

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, April 9, 2018

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance
3. Recognition—Fergus High School FCCLA, FHS Girls Basketball, LJHS – “Solving Tomorrow’s Problems”, Business Manager MCSBO Certification
4. Report—Student Representative
5. Report—LEA
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.
8. Report—Election Information
9. Report—Budget Update
10. Report—Investment
11. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

13. Minutes of the March 12, 2018, Regular Board Meeting

APPROVAL OF CLAIMS

14. Claims

INDIVIDUAL ITEMS

15. Approve Health Insurance Provider
16. Approve Certification for Indirect Cost Rates for FY 2018-2019
17. Approve 2018-2019 Classified Salary Matrix
18. Approve Issuing Contracts for Certified Staff
19. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause
20. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause
21. Approve Additions to the Substitute List for the 2017-2018 School Year
22. Approve Personnel Report

ADJOURNMENT

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

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

3

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL FCCLA, FHS GIRLS BASKETBALL, JHS “SOLVING TOMORROW’S PROBLEMS”, BUSINESS MANAGER MCSBO CERTIFICATION

Requested By: Board of Trustees **Prepared By:** See Summary Notes

SUMMARY:

The Board of Trustees would like to recognize and congratulate Sue Nefzger, FCCLA Advisor, and members of the Fergus High School FCCLA team for their success at the FCCLA State Leadership Conference.

The Board of Trustees would like to recognize FHS Girl Basketball and Coach Nycole LaRowe on their 2017-18 season.

The Board of Trustees would like to recognize Mrs. Suzie Flentie and Kathryn Spraggins, LJH, and the State Champions of Samsung’s “Solving Tomorrow’s Problems” competition.

Denise Williams, MASBO Director, will be presenting Business Manager, Rebekah Rhoades, with her MCSBO Certification.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

4

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Tanner Trafton

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**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

5

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees **Prepared By:** LEA Representative

SUMMARY:

The Lewistown Education Association (LEA) would like to update the Board of Trustees on the activities and happenings for their organization.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

6

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

SUMMARY:

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

Attached is the list for Standing Committees of the Board for the 2017-2018 School Year.

SUGGESTED ACTION: Informational

☒ Additional Information Attached

NOTES:

STANDING COMMITTEES OF THE BOARD
2017-2018 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Building & Grounds	3	X		X				X
Insurance Risk Committee	2		X			X		
Transportation	3		X		X			X

OTHER COMMITTEES WITH BOARD REPRESENTATION
2017-2018 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Science	1					X		
Social Studies	1		X					
Health Insurance Program	2			X		X		
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	
Finance (April - June 2018)	3	X			X			X

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

7

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

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

SUMMARY:

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

New Fire Code on interior doors and locking arrangements – Budget Effects

2018 Economic Report

2018 OPI Accreditation Status reports

SUGGESTED ACTION:

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

8

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent **Prepared By:** Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2018.

Attached are the Terms of Office Listing and the 2018 School Election Calendar.

Board members terms of office that are due to expire in 2018 include: Monte Weeden and CJ Bailey

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2018	Expire 2019	Expire 2020
SCHOOL DISTRICT #1	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Stephen Vantassel

School District #1 One -- Two (3) Year Terms:

_____ 3-year term (to expire in 2021)

_____ 3-year term (to expire in 2021)

Declaration of Intent Filed for Nomination of School Board Trustee:


Monte Weeden

CJ Bailey

SCHOOL ELECTION CALENDAR 2018

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 14 through Thursday, March 29	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with election administrator. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 27	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) 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 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none">• Bond Elections are subject to additional requirements (see 20-9-422, MCA).• Request for a mail ballot election 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.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, March 2	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 9	Election administrator sends mail ballot election plan/timetable/sample instructions 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)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: Mail Ballot Plan Timetable and Instructions	13-19-205
4 weeks preceding the close of regular registration	Monday, March 12	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 5 (by 5 p.m.)	Last day trustee candidates can withdraw from the election. 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.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 5 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent.	20-3-305(2)(b)
No later than the 30th day before	Friday, April 6	Deadline to notify election judges of appointment.	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 6	Election administrator certifies ballot. 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. <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.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 6	Election by Acclamation and Cancellation of Election - Notice. 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. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <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>	20-3-313
30 days before any election	Monday, April 9	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 9	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 10	Start of Late Registration. Late voter registrations starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 29 Through Saturday, April 28	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location 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; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none">• 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.	20-20-204
At least 20 days before	Wednesday, April 18	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none">• The ballot (with stubs removed);• Instructions for voting and returning the ballot;• A secrecy envelope, free of an marks that would identify the voter; and• A self-addressed, return envelope with affirmation printed on the back.	13-13-214 20-20-401

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not before the 20 th day nor later than the 15 th day	Wednesday, April 18 through Monday, April 23	Mail ballots mailed. 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.	13-19-207
Not more than 10 days or less than 2 days before	Saturday, April 28 through Sunday, May 6	Absentee Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee ballots and the place and time that the absentee ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Day before (By Noon)	Monday, May 7	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 7	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (between noon and 5pm)	Monday, May 7	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304
Election Day 	Tuesday, May 8	ELECTION DAY. 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). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 14	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. At that time election judges convene and a determination is made as to whether or not the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 15 days after the election	By Wednesday, May 23	Trustees canvass the votes, issue certificates of election, and publish results. 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.	20-20-415 20-20-416
Within 5 days after the official canvas	Monday, May 14 through Tuesday, May 29	Deadline for filing a petition for recount. 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.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 14 through Tuesday, May 29	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	13-16-204 20-20-420

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 15 days of election	By Wednesday, May 23	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
June 1	Friday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. 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. The request must be made by a resolution of the board of trustees. 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.	20-20-417
Within 15 days after receipt of certificate of election	By Wednesday, June 7	Candidate completes and files Oath of Office with the County Superintendent. <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> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

[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: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

NOTE: Candidates for trustee positions 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 are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

9

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent **Prepared By:** Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2018-2019 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

2018-2019 BUDGET PROJECTIONS

As of 4/5/2018

ELEMENTARY

2018-2019 Projected Budgets	\$6,281,294.57	w/out a vote
	\$6,281,294.57	w/a vote
2018-2019 Projected Expenses	\$6,336,445.93	
Over/Under Budget	(\$55,151.36)	w/out a vote
	(\$55,151.36)	w/a vote

HIGH SCHOOL

2018-2019 Projected Budgets	\$3,273,592.13	w/out a vote
	\$3,273,592.13	w/a vote
2018-2019 Projected Expenses	\$3,300,174.03	
Over/Under Budget	(\$26,581.90)	w/out a vote
	(\$26,581.90)	w/a vote

The elementary budget uses the Current Year ANB and the high school budget uses the 3-Year Average ANB.

Major Reductions Include: Elimination of Silverback, Maintenance Supplies, Curriculum Reductions, SRO (Grant Possibility), 1 fte Certified Music, 1 Para position at L&C

Increases Include: 1.5% Salary, 10% Health Insurance, Cut in Medicaid Funding (PET), .5 fte Certified Staffing at JHS, Work Comp, Additional Para at HP & FHS

Unknowns: Retirement Savings, Staff Resignations, Kindergarten Enrollment, SRSA Grant, Title I Funding

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

10

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Rebekah Rhoades

SUMMARY:

Below is the interest earned and distributed for February 2018:

Elementary \$2,934.95

High School \$2,472.47

Total \$5,407.42

Interest earned and distributed for March 2018 was not available at the time of posting.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

11

ITEM TITLE: REPORT—SUPERINTENDENT

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

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.

- ❖ Graduation Cap Decoration Proposed Policy
- ❖ RIF Committee Recommendation
- ❖ Staffing Update/Profiles
- ❖ Parent/Teacher Conferences-March 27th
- ❖ Central Montana Foundation—Scholarships—Trustee Koterba – April 26 meeting
- ❖ First “Coffee with the Superintendent” update. Next one is April 26th @ 8 a.m. & 6 p.m.
- ❖ Maintenance – Lighting Project
- ❖ New mobile app for school notifications and parent communication
- ❖ District 8 Music Festival — April 13-14, 2018, FCPA
- ❖ FHS Career Fair – April 18th
- ❖ Job Coach and Speaker’s Bureau Update
- ❖ Eagle Booster Club Meeting—Monday, May 7, 2018—7:00 p.m.
- ❖ Tourney Committee Meeting – 8:30 am at Doc’s on April 18th
- ❖ “4 Questions – Community Out Reach
- ❖ Fergus High & Junior High Choir Concert – May 1, 2018 at FCPA at 7:00 pm
- ❖ STATE Solo & Ensemble – Billings – May 4-5, 2018
- ❖ Fergus High & Junior High Band Concert – May 8, 2018 at FCPA at 7:00 pm
- ❖ Lewis & Clark Music Program – May 10, 2018 at FCPA at 7:00 p.m.
- ❖ Home Athletic Games/Meets:
 - TR – FHS Twilight Meet—Tuesday, April 10, 2018—3:30 p.m.
 - SB Round Robin—Thursday/Friday, April 13-14, 2018—TBA
 - SB vs. Park —Thursday, April 21, 2018—2:00/4:00 p.m.
 - TN vs. Park & Havre—Saturday, April 21, 2018—TBA
 - JHTR – Twilight Meet – Tuesday, April 24, 2018 – 3:30 p.m.
 - TR – FHS Invitational—Saturday, April 28, 2018—TBA
 - TR – Frosh Meet with Billings – Thursday, May 3, 2018 TBA
 - SB vs. Belgrade – Saturday, May 5, 2018 – 3/5 p.m.
 - SB vs. Billings Central – Tuesday, May 8, 2018 – 3/5 p.m.
 - TNS – Fergus Invitational – May 11-12, 2018 TBA
 - LJHTR – Lewistown Invitational – May 12, 2018 TBA

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

12

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS
THE BOARD ON NON-AGENDA ITEMS

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

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

13

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the March 12, 2018, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, March 12, 2018

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Jeff Southworth, Monte Weeden (left at 6:45pm),
Stephen Vantassel (arrived 6:07pm)

TRUSTEES ABSENT:

Jennifer Thompson, Phil Koterba

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah
Rhoades, Chris Hildebrant—LEA President, Bobbie Atchison, Matt
Ventresca, Scott Dubbs, Matt Lewis, Scott Sparks, Julie Comes, Jennifer
Jensen, Lexi Udelhoven, Beth Kirsch, Sarah Cloud, Luke Brandon

OTHERS PRESENT:

Doreen Heintz – Lewistown News Argus, Joe Zahler – KXLO Radio, Tanner
Trafton – Student Representative to the Board, Dr. Amy LaPage, Lissy
Southworth, Jake Clinton and other interested parties.

2. PLEDGE OF ALLEGIANCE

3. Motion to Set Agenda (Birdwell/Weeden)

4. RECOGNITION AND PRESENTATIONS

Scott Sparks, FHS Boys Basketball

Scott Sparks, Boys Basketball Head Coach, presented the Boys Basketball
team that recently competed at the State Basketball Tournament where they
finished in 5th place.

“The Whole Child at Highland Park”, Principal Matt Ventresca (6:05pm)

Matt Ventresca, Principal Highland Park Elementary, presented information
to the Board on various innovative things they are doing at his school.

Flexible Seating – Jennifer Jensen and Beth Kirsch

Coding Club – Sarah Cloud

Destination Imagination – Lexi Udelhoven

After School Learning Center – Julie Comes

Social Emotional Learning – Matt Ventresca

Central Montana Medical Center, Dr. LaPage, EMT Class at FHS

Dr. LaPage spoke to the Board regarding a new Senior Elective EMT College-
Level Class that will be offered at Fergus High School during the 2018-19
School Year.

5. Report—Student Representative (6:45pm)
Tanner Trafton, Student Representative, updated the Board on activities at Fergus High School.
6. Report—LEA
Chris Hildebrant, LEA President, updated the Board on activities and happenings with the Lewistown Education Association.
7. Report—Committees of the Board
No committees met.
8. Calendar Items, Concerns, Correspondence, Etc.
Superintendent Peck shared the following with the Board: DEA Speaker, NAIA Women's Basketball Tournament tickets to FHS Girls Basketball team, EOCM minutes shared in order to communicate that MSU-Northern will likely be replaced by another university in Lewistown, Billings Works will be meeting with Lewistown Port Authority for job training for the youth in Lewistown, Letter from OPI for Significant Needs Grant that the District will apply for. Superintendent Peck also shared various letters from concerned parents with the Board.

SUPERINTENDENT'S REPORT

9. Report—Election Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2017 School Election Calendar and advised them of the Trustee seats that will be up for election in 2017 – Monte Weeden and CJ Bailey.
10. Report—Budget Update
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2018-2019 school year.
11. Report—Investment
Interest for February 2018 was not available at the time of the meeting.
12. Report—Superintendent
Superintendent Peck updated the Board on staffing throughout the District. Mr. Peck recently attended the National Superintendent Conference in Nashville in February and reported on what he took away from that Conference. "Coffee with the Superintendent" will be starting on March 27th and 28th. Various dates/events throughout the District were also shared.

PUBLIC PARTICIPATION

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

Lissy Southworth and Jake Clinton, FHS Student Council, presented a request from the Board that they be allowed to decorate their graduation caps and shared a petition signed by FHS students. Superintendent Peck invited them back to the April Board Meeting for the Board to consider as an Action Item.

Tom Wojtowick notified the Board of a correction to the dates of the music program on April 13th and 14th, not March. Mr. Wojtowick also reminded the Board of the play "Our Town" that will be taking place on Monday, March 17th at Fergus High School.

Kendra Milfeldt addressed the Board regarding concerns to cuts in the music program. Individuals that she has spoken to recommend that cuts take place at the District level, rather than in the classroom.

Luke Brandon also spoke to the Board in agreeance with keeping both the music program and the School Resource Officer.

ACTION ITEMS MINUTES

14. Minutes of the February 12, 2018, Regular Board Meeting– Approved Unanimously (Birdwell/Southworth)

APPROVAL OF CLAIMS

15. Claims – The claims referenced in the 2017-2018 Bill Schedule and submitted through March 9, 2018, were approved unanimously (Vantassel/Birdwell). The Finance Committee for January – March 2018 is Board Chair Phillip Koterba, CJ Bailey, Jennifer Thompson, Jeff Southworth. New Finance Committee – Board Chair Phillip Koterba, CJ Bailey, Monte Weeden, Jeff Southworth.

INDIVIDUAL ITEMS

16. Appoint Standing Committee for RIF Process as per Collective Bargaining Agreement – Approved Unanimously (Birdwell/Vantassel)
Stephen Vantassel was appointed to represent the Board, Thom Peck will appoint the Administrative members and the LEA will appoint the teaching staff members.
17. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2019 – Approved Unanimously (Birdwell/Vantassel)
18. Approve Multi-District Agreement for Technology Services – Approved Unanimously (Vantassel/Southworth)
19. Approve Additions to the Substitute List for the 2017-2018 School Year – Approved Unanimously (Birdwell/Vantassel)
20. Approve Personnel Report – See Exhibit A – Approved Unanimously (Birdwell/Vantassel)
21. 2nd Reading – Addition of Board Policy 5420F—ESSA Qualification Notification – Approved Unanimously (Vantassel/Birdwell)

ADJOURNMENT

The meeting was adjourned at 7:39 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, April 9, 2018, at the Lincoln Board Room.

CJ BAILEY
BOARD VICE CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday March 12, 2018

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
FISCUS, Zabrea	Technology Support Specialist	Lincoln Building	Approve contact extension for the remainder of 2017-2018 fiscal year---TECH SUPPORT SPECIALIST Step 0 for up to 8 hours per day for up to 74 days	3/14/2018	Scott Baldwin	
ROGERS, Christy	Administrative Secretary	Lincoln Building	Approve revision of contract---ADMIN SECRETARY + 15 Step 11+ for up to 8 hours per day for up to 84 days	3/6/2018	Thom Peck	Replacing Jennifer Peterson
ELLIOTT, Jeff	Principal	Fergus High School	Accept Letter of Resignation	6/30/2018		See attached letter.
GIANNINI, Shelby	Teacher	Garfield	Accept Letter of Resignation	5/31/2018		See attached letter.
WISE, Jenna	Custodian	Fergus High School	Accept Letter of Resignation	4/3/2018		See attached letter.
KELSEY, Michael	Head Track Coach	Junior High	Approve revision of contract--(.065 x 33,231.00) \$2,160.02	3/12/2018	Tim Majerus	See attached memo.
BENTLEY, Emmylyn	First Assistant	Junior High	Approve appointment on schedule--(.057 x 33,231.00) \$1,894.17	3/12/2018	Tim Majerus	See attached memo.
MALY, Seth	Assistant Tennis Coach	Fergus High School	Approve appointment on schedule--(.105 x 33,231.00) \$3,489.26	3/12/2018	Jim Daniels	See attached memo.
ODERMANN, Robert	Extra Duty Contract	Transportation	Activity Bus Driver/In-Town Driving/Fueling \$11.26 per hour	3/5/2018	Steve Klippenes	
JAYNES, Ashton	Food Server/PM Kitchen Aide	Highland Park/Central Kitchen	Approve appointment on schedule---FOOD SERVER/KITCHENAIDE Step 2 for up to 2.5 hours as food server and up to 3.00 hours as PM Kitchen Aide for up to 62 days	3/5/2018	Amie Friesen	See attached memo.
HERSEL, Yvette	Second Baker	Central Kitchen	Approve appointment on schedule---SECOND BAKER Step 0 for up to 3 hours per day for up to 64 days	3/1/2018	Amie Friesen	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday March 12, 2018

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
BIGLEN, Shelly	First Baker	Central Kitchen	Approve revision of contract---FIRST BAKER Step 2 for up to 7 hours per day for up to 64 days	3/1/2018	Amie Friesen	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

14

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** LuAnn Schrauth

SUMMARY:

Approve claims paid through April 6, 2018, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2018 include: Board Chair Phil Koterba, CJ Bailey, Jeff Southworth and Monte Weeden.

SUGGESTED ACTION: Approve Claims as Presented

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

15

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

ITEM TITLE: APPROVE HEALTH INSURANCE PROVIDER

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve Montana Schools Health & Welfare Plan and Joint Powers Trust (MSHWP/JPT) as the Health Insurance Provider for the Lewistown Public Schools.

The contract was not ready at the time of posting, but will be shared with at the Board Meeting.

JPT/EBMS has been the District's Health Insurance Provider for the past 4 years.

SUGGESTED ACTION: Approve Health Insurance Provider

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

16

ITEM TITLE: APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY 2018-2019

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

SUMMARY:

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY 2018-2019 grants. This approval allows the District to set aside a portion (this year, 4.05%) of its grant expenditures and use that amount to pay general costs related to grant administration.

SUGGESTED ACTION: Approve Certification for the Indirect Cost Rates for FY 2018-2019

☒ **Additional Information Attached**

NOTES:

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



Office of Public Instruction
Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501

CERTIFICATION FOR INDIRECT COST RATE
For FY 2018-2019

Due April 30, 2018

SS #	School System (SS) Name	County #	County	LE's Included
0420	Lewistown Public Schools	14	Fergus	EL 0258 Lewistown Elem HS 0259 Fergus H S K12

Proposed Restricted Indirect Cost Rate 4.05 % (Round to nearest hundredth (X.XX%) of a percent.)

INSTRUCTIONS: Complete and submit with one copy of each application for Indirect Cost Rate. A single application by School System (SS) should be submitted for the elementary and high school district. A copy of this certification will be returned upon approval of your rate.

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish the final indirect cost rate for the periods indicated above are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted in allocating costs as indicated in the attached Predetermined Indirect Cost Allocation - Schedule A.

(2) All costs included in the proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. In addition, similar types of costs have been accounted for consistently and the Office of Public Instruction will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Signature of District Superintendent or Board Chairperson	Street Address or P.O. Box	
	215 7th Avenue South	
Printed Name of Authorized Official	City	Zip Code
PHILLIP KOTERBA	Lewistown	59457
Title	Date	
BOARD CHAIR	4/9/2018	

Send completed form to:
School Accounting and Budgeting
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

ACCEPTED AND APPROVED FOR THE SUPERINTENDENT OF PUBLIC INSTRUCTION BY:

Approved Rate for FY2019

Date Approved

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

17

ITEM TITLE: APPROVE 2018-2019 CLASSIFIED STAFF SALARY MATRIX

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

SUMMARY:

The Board of Trustees needs to approve the attached salary matrix for the 2018-2019 Fiscal Year for the Classified Staff. This matrix reflects the 1.5% negotiated increase.

SUGGESTED ACTION: Approve 2018-2019 Classified Staff Salary Matrix

☒ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
FY2018-19 CLASSIFIED PAY MATRIX
April 9, 2018

FY19 NEGOTIATED INCREASE: 1.5%

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	13.91	14.34	14.75	15.17	15.59	16.01	16.42	17.27	17.27	17.27	17.27	18.10
ADMIN SECRETARY+15	14.34	14.75	15.17	15.59	16.01	16.42	16.84	17.67	17.67	17.67	17.67	18.51
ADMIN SECRETARY+30	14.75	15.17	15.59	16.01	16.42	16.84	17.27	18.10	18.10	18.10	18.10	18.93
ADMIN SECRETARY+45	15.59	16.01	16.42	16.84	17.27	17.67	18.10	18.93	18.93	18.93	18.93	19.77
COMPUTER TECH/PAYROLL	17.57	18.10	18.63	19.15	19.68	20.21	20.74	21.80	21.80	21.80	21.80	22.84
COMPUTER TECH/PAYROLL+15	18.10	18.63	19.15	19.68	20.21	20.74	21.26	22.31	22.31	22.31	22.31	23.37
COMPUTER TECH/PAYROLL+30	18.63	19.15	19.68	20.21	20.74	21.26	21.79	22.84	22.84	22.84	22.84	23.90
COMPUTER TECH/PAYROLL+45	19.68	20.21	20.74	21.26	21.79	22.31	22.84	23.90	23.90	23.90	23.90	24.95
FIRST COOK/BAKER	11.57	11.90	12.24	12.58	12.90	13.24	13.58	14.25	14.25	14.25	14.25	14.25
FIRST COOK/BAKER+15	11.90	12.24	12.58	12.90	13.24	13.58	13.91	14.58	14.58	14.58	14.58	14.58
FIRST COOK/BAKER+30	12.24	12.58	12.90	13.24	13.58	13.91	14.25	14.92	14.92	14.92	14.92	14.92
FIRST COOK/BAKER+45	12.90	13.24	13.58	13.91	14.25	14.58	14.92	15.59	15.59	15.59	15.59	15.59
FOOD SERVER/KITCHEN AIDE	10.90	11.16	11.43	11.70	11.96	11.96	11.96	11.96	11.96	11.96	11.96	11.96
FOOD SERVER/KITCHEN AIDE+15	11.16	11.43	11.70	11.96	12.21	12.21	12.21	12.21	12.21	12.21	12.21	12.21
FOOD SERVER/KITCHEN AIDE+30	11.43	11.69	11.96	12.21	12.48	12.48	12.48	12.48	12.48	12.48	12.48	12.48
FOOD SERVER/KITCHEN AIDE+45	11.95	12.22	12.49	12.73	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
HOT LUNCH VAN	12.65	12.94	13.24	13.53	13.82	13.82	13.82	13.82	13.82	13.82	13.82	13.82
HOT LUNCH VAN+15	12.94	13.24	13.53	13.82	14.11	14.11	14.11	14.11	14.11	14.11	14.11	14.11
HOT LUNCH VAN+30	13.24	13.53	13.82	14.11	14.40	14.40	14.40	14.40	14.40	14.40	14.40	14.40
HOT LUNCH VAN+45	13.82	14.11	14.40	14.69	14.98	14.98	14.98	14.98	14.98	14.98	14.98	14.98
IMC TECH	12.68	13.04	13.41	13.78	14.15	14.50	14.88	14.88	14.88	14.88	14.88	14.88
IMC TECH+15	13.04	13.41	13.78	14.15	14.50	14.88	15.25	15.25	15.25	15.25	15.25	15.25
IMC TECH+30	13.41	13.78	14.15	14.50	14.88	15.25	15.62	15.62	15.62	15.62	15.62	15.62
IMC TECH+45	14.15	14.50	14.88	15.25	15.62	15.98	16.35	16.35	16.35	16.35	16.35	16.35
MAINT I	9.01	9.34	9.67	10.01	10.35	10.35	10.35	10.35	10.35	10.35	10.35	10.35
MAINT I+15	9.34	9.67	10.01	10.35	10.69	10.69	10.69	10.69	10.69	10.69	10.69	10.69
MAINT I+30	9.68	10.01	10.35	10.68	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
MAINT I+45	10.35	10.68	11.01	11.34	11.68	11.68	11.68	11.68	11.68	11.68	11.68	11.68
MAINT II	12.66	12.97	13.29	13.60	13.92	14.23	14.55	15.18	15.18	15.18	15.18	15.81
MAINT II+15	12.97	13.29	13.60	13.92	14.23	14.55	14.87	15.50	15.50	15.50	15.50	16.14
MAINT II+30	13.29	13.60	13.92	14.23	14.55	14.87	15.18	15.82	15.82	15.82	15.82	16.45
MAINT II+45	13.92	14.23	14.55	14.87	15.18	15.50	15.82	16.45	16.45	16.45	16.45	17.08
MAINT III	12.98	13.30	13.63	13.95	14.28	14.61	14.92	15.58	15.58	15.58	15.58	16.22
MAINT III+15	13.30	13.63	13.95	14.28	14.61	14.92	15.25	15.90	15.90	15.90	15.90	16.55
MAINT III+30	13.63	13.95	14.28	14.61	14.92	15.25	15.58	16.22	16.22	16.22	16.22	16.86
MAINT III+45	14.28	14.61	14.92	15.25	15.58	15.90	16.22	16.87	16.87	16.87	16.87	17.53
MAINT IV	13.52	13.85	14.19	14.54	14.87	15.21	15.54	16.22	16.22	16.22	16.22	16.90
MAINT IV+15	13.85	14.19	14.54	14.87	15.21	15.54	15.88	16.56	16.56	16.56	16.56	17.23
MAINT IV+30	14.19	14.54	14.87	15.21	15.54	15.88	16.22	16.90	16.90	16.90	16.90	17.57
MAINT IV+45	14.87	15.21	15.54	15.88	16.22	16.56	16.90	17.57	17.57	17.57	17.57	18.25
MAINT V	18.39	18.84	19.31	19.75	20.22	20.68	21.14	22.06	22.06	22.06	22.06	22.98
MAINT V+15	18.84	19.31	19.75	20.22	20.68	21.14	21.60	22.52	22.52	22.52	22.52	23.44
MAINT V+30	19.31	19.75	20.22	20.68	21.14	21.60	22.06	22.98	22.98	22.98	22.98	23.89
MAINT V+45	20.22	20.68	21.14	21.60	22.06	22.52	22.98	23.89	23.89	23.89	23.89	24.81
MAINT VI	20.61	21.64	22.67	23.71	24.73	25.77	26.79	26.79	26.79	26.79	26.79	26.79
MAINT VI+15	21.64	22.67	23.71	24.73	25.77	26.79	27.82	27.82	27.82	27.82	27.82	27.82
MAINT VI+30	22.67	23.71	24.73	25.77	26.79	27.82	28.85	28.85	28.85	28.85	28.85	28.85
MAINT VI+45	23.71	24.73	25.77	26.79	27.82	28.85	29.89	29.89	29.89	29.89	29.89	29.89
MECH I	16.53	16.94	17.36	17.76	18.64	19.50	19.73	20.19	20.19	20.19	20.19	20.65
MECH I+15	16.94	17.36	17.76	18.18	19.05	19.91	20.14	20.60	20.60	20.60	20.60	21.07
MECH I+30	17.36	17.76	18.18	18.59	19.46	20.33	20.56	21.02	21.02	21.02	21.02	21.47
MECH I+45	17.99	18.41	18.82	19.23	20.10	20.97	21.20	21.66	21.66	21.66	21.66	22.12
PARA EDUCATOR	10.69	10.96	11.24	11.50	11.77	12.03	12.30	12.30	12.30	12.30	12.30	12.30
PARA EDUCATOR+15	11.49	11.76	12.03	12.29	12.57	12.83	13.10	13.10	13.10	13.10	13.10	13.10
PARA EDUCATOR+30	11.83	12.10	12.36	12.64	12.90	13.17	13.44	13.44	13.44	13.44	13.44	13.44
PARA EDUCATOR+45	12.53	12.79	13.05	13.32	13.59	13.86	14.12	14.12	14.12	14.12	14.12	14.12
PARA EDUCATOR+CERT	13.21	13.46	13.75	14.01	14.27	14.54	14.82	14.82	14.82	14.82	14.82	14.82
PURCH/REC	15.65	16.12	16.58	17.05	17.52	17.99	18.46	19.40	19.40	19.40	19.40	20.34
PURCH/REC+15	16.12	16.58	17.05	17.52	17.99	18.46	18.93	19.88	19.88	19.88	19.88	20.81
PURCH/REC+30	16.58	17.05	17.52	17.99	18.46	18.93	19.40	20.34	20.34	20.34	20.34	21.28
PURCH/REC+45	17.52	17.99	18.46	18.93	19.40	19.88	20.34	21.28	21.28	21.28	21.28	22.22
SECOND COOK/BAKER	11.38	11.70	12.04	12.37	12.70	13.03	13.35	14.01	14.01	14.01	14.01	14.01
SECOND COOK/BAKER+15	11.70	12.04	12.37	12.70	13.03	13.35	13.68	14.34	14.34	14.34	14.34	14.34
SECOND COOK/BAKER+30	12.04	12.37	12.70	13.03	13.35	13.68	14.01	14.67	14.67	14.67	14.67	14.67
SECOND COOK/BAKER+45	12.70	13.03	13.35	13.68	14.01	14.34	14.68	15.33	15.33	15.33	15.33	15.33
SECRETARY	12.51	12.88	13.26	13.63	14.02	14.38	14.76	15.51	15.51	15.51	15.51	16.26
SECRETARY+15	12.88	13.25	13.63	14.02	14.38	14.76	15.13	15.89	15.89	15.89	15.89	16.64
SECRETARY+30	13.25	13.63	14.02	14.38	14.76	15.13	15.51	16.26	16.26	16.26	16.26	17.01
SECRETARY+45	14.02	14.38	14.76	15.13	15.51	15.89	16.26	17.02	17.02	17.02	17.02	17.76
TRANSPORTATION	16.24	16.56	16.89	17.21	17.54	17.54	17.54	17.54	17.54	17.54	17.54	17.54
TRANSPORTATION+15	16.56	16.89	17.21	17.54	17.87	17.87	17.87	17.87	17.87	17.87	17.87	17.87
TRANSPORTATION+30	16.89	17.21	17.54	17.86	18.19	18.19	18.19	18.19	18.19	18.19	18.19	18.19
TRANSPORTATION+45	17.54	17.87	18.18	18.51	18.84	18.84	18.84	18.84	18.84	18.84	18.84	18.84
WORK EXPERIENCE DRIVER	10.28	10.54	10.80	11.05	11.31	11.57	11.83	11.83	11.83	11.83	11.83	11.83
WORK EXPERIENCE DRIVER+15	11.04	11.30	11.56	11.82	12.07	12.33	12.59	12.59	12.59	12.59	12.59	12.59
WORK EXPERIENCE DRIVER+30	11.37	11.63	11.90	12.14	12.39	12.66	12.91	12.91	12.91	12.91	12.91	12.91
WORK EXPERIENCE DRIVER+45	12.03	12.29	12.55	12.80	13.07	13.32	13.57	13.57	13.57	13.57	13.57	13.57
SCHOOL NURSE (RN)	19.39	19.97	20.55	21.13	21.71	22.30	22.88	22.88	22.88	22.88	22.88	22.88
SCHOOL NURSE (RN)+15	19.97	20.55	21.13	21.71	22.30	22.88	23.46	23.46	23.46	23.46	23.46	23.46
SCHOOL NURSE (RN)+30	20.55	21.13	21.71	22.30	22.88	23.46	24.04	24.04	24.04	24.04	24.04	24.04
SCHOOL NURSE (RN)+45	21.71	22.30	22.88	23.46	24.04	24.62	25.20	25.20	25.20	25.20	25.20	25.20

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

18

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF

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

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified Staff for the 2018-2019 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified Staff

☒ **Additional Information Attached**

NOTES:

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

2018-2019 CERTIFIED STAFF

EMPLOYEE NAME	LOCATION	STEP	LANE	FTE
ARCHULETA,ANGELA	LEWIS & CLARK SCHOOL	MA+20	Step 4	1
ARMSTRONG,CHAD	JUNIOR HIGH SCHOOL	MA	Step 15	1
ARMSTRONG,GINA	GARFIELD SCHOOL	BA+20	Step 15	1
BOLING,AUDREY	GARFIELD SCHOOL	BA+10	Step 12	1
BOWEN,DEANNA	LEWIS & CLARK SCHOOL	BA+30	Step 12	1
BRANDON,LUKE	FERGUS HIGH SCHOOL	BA+30	Step 15	1
BRAULICK,DOUGLAS	FERGUS HIGH SCHOOL	BA+10	Step 13	1
BREIDENBACH,BRADLEY	LEWIS & CLARK SCHOOL	BA+30	Step 15	1
BREIDENBACH,SHERRY	FERGUS HIGH SCHOOL	BA+20	Step 15	1
BUEHLER,DEEANN	LEWIS & CLARK SCHOOL	MA+10	Step 15	1
BUEHLER,DYLAN	LEWIS & CLARK SCHOOL	BA+10	Step 4 (3)	1
BURK,EMILY	GARFIELD SCHOOL	BA	Step 4 (2)	1
CIRRINCIONE,MEGGAN	FERGUS HIGH SCHOOL	MA+20	Step 6	1
CLOUD,CHARLES	LEWIS & CLARK SCHOOL	MA	Step 10	1
CLOUD,SARAH	HIGHLAND PARK SCHOOL	MA+10	Step 14	1
COMES,JULIE	HIGHLAND PARK SCHOOL	MA+30	Step 15	1
DANIELS,JAMES	FERGUS HIGH SCHOOL	BA	Step 15	0.519
DECOCK,ADRIENNA	FERGUS HIGH SCHOOL	BA	Step 4	1
DECOCK,BRENDON	FERGUS HIGH SCHOOL	BA+20	Step 8	1
DONALDSON,MATTHEW	JUNIOR HIGH SCHOOL	MA+30	Step 6	1
DURBIN,KAREN	FERGUS HIGH SCHOOL	MA+10	Step 15	1.0535
EIKE,MIRANDA	JUNIOR HIGH SCHOOL	BA	Step 10	1
FELLER,VICTOR	FERGUS HIGH SCHOOL	MA+30	Step 15	1
FERGUSON,KRYSTAL	JUNIOR HIGH SCHOOL	BA+30	Step 8	1
FLENTIE,SUSAN	JUNIOR HIGH SCHOOL	MA+30	Step 15	1
FOX,SANDRA	LEWIS & CLARK SCHOOL	MA+30	Step 12	1
BATEMAN,AMANDA	GARFIELD SCHOOL	MA	Step 15	1
GILSKEY,LAURA	HIGHLAND PARK SCHOOL	BA+30	Step 15	1
GREMAUX,CINDY	LEWIS & CLARK SCHOOL	BA+30	Step 15	1
GRUENER,BRENDA	HIGHLAND PARK SCHOOL	MA	Step 13	1
HENDERSON,JODI	GARFIELD SCHOOL	BA	Step 4 (2)	1
HENDERSON,TROY	FERGUS HIGH SCHOOL	MA+20	Step 15	1
HENSON,SARAH	JUNIOR HIGH SCHOOL	BA+20	Step 8	1
HESER,HOLLY	FERGUS HIGH SCHOOL	BA+30	Step 15	1
HILDEBRANT,CHRISTOPHER	FERGUS HIGH SCHOOL	BA	Step 7	1
HOUDSHELL,MEGAN	GARFIELD SCHOOL	BA	Step 4 (1)	1
HUDSON,NANCY	LEWIS & CLARK SCHOOL	BA+30	Step 15	1
HUDSON,TROY	FERGUS HIGH SCHOOL	BA+30	Step 15	1
IRELAND,KAITLIN	GARFIELD SCHOOL	BA	Step 4 (1)	1
IRISH,JEAN	GARFIELD SCHOOL	BA	Step 7	1
IRWIN,KATHLEEN	HIGHLAND PARK SCHOOL	BA+30	Step 14	1
JENNESS,ASHLEY	HIGHLAND PARK SCHOOL	MA+10	Step 9	1
JENNI,AMANDA	LEWIS & CLARK SCHOOL	BA	Step 8	1
JENSEN,JENNIFER	HIGHLAND PARK SCHOOL	BA	Step 15	1

2018-2019 CERTIFIED STAFF

EMPLOYEE NAME	LOCATION	STEP	LANE	FTE
JOHNSON,ORIN	HIGHLAND PARK SCHOOL	BA	Step 4	1
KIRSCH,ELIZABETH	HIGHLAND PARK SCHOOL	BA+20	Step 15	1
LAROWE,DESIREE	GARFIELD SCHOOL	MA+10	Step 4 (2)	1
LEAR,DEREK	HIGHLAND PARK SCHOOL	BA	Step 4	1
LENSING,LYNN	LEWIS & CLARK SCHOOL	MA+30	Step 15	1
LEWIS,DIANE	FERGUS HIGH SCHOOL	BA+20	Step 15	1
LONG,JARED	FERGUS HIGH SCHOOL	MA+10	Step 10	1.2139
LONG,LESLIE	FERGUS HIGH SCHOOL	MA	Step 14	1
LUND,CHELSEY	JUNIOR HIGH SCHOOL	MA	Step 5	1
MAJERUS,TERESA	JUNIOR HIGH SCHOOL	MA+10	Step 15	1.0267
MANGOLD,MIKE	FERGUS HIGH SCHOOL	MA+30	Step 15	1
MCKINNEY,SARA	HIGHLAND PARK SCHOOL	BA	Step 9	1
MILLER,BEVERLY	JUNIOR HIGH SCHOOL	MA+30	Step 15	1
MILLER,JESSICA	FERGUS HIGH SCHOOL	MA+10	Step 5	1
MURPHY,JILL	HIGHLAND PARK SCHOOL	BA	Step 6	1
NEFZGER,SUE	FERGUS HIGH SCHOOL	MA+30	Step 11	1
NEFZGER,TIMOTHY	FERGUS HIGH SCHOOL	MA+30	Step 11	1
OLSON,LEAH	GARFIELD SCHOOL	BA	Step 4 (3)	1
OLSON,STEVE	FERGUS HIGH SCHOOL	MA	Step 15	1
ORTMAN,KARL	FERGUS HIGH SCHOOL	MA+30	Step 7	1
ORTMAN,LAUREN	JUNIOR HIGH SCHOOL	BA	Step 5	1
PATTEN,TACE	GARFIELD SCHOOL	BA	Step 4 (2)	1
PEARSON,SARA	GARFIELD SCHOOL	BA+10	Step 7	1
ROBERTS,PAMELA	GARFIELD SCHOOL	BA	Step 6	1
ROBINS,JAYME	HIGHLAND PARK SCHOOL	BA	Step 4 (3)	1
RUSSELL,JEFFREY	LEWIS & CLARK SCHOOL	BA	Step 15	1
SHELAGOWSKI,BRETT	JUNIOR HIGH SCHOOL	BA+30	Step 12	1
SHELAGOWSKI,LISA	HIGHLAND PARK SCHOOL	MA	Step 12	1
SMITH,KRISTINA	JUNIOR HIGH SCHOOL	BA	Step 4 (1)	1
SMITH,MELANIE	FERGUS HIGH SCHOOL	MA+20	Step 15	1
SPARKS,BRIDGET	GARFIELD SCHOOL	MA	Step 15	1
SPRAGGINS,KATHERINE	JUNIOR HIGH SCHOOL	MA	Step 15	1
STANDLEY,SUSAN	GARFIELD SCHOOL	MA+20	Step 4 (3)	1
STIVERS,SYDNEY	FERGUS HIGH SCHOOL	BA	Step 4 (1)	1
TARPLEE,TIMOTHY	FERGUS HIGH SCHOOL	MA	Step 7	1
TRAFTON,MICHELLE	FERGUS HIGH SCHOOL	MA+30	Step 15	1
VALLINCOURT,JESSICA	FERGUS HIGH SCHOOL	MA+20	Step 6	1
VALLINCOURT,NOAH	JUNIOR HIGH SCHOOL	MA+30	Step 5	1
VAUGHN,KERRY	HIGHLAND PARK SCHOOL	MA+10	Step 7	1
WEICHEL,POLLY	HIGHLAND PARK SCHOOL	BA+20	Step 15	1
WEINHEIMER,LEEANNE	HIGHLAND PARK SCHOOL	MA+20	Step 15	1
WELSH,DEVNEY	HIGHLAND PARK SCHOOL	BA+20	Step 8	1
WHITNEY-REED,JILL	LEWIS & CLARK SCHOOL	MA+30	Step 15	1

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

19

ITEM TITLE: APPROVE NON-RENEWAL OF NON-TENURED CERTIFIED STAFF CONTRACT WITHOUT CAUSE

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

SUMMARY:

The Board of Trustees needs to approve the non-renewal of non-tenured certified staff, Brittany Summerhays, without cause.

SUGGESTED ACTION: Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

20

ITEM TITLE: APPROVE NON-RENEWAL OF NON-TENURED CERTIFIED STAFF CONTRACT WITHOUT CAUSE

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

SUMMARY:

The Board of Trustees needs to approve the non-renewal of non-tenured certified staff, Rachel Schwaller, without cause.

SUGGESTED ACTION: Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

21

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

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

SUMMARY:

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

Substitute School Food List:
Ashton Jaynes

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

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2018

Agenda Item No.

22

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, April 9, 2018

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
DOWNING, Heidi	Head Baker	Lincoln Building	Accept Letter of Resignation	2/23/2018		Verbal Resignation.
JAYNES, Ashton	Food Server/Kitchen Aide	School Food	Accept Letter of Resignation	4/9/2018		Verbal Resignation.
KLIPPENES, Steve	Transportation Director	Bus Barn	Approve Out of State Travel to Dallas, TX to pick up newly purchased Cruiser Bus	4/11/18 - 4/13/18	Thom Peck/Rebekah Rhoades	
LANTZER, Lee	Bus Driver	Bus Barn	Accept Letter of Resignation	3/16/2018		See attached letter.
MAJERUS, Tim	Principal	Fergus High School	Approve appointment for 2018-2019 school year	7/1/2018	Thom Peck	
TOMBARGE, Amanda	Food Server	School Food	Accept Letter of Resignation	4/6/2018		See attached letter.
UDELHOVEN, Lexi	Teacher	Highland Park	Accept Letter of Resignation	6/30/2018		See attached letter.
WEIGERT, Kim	Student Information Systems Manager	Fergus High School	Approve appointment on schedule---COMPUTER TECH/PAYROLL + 45 CEU Step 0 for up to 7 hours per day for up to 50 days	4/9/2018	Tim Majerus/Jeff Friesen	
WYMAN, Mike	Custodian	Fergus High School	Approve appointment on schedule---MAINTENANCE II Step 0 for up to 8 hours per day for up to 63 days	4/4/2018	Randy Barber	

3-16-18

To Whom it May Concern,

I have appreciated my years of driving bus for Jewistown Public Schools.

I currently feel it is best for me to resign from this position at this time. I therefore resign as of March 16, 2018.

Sincerely,



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.

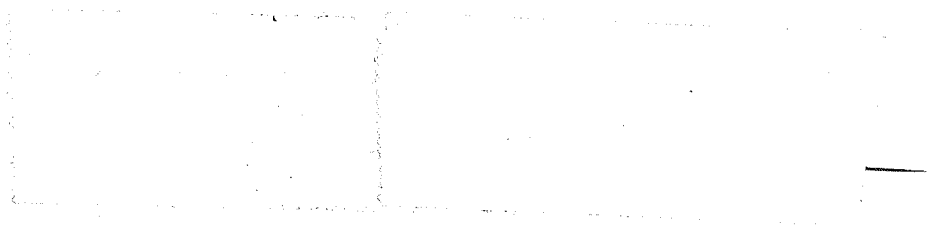
Dear Lewistown School District,

I am writing to inform you that I will be resigning from my position as a 3rd grade teacher for family reasons.

I would like to thank you for having me as part of your team. I am proud to have worked for the Lewistown School District for 4 years, and I truly appreciate the opportunities you have given me. I am grateful for all of your support and trust in me teaching our future. I loved my job in Lewistown and will cherish my students and relationships I have made here forever.

Please acknowledge this letter as my official notice of resignation. I will do my best to ensure a smooth transition. I am fortunate to have been a part of the Lewistown School District and I wish you continued success in the future! Thank you.

Warmly,



Lexi Udelhoven

Resignation Letter

Amanda Tombarge
215 7th Avenue West
Lewistown, MT 59457
amandarosemt@hotmail.com

April 3rd, 2018

Amie Friesen
Lewistown School District
215 7th Avenue South
Lewistown, MT 59457
535-5261

To whom it may concern,

It is with great sadness that I will be resigning from my position as Food Server for the Lewistown School District. My last day will be April 6th.

Thank you for your support and understanding of my situation. I appreciate all this job has taught me as I truly enjoyed my time with the school district.

Yours truly,

Amanda Tombarge



**LEWISTOWN PUBLIC SCHOOLS
2017-2018 SCHOOL CALENDAR**

A. Pupil Instruction

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	24 --	Aug	25	2	First Week	Jan	22 --	Jan	26	5
Second Week	Aug	28 --	Sept	1	5	Second Week	Jan	29 --	Feb	2	5
Third Week	Sept	5 --	Sept	8	4	Third Week	Feb	5 --	Feb	9	5
Fourth Week	Sept	11 --	Sept	15	5	Fourth Week	Feb	12 --	Feb	16	5
Fifth Week	Sept	18 --	Sept	22	5	Fifth Week	Feb	19 --	Feb	22	4
Sixth Week	Sept	25 --	Sept	29	5	Sixth Week	Feb	26 --	Mar	2	5
Seventh Week	Oct	2 --	Oct	6	5	Seventh Week	Mar	5 --	Mar	9	5
Eighth Week	Oct	9 --	Oct	13	5	Eighth Week	Mar	12 --	Mar	16	5
Ninth Week	Oct	16 --	Oct	18	3	Ninth Week	Mar	19 --	Mar	23	5
Tenth Week	Oct	23 --	Oct	27	5						44
					44						
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct	30 --	Nov	1	3	First Week	Mar	26 --	Mar	29	4
Second Week	Nov	6 --	Nov	10	5	Second Week	Apr	3 --	Apr	6	4
Third Week	Nov	13 --	Nov	17	5	Third Week	Apr	9 --	Apr	13	5
Fourth Week	Nov	20 --	Nov	21	2	Fourth Week	Apr	16 --	Apr	20	5
Fifth Week	Nov	27 --	Dec	1	5	Fifth Week	Apr	23 --	Apr	27	5
Sixth Week	Dec	4 --	Dec	8	5	Sixth Week	Apr	30 --	May	4	5
Seventh Week	Dec	11 --	Dec	15	5	Seventh Week	May	7 --	May	11	5
Eighth Week	Dec	18 --	Dec	20	3	Eighth Week	May	14 --	May	18	5
Ninth Week	Jan	3 --	Jan	5	3	Ninth Week	May	21 --	May	25	5
Tenth Week	Jan	8 --	Jan	12	5	Tenth Week	May	29 --	May	31	3
Eleventh Week	Jan	16 --	Jan	19	4						46
					45						

Totals

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

August 22-23	PIR	2.00
October 19-20	Staff Development Days - Teachers Convention	2.00
November 1-2	Parent Teacher Conferences (Evening on Nov 1, All Day on Nov 2)	1.50
January 15	PIR	1.00
March 27	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

Holidays / Vacations (Dates Inclusive)

C.

September 4	Labor Day
October 19-20	Fall Vacation (Teachers - Convention)
November 2	Parent Teacher Conferences (Vacation Day for Students)
November 3	Vacation Day
November 22-24	Thanksgiving Vacation
December 21-January 2	Winter Break
January 15	PIR (Vacation day for Students)
February 23	Vacation Day
March 30-April 2	Spring Break
May 28	Memorial Day