

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Tuesday, August 25, 2020**

**SPECIAL BOARD MEETING**

Meeting ID

[meet.google.com/iis-noom-yjv](https://meet.google.com/iis-noom-yjv)

Phone Numbers

[\(US\)+1 484-402-7552](tel:+14844027552)

PIN: 534 836 231#

**CALL TO ORDER (7:00 a.m.)**

**BOARD OF TRUSTEES**

1. Roll Call
2. Pledge of Allegiance

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

4. Approve Memorandum of Agreement between Lewistown Public Schools and the Lewistown Education Association
5. Approve Changes to the Extra-Curricular Contract Language
6. Approve Substitute List for the 2020-2021 School Year
7. Approved Personnel Report

**ADJOURNMENT**

## **PUBLIC PARTICIPATION**

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

- 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

08/25/2020

Agenda Item No.

3

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

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

08/25/2020

**Agenda Item No.**

4

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

**ITEM TITLE:** APPROVE MEMORANDUM OF AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE LEWISTOWN EDUCATION ASSOCIATION ON THE FAMILIES FIRST COVID RESPONSE ACT

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

**SUMMARY:**

The Board of Trustees needs to approve the attached Memorandum of Agreement between the Lewistown Education Association and the Lewistown Public Schools that adheres to the Families First COVID Response Act.

**SUGGESTED ACTION:** Approve Memorandum of Agreement with Lewistown Public Schools and the Lewistown Education Association

☒ **Additional Information Attached**

**NOTES:**

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

**K-12 Certified Bargaining Unit**  
**MODEL MEMORANDUM OF AGREEMENT BETWEEN**  
**LEWISTOWN SCHOOL DISTRICT #1 (“District”)**  
**AND THE**  
**LEWISTOWN EDUCATION ASSOCIATION (“Association”)**

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Given the extraordinary circumstances and challenges presented by the COVID-19 pandemic, the District and Association are entering into this Memorandum of Agreement (MOA), pursuant to which the parties agree as follows:

**1. Term of Agreement:** This MOA shall take effect immediately upon the signature of both parties below, and shall remain in effect until December 31, 2020, unless revoked earlier by joint written agreement of the parties. Upon expiration of the term of the agreement, or upon joint written revocation by the parties, this MOA shall be of no further force and effect, and shall be removed from the CBA in the event that it has been attached thereto.

**2. Effect on CBA and Conditions of Employment:** During the term of this MOA, this MOA modifies only those working conditions addressed herein. All provisions of the bargaining agreement not modified herein shall remain in full force and effect.

**3. Health and Safety Plan:** In accordance with the Governor’s School Reopening Guidelines and/or the District’s policies and procedures, the District will provide training on the district’s health and safety plan. Any/all training outside the adopted school year calendar will be compensated at the teachers’ daily pay rate.

**4. The Worksite:** The District and all teachers shall follow CDC recommendations and comply with all state and county health directives for maintaining workplace safety and the safety of students (e.g., social distancing, etc.) as set forth in District policy or procedure. The District shall provide Personal Protective Equipment (PPE) necessary to conform to CDC guidelines, adequate cleaning supplies, including cleaning solutions that are shown to kill the virus, hand soap, and if available, hand sanitizer.

**5. The Workday:** A teacher’s workday shall be of a similar length to that which is considered a normal duty day for that teacher and prorated for those working part time.

**6. Compensation and Benefits:** The District shall compensate and shall also maintain all health and other benefits for all teachers performing designated job duties through teleworking approved by the District, as if those teachers are on site attending to their normal and regular duties.

## 7. Leave:

A. Teachers satisfying any of the below conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

- (a) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (b) Has been advised by a health care provider to self-quarantine related to COVID-19;
- (c) Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- (d) Is caring for an individual subject to an order described in (a) or self-quarantine as described in (b); or
- (e) Has been advised by a health care provider to work from home because they are at higher than normal risk for contracting COVID-19 due to age or an underlying medical condition;

The District shall be entitled to request medical documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the bargaining unit member.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with Families First Coronavirus Response Act (FFCRA) or any subsequent federal or state legislation providing for additional paid leave days. An additional 5 days (not to exceed 40 hours) of paid leave through the FFCRA shall be granted to Teachers that meet the criteria laid out in section 7a through 7e. Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement.

B. A teacher whose child's school or childcare provider is closed or unavailable for reasons related to COVID-19 and is unable to obtain alternative childcare may, at the discretion of the District, be entitled to work remotely. Teachers satisfying the above conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with Families First Coronavirus Response Act (FFCRA) or any subsequent federal or state legislation providing for additional paid leave days. Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement.

The District shall be entitled to request documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the bargaining unit member.

C. Should the FFCRA expire with no successor legislation providing for COVID-related leave in effect, the District agrees to continue to offer the same two categories of leave addressed in the FFCRA, under the same conditions, restraints, and qualifications set forth in the FFCRA, until expiration of the term of this agreement, or until such time as the FFCRA is renewed or similar legislation providing for COVID-related leave is enacted, whichever occurs first. Teachers that have already exhausted FFCRA leave options will not be entitled to access the leave created by this paragraph. Should successor legislation be enacted providing for less leave than is provided by the FFCRA, the parties agree to reopen and bargain the leave provisions of this MOA.

D. Any teacher who falls under one or more of the circumstances set forth in A or B above and exhausts all FFCRA leave, the additional **5 days (not to exceed 40 hours)** of District Emergency Sick Leave, and accrued paid leave shall have access to a sick leave bank established through the collective bargaining agreement, District policy.

#### **8. Performance of Duties:**

A. Any teacher working remotely due to quarantine, providing childcare for his/her children, caring for a member of the teacher's family, or if the teacher is at higher than normal risk of contracting COVID-19 due to age or underlying medical condition(s) (such as heart disease, lung disease, or diabetes), shall stay in contact with their immediate supervisor during this period of time through email and phone.

B. Whether working remotely or on site and adhering to the workday language in section 2 above, bargaining unit members are expected to work cooperatively with their grade level and/or department members to create materials for students. Teachers may be asked to plan for and implement ongoing on-line or other digital learning and services for their students. Additionally, teachers shall work with the District to maintain connectivity to students and parents from a remote work location or from their classrooms.

**9. Extra-duty/Extra-Curricular:** The District and teachers holding Extra Curricular contracts will determine the number of weeks for each extracurricular activity from the starting date to the conclusion of the duty. Salaries assigned to these positions will be divided by the number of weeks determined and teachers will be paid for each week of the activity during which job duties are performed at the end of that particular activity season. If the District or any local, state or federal official determines the extra-curricular activity must stop, the District may stop paying the extra-curricular salary attached to that/those positions.

For Co-Curricular Activities, i.e. FFA, BPA, FCCLA, Science Olympiad, etc. stipends will be prorated according the number of pupil instruction days or 179 days in the 2020-21 school calendar in the case of any activity event cancelations.

The parties agree that in the event a season is cancelled and the employee has received compensation that exceeds that amount owed for number of days worked, the parties will implement a repayment plan for the employee to return any amount of overpayment.

**10. Making up lost instructional time:** The District shall follow state and federal guidelines for waivers related to COVID-19. Should the State of Montana direct school closures and/or that the District make up student instructional time, the parties shall bargain over such changes to the school calendar and/or workday.

**11. State and Federal laws:** All state and federal laws, rules and regulations shall apply during this time unless specifically waived by the governing authority.

**12. Precedent:** This Agreement shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Memorandum of Agreement.

THIS AGREEMENT is signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

*FOR THE LEWISTOWN SCHOOL DISTRICT #1:*

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Superintendent

*FOR THE LEWISTOWN EDUCATION  
ASSOCIATION:*

\_\_\_\_\_  
President



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

08/25/2020

Agenda Item No.

5

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

**ITEM TITLE:** APPROVE CHANGES TO THE EXTRA-CURRICULAR CONTRACT LANGUAGE

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

**SUMMARY:**

The Board of Trustees needs to approve the Extra Curricular contract language to mirror what is included in the Memorandum of Understanding with the LEA.

Information highlighted refers to the addition anything with ~~striketrough~~ will be removed.

**SUGGESTED ACTION:** Approve changes to the Extra-Curricular Contract Language

☒ Additional Information Attached

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
SCHOOL DISTRICT #1 OF FERGUS COUNTY

EXTRA-DUTY ASSIGNMENT AGREEMENT

This is a Contract between \_\_\_\_\_, (“Employee”) and the Trustees of School District #1 or High School District #1 (“District”), Fergus County, Montana, for an extra-duty assignment.

- 1. **Mutual Promises:** The District agrees to employ Employee and Employee agrees to perform the following extra-duty assignment: \_\_\_\_\_ beginning July 1, 2020 and ending not later than June 30, 2021. This extra-duty assignment shall be separate and apart from the duties of the Employee under separate contract.
- 2. **Compensation:** The District shall pay Employee \$\_\_\_\_\_.
- 3. **Term of Employment:** The term of this Contract is set forth in paragraph 1, unless otherwise terminated earlier under section 5 or by virtue of the doctrine of impossibility as specified in § 1-3-222, MCA. This offer is conditioned and contingent upon the results of a criminal background check that is acceptable to the Board of Trustees, in its sole discretion. Employee shall have no expectation of continued employment upon the expiration of the term of this Contract. The parties agree that the extra-duty relationship between Employee and the District will automatically terminate upon expiration of this Contract.
- 4. **Coaching Requirements:** All personnel coaching intramural or interscholastic athletics shall hold a current First Aid Certificate.
- 5. **Termination of Employment:** This Contract may be terminated for cause at any time.
- 6. **Jurisdiction:** This Contract shall be governed by the laws of the State of Montana.
- 7. **Savings Clause:** In the event any one or more of the provisions contained in this Contract shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
- 8. **Entire Contract / Modification:** This Contract embodies the complete Contract of the parties hereto, superseding all oral and written previous and contemporary Contracts between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.
- 9. **Acceptance:** This offer shall expire unless signed and returned within twenty (20) days from receipt of contract.

**Payment:**

The District and teachers holding Extra Curricular contracts will determine the number of weeks for each extracurricular activity from the starting date to the conclusion of the duty. Salaries assigned to these positions will be divided by the number of weeks determined and teachers will be paid for each week of the activity during which job duties are performed at the end of that particular activity season. If the District or any local, state or federal official determines the extra-curricular activity must stop, the District may stop paying the extra-curricular salary attached to that/those positions.

For Co-Curricular Activities, i.e. FFA, BPA, FCCLA, Science Olympiad, etc. stipends will be prorated according the number of pupil instruction days or 179 days in the 2020-21 school calendar in the case of any activity event cancelations.

The parties agree that in the event a season is cancelled and the employee has received compensation that exceeds that amount owed for number of days worked, the parties will implement a repayment plan for the employee to return any amount of overpayment.

<u>PAYMENT OPTIONS</u>	
<b>(X) Select one option.</b>	
<input type="checkbox"/>	1. One lump sum to be paid at the end of the season
<input type="checkbox"/>	2. Equal bi-monthly payments paid for the duration of the season on the 15th and 30th of each month
<input type="checkbox"/>	3. Equal bi-monthly payments spread over the school year, with the first payment being received at the start of the season

PAYMENT OPTIONS

(X) Select one option and list months if applicable. NOTE: Final payment cannot be made until the Extra-Duty Assignment has been completed.

1. Two (2) equal payments paid during sport/activity on the 15<sup>th</sup> and 30<sup>th</sup> of \_\_\_\_\_.

\_\_\_\_\_ month

2. Four (4) equal bimonthly payments paid during sport/activity on the 15<sup>th</sup> and 30<sup>th</sup> of \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_ month \_\_\_\_\_ month

3. Six (6) equal bimonthly payments paid during sport/activity on the 15<sup>th</sup> and 30<sup>th</sup> of \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_ month \_\_\_\_\_ month \_\_\_\_\_ month

4. I wish payment spread over my contract year.

I have read this Contract, understand its terms, and agree to be bound thereby.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Chair

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

District Clerk

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

**BOARD AGENDA ITEM**

**Meeting Date**

08/25/2020

**Agenda Item No.**

5

**ITEM TITLE:** APPROVE SUBSTITUTE LIST FOR THE 2020-2021 SCHOOL YEAR

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

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**SUMMARY:**

The Board of Trustees needs to approve the substitute list for the 2020-2021 School Year.

Substitute Bus Driver

Keith Kucera

Substitute School Food

Dennie Ellestad

**SUGGESTED ACTION:** Approve the Substitute List for the 2020-21 School Year

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☐ **Additional Information Attached**

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**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

08/25/2020

Agenda Item No.

6

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Christy Rogers

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

☒ Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Tuesday August 25, 2020**

<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>EVANS, Julie</b>	Food Server	Highland Park School	Approve appointment on schedule--FOOD SERVER KITCHEN AIDE Step 0, Breakfast Server 2 days per week for 2 hours per day and Lunch Server 5 days per week for 2.5 hours per day for 187 days per year	8/24/2020	Amie Friesen	Replacing Cheryl (Dennise) Richardson
<b>HODGE, Emily</b>	Special Ed Paraprofessional	Garfield School	Accept Letter of Resignation	8/12/2020	Matt Lewis	See Attached Letter
<b>MCGOWAN, Tina</b>	Bus Driver	Transportation	Approved appointment on schedule-- TRANS Step 0 for up to 4 hours per day for up to 185 days	8/24/2020	Rob Odermann	Replacing Tommy Victor
<b>SANDERS, Milford (Jeff)</b>	Paraprofessional	Lewis & Clark School	Approve appointment on schedule--PARA EDUCATOR-CERT Step 0 for up to 7.5 hours per day for up to 186 days	8/24/2020	Danny Wirtzberger	Replacing Amber Arntzen
<b>SRAMEK, Stacey</b>	Bus Driver	Transportation	Approve appointment on schedule--TRANS Step 0 for up to 4.5 hours per day for up to 185 days	8/24/2020	Rob Odermann	Replacing Teresa Victor
<b>VICTOR, Teresa</b>	Bus Driver	Transportation	Accept Letter of Resignation	8/12/2020	Rob Odermann	See Attached Letter
<b>VICTOR, Tommy</b>	Bus Driver	Transportation	Accept Letter of Resignation	8/12/2020	Rob Odermann	See Attached Letter
<b>WYMAN, Michael</b>	Custodian	Fergus High School	Accept Letter of Resignation	8/18/2020	Jason Fry	See Attached Letter

Mr. Lewis,

I wanted to inform you that I have accepted an opportunity that allows me to go back to school full-time and pursue a degree in social work and psychology. This was a difficult decision to make, as I thoroughly enjoy my job working at Garfield Elementary, and I will surely miss it. I also love and value the people whom I have had the opportunity to work along-side. It is my hope that I can return in the future to help the children of our community and work with the wonderful people in the school district again. Thank you for giving me the opportunity to work in such an awesome environment. It has really helped me become clear that my passion lies in helping others, and it has given me the confidence and desire to pursue that passion and expand on my potential.

Through this letter, I announce my resignation from the position of paraprofessional effective August 12<sup>th</sup>, 2020. It is my intention to make the transition as smooth as possible for my employer and my coworkers, so please let me know if I can be of any assistance in the process. It is not without great sadness that I write this. I wish you all the best, and hope for a good year despite all the inherent challenges.

Sincerely,

Emily Hodge

Received  
08/13/2020

August 12 2020

To the Lewistown School District

This letter is to inform the Lewistown School District that I am unable to continue driving school bus due to health concerns by my primary physician under the current national health crisis with COVID 19 as I am in the high risk category.

I am sorry for any inconvenience this causes.

Sincerely, 

Teresa R Victor





August 12 2020

To Lewistown School District

This letter is to inform the Lewistown School District that due to my wife's health and the current health crisis I will no longer be able to drive bus. Though I am unable to continue under a contract at this time, I would like to be considered as a substitute if our circumstances change.

Thank you,

Tom Victor

8-18-20 FROM: MICHAEL WYMAN

TO WHOM IT CONCERNS,  
I WILL BE TERMINATING  
MY EMPLOYMENT WITH  
LEWISTOWN PUBLIC SCHOOLS  
IN 2 WEEKS (9-1-20).  
MOVING TO MAINE.  
THANKS FOR EMPLOYMENT

## **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.

<b>PUPIL INSTRUCTION</b>	<b>First Semester</b>				<b>89 days</b>	<b>Second Semester</b>				<b>90 days</b>
	<b>FIRST QUARTER</b>				<b>DAYS</b>	<b>THIRD QUARTER</b>				<b>DAYS</b>
	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					
					<b>45</b>					<b>43</b>
	<b>SECOND QUARTER</b>				<b>DAYS</b>	<b>FOURTH QUARTER</b>				<b>DAYS</b>
	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
					<b>44</b>					<b>47</b>
										<b>Total Days 179</b>

<b>PUPIL INSTRUCTION-RELATED DAYS (PIR)</b>	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>
			<b>8.0</b>

<b>HOLIDAYS &amp; VACATIONS</b>	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)

