan 8	5	Ninth Week	May 17	to	May 21	5	
Tenth Week	Jan 11	to	Jan 15	5	Tenth Week	May 25	to	May 28	4	
				44						47
										Total Days 179

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 17	New Staff Orientation	
	August 24-25	All Staff Orientation/PIR	2.0
	October 15-16	Staff Development Days <i>Teachers Convention</i>	2.0
	November 4-5	Parent-Teacher Conferences <i>Evening Nov. 4, All Day Nov. 5</i>	1.5
	March 25	Parent-Teacher Conferences <i>Conferences Evening Only Full School Day for Students</i>	.5
	May 24	PIR Day	1.0
	Floating PIR Day	<u>1.0</u>	
		8.0	

HOLIDAYS & VACATIONS	<i>Dates Inclusive</i>	September 7	Labor Day
	November 6	Vacation Day	
	November 26-27	Thanksgiving Vacation	
	Dec 24-Jan 3	Winter Break	
	January 18	Vacation Day	
	February 26	Vacation Day	
	April 2-5	Spring Break	
	May 31	Memorial Day	
July 5	Vacation Day (12-mo employees)		

