

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 7<sup>th</sup> Avenue South  
Lewistown, Montana 59457

**MONDAY, June 5, 2017**

**REGULAR BOARD MEETING**

*Page One of Two*

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

1. Roll Call
2. Pledge of Allegiance
3. Presentation—MTSS Team, Change of Schedule Proposal for FHS
4. Presentation—Chrome Book 101
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.
7. Report—Investment
8. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

10. Minutes of the May 8, 2017, Regular Board Meeting

**APPROVAL OF CLAIMS**

11. Claims

**INDIVIDUAL ITEMS**

12. Approve Changes for the 2017-2018 Student Handbooks
13. Approve Extension of Grass Range Bus Route into the Lewistown School District
14. Approve Extension of Lewistown Bus Route into the Grass Range School District
15. Approve Extension of Moore Bus Route into the Lewistown School District
16. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
17. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Interlocal Fund
18. Approve Voiding Outdated Stale Warrant Claims

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**REGULAR BOARD MEETING**

***Page Two of Two***

19. Approve Individual Transportation Contract for the High School District
20. Approve Individual Transportation Contract for the Elementary District
21. Approve Second Semester Claim for Individual Contract Bus Reimbursement
22. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
23. Second Reading—Board Policy #3606 – Transfer of Student Records
24. Second Reading—Board Policy #5120 – Hiring Process and Criteria
25. First Reading—Board Policy #3416F – Permission for Medication
26. Approve Additions to the Substitute List for the 2017-2018 School Year
27. Approve Personnel Report

**ADJOURNMENT**

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

## **PUBLIC PARTICIPATION**

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

- Speaker must first be recognized by the Chair and identify him/herself.
- Comments may not infringe on the rights to privacy of another.
- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have the opportunity to address the same issue also. Items discussed may, at the discretion of the Board, be placed on a later agenda.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

3

**ITEM TITLE:** Presentation – MTSS TEAM – Proposed Schedule Changes for FHS 2017-2018 School Year

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**Requested By:** Board of Trustees    **Prepared By:** MTSS TEAM

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**SUMMARY:**

The MTSS Team would like to present a proposal to the Board of Trustees for a schedule change at Fergus High School.

**SUGGESTED ACTION:** Informational

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☒ **Additional Information Attached**

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**NOTES:**

The Lewistown School District's Multi-Tiered System of Support (MTSS) is a school wide process that allows schools to implement interventions as needed. We address both academic and behavioral needs during this fluid process that provides as much support as needed to every student in the district. As students achieve success with the interventions they will gradually move back through the Tiers until they are able to successfully work independently.

MTSS teams and teachers will continue to monitor student progress to ensure there is no regression of skill or behavior throughout each school year.

We encourage parents to ask questions and get involved. If you have concerns about your student's progress or would like to see any of the curriculum being used, you are encouraged to contact your student's school.



## MTSS Terms Defined

**Intervention:** a change in the teaching method or program to address an individual student's need

**Baseline Data:** information collected from tests and classroom assignments which is used to compare information during and/or after a change in instruction has been made

**Research-Based Instruction:** curriculum and educational interventions that are research based and have been proven to be effective for most students

**Progress Monitoring:** a scientifically based practice used to assess students' academic performance and evaluate the effectiveness of instruction, can be implemented with individual students or an entire class

**Assessment:** tests that provide information about a student's abilities

**Benchmarks:** the expected grade-level performance of the student

## MTSS Team Members

**Principal**—assists in facilitation of meetings, distributes materials, monitors consistency of teaching practice

**Classroom Teacher**—implements intervention strategies, organizes materials for instructional aides, supports and collects data

**School Psychologist**—interprets test and behavioral data

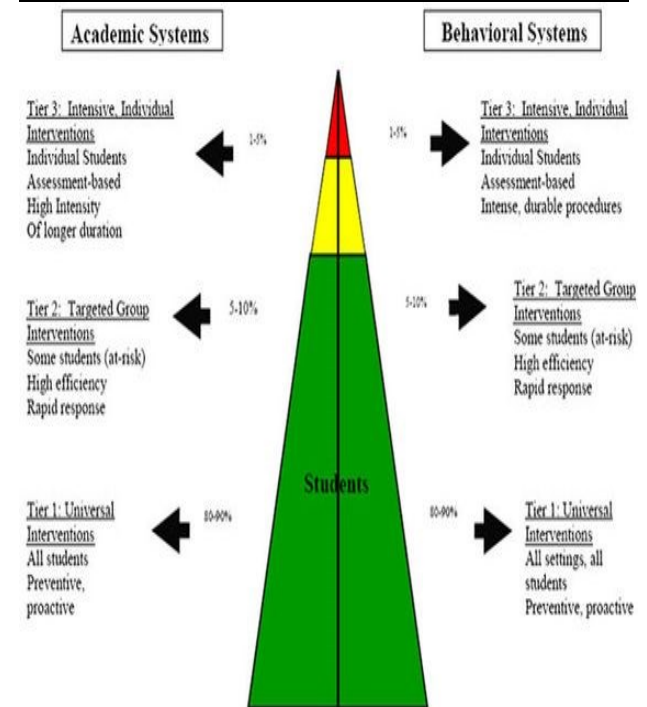
**Speech Therapist**—practice the elements of developing language and speech

**Special Education Teacher**—provides service through the special education department and can assess for specific learning disabilities

**Small Group Intervention Specialist**—provides specific small group interventions as needed

## Lewistown Public Schools

### Multi-Tiered Systems of Support



Adapted from *Response to Intervention: Policy Considerations and Implementation* (Batsche, et al 2005).  
Note: Percentages are approximations and may vary by district.

## A Parents Guide to the MTSS Tiers

## Multi-Tiered Systems of Support

The Lewistown Public Schools combines Response to Intervention (RtI) and the Montana Behavioral Initiative (MBI) to increase student success by creating Multi-Tiered Systems of Support (MTSS). We use an integrated, multi-tiered system of instruction, assessment and intervention designed to meet the achievement and behavioral needs of **ALL** students.

### What Is Response to Intervention (RtI)?

RtI is the practice of (1) providing high-quality instruction/intervention matched to student needs and (2) using learning rate over time and level of performance to (3) make important educational decisions (Batsche, et al., 2005).

At Lewistown Public Schools, we problem solve with the student's teacher and the MTSS Team to choose the proper Tier placement and develop the most effective instruction/interventions to help each student be as successful as possible.

### What Is the Montana Behavior Initiative (MBI)?

MBI is a framework for establishing a learning environment that supports social, emotional, and behavioral success for all students.

The Lewistown Public Schools believe students should be taught all the skills necessary to be successful academically, socially, emotionally, and behaviorally. We believe schools are places where students should learn and practice positive social behaviors.

## What does this tiered process look like when a student needs support?

### Tier 1

Tier 1 provides high quality academic and behavioral supports for all students in general education. Supports/interventions are usually provided in the classroom by the general education teacher. Our goal is that more than 80% of students will be successful in this tier. Classroom management and individual student behavior is based on expectations, responsibility, and proactive feedback.

### Tier 2

Tier 2 is directed to students who need additional support beyond Tier 1. These students still participate in Tier 1 expectations and lessons in conjunction with Tier 2 supports. These supports/interventions can be provided in class or out of the classroom in a smaller group setting with students who have similar skills/needs.

### Tier 3

Tier 3 students are those students who need more intensive and individualized interventions than what is offered in Tier 1 or 2. These students may participate in Tier 1 and 2 supports, along with Tier 3 interventions. Supports and interventions most likely will be provided outside of the general education classroom by appropriately trained personnel.

## How do you determine tier placement for students?

If a student's academic achievement and/or behavior are not meeting the grade level expectation the classroom teacher may try to:

- Change the type of instructional or behavioral strategy (**intervention**)
- Increase the **intensity** or level of the intervention (for example, adding small group instruction to whole group instruction).
- Increase the **duration** of the intervention (for example, increase small group instruction from 15 to 30 minutes).
- Increase the **frequency** of the intervention (for example, from twice per week to four times per week).

Once several interventions have been attempted and the student is still in need of support, the student will be referred to the MTSS Team to discuss further interventions and/or movement to Tier 2 or Tier 3.

Students who respond well to interventions will continue the intervention until proficiency is attained. At that point, the students will move in reverse through the Tiers to ensure support is available as needed.



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

4

**ITEM TITLE:** Presentation – CHROME BOOK 101

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**Requested By:** Board of Trustees **Prepared By:** Bill Klapwyk

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**SUMMARY:**

IT Director, Bill Klapwyk would like to present a short introduction to the Board of Trustees on the Chrome Books that have been issued.

**SUGGESTED ACTION:** Informational

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☐ **Additional Information Attached**

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**NOTES:**

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LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

5

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

**SUMMARY:**

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

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

**The Trustees need to sign up for committees for the 2017-2018 School Year.**

**SUGGESTED ACTION:** Informational

☒ Additional Information Attached

NOTES:



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

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	Jennifer Thompson	Monte Weeden
Building & Grounds	3	X			X			X
Insurance Risk Committee	2					X	X	
Transportation	3		X	X				X

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2016-2017 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	Jennifer Thompson	Monte Weeden
Activities	2	X				X		
Curriculum Committees:								
Science	1						X	
Social Studies	1		X					
Health Insurance Program	2				X		X	
School Calendar	1					X		
Vocational Advisory Council	1			X				

**STANDING COMMITTEES OF THE BOARD**  
**2017-2018 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	Jennifer Thompson	Monte Weeden
Building & Grounds	3							
Insurance Risk Committee	2							
Transportation	3							

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2017-2018 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Troy Kelsey	Phil Koterba	Shelley Poss	Jennifer Thompson	Monte Weeden
Activities	2							
Curriculum Committees:								
Communication Arts	1							
Science	1							
Health Insurance Program	2							
School Calendar	1							
Vocational Advisory Council	1							

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

6

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

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

**SUMMARY:**

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

**SUGGESTED ACTION:**

☐ Additional Information Attached

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

7

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

**SUMMARY:**

Interest earned and distributed for May 2017 was not available at the time of posting.

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

8

**ITEM TITLE:** REPORT—SUPERINTENDENT

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

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**SUMMARY:**

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Staffing Update
- ❖ Rotary and Kiwanis
- ❖ Property and Casualty Insurance
- ❖ 2015-2020 Goals and Strategic Objectives-Review for July

**SUGGESTED ACTION:** Informational

☐ **Additional Information Attached**

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LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

9

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

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NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

10

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the May 8, 2017, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

☒ Additional Information Attached

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room**  
215 7<sup>th</sup> Ave South  
Lewistown, Montana 59457

**MONDAY, May 8, 2017**

**OATH OF OFFICE (6:00 p.m.)**

RHONDA LONG, FERGUS COUNTY SUPERINTENDENT OF SCHOOLS,  
ADMINISTERED THE OATH OF OFFICE TO:  
OATH OF OFFICE TO KRIS BIRDWELL, JEFF SOUTHWORTH, AND STEPHEN VANTASSEL

**ORGANIZATION MEETING**

1.     **CALL TO ORDER**  
          Superintendent Jason Butcher called the Organizational Meeting to order.
2.     **ROLL CALL**  
          **TRUSTEES PRESENT:**  
              CJ Bailey, Phil Koterba, Jennifer Thompson, Monte Weeden, Kris Birdwell,  
              Jeff Southworth, Stephen Vantassel  
          **TRUSTEES ABSENT:**  
              None  
          **STAFF PRESENT:**  
              Superintendent Jason Butcher, Business Manager/District Clerk Rebekah  
              Rhoades, Chris Hildebrant—LEA President, Scott Dubbs, Bobbie Atchison.  
          **OTHERS PRESENT:**  
              Doreen Heintz—Lewistown News-Argus, Rhonda Long—County  
              Superintendent of Schools, and other interested parties.
3.     **CALL FOR NOMINATIONS AND ELECTION OF CHAIR**  
          Superintendent Jason Butcher, called for nominations for Board Chair.  
          Trustee Thompson nominated Phil Koterba, seconded by Trustee Weeden.  
          No other nominations were made. Motion carried unanimously.
4.     **CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR**  
          Superintendent Jason Butcher, called for nominations for Board Vice-Chair.  
          Trustee Birdwell nominated CJ Bailey for Vice Chair, seconded by Trustee  
          Thompson. No other nominations were made. The motion carried  
          unanimously.
5.     **APPOINTMENT OF THE DISTRICT CLERK**  
          Trustee Thompson moved to nominate Rebekah Rhoades as District Clerk,  
          seconded by Trustee Bailey. The motion carried unanimously.

**ADJOURNMENT (6:03pm)**



## **REGULAR BOARD MEETING**

### **CALL TO ORDER (FOLLOWING THE ORGANIZATIONAL MEETING)**

1. ROLL CALL  
TRUSTEES PRESENT:  
CJ Bailey, Phil Koterba, Jennifer Thompson, Monte Weeden, Kris Birdwell,  
Jeff Southworth, Stephen Vantassel  
TRUSTEES ABSENT:  
  
STAFF PRESENT:  
Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Chris Hildebrant—LEA President, Scott Dubbs, and Bobbie Atchison.  
OTHERS PRESENT:  
Doreen Heintz—Lewistown News-Argus, and other interested parties.
2. PLEDGE OF ALLEGIANCE  
The group recited the Pledge of Allegiance.
3. REPORT—STUDENT REPRESENTATIVE  
Emily Eckhardt, Student Representative to the Board, was not available to report, but did send a copy of her report to share with the Board.
4. REPORT—LEA  
The Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
5. REPORT—COMMITTEES OF THE BOARD  
The Building and Grounds Committee will be meeting on Monday, June 5, 2017 at 7:00am.
6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.  
No items were discussed.
7. REPORT—BUDGET UPDATE  
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees regarding some preliminary information regarding the 2017-2018 General Fund Budgets.
8. REPORT—INVESTMENT  
Interest earned and distributed for April 2017, was reported with \$2,151.63 in the elementary funds and \$1,660.17 in the high school funds for a total of \$3,811.80
9. REPORT—SUPERINTENDENT  
Superintendent Butcher updated the Board of Trustees on staffing and gave background information on the new staff being recommended for hire. Board Chair Phil Koterba and Trustee Monte Weeden will hand out diplomas at Graduation. Superintendent Butcher handed out Chromebooks to each Trustee for the purpose of viewing the agenda during meetings and school business. Newly elected Trustees were invited to meet with both Jason and Rebekah for a brief orientation on Monday, June 5, 2017 at 4:00pm. Mr. Butcher notified that MTSBA will be in Lewistown to provide training for Trustees on Monday, May 15, 2017. The Board also reviewed dates for upcoming events in the District. The district retirement dinner is scheduled for Monday, May 22, 2017, at Pine Meadows. Central Office staff will start the summer schedule on June 5, 2017, working four 10-hour days, Monday-Thursday. Mr. Butcher also notified the Board that Lewistown Public Schools was awarded a Solar Grant for solar power at Lewis and Clark Elementary. Business Manager Rebekah Rhoades spoke to the Trustees regarding their option to participate in the District Health Insurance.

## **PUBLIC PARTICIPATION**

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

There was no public input.

## **ACTION ITEMS**

### **MINUTES**

11. MINUTES OF THE APRIL 10, 2017, REGULAR BOARD MEETING  
MINUTES OF THE APRIL 19, 2017, SPECIAL BOARD MEETING  
– approved unanimously (Weeden/Bailey).

### **APPROVAL OF CLAIMS**

12. CLAIMS – the claims referenced in the 2016-2017 Bill Schedule and submitted through May 5, 2017, were approved unanimously (Birdwell/Thompson). The Finance Committee for April – June 2017 is Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, and Monte Weeden.

### **INDIVIDUAL ITEMS**

13. CANVASS OF ELECTION RESULTS—TRUSTEE ELECTION – See Exhibit A – approved unanimously (Thompson/Weeden).
14. CANVASS OF ELECTION RESULTS—ELEMENTARY GENERAL FUND LEVY – See Exhibit B – approved unanimously (Weeden/Thompson).
15. APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS – approved unanimously (Birdwell/Bailey).
16. APPROVE REMOVING HOLLY PETERSON FROM THE LIST OF CLASSIFIED STAFF CONTRACTS – approved unanimously (Weeden/Bailey)
17. APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF FOR THE 2017-2018 SCHOOL YEAR – See Exhibit C – 6 votes in favor, 1 abstention (Birdwell) (Weeden/Thompson).
18. APPROVE FERGUS COUNTY INVESTMENT RESOLUTION – 6 votes in favor, 1 against (Vantassel) (Birdwell/Bailey).
19. APPROVE FIRST READING---BOARD POLICY #3606 – TRANSFER OF STUDENT RECORDS – approved unanimously (Bailey/Weeden).
20. APPROVE FIRST READING---BOARD POLICY #5120 – HIRING PROCESS AND CRITERIA – approved unanimously (Bailey/Thompson).
21. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY – approved unanimously (Thompson/Weeden).
22. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2016-2017 SCHOOL YEAR – approved unanimously (Weeden/Thompson).
23. APPROVE PERSONNEL REPORT – See Exhibit D – approved unanimously (Bailey/Thompson).

## **ADJOURNMENT**

The meeting was adjourned at 7:10 p.m. The next regular meeting will be held at 6:00 p.m. on Monday, June 5, 2017, at the Lincoln Board Room.

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

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

# EXHIBIT A

## Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE \_\_\_\_\_ SCHOOL DISTRICT NO. \_\_\_\_ ELECTION,  
 \_\_\_\_\_ COUNTY, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

OFFICE	NAME of CANDIDATE/ISSUE	NUMBER OF VOTES	TOTALS

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of \_\_\_\_\_ School District, No. \_\_\_\_\_, \_\_\_\_\_ County for the offices/issues enumerated and we hereby declare elected the individuals listed receiving the highest number of votes.

Attest my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Board of Trustees:

_____ Trustee	_____ Trustee	_____ Trustee
_____ Trustee	_____ Trustee	_____ Trustee
_____ Trustee		
_____ Election Administrator		

## EXHIBIT B - CERTIFICATE OF ELECTION FOR PROPOSITION

\_\_\_\_\_  
(Proposition Title)

To the \_\_\_\_\_ County Superintendent:

We, the undersigned trustees, certify that the taxpayers of School District No. \_\_\_\_\_ of \_\_\_\_\_ County, State of Montana, on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, voted on the following proposition:

Number of votes FOR: \_\_\_\_\_

Number of votes AGAINST: \_\_\_\_\_

*	_____	_____
	(Print Trustee's name)	(Trustee's signature)
*	_____	_____
	(Print Trustee's name)	(Trustee's signature)
*	_____	_____
	(Print Trustee's name)	(Trustee's signature)
*	_____	_____
	(Print Trustee's name)	(Trustee's signature)
*	_____	_____
	(Print Trustee's name)	(Trustee's signature)
*	_____	_____
	(Print Trustee's name)	(Trustee's signature)

The proposition was thereby \_\_\_\_\_ approved or \_\_\_\_\_ disapproved.

\*Signatures of Trustees of \_\_\_\_\_ School District No. \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. Send the certificate to the entity ordering the election within 15 days of the election, [20-20-416](#), MCA.

**EXHIBIT C**  
**CLASSIFIED STAFF CONTRACTS**  
**2017-2018 SCHOOL YEAR**

NAME		JOB TITLE	HOURS/DAY	DAYS
ARMSTRONG	LEISHA	SCHOOL NURSE	7	200
ATCHISON	ROBERTA	PAYROLL SPECIALIST	8	260
BALDWIN	WILLIAM	TECH SUPPORT SPECIALIST	8	260
BIGLEN	SHELLY	FOOD SERVER	2.5	187
BIGLEN	SHELLY	SECOND BAKER	4.5	193
BIRDWELL	MISTI	PARAPROFESSIONAL	7.5	186
BLACKADAR	LESLEY	FOOD SERVER	2	187
BLACKADAR	THOMAS	HEAD CUSTODIAN	8	260
BLAZICEVICH	JENIFER	PARAPROFESSIONAL	7.5	186
BOWEN	CONNIE	PARAPROFESSIONAL	7.5	186
BRISTOL	JENNIFER	SCHOOL SECRETARY	8	215
BROOKS	JESSICA	PARAPROFESSIONAL	7.5	186
BROWN	CLAUDIA	PARAPROFESSIONAL	7.5	186
BUSSEY	JAMES	CUSTODIAN	8	260
CARTER	FLOYD	BUS DRIVER	4.5	185
CHARBONNEAU	LISA	PARAPROFESSIONAL	7.5	186
COMER	KELLY	PARAPROFESSIONAL	7.5	186
CONNER	TRACY	PARAPROFESSIONAL	7.5	186
CONRAD	GRETCHEN	PARAPROFESSIONAL	7.5	186
D'AUTREMONT	JODY	SCHOOL SECRETARY	8	215
DAVIS	BETH	FOOD SERVER/CASHIER	3.75	187
DEFFINBAUGH	GARY	CUSTODIAN	8	260
D'HOOGUE	JOAN	BUS AIDE	6	185
DISTAD	GARY	MECHANIC	8	260
DONALDSON	AIMEE	PARAPROFESSIONAL	7	186
DOWNING	HEIDI	FIRST BAKER	7	193
FISCUS	ZABREA	PARAPROFESSIONAL	7.5	186
FISK	DALE	GROUNDKEEPER/MAINT	8	260
FOSTER	GAYLE	PARAPROFESSIONAL	4.5	186
FOSTER	GAYLE	WORK EXPERIENCE DRIVER	3	186
FOWLER	LAURIE	SECOND COOK	7	193
FRANCIS	CHAD	BUS DRIVER	5	185
FRY	JUDY	PARAPROFESSIONAL	7.5	186
GOBBLE	CHRISTINE	RECEIVING/AP CLERK	4	260
HAMMOND	LAURA	PARAPROFESSIONAL	7.5	186
HENSLEY	DANIEL	MAINTENANCE	8	260
HERSEL	ROBERTA	FOOD SERVER/CASHIER	5.5	187
HUTCHINS	MANDIE	PARAPROFESSIONAL	7.75	186
INGERSOLL	GINGER	PARAPROFESSIONAL	7.5	186
JENSEN	JOHN	TECH SUPPORT SPECIALIST	8	260
JOHNSON	BRIDGETT	PARAPROFESSIONAL	5	186
JOHNSON	JENNIFER	PARAPROFESSIONAL	7.5	186
KELLY	STEVEN	HEAD CUSTODIAN	8	260
KINGSFORD	MANDI	FOOD SERVER/CASHIER	2.5	187

**CLASSIFIED STAFF CONTRACTS  
2017-2018 SCHOOL YEAR**

NAME		JOB TITLE	HOURS/DAY	DAYS
KOLAR	DARLA	PARAPROFESSIONAL	7	186
KOLAR	DARLA	SUB CALL IN	0.75	186
KONERT	DANIEL	MAINTENANCE	8	260
KONERT	SHAWNA	PARAPROFESSIONAL	7.5	186
LAFEVER	JAMES	CUSTODIAN	8	260
LAFEVER	ROSEMARY	FOOD SERVER/CASHIER	3.75	187
LAMB	ALEXANDRA	PARAPROFESSIONAL	7.5	186
LANKUTIS	TERRY	RECORDS/TECH SUPPORT	7	237
LANTZER	LEE	BUS DRIVER	4	185
LELEK	WAYNE	BUS DRIVER	5	185
LELEK	JONETTE	FOOD SERVER	3.5	187
MADDUX	JOHN	CUSTODIAN	8	260
MANE	JANINE	FOOD SERVER/CASHIER	4.5	187
MANE	JANINE	KITCHEN AIDE	3	187
MARTIN	RACHEL	FOOD SERVER	3.5	187
MARTIN	RACHEL	KITCHEN AIDE	4.5	187
MATOVICH	APRIL	PARAPROFESSIONAL	7.5	186
MATTHEIS	NANCY	IMC TECHNICIAN	8	215
MAXWELL	SHANNON	PARAPROFESSIONAL	3	186
MAXWELL	SHANNON	PLAYGROUND AIDE	4	186
MCKINNEY	NORINE	PARAPROFESSIONAL	7.5	186
MCLENDON	DARCY	PARAPROFESSIONAL	7.5	186
MILLER	JEANETTE	BUS AIDE	2	185
MILLER	JEANETTE	SWEEPER	6	185
MOLINE	ROBIN	PRINCIPAL'S SECRETARY	8	260
MONTGOMERY	PHILIP	BUS DRIVER	4	185
NEWMAN	EILEEN	FOOD SERVER	2.5	187
NOEL	CINDY	BUS DRIVER	7.5	185
NORVELL	MYCHEILLE	COMM ED SECTY	7	260
O'DELL	FLEETA	BUS/PLAYGROUND AIDE	1.5	186
O'DELL	FLEETA	FOOD SERVER	3.5	186
O'DELL	FLEETA	OFFICE/SUB CALL IN	2.5	186
PAULSON	DONNA	SECOND COOK	7	193
PETERSON	JENNIFER	ADMINISTRATIVE SECRETARY	8	260
PETERSON	HOLLY	FOOD SERVER/CASHIER	4	187
PFAU	WENDY	ACTIVITIES SECRETARY	5	201
POSER-BROWN	LORA	PARAPROFESSIONAL	7.5	186
PRINDLE	LYNNE	PARAPROFESSIONAL	7.5	186
ROGERS	CHRISTINE	SCHOOL SECRETARY	8	225
RUMMANS	DAVID	PARAPROFESSIONAL	7.5	186
SANDERS	BETTY	LIBRARY AIDE	4	186
SANDERS	BETTY	PARAPROFESSIONAL	4	186
SCHAEFFER	KATHLEEN	BUS DRIVER	8	260
SCHOENFELDER	LANNA	SCHOOL SECRETARY	8	215

**CLASSIFIED STAFF CONTRACTS**  
**2017-2018 SCHOOL YEAR**

NAME		JOB TITLE	HOURS/DAY	DAYS
SCHRAUTH	AMANDA	PARAPROFESSIONAL	7.5	186
SCHRAUTH	LUANN	PURCHASING/ACCOUNTS PAYABLE	7	260
SCHUCHARD	SHAWN	CUSTODIAN	8	260
SEBEK	SHERRI	FOOD SERVER	3.5	187
SMITH	LOGAN	TECH SUPPORT SPECIALIST	8	260
THAYNE	MELINDA	FOOD SERVER/CASHIER	3.5	187
THAYNE	MELINDA	KITCHEN AIDE	4	187
TOLZIEN	JENNIFER	PARAPROFESSIONAL	7.5	186
TOMBARGE	JODI	BUS DRIVER	4	185
UHLER	CALEB	PARAPROFESSIONAL	7.5	186
WALKER	DEBORAH	SWEEPER	8	260
WATSON	JADE	MECHANIC	8	260
WHITE	ALBERT	BUS DRIVER	5	185
WIEGERT	KIM	PARAPROFESSIONAL	7.5	186
WILLIAMS	DEBRA	FIRST COOK	7	193
WISE	JENNA	CUSTODIAN	8	260
WOJTOWICK	JOHN	ACCOMPANIST	3	186
WOOD JR	FRED	DELIVERY VAN DRIVER	6	186
WOOLETT	ANGELA	ATTENDANCE SECRETARY	8	190
WOOLETT	ANGELA	RECORDS/TECH SUPPORT	8	20

**EXHIBIT D  
LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday May 8, 2017**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>RECOMMENDED ACTION</b>	<b>EFFECTIVE DATE</b>	<b>RECOMMENDED BY</b>	<b>COMMENTS</b>
<b>DONALDSON, Christina</b>	Technology Support Specialist	Lincoln Building	Accept Letter of Resignation.	5/4/2017		
<b>RUTLEDGE, Susan</b>	Paraprofessional	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
<b>ROBINSON, Carissa</b>	Paraprofessional	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
<b>ADAMS, Steve</b>	Paraprofessional	Fergus High School	Accept Letter of Resignation.	5/31/2017		See attached letter.
<b>GUYER, Emma</b>	Kindergarten Teacher	Garfield	Accept Letter of Resignation.	5/31/2017		See attached letter.
<b>RICKL, Lindsey</b>	Prep Cook	Central Kitchen	Accept Letter of Resignation.	6/1/2017		See attached letter.
<b>ARMSTRONG, Chad</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 72 hours at \$20.00 per hour for a total of \$1440.00 for behind - the -wheel instruction.	June 1-June 30, 2017	Diane Oldenburg	See attached memo.
<b>SHELAGOWSKI, Brett</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 124 hours at \$20.00 per hour for a total of \$2,480.00 for classroom and behind - the -wheel instruction.	June 1-June 30, 2017	Diane Oldenburg	See attached memo.
<b>ELNESS, Mauri</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 36 hours at \$20.00 per hour for a total of \$720.00 for behind - the -wheel instruction.	June 1-June 30, 2017	Diane Oldenburg	See attached memo.
<b>RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF</b>	Special Education Summer School Teachers/Aides	Lewistown Public Schools	Approve appointment on schedule as per attached recommendation.	August 7-18, 2017	Chris Rice	See attached memo.



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

11

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth

**SUMMARY:**

Approve claims paid through June 2, 2017, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2017 include: Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, and Monte Weeden.

**\*\*\*Need to Select New Finance Committee Members for July-September 2017\*\*\***

**SUGGESTED ACTION:** Approve Claims as Presented

☐ Additional Information Attached

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

12

**ITEM TITLE:** APPROVE CHANGES FOR THE 2017-2018 STUDENT HANDBOOKS

**Requested By:** Board of Trustees **Prepared By:** Principals

**SUMMARY:**

The Board of Trustees needs to approve the changes to the 2017-2018 Student Handbooks as outlined on the attachments.

All Board Policies referenced in the Student Handbooks will be updated to include any changes adopted by the Board over the last year.

The links are listed below to view the 2016-2017 Student Handbooks. Hard copies of the handbooks will be available at the Board meeting.

Junior High School:

<http://www.lewistown.k12.mt.us/docs/building/4/digitalbackpack/ljhs%20handbook%20%202016-2017.pdf?id=1530>

K-6 Elementary:

<http://www.lewistown.k12.mt.us/docs/building/2/digitalbackpack/elementary%20handbook%20k-6%202016-2017.pdf?id=1533>

Fergus High School:

<http://www.lewistown.k12.mt.us/userfiles/20/my%20files/studenthandbook.pdf?id=631>

**SUGGESTED ACTION:** Approve Changes to the 2017-2018 Student Handbooks

☒ **Additional Information Attached**

**NOTES:**

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

## **LJHS Policy Changes for 2017-18 School Year**

### **Participation Fee**

LJHS is raising the participation fee for athletics from \$25 to \$35. This fee is only to be paid once no matter how many sports a student participates in throughout the school year. Scholarship opportunities and payment plans are available for those in need.

**There is little change to the dress code, a couple areas where the restrictions have been relaxed. The main change to this policy is in the formatting to make it a more simple reference.**

### **Dress Code and Appearance**

*Goal: Create a learning environment that shows pride in our school and respect for ourselves.*

#### **Clothing allowed at LJHS:**

- Clothing that is clean and appropriate for school.
- Shorts and skirts that are hemmed and fingertip in length.
- Leggings, tights, or yoga pants when worn with a top that naturally falls to the length equal to where the fingers and palm meet.
- Loose fitting joggers.
- Pants with no more than two small holes in the legs. No holes above fingertip length.
- Girls – Tops with straps the width of 3 fingers.
- Footwear with rubberized soles.

#### **Clothing that is NOT allowed at LJHS:**

- Hats are to be removed upon entering the building, and not place it back on my head until leaving the building.
- Pajama pants.
- Tops and pants that expose undergarments.
- Tops that are cut too low or exposes a bare midriff.
- Clothing with alcohol, drug or tobacco advertising.
- Slogans that have “double meanings” or that display insults, “putdowns”, or demeaning statements toward self or toward others.
- Boys - Sleeveless shirts.
- Clothing that have been written on with markers or paint.
- Spiked accessories or chains that hang outside clothing.

### **Elem. Attendance Policy Change (p. 15 & 16)**

The following procedures will be taken in accordance with the policy:

1. Accumulation of excessive absences and/or tardies – Parents/guardians will be notified by school personnel regarding the importance of attendance.
2. Absences and/or tardies persist – Parents/guardians will receive written notification outlining the number of absences and/or tardies along with the importance of attendance.
3. Absences and/or tardies continue to persist – Parents/guardians, student, teacher, principal, and/or counselor will meet to discuss attendance and set up an Attendance Contract.
4. Parents/guardians and/or student does not follow the Attendance Contract – Parents/Guardians will be issued a Certified Attendance Letter and an evaluation of student academic performance will be conducted to determine if retention is appropriate.

## Changes to be approved by BOE

Add the following SOAR statements to page 1 under "Fergus High Belief Statements"

### Safe

1. Respect others and their personal space
2. Know safety routines and procedures
3. Drive responsibly
4. Practice healthy relationships

### Organized

1. Be on time and prepared for class
2. Be ready to learn
3. Take pride in your school - clean up after yourself
4. Meet expectations of each class
5. Be accountable for your academics - check IC regularly

### Accepting

1. Use kind words
2. Have an open mind and use it
3. Treat others the way you want to be treated
4. Accept diversity and the unique differences of others

### Responsible

1. Respect others right to learn
2. Take responsibility for your actions - show integrity
3. Use all technology appropriately
4. Resolve conflicts with maturity

### Be a Graduate

1. Represent FHS with pride
2. Be a positive role model
3. Get involved
4. Plan for your future - set goals
5. Attend school

Page 6 - Entire Dress Code section should be replaced as follows:

- **Dress Code Policy as set forth by Student Council**
- **Disclaimer:** This will be enforced for the female students by female teachers and for male students by male teachers for all dress code matters. Images showing appropriate and inappropriate wear will be posted around the school at the beginning of the school year. The following dress code policy has been approved by Student Council and approved by school administrators.
- 
- **Positive Image Policy:** All students' dress should reflect a positive image, be appropriate for an educational setting and not distract from the learning environment. Student dress should show respect for the individual, the school, and the community. Unfit attire includes, but is not limited to, clothing advertising drugs, alcohol, inappropriate messages, racial/ ethnic/ sexual innuendos, excessively ripped or "holey"

apparel, or any other content that is a distraction. Students will either be asked to cover up or change in the event that they come to school wearing this kind of attire.

**Pants:**

**Leggings:** The use of fashion leggings, i.e. those that are sheer or see-through (fish netted stockings, pantyhose, and tights are also included in this) must be worn with some kind of long shirt or dress over the top of it. This shirt or dress must apply to the 'dress' section of the dress code policy. However, for athletic, or opaque leggings, those may be worn on their own without the use of something longer to cover them.

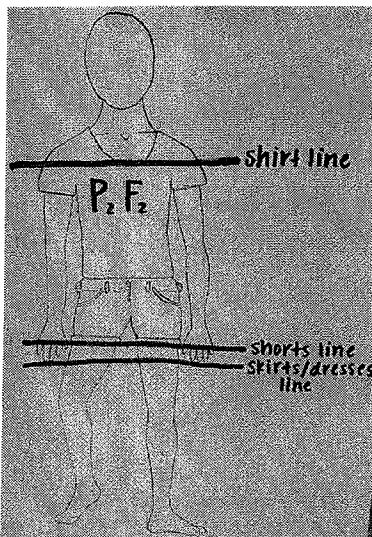
**Shorts:** Shorts may be worn, but the bottom of the shorts must come to no higher than the base of the fingers/top of the palm as worn when the student places their arms straight down in a relaxed position, near the side of their body. If the shorts are shorter than this, the student will be asked to change into something more appropriate.

**Dresses/Skirts:** The hem of the dress or skirt shall come to no higher than the tips of the student's fingers when their arms are extended along their sides, relaxed. If the dress or skirt is higher than this, it will be deemed inappropriate and the student will be asked to change.

**Tops:**

**Tanktops:** As per day-to-day classroom interactions, girls are allowed to wear tank tops. The straps must be at least two fingers in width, and the side of the shirt should not be cut out. Boys are expected to wear sleeved shirts. However, these conditions may be more relaxed during sports' practices and Gym/ P.E./ Weight Training classes.

**Shirt Requirements:** The height of the neckline of all tops will be determined as inappropriate or appropriate as it applies to the corresponding picture. If the neckline of a shirt is below this line, the student will be asked to change. Also, shirts must not show a bare midriff. Shirts should also not be revealing of undergarments.



**Accessories:**

- **Head Coverings:** Hats, stocking caps, bandanas, or any other non-religious type of head covering may not be worn during time class is in session or when passing from class to class. Students may wear hats before school until the bell for first period, in between bells during the lunch hour, and after the final bell of the school day. All students in the building during school hours shall comply with these rules.
- 
- **Bags:** Students will not be allowed to bring any sort of bag into the classroom. This includes backpacks, satchels, drawstring bags, and purses of any kind. However, if a student has a container of some sort to carry pens, pencils, and other school supplies, they are permitted to use that. Exceptions may apply in cases of injury.

Page 10 - Add the following to the end of the 7th condition under the Honor's Curriculum, "*Independent courses do not include credit recovery situations for failing grades. To uphold the integrity of the Honor's curriculum, a student must make a good faith effort to keep his/her grades in good standing and maintain a cumulative GPA of no less than 3.0.*"

Page 23 - not sure about the wording, but under "Chemical sale or distribution violations" something needs to be added in about the person purchasing the illegal substance - at this time only the seller is given consequences

- Maybe "Students who sell or receive compensation" should be changed to "Students involved in the process of selling or receiving compensation"....

Page 29 - Add a clause in the handbook for inappropriate conduct outside of the normal school day (eg - Facebook, Tweeting, etc.), **Talk with Jeff E. or Jeff F. about this before printing!** Bozeman HS policy reads as follows:

The Bozeman School District provides a comprehensive program of educational services. The educational environment must be favorable if students are to take full advantage of these opportunities. Student discipline is essential to a productive and meaningful learning environment.

Any conduct by a student outside of school hours or away from school grounds which has a direct effect on the discipline or general safety and welfare of the school and its students will subject the student to corrective action or punishment by the school district. This includes, but is not limited to, conduct which endangers the health, safety, property or welfare of other students, teachers, administrators, trustees, or employees of the school system (or their families).

Maintaining or posting materials to a website or blog, or any other public venue that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and subject to appropriate penalties.

Corrective action or punishment may include but not be limited to immediate, short-term (not to exceed 10 days) suspension to a recommendation for expulsion from school. A separate civil and/or criminal action may also be initiated against the offending party.

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

13

**ITEM TITLE:** APPROVE EXTENSION OF THE GRASS RANGE BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

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

**SUMMARY:**

The Board of Trustees needs to approve the request from Grass Range Public Schools to extend their bus route into the Lewistown School District as described on the attachment.

**SUGGESTED ACTION:** Approve Extension of Grass Range Bus Route into the Lewistown School District

☒ **Additional Information Attached**

**NOTES:**

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



# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Grass Range School District #27, Fergus County, and the Board of Trustees of Lewistown School District #1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2017-2018 School Year.

This agreement is blanket coverage for students who are transported by Grass Range School District #27 buses to attend Grass Range School.

Description of Bus Route: Cheadle Route

The Grass Range (Cheadle) bus enters the Lewistown District on Highway 87, proceeds west approximately 1/4 mile to Stillman Road and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Margie Matovich  
Board Chair  
Grass Range School District #27

\_\_\_\_\_  
Board Chair  
Lewistown School District #1

Date: 05/09/2017

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chair

\*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

14

**ITEM TITLE:** APPROVE EXTENSION OF THE LEWISTOWN BUS ROUTE INTO THE GRASS RANGE SCHOOL DISTRICT

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

**SUMMARY:**

The Board of Trustees needs to approve the request from Lewistown Public Schools to extend their bus route into the Grass Range School District as described on the attachment.

**SUGGESTED ACTION:** Approve Extension of Lewistown Bus Route into the Grass Range School District

☒ **Additional Information Attached**

**NOTES:**

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

# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Lewistown School District #1, Fergus County, and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown Schools for the 2017-2018 School Year.

This agreement is a blanket coverage for students who are transported by Lewistown School District #1 buses to attend Lewistown Schools.

### Description of Bus Route:

Bus Route 2 – Morning and afternoon bus routes travel over the divide into the Grass Range School District to the Cheadle-Piper Cutoff North and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

\_\_\_\_\_  
Board Chair  
Lewistown School District #1

\_\_\_\_\_  
Board Chair  
Grass Range School District #27

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chair

\*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

15

**ITEM TITLE:** APPROVE EXTENSION OF MOORE BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

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

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**SUMMARY:**

The Board of Trustees needs to approve the request from Moore Public Schools to extend their bus route to the entrance of Spring Creek Colony and to access the turn-around.

**SUGGESTED ACTION:** Approve Extension of Moore Bus Route to the Entrance of Spring Creek Colony

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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						
Poss						
Southworth						
Vantassel						
Weeden						

# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Moore School District No. 44, Fergus County, and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Moore Schools for the 2017-2018 School Year.

This agreement is a blanket coverage for students who are transported by District 44 buses to attend Moore Schools.

Description of Bus Route: Bus leaves Moore School proceeding north on the Ross Fork Road for 12 miles, turns right for 2.3 miles, makes a left turn onto Spring Creek Colony road for 1.9 miles (Spring Creek Colony Elem. District/Lewistown High School District). Turns around at Spring Creek Colony and goes back to Hanover Road for 5 miles to pick up the O'Halloran students then another mile to pick up the Thom student. Turns around and goes 3.7 miles on Hanover Road, makes a right onto Ross Fork Road for 6 miles, then turns left onto Tognetti Road. Proceeds 1 mile and turns right onto Wichman Road for 1 mile to pick up the Martin students, then turns onto Wild Rose Road for 3 miles back to Highway 87 to pick up Cundiff & Tresch students (Lewistown District). Travel on Highway 87 for 1 mile to pick up Wichman students, continues on Highway 87 for 3.5 miles to \_\_\_\_\_ residence, then returns to the Moore School.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Rick Barman  
Board Chairman  
Moore School District #44

\_\_\_\_\_  
Board Chair  
Lewistown School District #1

Date: 05/23/2017

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

\*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND  
HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED  
ABSENCES FUND(S)

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

**SUMMARY:**

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

**SUGGESTED ACTION:** Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

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

**NOTES:**

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

#### **20-9-512. Compensated Absence Liability Fund.**

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
  - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and
  - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
  - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
  - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

17

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND HIGH SCHOOL GENERAL FUND(S) TO THE INTERLOCAL FUND

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Interlocal Fund as outlined in the attachment.

**SUGGESTED ACTION:** Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Interlocal Fund

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

**NOTES:**

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



District Administration requests Board approval to transfer year-end money from the General Funds to the Interlocal Fund in accordance with 20-3-363, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place that has recently been approved by Legislature where districts can accumulate the money is the "Interlocal Fund". Per Multi-District Agreements approved and signed by the Board, monies transferred to the Interlocal Fund may be used for the same purposes as the General Fund and may be used towards expenses from either district.

District Administration requests the Board approval to transfer money from the Elementary and/or High School General Fund(s) to the Interlocal Fund at fiscal year-end. The transfers to the Interlocal Cooperative Fund from each Participating District's General Fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfer amounts will be reported back to the Board.

**20-3-363. Multidistrict agreements -- fund transfers.** (1) The boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of this section. An agreement must include provisions for dissolution of the cooperative, including the conditions under which dissolution may occur and the disposition of any remaining funds that had been transferred to an Interlocal cooperative fund in support of the cooperative. An agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

(2) All expenditures in support of the multidistrict agreement may be made from the Interlocal cooperative fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative may transfer funds into the Interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the Interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

(3) Expenditures from the Interlocal cooperative fund under this section are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

(4) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the amount of funds transferred.

(5) As used in this title, "multidistrict cooperative" means a public entity created by two or more school districts executing a multidistrict agreement under this section or any school district or other public entity participating in an Interlocal cooperative agreement under the provisions of Title 20, chapter 9, part 7, as either a coordinating or a cooperating agency.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

18

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

ITEM TITLE: APPROVE VOIDING OUTDATED STALE CLAIMS WARRANTS

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

Attached is a report of outstanding, stale dated warrants (checks) that should be cancelled at this time. 20-9-233, MCA authorizes the Board to cancel any warrants which have been issued and outstanding for at least one year. The District will not reissue these warrants at this time.

Districts should cancel stale dated warrants annually. Note also that although cancelled, the District must honor these warrants for eight years from the date of issuance in the unlikely event they are presented for payment. [27-2-202(1), MCA]. We will cancel stale dated warrants again each June (to close the fiscal year) and annually thereafter. Following are the applicable statutes for your reference. Please contact me with questions.

**20-9-223. Cancellation of outstanding warrants – duplication.** The trustees of any school district shall be authorized to cancel any warrant that has been issued for at least 1 year. However, the contractual obligation of the district that has been satisfied by the issuance of the warrant shall not be terminated until the time specified by 27-2-202(1) has elapsed. When a warrant has been canceled and the obligation has not terminated under 27-2-202(1), the district may issue a duplicate warrant without the completion of an indemnity bond by the payee.

**27-2-202. Actions based on contract or other obligation.** (1) The period prescribed for the commencement of an action upon any contract, obligation, or liability founded upon an instrument in writing is within 8 years. (2) The period prescribed for the commencement of an action upon a contract, account, or promise not founded on an instrument in writing is within 5 years. (3) The period prescribed for the commencement of an action upon an obligation or liability, other than a contract, account, or promise, not founded upon an instrument in writing is within 3 years.

**SUGGESTED ACTION:** Approve Voiding Outdated Stale Claims Warrants

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

**NOTES:**

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

## OUTSTANDING CHECKS WRITTEN PRIOR TO 6/30/2016

CheckNumber	CheckDate	Payee	Amount	ClearDate	FiscalYear	TFundElement	TFundDescription
36406	11/30/2015	ADAMS, STEVEN R	\$ 19.08		2016	201	HIGH SCHOOL GENERAL
119576	10/9/2015	JENNIFER THOMPSON	\$ 25.00		2016	217	ADULT EDUCATION
119956	1/8/2016	DARLENE THOM	\$ 197.20		2016	112	SCHOOL FOOD SERVICES
120196	3/11/2016	GIL CROUSE	\$ 2.31		2016	112	SCHOOL FOOD SERVICES
120409	4/22/2016	GREAT FALLS TRIBUNE COMPANY	\$ 132.90		2016	101	ELEMENTARY GENERAL

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

19

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

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACT FOR THE HIGH SCHOOL DISTRICT

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve an Individual Transportation Contract for the following:

Julie Hartman

**SUGGESTED ACTION:** Approve Individual Transportation Contract for the High School District

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

**NOTES:**

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



INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (10/2007)

School Year 2017 - 2018

Due to School Clerk June 1

Contract # 39114

Elementary District Responsible for Reimbursing Contract	County	Legal Entity
High School or K-12 District Responsible for Reimbursing the Contract	County	Legal Entity
Fergus H S	Fergus	0259

Is this a contract shared between elementary and high school?

☐ Yes ☒ No

Are you applying for isolation status?

☐ Yes ☒ No

(If yes, please attach explanation)

**Isolation:** Section 20-10-142, MCA provides for increased reimbursement rates for special circumstances of residence. In order to receive increased rates, individual circumstances must be reviewed and approved by the trustees of the district, the county transportation committee, and the Office of Public Instruction. (10.7.116 ARM provides guidelines for such.)

Check here only if increased payment due to isolation has been approved

Initials

Elem District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
HS District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
County District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Parent or Guardian Name:

Michelle Hartman

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00 HS/K12 25.00

Distance from home to nearest bus stop, if any (one way)

EL 0.00 HS/K12 11.00

☐ Contract is for one-way only

Students in each grade level covered by this contract

	Pre-K	K	1-8	9-12
	Total	Total	Total	Total
Regular Trans		0.00	0.00	1.00
Spec. Ed. Trans	0.00	0.00	0.00	0.00
Room & Board		0.00	0.00	0.00
Cooperation		0.00	0.00	0.00
Reg. Contingency		0.00	0.00	0.00
Spec. Ed. Contin.	0.00	0.00	0.00	0.00

DEADLINES:

PARENTS: Due to School Clerk June 1

CLERKS: Send original to County Supt by July 1, retain a for your files

REIMBURSEMENT RATES  
determined by 20-10-142, MCA

EL	HS
\$0.00	\$5.60

Agreement between parent (parent name) Julie Hartman ,and school district (district name) Lewistown Public Schools

County, hereinafter referred to as the District(s).

The parties agree as follows:

- The parent shall transport or provide transportation for the student(s) to and from the school or bus stop on the days when school is in session.  
The parent or guardian assures that a licensed and insured driver will transport the students. Mileage contracts are valid only when transportation for the distance reported on the contract actually occurs.
- In March and June, the District shall pay the parent the sum officially approved in the application upon certification by the teacher or principal of the school of the number of days the student(s) was transported for the past semester.
- The payment shall be computed on the basis of the schedule established in Section 20-10-142, MCA, and the information accompanying this contract.

I attest the above information is true and correct

Elementary School District

Chair, Board of Trustees

Date

5-30-2017

High School dist

Date

Fergus H S

5-11-17

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number

682 Hartman Ln Lewistown, MT 59457 538-7004

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

20

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

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACT FOR THE ELEMENTARY DISTRICT

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve an Individual Transportation Contract for the following:

Rebecca Reisig

**SUGGESTED ACTION:** Approve Individual Transportation Contract for the Elementary District

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

**NOTES:**

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



# INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (10/2007)

School Year 2017 - 2018

Due to School Clerk June 1

Contract # 39115

Elementary District Responsible for Reimbursing Contract <b>Lewistown Elem</b>	County <b>Fergus</b>	Legal Entity <b>0258</b>
High School or K-12 District Responsible for Reimbursing the Contract	County	Legal Entity

Is this a contract shared between elementary and high school?

☐ Yes☒ No

Are you applying for isolation status?

☐ Yes☒ No

(If yes, please attach explanation)

**Isolation:** Section 20-10-142, MCA provides for increased reimbursement rates for special circumstances of residence. In order to receive increased rates, individual circumstances must be reviewed and approved by the trustees of the district, the county transportation committee, and the Office of Public Instruction. (10.7.116 ARM provides guidelines for such.)

Check here only if increased payment due to isolation has been approved

Initials

Elem District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
HS District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
County District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Parent or Guardian Name:

Rebecca Reisig

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00 HS/K12 0.00

Distance from home to nearest bus stop, if any (one way)

EL 4.20 HS/K12 0.00

☐ Contract is for one-way only

Students in each grade level covered by this contract

	Pre-K	K	1-8	9-12
Total	Total	Total	Total	Total
Regular Trans	0.00	2.00	0.00	
Spec. Ed. Trans	0.00	0.00	0.00	0.00
Room & Board	0.00	0.00	0.00	
Cooperation	0.00	0.00	0.00	
Reg. Contingency	0.00	0.00	0.00	
Spec. Ed. Contin.	0.00	0.00	0.00	0.00

<b>Colt Reisig</b>	<b>Highland Park</b>	<b>4</b>
Student Name	School	Grade
<b>Jacob Reisig</b>	<b>Lewis &amp; Clark</b>	<b>6</b>
Student Name	School	Grade

Student Name	School	Grade
--------------	--------	-------

Student Name	School	Grade
--------------	--------	-------

THIS CONTRACT IS FOR:

Grades 1-12

☐ 1st Semester Only ☐ 2nd Semester Only ☒ Both

Pre-kindergarten/Kindergarten

☐ 1st Semester Only ☐ 2nd Semester Only ☐ Both**KINDERGARTEN/PREKINDERGARTEN**

Kindergarten child rides WITH other school age students also covered by this contract

To or from Bus Stop 0.00 times per day 0 days per week

To or from School 0 times per day 0 days per week

Kindergarten child rides WITHOUT other school-age students

To or from Bus Stop 0 times per day 0 days per week

To or from Bus Stop 0 times per day 0 days per week

DEADLINES:

PARENTS: Due to School Clerk June 1

CLERKS: Send original to County Supt by July 1, retain a for your files

REIMBURSEMENT RATES  
determined by 20-10-142, MCA

EL	HS
\$0.84	\$0.00

Agreement between parent (parent name) Rebecca Reisig, and school district (district name) Lewistown Public Schools  
County, hereinafter referred to as the District(s).

The parties agree as follows:

- The parent shall transport or provide transportation for the student(s) to and from the school or bus stop on the days when school is in session.  
The parent or guardian assures that a licensed and insured driver will transport the students. Mileage contracts are valid only when transportation for the distance reported on the contract actually occurs.
- In March and June, the District shall pay the parent the sum officially approved in the application upon certification by the teacher or principal of the school of the number of days the student(s) was transported for the past semester.
- The payment shall be computed on the basis of the schedule established in Section 20-10-142, MCA, and the information accompanying this contract.

I attest the above information is true and correct

Elementary School District

Lewistown Elem

High

Chair, Board of Trustees

Date

5-30-2017

Date

5-15-17

Signature - Parent or Guardian

1172 Grinde Rd., Lewistown, MT 59457

Date

406-350-0461

Address, City, Zip Code

Phone Number

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

21

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

ITEM TITLE: APPROVE SECOND SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS REIMBURSEMENT

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve the claim for the Individual Contract Bus Reimbursement for the second semester as presented on the attachment.

**SUGGESTED ACTION:** Approve Claim for Individual Contract Bus Reimbursement

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

**NOTES:**

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





**TR-5**  
**Individual Contract Reimbursement Claim**  
**2nd Semester 2016-2017**

**14 Fergus**  
**0259 Fergus H S**

**01/23/2017-05/31/2017**

<u>Contract #</u>	<u>Shared</u>	<u>Family Name</u>	<u>Daily</u> <u>Rate</u>	<u>Isolation</u>	<u>Days</u> <u>Transported</u>	<u>Reimbursed</u>	<u>Total</u> <u>Reimbursement</u>
34312	False	Hartman, Julie	5.60	No	78.0	78.0	436.80 *
<b>Total Individual Contract Reimbursement</b>							<b>436.80</b>

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

Signature

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

22

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

**ITEM TITLE:** APPROVE SECOND SEMESTER ELEMENTARY AND HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT

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

**SUMMARY:**

Attached are the second semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., unvoted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the second semester as presented on the attachments.

**SUGGESTED ACTION:** Approve Second Semester Elementary and High School Bus Route Reimbursement Claims

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

**NOTES:**

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



# **TR-6** **Bus Route Reimbursement Claim** **2nd Semester 2016-2017**

**01/23/2017-05/31/2017**

**14 Fergus**  
**0258 Lewistown Elem**

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	67.00	82.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	89.0	89.0	7,676.77
2	67.00	82.9	1.80	James E. Pearson	4DRBWAAAR09A668040	27.0	27.0	2,699.39
3	67.00	61.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	89.0	89.0	4,946.90
4	67.00	78.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	89.0	89.0	8,372.05
5	67.00	45.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	89.0	89.0	4,212.86
6	67.00	59.0	1.36	Philip J. Montgomery	4DRBWAANX9A668205	89.0	89.0	4,784.71
7	67.00	78.0	0.95	Albert C. White	4DRBUAAL1FB033528	89.0	89.0	4,418.58
8	67.00	44.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	33.0	33.0	1,751.11
11	100.00	32.8	1.36	Floyd L. Carter	4DRBWAAN9AA166953	89.0	89.0	3,970.11
2A	67.00	82.9	1.80	Chad R. Francis	4DRBWAAAR09A668040	62.0	62.0	6,198.60
8A	67.00	44.0	1.80	Kirby D. Rector	4DRBWAAN1EB481987	56.0	56.0	2,971.58
<b>Total Bus Route Reimbursement</b>								<b>52,002.66</b>

**Board Chair**

\_\_\_\_\_  
 Signature



**TR-6**  
**Bus Route Reimbursement Claim**  
**2nd Semester 2016-2017**

**01/23/2017-05/31/2017**

**14 Fergus**  
**0259 Fergus H S**

Route #	Miles		Rate	Driver	VIN	Days		Total
	%	Per Day				Claimed	Reimbursed	Reimbursement
1	33.00	82.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	89.0	89.0	3,781.09
2	33.00	82.9	1.80	James E. Pearson	4DRBWAAAR09A668040	27.0	27.0	1,329.55
3	33.00	61.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	89.0	89.0	2,436.54
4	33.00	78.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	89.0	89.0	4,123.55
5	33.00	45.0	1.57	Lee M. Lantzer	4DRBWAAN6GB000568	89.0	89.0	2,074.99
6	33.00	59.0	1.36	Philip J. Montgomery	4DRBWAANX9A668205	89.0	89.0	2,356.65
7	33.00	78.0	0.95	Albert C. White	4DRBUAAL1FB033528	89.0	89.0	2,176.32
8	33.00	44.0	1.80	Rebecca I. Baszczuk	4DRBWAAN1EB481987	33.0	33.0	862.49
2A	33.00	82.9	1.80	Chad R. Francis	4DRBWAAAR09A668040	62.0	62.0	3,053.04
8A	33.00	44.0	1.80	Kirby D. Rector	4DRBWAAN1EB481987	56.0	56.0	1,463.62
<b>Total Bus Route Reimbursement</b>								<b>23,657.84</b>

**Board Chair**

\_\_\_\_\_  
Signature

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

05/09/2016

Agenda Item No.

23

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

ITEM TITLE: SECOND READING—BOARD POLICY #3606 – Transfer of Student Records

Requested By: Board of Trustees    Prepared By: Jason Butcher

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**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #3606 – Transfer of Student Records and consider adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3606 – Transfer of Student Records

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

---

**NOTES:**

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

## Lewistown School District

### STUDENTS

3606

#### Transfer of Student Records

A certified copy of the permanent and/or cumulative file of any student and the file containing special education records of any student shall be forwarded by mail or electronically to a local educational agency or accredited school in which the student seeks to or intends to enroll, within five (5) working days after receipt of a written or electronic request. The files that are forwarded must include education records in the permanent file [i.e., name and address of the student, name of parent/legal guardian, date of birth, academic work completed, level of achievement (grades, standardized tests) and immunization records\*], special education records\*\*, and any disciplinary actions taken against the student that are educationally related.

If the records cannot be transferred within five (5) days, the District shall notify the requestor, in writing or electronically, providing the reasons why the District is unable to comply with the five-(5)-day time frame. The District shall also include in that notice the date by which the requested records will be transferred. A request for the transfer of records shall not be refused because the student owes fines or fees.

*NOTES:       \* The original immunization record must be forwarded to the requesting district within thirty (30) days after a transferring pupil ceases attending the District.*

*~~\*\* Based upon the position and advice of the Office of Public Instruction, Districts are to send the original special education file and not maintain a copy, in order to preserve confidentiality of the records.~~*

Cross Reference:     3413               Student Immunization  
                          3600 - 3600P   Student Records  
                          3606F ———— Records Certification

Legal Reference:     20-1-213, MCA       Transfer of school records

#### Policy History:

Adopted on:   June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

24

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

ITEM TITLE: SECOND READING—BOARD POLICY #5120– HIRING PROCESS AND CRITERIA

Requested By: Board of Trustees   Prepared By: Jason Butcher

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #5120 – Hiring Process and Criteria and consider adoption of said policy.

This is a new policy being added.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #5120 – Hiring Process and Criteria

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

**NOTES:**

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

## Lewistown School District

### PERSONNEL

5120

#### Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. Educational support personnel applicants are initially screened by the principal. The District shall hire highly qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities and veterans' preferences. All applicants must complete a District application form in order to be considered for employment.

Each applicant must provide a written authorization for a criminal background investigation. The Superintendent will keep a conviction record confidential as required by law and District policy. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

~~Every newly hired employee must provide the District documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.~~

#### Certification

The District shall require that its contracted certificated staff hold a valid Montana Teacher or Specialist Certificate endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the County Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and administrator shall bring their current, valid certificate to the central office at the time of initial employment as well as at the time of each renewal of certification.

The central office will register all certificates, noting the class and endorsement and updating the permanent record card as necessary. In addition, the central office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: 20-4-202, MCA Teacher and specialist certification registration  
39-29-102, MCA Point preference or alternative preference in initial hiring  
for certain applicants – substantially equivalent selection  
procedure  
~~37.114.1010, ARM Employee of School: Day Care Facility Care Provider~~

No Child Left Behind Act of 2001 (P.L. 107-110)

#### Policy History:

Adopted on: June 28, 2004

Revised on: November 11, 2013

Revised on: May 8, 2017



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/05/2017

Agenda Item No.

25

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

ITEM TITLE: FIRST READING—BOARD POLICY #3416F– PERMISSION FOR MEDICATION

Requested By: Board of Trustees    Prepared By: Jason Butcher

---

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #3416F – Permission for Medication and consider adoption of said policy.

There is currently one form being used for both over the counter and prescription medication. Upon the recommendation of the School Nurse, Leisha Armstrong, two forms will now be used.

**SUGGESTED ACTION:** First Reading of Board Policy #3416F – Permission for Medication

---

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

---

**NOTES:**

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

**1 OF 2 NEW FORMS (PREVIOUSLY 1 FORM)**

**PERMISSION FOR PRESCRIPTION MEDICATION**

Date:\_\_\_\_\_ School:\_\_\_\_\_ Year:\_\_\_\_\_

Student:\_\_\_\_\_ DOB:\_\_\_\_\_ Grade:\_\_\_\_\_

Medication Name:\_\_\_\_\_ Medication Strength: \_\_\_\_\_

Medication Form: \_\_\_\_\_ Amount per Dose: \_\_\_\_\_  
(Capsule, Tablet, Inhaler)

Doses Submitted:\_\_\_\_\_ Diagnosis/Illness: \_\_\_\_\_  
(Amount provided to school.)

Possible Side Effects: \_\_\_\_\_

Special Instructions for Secretary or School Nurse: \_\_\_\_\_

Physician Signature:\_\_\_\_\_ Date:\_\_\_\_\_

.....  
**PARENT PERMISSION**

I hereby give my permission for \_\_\_\_\_ to take the medication prescribed by our physician. I authorize the School Nurse to communicate with the above physician's office, if needed and may only include the prescription or treatment itself, implementation of the treatment in school and student outcomes of the treatment.

**NOTE: The prescription medication is to be brought to school in the original container, appropriately labeled by the pharmacy.**

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Nurse's Printed Name

\_\_\_\_\_  
School Nurse's Signature

\_\_\_\_\_  
Date

## 2 OF 2 NEW FORMS (PREVIOUSLY 1 FORM)

### Over-The-Counter (OTC) Medication Authorization Form

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First

Medication Allergies: No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, Give name of Medication(s): \_\_\_\_\_

Describe Reaction: \_\_\_\_\_

OTC medications students may take while at school will be provided by the school nurse or secretary. Medications may be added or deleted from the authorization form at any time during the school year by contacting the School Nurse. With parental consent, the following types of OTC medication may be given to your child when needed. **Parents/guardians are to supply the medication to the office in it's original packaging.**

**Please check "yes" to authorization school nurse/staff to give your child the following medication while on campus. OTC medications are dispensed per package directions unless written directives are provided by a physician.**

Over-the-Counter Medication per package directions:	Dose	Indications:	Yes
Acetaminophen (Tylenol) or Generic		Pain reliever/fever reducer	
Diphenhydramine (Benadryl) or generic		Hay fever or upper respiratory allergies	
Cough drops or throat lozenges		Cough/throat irritation	
Calcium Carbonate (Tums)		Stomach pain	
Ibuprofen (Advil) or generic		Pain Reliever/fever reducer	
Other:			

**I give permission for medication listed above to be given to my child for self-administration at the Nurse's discretion or dispensed by designated personnel as delegated by the School Nurse.**

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**CURRENT PERMISSION FOR MEDICATION FORM**  
**2 NEW FORMS WILL REPLACE THIS 1 FORM**

Lewistown School District

3416F

**PERMISSION FOR MEDICATION TO BE GIVEN AT SCHOOL**

Date: \_\_\_\_\_ School: \_\_\_\_\_ Year: \_\_\_\_/\_\_\_\_

Student: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Diagnosis/Illness: \_\_\_\_\_ Administer at: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Purpose of Medication: \_\_\_\_\_

Possible of Side Effects: \_\_\_\_\_

Special instructions for the School Nurse or Teacher: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For medication given for more than 5 days)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Medication Returned: \_\_\_\_\_


Initial \_\_\_\_\_ Signature \_\_\_\_\_ Initial \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*

**PARENT PERMISSION**

I hereby give my permission for \_\_\_\_\_ to take the medication prescribed by our physician. I authorize the School Nurses to communicate with the above physician's office, if needed and may only include the prescription or treatment itself, implementation of the treatment in school and student outcomes of the treatment.

Note: The prescription medication is to be brought to school in the original container, appropriately labeled by the pharmacy. Over-the-counter medication must be brought to school in its original container with label intact. It is my responsibility to pick up the medication on the last day of the school year or when discontinued (whichever occurs first) or it will be discarded.

Nurse's Comments: Specific directions to be followed (i.e. give with milk) or negative-response to be reported immediately (i.e. rash, vomiting).

_____ Parent's Printed Name	_____ Parent's Signature	_____ Date
--------------------------------	-----------------------------	---------------

_____ School Nurse's Printed Name	_____ School Nurse's Signature	_____ Date
--------------------------------------	-----------------------------------	---------------

5/30/2017

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

26

**ITEM TITLE:** APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2017-2018 SCHOOL YEAR

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

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**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2017-2018 School Year as listed below:

Substitute Custodian:

Abigail Stickel

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2017-2018 School Year

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☐ **Additional Information Attached**

---

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

06/05/2017

**Agenda Item No.**

27

**ITEM TITLE:** APPROVE PERSONNEL REPORT

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

☒ **Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday June 5, 2017**

<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>OLSON, Leah</b>	Resource Kindergarten Teacher	Garfield	Approve appointment on schedule--BA Step 4 (Actual Step 2) 1.0 FTE	6/5/2017	Matt Lewis	Replacing Krista Lee Arntzen
<b>HOUDSHELL, Megan</b>	Kindergarten Teacher	Garfield	Approve appointment on schedule--BA Step 4 (Actual Step 0 ) 1.0 FTE	6/5/2017	Matt Lewis	Replacing Emma Guyer
<b>IRELAND, Kaity</b>	Kindergarten Teacher	Garfield	Approve appointment on schedule--BA Step 4 (Actual Step 0 ) 1.0 FTE	6/5/2017	Matt Lewis	Replacing Chateau Christensen
<b>PETERSON, Robert</b>	Custodian	Fergus High School	Approve appointment on schedule--MAINT II Step 0 for up to 8 hours per day for up to 35 days for the 2016-2017 FY.	5/15/2017	Randy Barber	
<b>PETERSON, Robert</b>	Custodian	Fergus High School	Approve appointment on schedule--MAINT II Step 0 for up to 8 hours per day for up to 260 days for the 2017-2018 FY.	7/1/2017	Randy Barber	
<b>JOHNSON, Bridgett</b>	Paraprofessional	Lewistown Public Schools	Accept letter of Resignation.	5/31/2017		See attached letter.
<b>INGERSOLL, Ginger</b>	Paraprofessional	Lewis & Clark	Approve revision of contract to reflect actual hours needed---new contract will state up to 4.0 hours per day for up to 186 days for the 2017-2018 FY.	6/5/2017	Danny Wirtzberger	See attached memo.
<b>DUBBS. Scott</b>	Out-of-State Travel	Lewistown Public Schools	Approve Out-of-State Travel to attend 2017 Silverback Summit in Boise, Idaho	6/20 & 6/21, 2017	Jason Butcher	See attached memo.
<b>JOHNSON, Bridgett</b>	Temporary Summer Paraprofessional	Lewistown Public Schools	Approve appointment on schedule--PAR+CERT Step 1 for 2 hours/day, 4 days/month in June & July AND 2 hours/day, 2 days/month in August	6/5/2017	Jeff Elliott	See attached memo.
<b>DARRINGTON, Andrea</b>	Library Aide	Highland Park	Accept letter of Resignation.	5/31//2017		See attached letter.
<b>SHELAGOWSKI, Lisa</b>	Special Education Summer School Teacher	CMLRCC	Approve appointment at \$17.50 per hour for up to 70 hours	6/5/2017	Chris Rice	See attached memo.
<b>DONALDSON, Amy</b>	Special Education Summer School Paraprofessional	CMLRCC	Approve appointment at \$15.00 per hour for up to 70 hours	6/5/2017	Chris Rice	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday June 5, 2017**

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>RECOMMENDED BY</b></i>	<i><b>COMMENTS</b></i>
<b>FRY, Judy</b>	Special Education Summer School Paraprofessional	CMLRCC	Appprove appointment at \$15.00 per hour for up to 70 hours	6/5/2017	Chris Rice	See attached memo.
<b>POSER-BROWN, Lora</b>	Special Education Summer School Paraprofessional	CMLRCC	Approve appointment at \$15.00 per hour for up to 70 hours	6/5/2017	Chris Rice	See attached memo.
<b>LANKUTIS, Terry</b>	CompTech/ Payroll	Fergus High School	COMP TECH/PAYROLL Step 9 for up to 7 hours per day for up to 197 days for the 2017-2018 FY.	6/5/2017	Jeff Elliott	Revised contract
<b>WOOLETT, Angela</b>	CompTech/ Payroll	Fergus High School	COMP TECH/PAYROLL+15 Step 1 for up to 8 hours per day for up to 40 days for the 2017-2018 FY. SEC 3+15 Step 7 for up to 8 hours per day for up to 190 days for the 2017-2018 FY.	6/5/2017	Jeff Elliott	Revised contract





Jennifer Peterson <jennifer.peterson@lewistown.k12.mt.us>

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## Fwd: Resignation

1 message

---

Jennifer Peterson <jennifer.peterson@lewistown.k12.mt.us>

Mon, May 22, 2017 at 3:53 PM

To: Jennifer Peterson <jenniferleepeterson@yahoo.com>

Dear Mr, Elliot, I have chosen not to sign up as a one on one aide for next year. I would like to talk with you about some options that may be possible. I enjoyed this year very much.

Bridgett Johnson

—  
Jennifer Peterson  
Administrative Secretary  
Lewistown Public Schools  
215 7th Avenue S.  
Lewistown, MT 59457

406-535-8777 extension 110  
406-535-7292 fax

## Mail

More

COMPOSE

## Fwd: Contract for Ginger Ingersol

Inbox x

## Inbox (1)

Starred

Sent Mail

Drafts

Spam

Amie

Background/fingerp...

Board Meetings

November

October

September

Board Room Reser...

Bobbie

Chris Rice - CMLRC..

Faxes

High School Reps B..

Hotel Reservations

Industrial Technolog...

Infinite Campus

Jason

Jeff Elliot

Jim Daniels -ATHLE..

Job Inquiries

Letters of Recomm...

Lifetouch - Dustin

Matt Lewis

Rebekah Rhoades

9:05 AM (22 minutes ago) ☆

to me, Bobbie

Jennifer,

Will you please put a revised contract on the June Board Meeting for Ginger Ingersoll will be for 4 hours per day. Thanks!

Rebekah

----- Forwarded message -----

From: **Danny Wirtzberger** <danny.wirtzberger@lewistown.k12.mt.us>

Date: Sat, May 20, 2017 at 12:55 PM

Subject: Re: Contract for Ginger Ingersol

To: Rebekah Rhoades &lt;rrhoades@lewistown.k12.mt.us&gt;

Cc: Jason Butcher &lt;jbutcher@lewistown.k12.mt.us&gt;

Hello Rebekah,

And thank you for your patience during this process. Ginger's schedule will be from 12:15 daily. 4 hours a day, twenty hours a week.

Let me know what I can do regarding the Board Packet and presentation. Thank you

On Tue, May 9, 2017 at 3:24 PM, Rebekah Rhoades <rrhoades@lewistown.k12.mt.us> wrote:

Since she is doing this all year long then I agree that we should do a revised contract. This will affect her insurance, as she will have to be considered part-time and the C will only pay for 1/2 her single coverage and 1/4 her dependent coverage (I am not who all she covers). Please shoot me an email when you know the exact hours she will be working. I will also need something in writing from her stating that she is working the full hours of the contract offered to her.

Thanks and let me know if you have any questions!

On Tue, May 9, 2017 at 3:19 PM, Danny Wirtzberger <danny.wirtzberger@lewistown.k12.mt.us> wrote:

Yes, hours during the internship are outside of para hours. I am finding out that it is a long project now. I will be willing to work with our Special Education teachers to schedule that works. I am expecting about 20-25 hours for Special Ed. Para next I think we will need to revise the contract for the board.

On Tue, May 9, 2017 at 1:02 PM, Rebekah Rhoades <rrhoades@lewistown.k12.mt.us> wrote:

How long will the internship last? If it is for the entire year, then we should have a revised contract approved by the Board. If it is only for a few weeks or a month it may be okay to keep as is because the contracts say "up to". Exactly how many hours will she work during the internship? I am assuming that the internship is

# Memorandum

**To:** Jason Butcher, Superintendent  
**CC:** Rebekah Rhoades, Business Manager  
**From:** Scott A. Dubbs, Curriculum Director  
**Date:** May 18, 2017  
**Re:** Out of State Travel Requests



I am requesting permission to attend the 2017 Silverback Summit in Boise, Idaho this June. The training is to support each school's curriculum and assessment and MTSS work with our data warehouse Milepost.

The summit will be Tuesday, June 20 and Wednesday, June 21 at the Boise Centre on the Grove. I will not fly there because the cost is prohibitive, so will plan to drive. Attached is a copy of the Silverback Summit's schedule and general information.



## **Opportunity, personalized.**

**Join us in Boise for our 5th annual summit.** Personalizing learning for every student and ensuring each learner reaches their goals, and engaging in their own professional development takes passion, dedication, and commitment. Silverback Learning empowers educators and administrators to meet these challenges head-on and achieve greater student and educator growth.

**Summit '17 is a two-day conference** full of workshops, roundtables, discussions, and networking. Expect hands-on Mileposts, Teacher Vitae, and EdifyAsses training tailored to your needs, real-life use cases, and opportunities to work side-by-side with qualified Silverback Learning leaders to maximize your product knowledge.

**Conference passes include** 2 full days of sessions, roundtables, panel discussions, and opportunities for 1-1 training in the Silverback Lab. Tuesday includes breakfast, lunch and a cocktail reception with live music, an open bar, and delicious hors d'oeuvres. Wednesday includes lunch and snacks. The conference ends mid-afternoon on Wednesday to make it easy to catch flights home. All hotels include breakfast. Dinner is on your own.

## **Information Hubs '17**

This year the Information Hubs will take place on Tuesday, June 20th, from 4-6 PM, alongside a cocktail reception following the first full day of our conference. Please join us for appetizers, cocktails, and conversation (each attendee will receive 2 complimentary drink tickets in their Summit '17 bag at registration) and meet our partners in education innovation before you head out for dinner on your own.

Date/Time	Function	Session	Audience	Start	End	Presenter
Tue. 6/20/2017						
	Registration	Registration/Information	All	7:00 AM	4:00 PM	Staff
	Help Desk	Help Desk	All	8:30 AM	3:30 PM	Staff
7:30 - 8:30	Breakfast	Breakfast & Keynote	All	7:30 AM	8:30 AM	Kim Alexander, Becki Schwietz
8:45 - 10:30	Session 1	Session 1	Session 1	Session 1	Session 1	Session 1
	Session 1	Beginning Mileposts	New users	8:45 AM	10:30 AM	Marilyn Rountree (Silverback Trainer)
	Session 1	What's New in Mileposts	All	8:45 AM	10:30 AM	Rudi & Engineering Staff
	Session 1	Edify	All	8:45 AM	10:30 AM	Ann Molina (Edify)
	Session 1	Gooru	All	8:45 AM	10:30 AM	Rudi/Gooru Staff
	Session 1	It All Starts With Leadership	Admin	8:45 AM	10:30 AM	Corey & Tanya (CCSD #1)
10:30 - 10:45	Transistion	Transition Break	Break	Break	Break	Transition Break
10:45 - 12:15	Session 2	Session 2	Session 2	Session 2	Session 2	Session 2
10:45 - 12:15	Session 2	Mileposts Implementation Plan	Admin	10:45 AM	12:15 PM	Sandra Miller, Kim Bedke & Jodie Beck (Cassia)
	Session 2	Mileposts at a Secondary Level	Secondary	10:45 AM	12:15 PM	Jason Sargent (Silverback Trainer)
	Session 2	Advanced Leadership: Year 2 & Beyond	Admin	10:45 AM	12:15 PM	Jim Lewis & Joy Rapp
	Session 2	Multi Tiered Support Using Mileposts: S	All	10:45 AM	12:15 PM	Sara Dorman & Nate Anderson (TFSD)
	Session 2	Teacher Vitae: Teacher Perspective (Ac	Teachers	10:45 AM	12:15 PM	Pat Tiede & Rudi Lewis
12:30 - 1:45	Lunch	Lunch, District Presentation, 'Rilla	All	12:30 PM	1:45 PM	St. Ignatius
2:00 - 4:00	Session 3	Session 3	Session 3	Session 3	Session 3	Session 3
2:00 - 4:00	Session 3	Teacher Vitae: Administrator Perspective	Administrators	2:00 PM	4:00 PM	Pat Tiede & Rudi Lewis
	Session 3	Mileposts LEADS in Your Building	All	2:00 PM	4:00 PM	Cindy Braun (Twin Falls SD)
	Session 3	Secondary Model of Leadership	Secondary	2:00 PM	4:00 PM	Jason Sargent (St. Ignatius SD)
	Session 3	Beginning Mileposts	New users	2:00 PM	4:00 PM	Lacee Peterson (Silverback Trainer)
	Session 3	Student Growth Achievement in Milepos	All	2:00 PM	4:00 PM	Sherrilynn Bair & Dave Kerns (Snake River SD)
4:00 - 6:00	Information Hub	Teacher Vitae, Edify, Imagine Learning,	All	4:00 PM	6:00 PM	Staff
Wed. 6/21/2017						
	Registration	Registration/Information	All	7:30 AM	2:30 PM	Staff
	Help Desk	Help Desk	All	8:30 AM	2:30 PM	Staff
8:00 - 9:15	Session 4	Session 4	Session 4	Session 4	Session 4	Session 4
8:00 - 9:15	Session 4	Assessment Analysis Report	Leadership	8:00 AM	9:15 AM	Jason Sargent (St. Ignatius SD)
	Session 4	Teacher Vitae- School Story	Leadership/Tea	8:00 AM	9:15 AM	Snake River SD (Sherrilynn Bair & Supt)
	Session 4	Progress Monitoring- Graphs Tell a Stor	Teachers	8:00 AM	9:15 AM	Cindy Braun (Twin Falls SD)
	Session 4	Interventions at Secondary Level	Teachers	8:00 AM	9:15 AM	Lacee Peterson (Silverback Trainer)
	Session 4	Data/Assessment Day	Leadership	8:00 AM	9:15 AM	Marcia Grabow (Blaine County SD)

Date/Time	Function	Session	Audience	Start	End	Presenter
9:15 - 9:30	Transistion	Transition Break	Break	Break	Break	Transition Break
9:30 - 10:45	Session 5	Session 5	Session 5	Session 5	Session 5	Session 5
9:30 - 10:45	Session 5	Building Leads #MilepostMatters	Leadership	9:30 AM	10:45 AM	Cindy Braun (Twin Falls SD)
	Session 5	You Ask WE Answer	All	9:30 AM	10:45 AM	Lacee Peterson (Silverback Trainer)
	Session 5	Learning Objectives: Mileposts/Edify	All	9:30 AM	10:45 AM	Scott Woolstenhulme (Bonneville Joint SD)
	Session 5	Automated Assessment Importer	Backstage	9:30 AM	10:45 AM	Jodi Barnes (Bonneville Joint SD)
	Session 5	Setting Teachers Up for Success- Data	Leadership/Sta	9:30 AM	10:45 AM	Jodi Togiaia & Dave Case (Blackfoot SD)
	Lunch	Lunch	All	11:00 AM	11:45 AM	Lunch & TBA
12:00 - 1:00	Session 6	Session 6	Session 6	Session 6	Session 6	Session 6
12:00 - 1:00	Session 6	Edify - Aligning your formative assessm		12:00 PM	1:00 PM	Scott Woolstenhulme
	Session 6	Edu-Drone Collab w/Roscoe TX ISD	All	12:00 PM	1:00 PM	Dr. Alexander (Roscoe ISD), Becky S (Office Depot), Ru
	Session 6	Group Progress Monitoring Tool	All	12:00 PM	1:00 PM	Corey Davidson (CCSD #1)
	Session 6	TBA		12:00 PM	1:00 PM	
	Session 6	Data Boards (Student Voice) "Whose cl	All	12:00 PM	1:00 PM	Lacee Peterson (Silverback Trainer)
1:15 - 2:30	Panel 7	Panel 7	Panel 7	Panel 7	Panel 7	Panel 7
1:15 - 2:30	Panel 7	What Works!	All/Leadership	1:15 PM	2:30 PM	Mileposts District Leaders
	Panel 7	Teaching with Mileposts	All/Teacher For	1:15 PM	2:30 PM	Mileposts District Leaders



Jennifer Peterson &lt;jennifer.peterson@lewistown.k12.mt.us&gt;

---

**Fwd: Temp Summer Work**

1 message

**Rebekah Rhoades** <rrhoades@lewistown.k12.mt.us>

Thu, May 25, 2017 at 2:08 PM

To: Jennifer Peterson &lt;jennifer.peterson@lewistown.k12.mt.us&gt;

Cc: Bobbie Atchison &lt;batcheson@lewistown.k12.mt.us&gt;, Jeff Elliott &lt;jelliott@lewistown.k12.mt.us&gt;, Bridgett Johnson &lt;bridgett.johnson@lewistown.k12.mt.us&gt;

Jennifer - Please add Bridgett to the Personnel Report for the June Board Meeting. She will be working in a temporary position for 2 hrs/day, 4 days/month in June and July and 2 hrs/day, 2 days/month in August. The total hours will be 20hrs for 10 days.

Bridgett - Please contact Bobbie regarding how to keep track of your time during the summer months. This position has a different funding source, so Bobbie is determining the best way to set that up. We will also issue you a temporary summer contract for this position, which will need to be signed after the June Board Meeting.

Thanks!

Rebekah

----- Forwarded message -----

From: **Linda Rinaldi** <lrinaldi@lewistown.k12.mt.us>

Date: Wed, May 24, 2017 at 10:41 AM

Subject: Temp Summer Work

To: Rebekah Rhoades &lt;rrhoades@lewistown.k12.mt.us&gt;

Rebekah,

As per our phone call here are the dates set up for summer help with Joe to work on Pre-employment skills in the community setting during the summer here are the dates set up:

Para: Bridgett Johnson : - summer work with Joe Rinaldi

June : June 6th 1:30-3:30  
June 7th 9:00 -11:00

June 20 -1:30-3:30  
June 21 - 9:00-11:00

July : July 11- 1:30-3:30  
July 12- 9:00-11:00

July 25 - 1:30-3:30  
July 26 - 9:00-11:00

Aug : - Aug 8- 1:30-3:30  
Aug 9 - 9:00- 11:00

This is what the temp schedule looks like if there are any changes I will be sure to get back with you. Thank you so much

Linda Rinaldi

May 19, 2017

Mr. Ventresca  
Lewistown Public Schools  
1312 7<sup>th</sup> Ave. North  
Lewistown, Mt. 59457

Dear Mr. Ventresca,

I would like to inform you that effective May 31, 2017 that I will be resigning from my position as the Library Aide for the Lewistown Public Schools.

I would like to thank you and the Lewistown School District for the wonderful opportunities that you provided for me to learn and grow on a professional level. The kindness, support and friendships that I have had while working here is beyond amazing.

While I believe that I am moving for good reasons, I am sorry to leave, and I thank you for your support during the time I have worked with the School District.

Sincerely,

Andrea Darrington



215 7th Avenue South  
Lewistown, MT 59457

Chris Rice, Director  
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: May 31, 2017

FROM: Chris Rice

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing. ESY is required under the Individuals with Disabilities Education Act (IDEA) for those students with disabilities who show severe regression over non-instructional periods and require a prolonged period of time to recoup the skills. The need for ESY is an Individual Education Plan (IEP) Team decision, documented on the IEP.

The basic ESY program will be held August 7<sup>th</sup> through 18<sup>th</sup>, with most students attending at Fergus High School and some served at Garfield and Highland Park. There will also be a supplemental program. Children requiring speech therapy will be served in June, with staffing provided by the Central Montana Learning Resource Center Cooperative.

These additional recommendations for staffing are being made after confirmed student enrollment.

#### Staffing Recommendations for ESY

Lisa Shelagowski, special education teacher, \$17.50/hour, up to 70 hours

Aimee Donaldson, special education paraprofessional, \$15.00/hour, up to 70 hours

Judy Fry, special education paraprofessional, \$15.00/hour, up to 70 hours

Lora Poser-Brown, special education paraprofessional, \$15.00/hour, up to 70 hours

Thank you.

SERVING SPECIAL STUDENTS IN  
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND  
JUDITH BASIN COUNTIES

## School District #1 Mission Statement:

*Excellence Today, Success Tomorrow*

### Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the District. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

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

**A. Pupil Instruction**

**First Semester** **90 Days** **Second Semester** **89 Days**

<b>FIRST QUARTER</b>				<b>DAYS</b>
First Week	Aug	25 -- Aug	26	2
Second Week	Aug	29 -- Sept	2	5
Third Week	Sept	6 -- Sept	9	4
Fourth Week	Sept	12 -- Sept	16	5
Fifth Week	Sept	19 -- Sept	23	5
Sixth Week	Sept	26 -- Sept	30	5
Seventh Week	Oct	3 -- Oct	7	5
Eighth Week	Oct	10 -- Oct	14	5
Ninth Week	Oct	17 -- Oct	19	3
Tenth Week	Oct	24 -- Oct	28	5
				<b>44</b>

<b>THIRD QUARTER</b>				<b>DAYS</b>
First Week	Jan	23 -- Jan	27	5
Second Week	Jan	30 -- Feb	3	5
Third Week	Feb	6 -- Feb	10	5
Fourth Week	Feb	13 -- Feb	17	5
Fifth Week	Feb	20 -- Feb	23	4
Sixth Week	Feb	27 -- Mar	3	5
Seventh Week	Mar	6 -- Mar	10	5
Eighth Week	Mar	13 -- Mar	17	5
Ninth Week	Mar	20 -- Mar	24	5
				<b>44</b>

<b>SECOND QUARTER</b>				<b>DAYS</b>
First Week	Oct	31 -- Nov	2	3
Second Week	Nov	7 -- Nov	11	5
Third Week	Nov	14 -- Nov	18	5
Fourth Week	Nov	21 -- Nov	22	2
Fifth Week	Nov	28 -- Dec	2	5
Sixth Week	Dec	5 -- Dec	9	5
Seventh Week	Dec	12 -- Dec	16	5
Eighth Week	Dec	19 -- Dec	21	3
Ninth Week	Jan	3 -- Jan	6	4
Tenth Week	Jan	9 -- Jan	13	5
Eleventh Week	Jan	17 -- Jan	20	4
				<b>46</b>

<b>FOURTH QUARTER</b>				<b>DAYS</b>
First Week	Mar	27 -- Mar	31	5
Second Week	Apr	3 -- Apr	7	5
Third Week	Apr	10 -- Apr	13	4
Fourth Week	Apr	18 -- Apr	21	4
Fifth Week	Apr	24 -- Apr	28	5
Sixth Week	May	1 -- May	5	5
Seventh Week	May	8 -- May	12	5
Eighth Week	May	15 -- May	19	5
Ninth Week	May	22 -- May	26	5
Tenth Week	May	30 -- May	31	2
				<b>45</b>

**Totals**

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

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

**Holidays / Vacations (Dates Inclusive)**

**C.**

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

