

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Wednesday, September 18, 2019**

**SPECIAL BOARD MEETING**

**CALL TO ORDER (6:30 A.M.)**

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

5. Minutes of the August 12, 2019, Regular Board Meeting  
Minutes of the August 31, 2019, Special Board Meeting

**APPROVAL OF CLAIMS**

6. Claims

**INDIVIDUAL ITEMS**

7. Approve First Reading---Board Policy 1425 ---Abstentions from Voting
8. Approve First Reading---Board Policy 1512 ---Conflict of Interest
9. Approve First Reading---Board Policy 2100 --School Year Calendar and Day
10. Approve First Reading---Board Policy 4301 ---Community Relations
11. Approve First Reading---Board Policy 8425F --Service Animals in District Facilities
12. Approve Resolution to Restate and Amend the Lewistown Public Schools 403(b) Plan
13. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside/outside of the Lewistown Public Schools
14. Approve Additions to the Substitute List for the 2019-2020 School Year
15. Approve Personnel Report

**WORK SESSION (7:00 A.M.)**

16. CTA Architects --Facilities Discussion

**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**

09/18/2019

**Agenda Item No.**

4

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

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**SUMMARY:**

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

**SUGGESTED ACTION:**

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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**

09/18/2019

**Agenda Item No.**

5

- 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 August 12, 2019, Regular Board Meeting
- Minutes of the August 29, 2019 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 7<sup>th</sup> Avenue South  
Lewistown, Montana 59457

**MONDAY, August 12, 2019**

**REGULAR BOARD MEETING**

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

1. ROLL CALL  
TRUSTEES PRESENT:  
CJ Bailey, Jennifer Thompson, Monte Weeden, Phil Koterba, Stephen Vantassel, Jeff Southworth  
TRUSTEES ABSENT:  
Kris Birdwell,  
STAFF PRESENT:  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Bobbie Atchison, Leslie Long, Jared Long, Jondie Rianda, Scott Dubbs  
OTHERS PRESENT:  
Robert Pfund—KXLO Radio, Miriam Campan—Lewistown News Argus and other interested parties.
2. PLEDGE OF ALLEGIANCE  
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – Approved Unanimously (Bailey/Thompson)
4. PRESENTATION – LEWISTOWN SEA LIONS  
Jennifer DeGuzman presented the Sea Lions swim team who won the State title this summer.
5. PRESENTATION – 2019-20 FFA OFFICERS  
James Aldrich, FFA President, and Jacy Ayers, Treasurer, presented their goals for the 2019-20 school year.
6. REPORT—COMMITTEES OF THE BOARD  
There were no committee meetings.
7. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.  
Change in Spring Parent/Teacher Conferences, preliminary enrollment, a summer maintenance update and Fun Facts about Lewistown Public Schools was shared.
8. REPORT—INVESTMENT  
Interest earned and distributed for June 2019 was reported with \$9,260.60 in the elementary funds and \$7,810.15 in the high school funds for a total of \$17,070.75. Interest earned and distributed for July 2019 will be reported in September.
9. REPORT—SUPERINTENDENT  
Thom Peck, Superintendent, updated the Board on staffing throughout the District. There has been and will be numerous training sessions for staff taking place prior to the first day of school. The back to school schedule and various

dates and events taking place throughout the District were shared. The first CTA Board Work Session will be taking place in the near future. The Board was informed that the Central Montana Education Center Building has officially been transferred to Lewistown Public Schools. Mr. Peck updated the Board on legal activities. A summary of the upgrades to technology were provided to the Board.

#### **PUBLIC PARTICIPATION**

10. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS

James Aldrich reported that the FFA will be attending the National FFA Convention and noted that they are looking for donations for those students that may not be able to afford it.

#### **ACTION ITEMS**

##### **MINUTES**

11. MINUTES OF THE JULY 8, 2019, REGULAR BOARD MEETING – approved unanimously (Weeden/Bailey).

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

12. CLAIMS – the claims referenced in the 2019-2020 Bill Schedule and submitted through August 9, 2019, were approved unanimously (Bailey/Thompson). The Finance Committee for July-September 2019 will be Board Chair Phil Koterba, CJ Bailey, Stephen Vantassel, and Jennifer Thompson.

##### **INDIVIDUAL ITEMS**

13. APPROVE LEWISTOWN PUBLIC SCHOOLS 2018-2019 ANNUAL REPORT – approved unanimously (Bailey/Southworth).
14. APPROVE ELEMENTARY TRUSTEES' FINANCIAL SUMMARY FOR THE 2018-2019 FISCAL YEAR – approved unanimously (Weeden/Southworth)
15. APPROVE HIGH SCHOOL TRUSTEES' FINANCIAL SUMMARY FOR THE 2018-2019 FISCAL YEAR – approved unanimously (Bailey/Weeden)
16. APPROVE ELEMENTARY BUDGET FOR THE 2019-2020 FISCAL YEAR – approved unanimously (Thompson/Weeden)
17. APPROVE HIGH SCHOOL BUDGET FOR THE 2019-2020 FISCAL YEAR – approved unanimously (Weeden/Thompson)
18. APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC FOR SPECIAL EDUCATION EXPENSES – approved unanimously (Bailey/Thompson).
19. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT OUTSIDE/INSIDE OF LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Bailey/Weeden).
20. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2019-2020 SCHOOL YEAR – approved unanimously (Thompson/Southworth).
21. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Weeden/Bailey).

#### **ADJOURNMENT**

The meeting was adjourned at 7:45p.m. (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, September 9, 2019, at the Lincoln Board Room.

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**PHILIP KOTERBA**  
**BOARD CHAIR**

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

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

**Monday August 12, 2019**

| <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>ATCHISON, Bobbie</b>  | Payroll Specialist                | Central Office                         | Accept Letter of Resignation  | 12/31/2019                      | Rebekah Rhoades       | See attached letter   |
| <b>BETTS, David</b>      | Bus Driver                        | Lewistown Public Schools               | Approve appointment on schedule --TRANS Step 0 for 5 days per week for up to 4.5 hours per day for 185 days   | 8/7/2019                        | Rob Odermann          | See attached memo   |
| <b>BLACKADAR, Leslie</b> | Food Server                       | Garfield School                        | Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 4, Food Server for 5 days per week for 3.75 hours per day for up to 187 days                               | 8/19/2019                       | Amie Friesen          | Revised Contract  |
| <b>CARTER, Floyd</b>     | Bus Driver                        | Lewistown Public Schools               | Approve appointment on schedule --TRANS Step 1 for 5 days per week for up to 8 hours per day for 185 days   | 8/7/2019                        | Rob Odermann          | Revised Contract  |
| <b>CONRAD, Cassidy</b>   | Food Server/Kitchen Aide (Dishes) | Fergus High School and Central Kitchen | Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 1, Food Server for 5 days per week for 4 hours per day and Kitchen Aide for 3 hours per day up to 187 days | 8/19/2019                       | Amie Friesen          | Revised Contract  |
| <b>GOSSACK, Anita</b>    | Food Server                       | Lewis and Clark School                 | Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE + 30 Step 1, Food Server for 5 days per week for 3.5 hours per day for up to 187 days                           | 8/19/2019                       | Amie Friesen          | Revised Contract  |
| <b>GRUENER, Matthew</b>  | Driver Education Instructor       | Fergus High School                     | Approve appointment at \$25.00 per hour as needed for behind-the-wheel driving instruction  | August 21, 2019 -- May 29, 2020 | Thom Peck             | Matthew will be teaching in the classroom and assisting in the behind-the-wheel driving instruction |
| <b>LELEK, Jonette</b>    | Food Server                       | Lewis and Clark School                 | Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 8, Food Server for 5 days per week for 3.75 hours per day for up to 187 days                               | 8/19/2019                       | Amie Friesen          | Revised Contract  |
| <b>PETERS, Elma</b>      | Food Server                       | Highland Park School                   | Approve appointment on schedule--FOOD SERVER Step 0 for up to 3.5 hours per day for up to 187 days  | 8/19/2019                       | Amie Friesen          | Revised Contract replacing Lorri Pierce   |
| <b>PIERCE, Lorri</b>     | Food Server/Kitchen Aide          | Highland Park Schol                    | Accept Letter of Resignation  | 7/10/2019                       | Amie Friesen          | See attached letter   |
| <b>RAMMELT, Tanna</b>    | Kitchen Aide                      | Central Kitchen                        | Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0, Kitchen Aide 5 days per week for 5 hours per day for up to 187 days                                      | 8/19/2019                       | Amie Friesen          | Yui Phansombun  |

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday August 12, 2019**

| <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>RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS</b> | EXTRA CURRICULAR ASSIGNMENTS                 | Lewistown Jr. High       | Approve appointment on schedule as recommended   | 8/12/2019                      | Jim Daniels/Tim Majerus | See attached list   |
| <b>GOBBLE, Cassi</b>                                | Special Education Summer School Teacher/Aide | Lewistown Public Schools | Approve appointment on schedule as per attached recommendation   | August 5-16, 2019              | Chelsey Rogers          | See attached memo   |
| <b>RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS</b>     | Bus Drivers                                  | Lewistown Public Schools | Approve appointment on schedule as recommended on attachment   | 8/7/2019                       | Rob Odermann            | See attached list   |
| <b>SCOTT, Lanette</b>                               | Food Server                                  | Fergus High School       | Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 0, Food Server for 5 days per week for 3 hours per day for up to 187 days | 8/19/2019                      | Amie Friesen            | Replacing Jan Mane  |
| <b>SHELAGOWSKI, Brett</b>                           | Driver Education Instructor                  | Fergus High School       | Approve appointment at \$25.00 per hour as needed for behind- the-wheel driving instruction  | August 21, 2019 - May 29, 2020 | Thom Peck               | Bret will be teaching in the classroom and assistng in the behind-the-wheel driving instruction |
| <b>TRAFELET, Jeffrey</b>                            | Study Skills Paraprofessional                | Fergus High School       | Accept Verbal Resignation  | 8/5/2019                       | Tim Majerus             |   |
| <b>WALKER, Debra</b>                                | Bus Driver                                   | Lewistown Public Schools | Approve appointment on schedule --TRANS + 45 Step 1 for 5 days per week for up to 4 hours per day for up to 185 days                       | 8/7/2019                       | Rob Odermann            | Revised Contract  |



**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Wednesday, August 29, 2019**

**SPECIAL BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Tim Majerus, Jeff Friesen, Jim Daniels, Jessica Miller, Jason Fry, Bobbie Atchison

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. APPROVE EMERGENCY FOOTBALL COOP WITH GRASS RANGE & WINNETT FOR FALL 2019 – Approved Unanimously (Birdwell/Weeden)

**ADJOURNMENT**

The meeting was adjourned at 7:11 a.m. (Thompson – 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**

09/18/2019

**Agenda Item No.**

6

- 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 September 6, 2019, as approved by the Finance Committee.

Members of the Finance Committee for July-September 2019 include: Board Chair Phil Koterba, CJ Bailey, Stephen Vantassel, and Jennifer Thompson.

**\*\*Need to select new Finance Committee members for October-December 2019.**

**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**

09/18/2019

**Agenda Item No.**

7

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #1425 –ABSTENTIONS FROM VOTING

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy # 1425 –Abstentions from voting of said policy.

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

Removed specific references to situations where abstentions are permitted that are otherwise inconsistent with state law.

**SUGGESTED ACTION:** Approve Revision of Board Policy

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

**NOTES:**

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

Abstentions from Voting

Subject to the requirements and limitations set forth in Policies 1511 and 1512, 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each trustee present. As a general rule of thumb, trustees should vote on all issues, unless casting a vote would be a violation of law. ~~In accordance with Montana law, there are instances in which it would be unlawful or inappropriate for a trustee to cast a vote on a particular issue, including, but not necessarily limited to, the following:~~

- ~~1. When hiring the relative of a trustee;~~
- ~~2. When casting a vote would directly and substantially affect, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or in which the trustee is engaged as counsel, consultant, representative, or agent;~~
- ~~3. When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a trustee has a substantial personal interest in a competing firm or undertaking;~~
- ~~4. When casting a vote would cause a trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the trustee (while acting in the trustee=s official capacity) or by the Board;~~
- ~~5. When casting a vote would put the trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.~~

~~In addition, a trustee shall be allowed to abstain from voting in order to avoid the appearance of impropriety or the appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in the minutes and may include an explanation of the reasons for the abstention. The Board discourages abstentions, unless the reasons are substantiated as provided herein.~~

|                  |               |   |
|------------------|---------------|---|
| Legal Reference: | 20-3-323, MCA | District policy and record of acts                              |
|                  | 2-2-121, MCA  | Rules of conduct for public officers and public employees       |
|                  | 2-2-105, MCA  | Ethical requirements for public officers and public employees   |
|                  | 20-9-204, MCA | Conflicts of interests, letting contracts, and calling for bids |
|                  | 20-1-201, MCA | School officers not to act as agents                            |

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

8

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #1512 –CONFLICT OF INTEREST

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy #1512 –Conflict of Interest 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 Revision of Board Policy

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

**NOTES:**

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

Conflict of Interest

A trustee may not:

1. engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
3. act as an agent or solicitor in the sale or supply of goods or services to a district.
4. have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions which are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. be employed in any capacity by the District.
6. perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm for undertaking.
7. perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
8. appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.
  - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
  - b. This prohibition does not apply to the renewal of an employment contract of a person who was initially hired before the Board member to whom he/she is

related assumed the position.

- c. This prohibition does not apply if the trustees comply with the following requirements: 1) All trustees, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

## Degrees of Affinity

Affinity is the legal relationship arising as the result of marriage. Relationship by affinity terminates upon the death of one of the spouses or other dissolution of marriage, except when the marriage has resulted in issue still living.

## Degrees of Consanguinity

|                         |                  |                       |                             |  |   |                                     |                             |
|-------------------------|------------------|-----------------------|-----------------------------|--|---|-------------------------------------|-----------------------------|
|                         |                  |                       |                             | 4<br>Great Great Grandparent             |   |                                     |                             |
|                         |                  |                       | 3<br>Great Grandparent      | 5<br>Great Great Uncle                   |   |                                     |                             |
|                         | 2<br>Grandparent |                       | 4<br>Great Uncle            |  | 6<br>Child of Great Uncle                 |                                     |                             |
| 1<br>Parent             |                  | 3<br>Uncle            |                             | 5<br>Child of GG Uncle                   |   | 7<br>Grandchild of GG Uncle         |                             |
| <b>Appointing Power</b> |                  |                       |                             |  |   |                                     |                             |
|                         | 2<br>Brother     |                       | 4<br>1 <sup>st</sup> Cousin |  | 6<br>2 <sup>nd</sup> Cousin               |                                     | 8<br>3 <sup>rd</sup> Cousin |
|                         |                  | 3<br>Nephew           |                             | 5<br>1 <sup>st</sup> Cousin once removed |   | 7<br>2 <sup>nd</sup> Cousin removed |                             |
| 1<br>Child              |                  |                       |                             |  |   |                                     |                             |
|                         | 2<br>Grandchild  |                       | 4<br>Grand Nephew           |  | 6<br>1 <sup>st</sup> Cousin twice removed |                                     |                             |
|                         |                  | 3<br>Great Grandchild |                             | 5<br>Great Grand Nephew                  |   |                                     |                             |
|                         |                  |                       | 4<br>Great Great Grandchild |  |   |                                     |                             |

## Degrees of Affinity

|                                   |                    |  |  |                         |  |                               |
|-----------------------------------|--------------------|--|--|-------------------------|--|-------------------------------|
|                                   |                    |  |  |                         |  | 3<br>Great Grandfather-in-law |
|                                   |                    |  |  | 2<br>Grandfather-in-law |  |                               |
|                                   | 1<br>Father-in-law |  |  |                         |  | 3<br>Uncle-in-law             |
| <b>Spouse of Appointing Power</b> |                    |  |  | 2<br>Brother-in-law     |  |                               |
|                                   |                    |  |  |                         |  |                               |
|                                   | 1<br>Step Child    |  |  |                         |  | 3<br>Nephew-in-law            |
|                                   |                    |  |  | 2<br>Step Grandchild    |  |                               |
|                                   |                    |  |  |                         |  | 3<br>Step Great Grandchild    |



Cross Reference: 1425 Abstentions from Voting  
1511 Code of Ethics for School Board Members

Legal Reference: 2-2-302, MCA Appointment of relative to office of trust or  
emolument unlawful B exceptions B publication of  
notice

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

9

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

**ITEM TITLE:** FIRST READING—REVISION OF BOARD POLICY #2100 – SCHOOL YEAR CALENDAR AND DAY

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy # 2100 –School Year Calendar and Day 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**.

Clarify “School Fiscal Year” section to reflect state law

**SUGGESTED ACTION:** Approve Revision of Board Policy

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

**NOTES:**

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

**Lewistown School District**

**INSTRUCTION**

2100

School Year Calendar and Day

School Calendar

Subject to 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of days in a school term, length of the school day, and the number of school days in a school week. When proposing to adopt changes to a previously adopted school term, school week, or school day, the trustee shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; (c) and from the people who live within the boundaries of the school district.

Commemorative Holidays

The teachers and students shall devote a portion of the day on each commemorative holiday designated in ' 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Fiscal Year

At least the minimum number of aggregate hours must be conducted during each school fiscal year. The minimum aggregate hours required by grade are:

- (a) A minimum of 360 aggregate hours for kindergarten program;
- (b) 720 hours for grades 1 through 3;
- (c) 1,080 hours for grades 4 through 12; and
- (d) 1,050 hours may be sufficient for graduating seniors.

The minimum aggregate hours, described above, are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

- 1. Pre-school staff orientation (not to exceed two (2) days);
- 2. Staff in-service training programs; and
- 3. Parent/teacher conferences.

|                   |                   |   |
|-------------------|-------------------|---|
| Legal References: | ' 20-1-301, MCA   | School fiscal year                      |
|                   | ' 20-1-302, MCA   | School day and week                     |
|                   | ' 20-1-304, MCA   | Pupil-instruction-related day           |
|                   | ' 20-1-306, MCA   | Commemorative exercises on certain days |
|                   | 10.55.701, ARM    | Board of Trustees                       |
|                   | 10.65.101-03, ARM | Pupil-Instruction-Related Days          |

Policy History:

Adopted on: June 28, 2004

Revised on: October 24, 2005

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

10

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #4301 –COMMUNITY RELATIONS

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy #4301 –Community Relations 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**.

Clarify policy to assist administrators with enforcement

**SUGGESTED ACTION:** Approve Revision of Board 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             |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Southworth          |        |        |     |     |         |       |
| Vantassel           |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

**Lewistown School District**

**COMMUNITY RELATIONS**

4301

Visitors to the Schools

The District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the principal's office upon entering any District building. School visitors shall not interfere with school operations or delivery of educational services to students. Conferences should be held outside school hours or during the teacher's conference/prep time.

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

11

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #8425F –SERVICE ANIMALS IN DISTRICT FACILITIES

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy # 8425F –Service Animals in District Facilities 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**.

Policy undergoing review to comply with Office of Civil Rights decision outlining acceptable review of service animal request.

The regulations permit school districts to ask an individual accompanied by an animal two questions to determine if the animal qualifies as a service animal:

- (1) Is the animal required because of a disability, and
- (2) What work or task has the animal been trained to perform

The regulations permit removal of a service animal in limited circumstances: if the animal is out of control and the animal's handler does not take effective action to control it, and if the animal is not housebroken. If an animal is properly excluded, the school district must give the individual with a disability the opportunity to participate in the service, program, or activity without having the animal on the premises. In general, service animals are subject to the same licensing and vaccination rules that are applied to all dogs under local law.

**SUGGESTED ACTION:** Approve Revision of Board Policy

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

**NOTES:**

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

**Service Animals in District Facilities**

Please provide the following information about the service animal.

1. Parent/Staff and/or emergency contact information: \_\_\_\_\_  
\_\_\_\_\_
2. Type of service animal (breed, age, and history): \_\_\_\_\_  
\_\_\_\_\_
3. Insurance company insuring the service animal: \_\_\_\_\_  
Attached proof of insurance:    Received    Not Received  
Agent name and address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_
4. Proof of current and proper vaccinations:            Received    Not Received
5. Documentation of Public Access Test (PAT):    Received    Not Received  
Name of trainer or organization who administered the PAT: \_\_\_\_\_  
Address of trainer or organization: \_\_\_\_\_  
Phone number of trainer or organization: \_\_\_\_\_
6. List and attach any letters or other documentation from medical providers or other service providers regarding the student's/staff's need for the service animal: \_\_\_\_\_  
\_\_\_\_\_  
Received    Not Received
7. Has the student/staff member requesting use of the animal been trained as the animal's handler?    Yes            No
8. If no, who will act as the trained handler for the animal during the school/work day? \_\_\_\_\_  
\_\_\_\_\_
9. Is the student/staff able to independently care for the service animal's needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.)    Yes    No
10. Is the animal required because of a disability? \_\_\_\_\_  
\_\_\_\_\_



11. What work or task has the animal been trained to perform? \_\_\_\_\_

12. Describe the manner in which the service animal will meet the student's/staff's individual needs:

Revised on:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

12

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

**ITEM TITLE:** APPROVE RESOLUTION TO RESTATE AND AMEND THE LEWISTOWN PUBLIC SCHOOLS 403(B) PLAN

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

**SUMMARY:**

The Board of Trustees needs to approve the attached Resolution to restate and amend the Lewistown Public Schools 403(b) Plan. This year, we made the decision to move our Flex and HSA accounts from American Fidelity to Aflac/Maestro. As a result, we are no longer able to keep AF PlanServe as our 403(b) 3<sup>rd</sup> Party Administrator. This resolution allows Admin Partners to become our new 403(b) Administrator and update the Plan.

**SUGGESTED ACTION:** Approve Resolution to Restate and Amend the Lewistown Public Schools 403(b) Plan

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

**NOTES:**

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

**Board Resolution (Prototype Public Education)  
Lewistown Public Schools 403(b) Plan  
Amendment and Restatement Date: 9/1/2019**

Lewistown Public Schools (the "Plan Sponsor") maintains the Lewistown Public Schools 403(b) Plan (the "Plan") for eligible employees, and wishes to amend and restate the Plan in accordance with IRS Revenue Ruling 2017-18 applicable to 403(b) pre-approved plans. A copy of the amended and restated Adoption Agreement, Administrative Appendix, Written Plan Document, and IRS Approval Letter for the Plan is attached to this Resolution.

**WHEREAS**, in accordance with Section 11.3 of the Plan document, the Plan Sponsor has the power to amend and restate the Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the Plan Sponsor hereby amends and restates the Plan in its entirety as the Non-ERISA Volume Submitter 403(b) Plan Document for Public Schools, Community Colleges, and Public Universities and Colleges effective 9/1/2019

**FURTHER RESOLVED**, it is the intention of the Board that the Plan will conform with all federal and state statutory and regulatory requirements applicable to 403(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the amended and restated plan is exempt from such requirements.

**FURTHER RESOLVED**, that the appropriate officers of the Plan Sponsor are hereby authorized to execute any and all documents and take any and all actions required to effectuate the intent of the foregoing resolutions.

**IN WITNESS WHEREOF**, the undersigned have adopted the foregoing resolutions as of the date set forth below.

For Lewistown Public Schools

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT OUTSIDE/INSIDE OF LEWISTOWN PUBLIC SCHOOLS

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

**SUMMARY:**

The Board of Trustees needs to approve the attached request for out-of-district and inside-of-district student attendance.

**SUGGESTED ACTION:** Approve Out-of-District Student Attendance Agreement Request for Placement Outside/Inside 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           |        |        |     |     |         |       |
| Weeen               |        |        |     |     |         |       |

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2019-2020 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 2019-2020 School Year as listed below \*(All approved substitutes are approved pending the results of their background check):

Substitute Teachers/Aides

Patrick Lance McMahan  
Brett Thackeray  
Caleb Uhler  
Vicki Vanderven  
Amanda Schrauth  
Katie Simpson  
Sean Kepler  
Betty Sanders  
David Gill

Substitute School Food

Rosemary Lafever  
Kaysi Davis

Substitute Bus Driver

Kathleen Schaeffer

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2019-2020 School Year

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

15

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

**Requested By:** Board of Trustees    **Prepared By:** 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             |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Southworth          |        |        |     |     |         |       |
| Vantassel           |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

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

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

16

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

**ITEM TITLE:** WORK SESSION WITH CTA ARCHITECTS -FACILITY DISCUSSION

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

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**SUMMARY:**

Tony Houtz, of CTA Architecture, will lead a discussion on possible Facility Options that the School District can take to the community through Community Forum meetings to address our three main concerns:

1. Safety and Security of our Buildings.
2. Infrastructure needs to bring our Buildings to Montana Code and future needs based on recent Facility Assessment.
3. Possible Additional Classroom space or expansion based on Program Needs and enrollment trends.

**SUGGESTED ACTION:** Informational

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**Additional Information Attached**

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**NOTES:**