

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, December 9, 2013**

**REGULAR BOARD MEETING**

**CALL TO ORDER (5:30 p.m.)**

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Recognition—Karen Durbin, MAFCSE Teacher of the Year
4. Presentation—Scott Dubbs, Smarter Balanced Assessment
5. Report—Student Representative
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

8. Report—Election Update
9. Report—Investment
10. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

12. Minutes of the November 11, 2013, Regular Board Meeting
13. Minutes of the November 20, 2013, Special Board Meeting

**APPROVAL OF CLAIMS**

14. Claims

**CONSENT GROUP ITEMS**

15. Approve Additions to the Substitute List for the 2013-2014 School Year

**INDIVIDUAL ITEMS**

16. First Reading—Board Policy #3121P – Enrollment and Attendance Records
17. Approve Personnel Report

**ADJOURNMENT**

### **PUBLIC PARTICIPATION**

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

- 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.
- 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.

### **CONSENT GROUP ITEMS**

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—KAREN DURBIN, MAFCSE TEACHER OF THE YEAR

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 12/09/2013

**SUMMARY:**

The Board of Trustees would like to recognize and congratulate Karen Durbin for being selected as the 2013 Montana Association of Family and Consumer Science Educators (MAFCSE) Teacher of the Year.

Mrs. Durbin has been an FCS teacher for 29 years, 12 of those years have been at Fergus High School.

**SUGGESTED ACTION:** Informational

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

NOTES:

|                            | Motion | Second | Ave | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bristol                    |        |        |     |     |         |       |
| Irish                      |        |        |     |     |         |       |
| Koterba                    |        |        |     |     |         |       |
| Monger                     |        |        |     |     |         |       |
| Thomas                     |        |        |     |     |         |       |
| Thompson                   |        |        |     |     |         |       |
| Weeden                     |        |        |     |     |         |       |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

4

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

ITEM TITLE: PRESENTATION—SCOTT DUBBS, SMARTER BALANCED ASSESSMENT

Requested By: Board of Trustees    Prepared By: Scott Dubbs    Date: 12/09/2013

**SUMMARY:**

Scott Dubbs, Curriculum Director, will present information to the Board of Trustees regarding Smarter Balanced Assessment.

**SUGGESTED ACTION:** Informational

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

NOTES:

|                            | Motion | Second | Ave | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bristol                    |        |        |     |     |         |       |
| Irish                      |        |        |     |     |         |       |
| Koterba                    |        |        |     |     |         |       |
| Monger                     |        |        |     |     |         |       |
| Thomas                     |        |        |     |     |         |       |
| Thompson                   |        |        |     |     |         |       |
| Weeden                     |        |        |     |     |         |       |



## A Summary of Core Components

The Smarter Balanced Assessment Consortium is one of two multistate consortia awarded funding from the U.S. Department of Education to develop an assessment system based on the new Common Core State Standards (CCSS). To achieve the goal that all students leave high school ready for college and career, Smarter Balanced is committed to ensuring that assessment and instruction embody the CCSS and that all students, regardless of disability, language or subgroup status, have the opportunity to learn this valued content and to show what they know and can do.

With strong support from participating states, institutions of higher education and industry, Smarter Balanced will develop a balanced set of measures and tools, each designed to serve specific purposes. Together, these components will provide student data throughout the academic year that will inform instruction, guide interventions, help target professional development and ensure an accurate measure of each student's progress toward career- and college-readiness.

### The core components of Smarter Balanced are:

#### Summative assessments:

- ▶ Mandatory comprehensive accountability measures that include computer adaptive assessments and performance tasks, administered in the last 12 weeks of the school year in grades 3–8 and 11 for English language arts(ELA)/literacy and mathematics;
- ▶ Designed to provide valid, reliable and fair measures of students' progress toward and attainment of the knowledge and skills required to be college- and career-ready;
- ▶ Capitalize on the strengths of computer adaptive testing (e.g. efficient and precise measurement across the full range of achievement and quick turnaround of results); and,
- ▶ Produce composite content area scores, based on the computer adaptive items and performance tasks.

#### Interim assessments:

- ▶ Optional comprehensive and content-cluster measures that include computer adaptive assessments and performance tasks, administered at locally determined intervals throughout the school year;
- ▶ Results reported on the same scale as the summative assessment to provide information about how students are progressing;
- ▶ Serve as the source for interpretive guides that use publicly released items and tasks;
- ▶ Grounded in cognitive development theory about how learning progresses across grades and how college- and career-readiness emerge over time;
- ▶ Involve a large teacher role in developing and scoring constructed response items and performance tasks;
- ▶ Afford teachers and administrators the flexibility to:
  - select item sets that provide deep, focused measurement of specific content clusters embedded in the CCSS;
  - administer these assessments at strategic points in the instructional year;

- use results to better understand students' strengths and limitations in relation to the standards;
- support state-level accountability systems using end-of-course assessments.

#### Formative tools and processes:

- ▶ Provides resources for teachers on how to collect and use information about student success in acquisition of the CCSS;
- ▶ Will be used by teachers throughout the year to better understand a student's learning needs, check for misconceptions and/or to provide evidence of progress toward learning goals.

### System Features

- ▶ Ensures coverage of the full range of ELA/literacy and mathematics standards and breadth of achievement levels by combining a variety of item types (e.g., selected-response, constructed response, and technology-enhanced) and performance tasks, which require application of knowledge and skills.
- ▶ Provides comprehensive, research-based support, technical assistance and professional development so that teachers can use assessment data to improve teaching and learning in line with the standards.
- ▶ Provides online, tailored reports that link to instructional and professional development resources.

### LEARN MORE AND GET INVOLVED

Visit [SmarterBalanced.org](http://SmarterBalanced.org) to learn more about the Smarter Balanced Assessment Consortium and sign-up to receive our monthly eNewsletter. For more information, please contact [Info@SmarterBalanced.org](mailto:Info@SmarterBalanced.org).

## **2014 Statewide Field Test of Smarter Balanced Assessment Frequently Asked Questions**

### **What is Montana's "Double-Testing Waiver"?**

In November 2011, the Montana Board of Public Education adopted the Montana Common Core Standards, replacing our previous English language arts and mathematics standards. The new standards are higher and clearer than Montana's previous standards and are focused on developing critical thinking skills and applying what students are learning to the real world. These standards are officially being implemented across the state this school year. In order to measure how Montana students are meeting the new standards, Montana has joined with 24 states in developing assessments with the Smarter Balanced Assessment Consortium.

The Office of Public Instruction has been granted a testing waiver from the U.S. Department of Education in order to avoid double-testing of Montana students this school year and to allow schools to smoothly transition to a new, online statewide assessment in 2015. Without this waiver, Montana students would have been tested on our old standards as well as participating in a field test of the Smarter Balanced assessment, which is aligned to our new standards.

The double-testing waiver request outlines the following: 1) All Montana students in grades 3-8 and grade 11 will take the full form Smarter Balanced field test with the exception of qualifying students with disabilities, who will take the CRT Alternate assessment; 2) The current Science CRT assessment and Science CRT Alternate will continue to be given to grades 4, 8, and 10; 3) AYP determinations from 2013 will roll forward for 2014; and 4) In the 2014-2015 school year, the new Smarter Balanced assessment as well as the state science assessment will be given to all required grades and be used to determine Annual Yearly Progress (AYP) for all schools.

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### **What is the Smarter Balanced Assessment Consortium?**

The Smarter Balanced Assessment Consortium (Smarter Balanced) is a multi-state organization working together to develop next-generation assessments that accurately measure student progress toward college and career readiness. The Smarter Balanced assessment is a computer adaptive year-end assessment where each student's test is customized based on his or her performance throughout the test. The new assessment will be used for state and federal accountability purposes beginning in the 2014-2015 school year.

The Smarter Balanced system will:

- Align with the Montana Common Core Standards in English language arts and mathematics;
- Focus on supporting teachers' instructional practice and implementation of new standards;

- Provide a comprehensive reporting system on classroom practices and student progress for teachers, administrators, students and parents;
- Ensure every student is able to show what they know and can do to meet new standards; and
- Offer classroom formative assessment processes and tools, as well as computer adaptive interim and summative assessments.

### **How have Montanans participated in the Smarter Balanced Assessment Consortium?**

Montana is a governing state, which means representatives from our state participate in all Smarter Balanced decisions. Additionally, Montana educators from K-12 and higher education are participating in workgroups which address topics such as: item development, formative assessment practices leadership and professional learning, math assessment, accessibility to assessment, and technology.

### **What is a field test?**

A field test is a test of the test, not the students. It is a trial run of the assessment system to help ensure the assessments are valid, reliable, and fair for all students.

The field test serves several purposes:

Quality Assurance: The field test will evaluate the performance of more than 20,000 assessment items and performance tasks—as well as the performance of the online testing system. For test developers, the field test will show which questions work well and which ones need to be improved so that they contribute to a fair and accurate assessment of student achievement.

Achievement Standards: Data from the field test will allow Smarter Balanced to set preliminary achievement standards in summer 2014. These achievement standards will indicate whether or not students are on track to achieve college and career readiness in English language arts and mathematics.

Test Administration: For member states, the field test provides an opportunity to make sure technology systems and administration logistics are ready for implementation of the assessment system in the 2014-15 school year.

### **What is a performance task?**

Performance tasks challenge students to apply their knowledge and skills to respond to real-world problems. They can best be described as collections of questions and activities that are connected to a single theme or scenario. These activities are meant to measure depth of understanding, research skills, and complex analysis, which cannot be adequately assessed with selected- or constructed-response items.

Performance tasks in reading, writing, and mathematics will be part of the Smarter Balanced

summative, year-end assessment. The performance tasks will be delivered by computer (but will not be computer adaptive) and will take one to two class periods to complete.

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### **What is a computer adaptive assessment?**

Based on student responses, the computer program adjusts the difficulty of questions throughout the assessment. By adapting to the student as the assessment is taking place, these assessments present an individually tailored set of questions to each student and can quickly identify which skills a student has mastered.

Computer adaptive tests are typically shorter than paper-and-pencil assessments because fewer questions are required to accurately determine each student's achievement level. These tests are also more precise in terms of the results for an individual student's knowledge and abilities. The assessments draw from a large bank of questions, and since students receive different questions based on their responses, test items are more secure and can be used for a longer period of time.

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### **Who will score the written responses and the performance tasks?**

Some items can be scored automatically; many will be hand-scored by professionally trained readers.

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### **Who will take the Smarter Balanced Field Test?**

In spring 2014, Montana public school and private accredited school students in grades 3-8 and 11 will participate in the Smarter Balanced field test in English language arts and mathematics instead of the current CRT. In addition, a small sample of students in grades 9 and 10 will participate in the high school assessment.

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### **Who will take the CRT Alternate in 2014?**

In spring 2014, students who qualify for the alternate assessment will participate in the paper-and-pencil CRT Alternate in reading, math and science. Students must have an IEP and meet eligibility guidelines that are provided to IEP teams by OPI. The testing window for the CRT Alternate test is February 17-March 25, 2014.

In 2015, students who qualify for the alternate will participate in a new alternate aligned to the Common Core State Standards and developed by the National Center and State Collaborative (NCSC), of which Montana is a member. A small percentage of Montana students who qualify for the alternate assessment will participate in the field test for the new alternate in the spring of 2014 with full implementation in 2015.

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### **Will accommodations be available for students with IEP's participating in the field test?**

The IEP team will identify the accommodations and supports for a student. A school system or school administrator will upload the required accommodations into the Smarter Balanced system. In most cases, the accommodations will be embedded in the online system. Smarter has developed a manual of guidelines, [“Smarter Balanced Assessment Consortium: Usability, Accessibility, and Accommodations Guidelines,”](#) for use by test administrators and IEP teams.

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### **Will calculators be permitted?**

The parts of the test that permit calculator use will include an embedded on-screen digital calculator. This tool is only allowed on specific items for which it would be appropriate. It is a good idea for students to practice using the calculators on their computers so they can get used to them.

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### **Will my child have the necessary computer skills to take the online assessment?**

Using the practice tests that are online will help schools determine what computer skills students need. In addition, in late January, schools will also have access to a training test. This test is shorter than the field test. It has been specifically designed to provide students an opportunity to practice using the various computer skills and expose them to the full array of available supports and/or accommodations.

It is anticipated that some students may see on-screen technologies they may not be familiar with. Allowing students the opportunity to experience the field test in 2014 before the official Smarter Balanced assessment in 2015 is another benefit of the testing waiver.

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### **How long will students have to take the test?**

While the Smarter Balanced assessment is untimed, each subject area is estimated to take 3-4 hours to complete. Students will not be timed out, and the test can be paused and resumed later. However, questions that have been answered already cannot be revisited after a student saves and leaves a session. Students may take the field test over multiple days.

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### **When is the testing window for the Smarter Balanced Field Test?**

The Smarter Balanced assessment window will be administered in a 10 to 12 week window at the end of the school year. The 2014 Montana field test window is March 18 – May 14, 2014. Because many school systems begin and end the year at different times, the test window may be different for each system.

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### **Are there any changes to the science assessment?**

The Smarter Balanced assessment does not have a science component. Montana students will continue to take the paper-and-pencil Science CRT and Science CRT Alternate in grades 4, 8, and 10.

The testing window for the Science CRT is March 3-25, 2014. Schools will receive a small shipment of the science testing materials in February. Schools will follow the same test security and administration procedures as in past years.

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### **Will the OPI, schools or parents receive test scores from the field test?**

Because the field test is a “test of the test,” students, parents, schools and the state will not receive scores.

By “testing the test”, students and schools will have the opportunity to provide feedback to Smarter Balanced about Montana’s needs for the assessment. Montana’s waiver request to the U.S. Department of Education requires full participation in the field test.

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### **What should my school be doing to prepare for the field test?**

Schools can prepare for the field test by:

- Building a district/school Smarter Team which includes members of administration, the test coordinator, IT support, special needs, and data staffs;
- Using the technology readiness tools provided by OPI and Smarter;
- Using the online practice tests and the training tests; and
- Continuing to focus on implementing Montana’s new English and math standards.

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### **How is Montana going to measure accountability from a school, district and state level?**

For state and federal accountability purposes, Montana’s waiver to the U.S. Department of Education states that Annual Yearly Progress (AYP) determinations for a school and district will be carried forward from the 2012-2013 school year.

Teachers continue to provide the best information to parents for assessing an individual child’s progress over the course of a school year.

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### **How much will the Smarter Balanced Assessment cost?**

Smarter Balanced has released cost estimates for its assessments that include expenses for ongoing research and development of the assessment system, as well as test administration and scoring. The full suite of summative, interim, and formative assessments is estimated to cost \$29 per student.

These costs are less than the amount that two-thirds of the Consortium’s member states currently pay, including Montana. Montana’s previous statewide assessment cost approximately \$32 per student.

**For additional information regarding the Smarter Balanced field test:**

Montana Office of Public Instruction Assessment Division

Phone: 406-444-3511

Email: [amakowski@mt.gov](mailto:amakowski@mt.gov)

Website: <http://opi.mt.gov/curriculum/MontCAS/>

Smarter Balanced Assessment Consortium:

Website: <http://www.smarterbalanced.org/>

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

5

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Kaitlyn Moodie    Date: 12/09/2013

**SUMMARY:**

Fergus High School Student Representative to the Board of Trustees will provide a report on upcoming activities at Fergus High School.

**SUGGESTED ACTION:** Informational

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

NOTES:

|                     | Motion | Second | Ave | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| <i>Board Action</i> |        |        |     |     |         |       |
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

**FHS SCHOOL BOARD REPORT**  
**Kaitlyn Moodie**

Monday, December 9, 2013

**Key Club:**

- Starting monthly, organized service projects.
  - This month, members will be helping at the Boys and Girls Club.

**FCCLA:**

- 346 pies were sold
- Currently preparing for State

**BPA:**

- Preparing for Regional's in Great Falls.
- Putting on a combined food drive with a couple other clubs.
  - Goal is 1000lbs

**F Club:**

- Donated \$250.00 and flowers in memory of the football player in Townsend that passed away.
  - The money was raised by F Club, but was given in the name of Fergus High School Faculty, Staff, and Students.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

6

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee    Date: 12/09/2013

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational Report

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

NOTES:

| <i>Board Action</i> | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

**STANDING COMMITTEES OF THE BOARD**  
**2013-2014 School Year**

| Committee                       | Number<br>on Comm. | Jeremy<br>Bristol | Joe<br>Irish | Phil<br>Koterba | Stan<br>Monger | Barb<br>Thomas | Jennifer<br>Thompson | Monte<br>Weeden |
|---------------------------------|--------------------|-------------------|--------------|-----------------|----------------|----------------|----------------------|-----------------|
|                                 |                    |                   |              |                 |                |                |                      |                 |
| <b>Building &amp; Grounds</b>   | <b>3</b>           | <b>X</b>          |              |                 | <b>X</b>       |                |                      | <b>X</b>        |
|                                 |                    |                   |              |                 |                |                |                      |                 |
| <b>Insurance Risk Committee</b> | <b>2</b>           |                   | <b>X</b>     |                 | <b>X</b>       |                |                      |                 |
|                                 |                    |                   |              |                 |                |                |                      |                 |
| <b>Transportation</b>           | <b>3</b>           | <b>X</b>          |              |                 |                | <b>X</b>       |                      | <b>X</b>        |

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2013-2014 School Year**

| Committee                          | Number<br>on Comm. | Jeremy<br>Bristol | Joe<br>Irish | Phil<br>Koterba | Stan<br>Monger | Barb<br>Thomas | Jennifer<br>Thompson | Monte<br>Weeden |
|------------------------------------|--------------------|-------------------|--------------|-----------------|----------------|----------------|----------------------|-----------------|
|                                    |                    |                   |              |                 |                |                |                      |                 |
| <b>Activities</b>                  | <b>2</b>           |                   |              |                 |                | <b>X</b>       |                      | <b>X</b>        |
|                                    |                    |                   |              |                 |                |                |                      |                 |
| <b>Curriculum Committees:</b>      |                    |                   |              |                 |                |                |                      |                 |
| <b>Communication Arts</b>          | <b>1</b>           |                   |              | <b>X</b>        |                |                |                      |                 |
| <b>Math</b>                        | <b>1</b>           |                   |              |                 |                | <b>X</b>       |                      |                 |
|                                    |                    |                   |              |                 |                |                |                      |                 |
| <b>Health Insurance Program</b>    | <b>2</b>           |                   |              | <b>X</b>        |                |                | <b>X</b>             |                 |
|                                    |                    |                   |              |                 |                |                |                      |                 |
| <b>School Calendar</b>             | <b>1</b>           |                   |              |                 |                |                |                      | <b>X</b>        |
|                                    |                    |                   |              |                 |                |                |                      |                 |
| <b>Vocational Advisory Council</b> | <b>1</b>           | <b>X</b>          |              |                 |                |                |                      |                 |
|                                    |                    |                   |              |                 |                |                |                      |                 |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

7

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 12/09/2013

**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    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

|                     | Motion | Second | Ave | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| <i>Board Action</i> |        |        |     |     |         |       |
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |



**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

12/09/2013

**Agenda Item No.**

8

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

**ITEM TITLE:** REPORT—ELECTION UPDATE

**Requested By:** Superintendent    **Prepared By:** Rebekah Rhoades    **Date:** 12/09/2013

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2014.

Attached are the Terms of Office Listing and the 2014 School Election Calendar.

Board members terms of office that are due to expire in 2014 include: Joe Irish, Stan Monger, and Barb Thomas.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

| <i>Board Action</i> | Motion | Second | Ave | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

As currently exists, Board members terms of office are as follows:

|                           | <b>Expire<br/>2014</b>                  | <b>Expire<br/>2015</b>         | <b>Expire<br/>2016</b>                  |
|---------------------------|---|--------------------------------|---|
| <b>SCHOOL DISTRICT #1</b> | Joe Irish<br>Stan Monger<br>Barb Thomas | Jeremy Bristol<br>Monte Weeden | Phillip R. Koterba<br>Jennifer Thompson |

**School District #1 Three (3) - Three (3) Year Terms:**


\_\_\_\_\_ 3 year term (to expire in 2017)  
\_\_\_\_\_ 3 year term (to expire in 2017)  
\_\_\_\_\_ 3 year term (to expire in 2017)

**Petitions Filed for Nomination of School Board Trustee:**

# SCHOOL ELECTIONS CALENDAR 2014

| Days From Election                                     | Deadlines   | Event<br>(Special Instances Identified in Green)  | MCA Citation   |
|--|---|---|--|
| No earlier than 135 days, or later than 40 days before | <b>Sunday, December 22 through Thursday, March 27</b> | <b>Trustee candidates file for election.</b> Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b><br><br><i>Candidate must be registered to vote at the time the petition is filed.</i>   | <a href="#">13-10-201(6)</a><br><br><a href="#">20-3-305</a><br><br><a href="#">20-3-344</a> |
| Within 5 days of becoming a candidate                  | <b>Friday, December 27 through Tuesday, April 1</b>   | <b>Contact the Montana Commissioner of Political Practices (MCP)</b> office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more. The filing of C-1-A is required within 5 days of becoming a candidate.   | <a href="#">13-37-206</a><br><br><a href="#">13-37-201</a>                                   |
| At least 70 days before                                | <b>Tuesday, February 25</b>                           | <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.   | <a href="#">13-19-202</a><br><br><a href="#">13-19-203</a>                                   |
| At least 60 days before                                | <b>Friday, March 7</b>                                | <b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)).   | <a href="#">13-19-205</a>  |
| At least 40 days before                                | <b>Thursday, March 27</b>                             | <b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 25 days before the election). The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college.<br><br><b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a> , MCA). | <a href="#">20-20-201</a><br><br><a href="#">20-20-203</a><br><br><a href="#">20-9-422</a>   |
| At least 38 days before                                | <b>Friday, March 28</b>                               | <b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.  | <a href="#">20-3-305</a>   |
| At least 35 days before                                | <b>Tuesday, April 1</b>                               | <b>Last day to file resolutions for school election with county election administrator.</b>   | <a href="#">20-20-201(2)</a>   |
| No later than the 30th day before                      | <b>Friday, April 4</b>                                | <b>Deadline to notify election judges of appointment.</b>   | <a href="#">13-4-102</a>   |
| 30 days before   | <b>Monday, April 7</b>                                | <b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.  | <a href="#">20-20-311</a><br><br><a href="#">20-20-312</a>                                   |
| 30 days before   | <b>Monday, April 7</b>                                | <b>Absentee ballots must be available for bond elections.</b> If the bond election is to be held on a date other than the regular school Election Day in May, ballots must be available 30 days before.   | <a href="#">20-9-426</a>   |

| Days From Election  | Deadlines   | Event<br>(Special Instances Identified in Green)   | MCA Citation   |
|---|---|--|--|
| Not more than 30 days before  | <b>Monday, April 7</b>                            | <b>Contact your county election administrator</b> for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).   | <a href="#">13-13-212</a>                              |
| Not less than 20 days, or more than 30 days before                          | <b>Sunday April 6 through Wednesday, April 16</b> | <b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained.<br><br>If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices. | <a href="#">20-20-204</a>                              |
| No later than 26 days before  | <b>Thursday, April 10 (By 5 p.m.)</b>             | <b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b>  | <a href="#">13-10-211(3)</a>                           |
| Not less than 25 days before  | <b>Friday, April 11</b>                           | <b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.<br><br><i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>   | <a href="#">20-3-313</a>                               |
| Not less than 25 days before  | <b>Friday, April 11</b>                           | <b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk.<br><i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.   | <a href="#">20-20-401</a><br><a href="#">15-10-425</a> |
| Not before the 25 <sup>th</sup> day nor later than the 15 <sup>th</sup> day | <b>Friday, April 11 through Monday, April 21</b>  | <b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.  | <a href="#">13-19-207</a>                              |
| At least 20 days before   | <b>Wednesday, April 16</b>                        | <b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed)</li> <li>• Instructions for voting and returning the ballot</li> <li>• A secrecy envelope, free of any marks that would identify the voter</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul>  | <a href="#">13-13-214</a><br><a href="#">20-20-401</a> |

| Days From Election  | Deadlines  | Event<br>(Special Instances Identified in Green)   | MCA Citation  |
|---|--|--|---|
| Day before  | <b>Monday, May 5 (By Noon)</b>                   | <b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.<br><i>** Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>   | <a href="#">13-13-211</a><br><a href="#">13-13-214</a>  |
| Day before  | <b>Monday, May 5</b>                             | <b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.   | <a href="#">20-20-313</a>   |
| Election Day<br> | <b>Tuesday, May 6</b>                            | <b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).<br><br><b>Notify election judges of the names of write-in candidates</b>   | <a href="#">Title 13</a><br><a href="#">20-20-105</a><br><a href="#">20-20-401</a><br><a href="#">20-20-411</a> |
| Following receipt of the tally sheets from all polls and within 15 days after election            | <b>Wednesday, May 21</b>                         | <b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.  | <a href="#">20-20-415</a><br><a href="#">20-20-416</a>  |
| Within 5 days after the official canvas   | <b>Monday, May 12 through Monday, May 27</b>     | <b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.  | <a href="#">13-16-201</a>   |
| Within 15 days after receipt of certificate of election   | <b>Wednesday, May 21</b>                         | <b>Candidate completes and files Oath of Office</b> with the County Superintendent.<br><br><i>**Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i>   | <a href="#">20-3-307</a><br><a href="#">20-1-202</a><br><a href="#">1-6-101</a>                                 |
| Within 15 days of election  | <b>Wednesday, May 21</b>                         | <b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.  | <a href="#">20-3-321</a>  |
| 12 days before and 20 days after  | <b>Thursday, April 24 through Monday, May 26</b> | <b>Filing Report:</b> Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices.  | <a href="#">13-37-226(4)</a>  |
| June 1  | <b>Friday, May 30</b>                            | <b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election. | <a href="#">20-20-417</a>   |

**Special instances are identified with green lettering**

1-1-307, MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

*If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.*

**Additional References:**

Sample forms can be found at this address:

[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

Election Manual: [http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

MT Secretary of State's Office: <http://sos.mt.gov/Elections/index.asp>

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

9

☐ Minutes/Claims    ☐ Board of Trustees    ☒ Superintendent's Report

☐ Action - Consent

☐ Action - Indiv.

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades    Date: 12/09/2013

**SUMMARY:**

Below is the interest earned and distributed for November 2013:

Elementary      \$1,307.47

High School      \$ 914.51

**SUGGESTED ACTION:** Informational

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

NOTES:

|                            | Motion | Second | Ave | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bristol                    |        |        |     |     |         |       |
| Irish                      |        |        |     |     |         |       |
| Koterba                    |        |        |     |     |         |       |
| Monger                     |        |        |     |     |         |       |
| Thomas                     |        |        |     |     |         |       |
| Thompson                   |        |        |     |     |         |       |
| Weeden                     |        |        |     |     |         |       |

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

**BOARD AGENDA ITEM**

**Meeting Date**

12/09/2013

**Agenda Item No.**

10

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 12/09/2013

**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.

- ❖ December 2013 Student Count
- ❖ 2014-2015 School Calendar
- ❖ Superintendent's Evaluation—January 13, 2014
- ❖ LJHS Choir Concert—Tuesday, December 10, 2013—7:00 p.m.—LJHS Auditorium
- ❖ LJHS Band Concert—Thursday, December 12, 2013—7:00 p.m.—LJHS Auditorium
- ❖ No School—December 23, 2013 through January 3, 2014—Winter Break
- ❖ Central Office Closed—Tuesday, December 24, 2013
- ❖ Eagle Booster Club Meeting—Monday, January 6, 2014—7:00 p.m.—Yogo
- ❖ LJHS VB—First Day of Practice—Monday, January 6, 2014
- ❖ Geography Bee—Tuesday, January 7, 2014—12:45 p.m.—FCPA
- ❖ Home Athletic Games/Meets:
  - BBB vs. Billings Ctrl—Friday, December 20, 2013—4:00/5:30/7:00 p.m.
  - BBB/GBB vs. Huntley Project—Saturday, December 21, 2013—2:00/3:30/5:00/6:30 p.m.
  - GBB vs. Belgrade—Friday, January 3, 2014—4:00/5:30/7:00 p.m.
  - BBB vs. Laurel—Saturday, January 4, 2014—3:00/4:30/6:00 p.m.
  - BBB vs. Fairfield—Friday, January 10, 2014—4:00/5:30/7:00 p.m.
  - BBB vs. Havre—Saturday, January 11, 2014—4:00/5:30/7:00 p.m.

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**



| <b>LEWISTOWN</b>   |              |                |              |                |              |                |              |                |              |                |              |                |              |                |              |                |
|--------------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|--------------|----------------|
| Enrollment History |              |                |              |                |              |                |              |                |              |                |              |                |              |                |              |                |
| December 2, 2013   |              |                |              |                |              |                |              |                |              |                |              |                |              |                |              |                |
|                    |              |                |              |                |              |                |              |                |              |                |              |                |              |                |              |                |
|                    |              |                |              |                |              |                |              |                |              |                |              |                |              |                |              |                |
| Grade              | Fall<br>2006 | Spring<br>2007 | Fall<br>2007 | Spring<br>2008 | Fall<br>2008 | Spring<br>2009 | Fall<br>2009 | Spring<br>2010 | Fall<br>2010 | Spring<br>2011 | Fall<br>2011 | Spring<br>2012 | Fall<br>2012 | Spring<br>2013 | Fall<br>2013 | Winter<br>2013 |
| Pre-K              | 7            | 6              | 6            | 17             | 8            | 15             | 3            | 4              | 4            | 5              | 0            | 0              |              |                |              |                |
| Kindergarten       | 114          | 112            | 94           | 92             | 92           | 95             | 73           | 72             | 85           | 86             | 98           | 98             | 87           | 89             | 98           | 99             |
| 1st Grade          | 97           | 98             | 107          | 103            | 91           | 91             | 89           | 90             | 72           | 74             | 82           | 84             | 95           | 97             | 85           | 88             |
| 2nd Grade          | 90           | 92             | 95           | 94             | 101          | 101            | 90           | 88             | 90           | 99             | 75           | 75             | 81           | 79             | 95           | 97             |
| 3rd Grade          | 97           | 100            | 95           | 95             | 97           | 96             | 99           | 99             | 82           | 81             | 99           | 99             | 72           | 75             | 82           | 82             |
| 4th Grade          | 87           | 88             | 96           | 92             | 93           | 95             | 93           | 94             | 102          | 101            | 85           | 83             | 103          | 104            | 73           | 73             |
| 5th Grade          | 90           | 92             | 86           | 88             | 89           | 87             | 96           | 97             | 92           | 94             | 99           | 94             | 82           | 86             | 101          | 102            |
| 6th Grade          | 108          | 108            | 93           | 92             | 92           | 87             | 86           | 86             | 89           | 90             | 95           | 99             | 97           | 97             | 84           | 82             |
| 7th Grade          | 113          | 111            | 110          | 109            | 91           | 90             | 89           | 92             | 90           | 94             | 93           | 94             | 100          | 101            | 91           | 91             |
| 8th Grade          | 115          | 114            | 108          | 110            | 105          | 106            | 77           | 78             | 93           | 93             | 90           | 90             | 90           | 90             | 103          | 103            |
| 9th Grade          | 116          | 111            | 111          | 109            | 106          | 107            | 103          | 98             | 79           | 79             | 95           | 91             | 88           | 89             | 89           | 89             |
| 10th Grade         | 106          | 104            | 108          | 104            | 108          | 105            | 100          | 98             | 97           | 97             | 81           | 74             | 94           | 91             | 88           | 86             |
| 11th Grade         | 115          | 109            | 104          | 102            | 96           | 99             | 105          | 106            | 100          | 100            | 93           | 85             | 78           | 76             | 85           | 83             |
| 12th Grade         | 99           | 97             | 99           | 99             | 101          | 101            | 94           | 93             | 102          | 97             | 96           | 95             | 88           | 88             | 73           | 73             |
|                    |              |                |              |                |              |                |              |                |              |                |              |                |              |                |              |                |
|                    | Fall<br>2006 | Spring<br>2007 | Fall<br>2007 | Spring<br>2008 | Fall<br>2008 | Spring<br>2009 | Fall<br>2009 | Spring<br>2010 | Fall<br>2010 | Spring<br>2011 | Fall<br>2011 | Spring<br>2012 | Fall<br>2012 | Spring<br>2013 | Fall<br>2013 | Winter<br>2013 |
| K-6                | 683          | 690            | 666          | 656            | 655          | 652            | 626          | 626            | 612          | 625            | 633          | 632            | 617          | 627            | 618          | 623            |
| 7-8                | 228          | 225            | 218          | 219            | 196          | 196            | 166          | 170            | 183          | 187            | 183          | 184            | 190          | 191            | 194          | 194            |
| 9-12               | 436          | 421            | 422          | 414            | 411          | 412            | 402          | 395            | 378          | 373            | 365          | 345            | 348          | 344            | 335          | 331            |
|                    |              |                |              |                |              |                |              |                |              |                |              |                |              |                |              |                |
| Grand Total        | 1347         | 1336           | 1306         | 1289           | 1262         | 1260           | 1194         | 1191           | 1173         | 1185           | 1181         | 1161           | 1155         | 1162           | 1147         | 1148           |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

11

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 12/09/2013

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

**NOTES:**

|                     | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| <i>Board Action</i> |        |        |     |     |         |       |
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

12 - 13

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 12/09/2013

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the November 11, 2013, Regular Board Meeting
- Minutes of the November 20, 2013, Special Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

NOTES:

|                     | Motion | Second | Aye | Nav | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| <i>Board Action</i> |        |        |     |     |         |       |
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, November 11, 2013**

**REGULAR BOARD MEETING**

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

1. **ROLL CALL**

**TRUSTEES PRESENT:**

Acting Board Chair Barb Thomas, Jeremy Bristol, Joe Irish, Jennifer Thompson, Phil Koterba, Monte Weeden

**STAFF ABSENT:**

Stan Monger

**STAFF PRESENT:**

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Aaryn Bell, Scott Dubbs, Michelle Trafton

**OTHERS PRESENT:**

Student Representative Kaitlyn Moodie (7:05 p.m.), Doreen Heintz-Lewistown News-Argus, Joe Zahler—KXLO/KLCM Radio, Chris Rice, Rosemary Kent, and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. **REPORT—STUDENT REPRESENTATIVE**

Kaitlyn Moodie, student representative to the Board, reported on upcoming activities at Fergus High School.

4. **REPORT—COMMITTEES OF THE BOARD**

The Gaining Committee will be training and meeting November 20, 2013. Trustee Weeden stated that he had been approached about a possible site for the bus barn. The School Calendar Committee will begin meeting in December. Monte Weeden will serve as the Board member on the committee.

5. **CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.**

Phil Koterba addressed the Board regarding the possibility of using local vendors for fundraising products sold in the schools. It would need to be determined if there are any vendors in town that offer this type of product or service, so any information suggested would be welcome. Jason will bring this topic to the Admin Council as well.

**SUPERINTENDENT'S REPORT**

6. **REPORT—INVESTMENT**

Interest earned and distributed for October 2013, was reported with \$781.41 in the elementary funds and \$503.37 in the high school funds for a total of \$1,284.78.

7. **OTHER ITEMS**

Superintendent Jason Butcher shared with the Board information about the Parent/Teacher Conferences that were held on November 6-7, 2013. State Superintendent of Public Instruction Denise Juneau announced through an email that Montana was granted a testing waiver from the U.S. Department of Education in order to avoid double-testing of Montana students this school year and to allow schools to smoothly transition to a new statewide assessment in 2015. Students and staff are being trained on computers to prepare them for the test taking. Scott Dubbs, Curriculum Director, has been working with members of the ROWL (Recycling Our Waste – Lewistown) Group and have developed an Instructional Kit for the teachers to use to educate their students about recycling. Rosemary Kent brought an Instructional Kit to show to the Board and Participants. The Collective Gaining Training is scheduled for Wednesday, November 20, 2013 at 8:30 a.m. Following the training session the Gaining Team will hold their first official meeting. The Trustees that will serve on the Collective Gaining Team are: Jeremy Bristol, Joe Irish, and Barb Thomas. Jerry Feller, Fergus High School Principal, will represent the administrators along with the Board. The LEA members that will represent the certified staff include: Laura Gilskey, Jill Reed, Newell Roche, and Margee Smith. Superintendent Butcher reminded the Board that his evaluation will be conducted in Executive Session following the regular Board meeting on Monday, January 13, 2014. The evaluation documents will be emailed to the Trustees on December 2, 2013. The Board also reviewed dates for upcoming events in the District.

**PUBLIC PARTICIPATION**

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

Aaryn Bell reported that the LEA is putting on their “Gift of Reading” fundraiser again this year. Their goal is to be able to collect 200 books to distribute to children in need. Donated books need to be dropped off by November 26, 2013.

**ACTION ITEMS**

**MINUTES**

9. **MINUTES OF THE OCTOBER 14, 2013, REGULAR BOARD MEETING** – approved unanimously (Weeden/Bristol).

**APPROVAL OF CLAIMS**

10. **CLAIMS** – the claims referenced in the 2013-2014 Bill Schedule and submitted through November 7, 2013, were approved unanimously (Irish/Thompson). The Finance Committee members for October-December 2013 are Stan Monger, Joe Irish, Jennifer Thompson, and Barb Thomas.

**CONSENT GROUP ITEMS** – approved unanimously (Bristol/Thompson).

11. **APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR** – Substitute Teacher/Aide List—Brandi Brown, Jo Marie Crowder, Mark Garnett, Lorna Kolar, Sydney Stivers.

**INDIVIDUAL ITEMS**

12. **SECOND READING—BOARD POLICY #5120—HIRING PROCESS AND CRITERIA** – approved unanimously (Koterba/Weeden).
13. **APPROVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE CITY OF LEWISTOWN** – approved unanimously (Weeden/Irish).
14. **APPROVE PERSONNEL REPORT** – See Exhibit A – approved unanimously (Thompson/Bristol).

## **ADJOURNMENT**

The meeting was adjourned at 7:32 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, December 9, 2013, at the Lincoln Board Room (Weeden).

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**BARB THOMAS**  
**ACTING BOARD CHAIR**

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

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** November 11, 2013

| <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>COMMENTS</b></i>   |
|-----------------------------|-----------------------------------|-----------------------------------|---|------------------------------|--|
| <b>GAPAY, Kris</b>          | Paraprofessional                  | Lewis and Clark Elementary School | Accept letter of resignation  | January 3, 2014              | See attached letter.   |
| <b>GEE, Amanda</b>          | Head Speech and Drama Coach       | Fergus High School                | Approve appointment on schedule—(1.110)   | November 11, 2013            | See attached memo.   |
| <b>LEO, Kristine</b>        | Assistant Speech and Drama Coach  | Fergus High School                | Approve appointment on schedule—(0.075)   | November 11, 2013            | See attached memo.   |
| <b>PETERSEN, Debbie</b>     | Volunteer Cheerleading Coach      | Fergus High School                | Approve appointment on a volunteer basis  | November 11, 2013            | See attached memo.   |
| <b>BURNHAM, Endreah</b>     | Paraprofessional                  | Highland Park Elementary          | Approve appointment on schedule—<br>PARA Step 0+Cert for up to 7.5 hours per for up to 127 days   | November 11, 2013            | See attached hiring recommendation.  |
| <b>SCHRAUTH, LuAnn</b>      | CMEC Secretary                    | Central MT Education Center       | Approve appointment on schedule—<br>SEC Step 0 for up to 7.0 hours per day for up to 260 days per year                                    | July 24, 2013                | Luann was offered this position in July and has been working for the District but it was discovered that the hiring recommendation was not placed on the August Board agenda for approval. |
| <b>SCHRAUTH, LuAnn</b>      | Purchasing/Accounts Payable Clerk | School District #1                | Approve appointment on schedule—<br>PURCH/REC Step 0 for up to 7.0 hours per day for up to 151 days for the remainder of the 2013-2014 FY | December 2, 2013             | See attached hiring recommendation.  |

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Wednesday, November 20, 2013**

**SPECIAL BOARD MEETING**

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

**AGENDA**

1. **ROLL CALL**  
**TRUSTEES PRESENT:**  
Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Monte Weeden, Barb Thomas, Jennifer Thompson, Phil Koterba  
**STAFF PRESENT:**  
Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain
2. **PLEDGE OF ALLEGIANCE**  
The group recited the Pledge of Allegiance.
3. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD**  
Superintendent Jason Butcher talked to the Board of Trustees regarding the need for the Transportation Committee to set a meeting date to discuss some property that was brought to his attention for a possible location for the bus barn. The meeting was set for Tuesday, December 3, 2013 at 2:30 p.m.

**EXECUTIVE SESSION**

4. **PERSONNEL MATTER**  
Chair Stan Monger called for an Executive Session at 6:05 p.m. to address a personnel matter stating that the individual's right to privacy clearly exceeds the public's right to know.

The meeting was called back into regular session at 6:15 p.m.

**ACTION ITEM**

**INDIVIDUAL ITEM**

5. **ACTION ON PERSONNEL MATTER**  
The Board of Trustees approved accepting the administration's recommendation to terminate employment for Gary Knox. (Weeden/Thomas)  
The motion passed unanimously (Bristol - Aye, Irish - Aye, Koterba - Aye, Monger - Aye, Thomas - Aye, Thompson - Aye, Weeden - Aye)

**ADJOURNMENT**

The meeting was adjourned at 6:20 p.m. (Thomas – unanimous).

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**STAN MONGER  
BOARD CHAIR**

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**REBEKAH RHOADES  
BUSINESS MANAGER/CLERK**



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

14

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees    Prepared By: Sherry Martin    Date: 12/09/2013

**SUMMARY:**

Approve claims paid through December 5, 2013, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2013 include: Stan Monger, Joe Irish, Barb Thomas, and Jennifer Thompson.

**\*\*Need to select new Finance Committee members for January-March 2014.**

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

|                     | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| <i>Board Action</i> |        |        |     |     |         |       |
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

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

**BOARD AGENDA ITEM**

**Meeting Date**

12/09/2013

**Agenda Item No.**

15

| <u>Agenda Items</u>   | <u>Additional Information</u> |
|---|-------------------------------|
| 15. Approve Additions to the Substitute List for the 2013-2014 School Year. |                               |

**SUGGESTED ACTION:** Approve All Items

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**NOTES:**

| <i>Board Action</i> | <b>Motion</b> | <b>Second</b> | <b>Aye</b> | <b>Nay</b> | <b>Abstain</b> | <b>Other</b> |
|---------------------|---------------|---------------|------------|------------|----------------|--------------|
| Bristol             |               |               |            |            |                |              |
| Irish               |               |               |            |            |                |              |
| Koterba             |               |               |            |            |                |              |
| Monger              |               |               |            |            |                |              |
| Thomas              |               |               |            |            |                |              |
| Thompson            |               |               |            |            |                |              |
| Weeden              |               |               |            |            |                |              |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

15

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR

Requested By: Board of Trustees    Prepared By: Sandi Chamberlain    Date: 12/09/2013

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2013-2014 School Year as listed below:

Substitute Teacher/Aide List:

Evan Stokken

Substitute Bus Driver List:

Kirby Rector

**SUGGESTED ACTION:** Approve the Additions to the Substitute List for the 2013-2014 School Year

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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bristol                    |        |        |     |     |         |       |
| Irish                      |        |        |     |     |         |       |
| Koterba                    |        |        |     |     |         |       |
| Monger                     |        |        |     |     |         |       |
| Thomas                     |        |        |     |     |         |       |
| Thompson                   |        |        |     |     |         |       |
| Weeden                     |        |        |     |     |         |       |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

16

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

ITEM TITLE: FIRST READING—BOARD POLICY #3121P – ENROLLMENT AND ATTENDANCE  
RECORDS

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 12/09/2013

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #3121P – Enrollment and Attendance Records.

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

**SUGGESTED ACTION:** Approve First Reading of Board Policy #3121P – Enrollment and Attendance Records

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

**NOTES:**

|                            | Motion | Second | Aye | Nay | Abstain | Other |
|----------------------------|--------|--------|-----|-----|---------|-------|
| <b><i>Board Action</i></b> |        |        |     |     |         |       |
| Bristol                    |        |        |     |     |         |       |
| Irish                      |        |        |     |     |         |       |
| Koterba                    |        |        |     |     |         |       |
| Monger                     |        |        |     |     |         |       |
| Thomas                     |        |        |     |     |         |       |
| Thompson                   |        |        |     |     |         |       |
| Weeden                     |        |        |     |     |         |       |

# FIRST READING

**Lewistown School District**

**STUDENTS**

3121P

Page 1 of 2

## Enrollment and Attendance Records

### Average Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB and must be accurate.

For a child to be counted for ANB purposes:

- 1) The child must meet the definition of pupil as found in 20-1-101 (16), MCA;
- 2) Kindergarten: Students enrolled in a program that provides one hundred eighty (180) hours or more of pupil instruction are counted for ANB purposes;
- 3) Grades 1-12:
  - a) Students enrolled less than one (1) hour per day are not counted for purposes of ANB;
  - b) Students enrolled between one (1) and two (2) hours per day are counted as part-time enrolled (one-half (2) ANB);
  - c) Students enrolled for two (2) hours or more per day are counted as full-time enrolled (full ANB);
- 4) Students will be dropped from enrollment on their eleventh (11<sup>th</sup>) consecutive school day of absence immediately prior to and including the official count date.

### Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- 1) Is enrolled and is currently receiving organized and supervised pupil instruction;
- 2) Is in a home or facility which does not offer a regular educational program; and
- 3) Has instructional costs during the absence, which are financed by the District's general fund.

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10<sup>th</sup>) day of absence.

Attendance Accounting:

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1<sup>st</sup>) Monday in October, the first (1<sup>st</sup>) Monday in December, and on the first (1<sup>st</sup>) Monday in February ~~1<sup>st</sup> (or the next school day if those dates do not fall on a school day)~~, the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms **Student Information System** provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference: 10.20.102, ARM Calculation of Average Number Belonging (ANB)

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

12/09/2013

Agenda Item No.

17

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 12/09/2013

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

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

NOTES:

|                     | Motion | Second | Aye | Nay | Abstain | Other |
|---------------------|--------|--------|-----|-----|---------|-------|
| <i>Board Action</i> |        |        |     |     |         |       |
| Bristol             |        |        |     |     |         |       |
| Irish               |        |        |     |     |         |       |
| Koterba             |        |        |     |     |         |       |
| Monger              |        |        |     |     |         |       |
| Thomas              |        |        |     |     |         |       |
| Thompson            |        |        |     |     |         |       |
| Weeden              |        |        |     |     |         |       |

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** December 9, 2013

| <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>COMMENTS</b></i> |
|-----------------------------|--|-----------------------------------|---|------------------------------|------------------------|
| <b>GUETHS, Heather</b>      | Paraprofessional                           | Lewis and Clark Elementary School | Approve appointment on schedule—<br>PARA Step 0+Cert for up to 7.5 hours<br>per for up to 127 days  | December 9, 2013             | See attached memo.     |
| <b>RECTOR, Kirby</b>        | Activity Bus Driver/In-Town Driver/Fueling | School District #1                | Approve appointment on schedule at<br>\$10.50 per hour on an as needed basis  | December 9, 2013             | See attached memo.     |
| <b>GEBERT, Gary</b>         | Head Football Coach                        | Fergus High School                | Accept letter of resignation  | November 25, 2013            | See attached letter.   |
| <b>PAULSON, Steve</b>       | Assistant Football Coach                   | Fergus High School                | Accept letter of resignation  | November 25, 2013            | See attached email.    |
| <b>BULLOCK, Jeffrey</b>     | Route Bus Driver                           | School District #1                | Accept letter of resignation  | October 14, 2013             | See attached letter.   |
| <b>FELLER, Vic</b>          | Volunteer Wrestling Coach                  | Fergus High School                | Approve appointment on a voluntary<br>basis   | December 9, 2013             | See attached memo.     |
| <b>DUBBS, Scott</b>         | Curriculum Director                        | School District #1                | Approve Out-of-State Travel to attend<br>the Association for Supervision and<br>Curriculum Development's 2014<br>National Conference and Exhibit<br>Show in Los Angeles, CA | March 15-17, 2014            | See attached memo.     |



# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Michelle Trafton, Lewis & Clark Principal  
**Date:** December 2, 2013  
**Re:** Hiring Recommendation

---

Following is a hiring recommendation for a one-on-one paraprofessional position at Lewis & Clark Elementary for the remainder of the 2013-2014 school year.

Heather Gueths:

Paraprofessional

PARA Step 0+CERT

Up to 7.5 hours per day  
for up to 127 days

Heather has been working as a long-term substitute with an ELL (English Language Learner) student who transferred to Lewis and Clark from a foreign country. It will be necessary for her to continue as a one-on-one paraprofessional for the remainder of the year. Please accept the recommendation to hire Heather for this position.

Thank you.

# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Steve Klippenes, Transportation Director  
**Date:** December 5, 2013  
**Re:** Bus Driver Contracts

---

Following is a recommendation for an Extra Duty Contract for the 2013-2014 School Year:

|              |   |                  |
|--------------|---|------------------|
| Kirby Rector | Activity Bus Driver/In-Town Driver/Fueling<br>On an as-needed basis | \$10.50 per hour |
|--------------|---|------------------|

Thank you.

Golden Eagles,

It is with sincere mixed emotions that I sit down to write this letter. After much thought and consideration, I have decided to step down as the Head Coach of the Fergus Football Program. This decision was extremely difficult for me, as I know that many players, coaches, and families will be affected. Through my years as a head coach, I feel I have built a very strong program that has been competitive year after year, along with being the top of the state in 2001. This tradition has been built from the support of parents, the hard work and effort from players, and a tremendous amount of time and commitment from coaches. I hesitate in thinking that I can continue to give the time and dedication it takes to be a model program. Therefore, I feel that in fairness to all involved, it is time for me to resign.

I can't begin to thank you enough for all of the support you have given me over the years. Fergus has such amazing young men; young men that you should be proud to call your own. My heart aches as I imagine leaving these men, yet I know this is in the best interest of all that are involved. Thank you again for all your support. Please know that my support for the program will not end with me stepping down. I will now be supporting in a new capacity – a true fan! Go Eagles!

Gary Gebert

**From:** Stephen Paulson [mailto:[spaulson@lewistown.k12.mt.us](mailto:spaulson@lewistown.k12.mt.us)]

**Sent:** Monday, November 25, 2013 1:37 PM

**To:** Jason Butcher; Jerry Feller; Jim Daniels; Wendy Pfau

**Subject:** Football

I received a phone call yesterday, Nov. 24th, from Gary Gebert. I could tell by his voice that something was not right. In the phone conversation, he expressed to me the events that had transpired, and that he would be stepping down as the Head Coach at Fergus High School. Today I received the official letter in school mail. It is with the same sad heart that I also will be stepping down as his assistant coach.

Coaching at Fergus High School has been a love of my life both with Track and Field and with Football. I have had the privileged of a 16-year run in Track where an athlete that I coached in my event has stood on the top 6 award stand at the State Meets. In Football I have been able to work with young men and see success and failure, but become a better person for the effort. Having reached the playoffs many times and winning a State Championship in 2001 are memories I will hold for a life time. Over the years, bonds have been formed with the players as if they were my kids, and with the coaches as if they were my brothers. Gary is the finest man I have ever had he privilege to work with and he does a great job as a Head Football Coach, and as a fellow science teacher. For whatever reason, I don't see me working for any other Head Coach.

The one thing I look back on is the time commitment to coaching and my family. For all the times I was at practice or at events and games, my family also paid the price. Coaching while my wife Paula battled through three rounds of Chemotherapy and Radiation therapy until cancer finally took her life. As much as she knew how much I loved to coach and encouraged me to keep coaching, I could have been there for her more. As for my kids, and Donna, how they sacrificed family time so I could coach. How their plans went on hold until a season was over. Now with four grand-kids, and one more on the way, it's time to renew those strained family times. It was funny that while I was talking to Gary Sunday night, we were watching Michele and Bill's son, and our grandson, Riley. As I told Gary my plans to also step down, he, at 18 months, came running over to me and flopped on my legs with a big smile on his face, as if he knew what I had said. It's time, I'm tired of the politics in high school sports. It's time!

--

Steve Paulson  
7th Grade Life Science Teacher  
Lewistown Junior High School  
Fergus High Football Coach

OCT 14, 2013

STEVE Keppinger  
Transportation Mgr  
LewisTOWN DISTRICT 2.

Dear Steve,

Please accept my resignation from  
District 1 as a route bus driver effective  
Oct 25, 2013. It has been a privilege  
serving with you and Kathleen. I wish  
you all the best.

Sincerely,

JEFFREY BULLOCK



FERGUS HIGH SCHOOL  
Jim Daniels, Athletic Director  
Jeff Elliott, Activities Director  
Wendy Pfau, Athletic Secretary  
(406) 535-2321 Fax: (406) 535-3835

**TO: Jason Butcher, Superintendent of Schools**  
**FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director**  
**DATE: December 5, 2013**  
**RE: Extracurricular Contract(s)**

---

**Please recommend to the Board of Trustees the following contract(s) for extracurricular activities for the 2013-2014 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.**

**Fergus High School:**

**Wrestling**

Vic Feller

Volunteer Coach

# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**CC:** Jason Butcher, Supt.; Rebekah Rhoades, Business Manager  
**From:** Scott A. Dubbs, Curriculum Director  
**Date:** December 4, 2013  
**Re:** ASCD National Convention

---

This is an out-of-state travel request to attend the Association for Supervision and Curriculum Development's 2014 National Conference and Exhibit Show. The conference will be held on March 15-17, 2014 in Los Angeles, California.

After attending this conference last March I can attest that it is one of the most valuable and pertinent educational experiences for an educator. Its sessions are high powered and very applicable to my work for the District. If able to attend, my goal would be to learn more about the Common Core, curriculum and lesson design/development, and now with SBAC assessments I would hope to learn much more about Webb's Depth of Knowledge. Speakers I hope to listen to include: Jay McTighe, Daniel Pink, Charlotte Danielson and Sir Ken Robinson. Each of these speakers are directly tied to our work locally. Additionally, having a chance to visit with exhibitors on materials and supplies to support our classrooms is very beneficial.

Other than professional leave time, I would expect there to be little cost to the District, with the possible exception of attendance in a preconference that makes sense for the Lewistown Schools. As president for the Montana Association for Supervision and Curriculum Development (MTASCD), they will be picking up all registration, air fare and hotel expenses for the conference.

Thank you for your consideration of this request. If need be, I would be happy to answer any questions you may have.

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**2010-2015 GOALS AND STRATEGIC OBJECTIVES**

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

**Goal Area 1: Measurable Student Achievement**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

**Strategic Objectives:**

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

**Goal Area 2: Facilities**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools continues to strive for a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

**Strategic Objectives:**

1. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

**Goal Area 3: Community / Parental Engagement**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*



**Strategic Objectives:**

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

**Goal Area 4: Technology**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

**Strategic Objectives:**

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

**Goal Area 5: Highly Qualified Staff**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

**Strategic Objectives:**

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators, and staff. They are part of the planning and assessment of these opportunities.

## **Goal Area 6: Fiscal Management/Responsibility**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

### **Strategic Objectives:**

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2015).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to June 30, 2015, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

## 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.

**BOARD OF TRUSTEES**  
Stan Monger, Board Chair

Jeremy Bristol  
Joe Irish  
Phil Koterba  
Barbara Thomas  
Jennifer Thompson  
Monte Weeden

**LEWISTOWN PUBLIC SCHOOLS**  
**2013-2014 SCHOOL CALENDAR**

**A. Pupil Instruction**

| First Semester |      |            |    |   | 89 Days   | Second Semester |     |           |    |   | 90 Days   |
|----------------|------|------------|----|---|-----------|-----------------|-----|-----------|----|---|-----------|
| FIRST QUARTER  |      |            |    |   | DAYS      | THIRD QUARTER   |     |           |    |   | DAYS      |
| First Week     | Aug  | 22 -- Aug  | 23 | 2 |           | First Week      | Jan | 21 -- Jan | 24 | 4 |           |
| Second Week    | Aug  | 26 -- Aug  | 30 | 5 |           | Second Week     | Jan | 27 -- Jan | 31 | 5 |           |
| Third Week     | Sept | 3 -- Sept  | 6  | 4 |           | Third Week      | Feb | 3 -- Feb  | 7  | 5 |           |
| Fourth Week    | Sept | 9 -- Sept  | 13 | 5 |           | Fourth Week     | Feb | 10 -- Feb | 14 | 5 |           |
| Fifth Week     | Sept | 16 -- Sept | 20 | 5 |           | Fifth Week      | Feb | 17 -- Feb | 21 | 5 |           |
| Sixth Week     | Sept | 23 -- Sept | 27 | 5 |           | Sixth Week      | Feb | 24 -- Feb | 27 | 4 |           |
| Seventh Week   | Sept | 30 -- Oct  | 4  | 5 |           | Seventh Week    | Mar | 3 -- Mar  | 7  | 5 |           |
| Eighth Week    | Oct  | 7 -- Oct   | 11 | 5 |           | Eighth Week     | Mar | 10 -- Mar | 14 | 5 |           |
| Ninth Week     | Oct  | 14 -- Oct  | 16 | 3 |           | Ninth Week      | Mar | 17 -- Mar | 21 | 5 |           |
| Tenth Week     | Oct  | 21 -- Oct  | 25 | 5 |           | Tenth Week      | Mar | 24 -- Mar | 26 | 3 |           |
|                |      |            |    |   | <b>44</b> |                 |     |           |    |   | <b>46</b> |
| SECOND QUARTER |      |            |    |   | DAYS      | FOURTH QUARTER  |     |           |    |   | DAYS      |
| First Week     | Oct  | 28 -- Nov  | 1  | 5 |           | First Week      | Mar | 27 -- Mar | 28 | 2 |           |
| Second Week    | Nov  | 4 -- Nov   | 6  | 3 |           | Second Week     | Mar | 31 -- Apr | 4  | 5 |           |
| Third Week     | Nov  | 11 -- Nov  | 15 | 5 |           | Third Week      | Apr | 7 -- Apr  | 11 | 5 |           |
| Fourth Week    | Nov  | 18 -- Nov  | 22 | 5 |           | Fourth Week     | Apr | 14 -- Apr | 17 | 4 |           |
| Fifth Week     | Nov  | 25 -- Nov  | 26 | 2 |           | Fifth Week      | Apr | 22 -- Apr | 25 | 4 |           |
| Sixth Week     | Dec  | 2 -- Dec   | 6  | 5 |           | Sixth Week      | Apr | 28 -- May | 2  | 5 |           |
| Seventh Week   | Dec  | 9 -- Dec   | 13 | 5 |           | Seventh Week    | May | 5 -- May  | 9  | 5 |           |
| Eighth Week    | Dec  | 16 -- Dec  | 20 | 5 |           | Eighth Week     | May | 12 -- May | 16 | 5 |           |
| Ninth Week     | Jan  | 6 -- Jan   | 10 | 5 |           | Ninth Week      | May | 19 -- May | 23 | 5 |           |
| Tenth Week     | Jan  | 13 -- Jan  | 17 | 5 |           | Tenth Week      | May | 27 -- May | 30 | 4 |           |
|                |      |            |    |   | <b>45</b> |                 |     |           |    |   | <b>44</b> |

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

|               |  | Totals      |
|---------------|--|-------------|
| August 20-21  | All Staff Orientation/PIR  | 2.00        |
| September 18  | PIR -- 4:00-5:30 p.m. ( <b>Regular School Day for Students</b> )                     | 0.25        |
| October 17-18 | Staff Development Days - Teachers Convention   | 2.00        |
| November 6-7  | Parent Teacher Conferences<br>( <b>Evening on Nov 6, All Day on Nov 7</b> )          | 1.50        |
| December 4    | PIR -- 4:00-5:30 p.m. ( <b>Regular School Day for Students</b> )                     | 0.25        |
| January 20    | PIR  | 1.00        |
| February 12   | PIR -- 4:00-5:30 p.m. ( <b>Regular School Day for Students</b> )                     | 0.25        |
| April 3       | Parent Teacher Conferences - Evening <b>ONLY</b> ( <b>Regular Day for Students</b> ) | 0.50        |
| April 16      | PIR -- 4:00-5:30 p.m. ( <b>Regular School Day for Students</b> )                     | 0.25        |
|               |  | <b>8.00</b> |

| 2013-2014              |    |           |
|------------------------|----|-----------|
| Regular Board Meetings |    |           |
| July                   | 8  | 5:30 p.m. |
| Aug                    | 12 | 5:30 p.m. |
| Sept                   | 9  | 7:00 p.m. |
| Oct                    | 14 | 7:00 p.m. |
| Nov                    | 11 | 7:00 p.m. |
| Dec                    | 9  | 7:00 p.m. |
| Jan                    | 13 | 7:00 p.m. |
| Feb                    | 10 | 7:00 p.m. |
| Mar                    | 10 | 7:00 p.m. |
| Apr                    | 14 | 7:00 p.m. |
| May                    | 12 | 7:00 p.m. |
| June                   | 9  | 5:30 p.m. |

**Holidays / Vacations (Dates Inclusive)**

|                       |   |
|-----------------------|---|
| September 2           | Labor Day   |
| October 17-18         | Fall Vacation (Teachers - Convention)                           |
| November 7            | Parent Teacher Conferences ( <b>Vacation Day for Students</b> ) |
| November 8            | Vacation Day  |
| November 27-29        | Thanksgiving Vacation   |
| December 23-January 3 | Winter Break  |
| January 20            | PIR ( <b>Vacation day for Students</b> )                        |
| February 28           | Vacation Day  |
| April 18-21           | Spring Break  |
| May 26                | Memorial Day  |
| May 27                | Memorial Day  |