

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, March 14, 2022

REGULAR BOARD MEETING

PAGE 1

Meeting ID

meet.google.com/ccw-qomy-dip

Phone Numbers

[\(US\)+1 605-743-0395](tel:+16057430395)

PIN: 421 669 826#

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of FHS Speech and Drama Team and Coach
5. Recognition of FHS Girls Basketball Team and Coaches
6. Recognition of FHS Boys Basketball Team and Coaches
7. Distinguished School Award presented to Fergus High School – Jack O’Connor, OPI
8. Presentation – Tim Majerus, Virtual Distinguished Schools Conference
9. Report—Student Representative
10. Report—LEA
11. Report—Committees of the Board
12. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT’S REPORT

13. Report—Election Information
14. Report—Budget Update
15. Report—Investment
16. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

18. Minutes of the February 14, 2022, Regular Board Meeting
Minutes of the March 2, 2022, Special Board Meeting

APPROVAL OF CLAIMS

19. Claims

INDIVIDUAL ITEMS

20. Approve Addition of High Needs Paraprofessional and Certified Mechanic to Classified Salary Matrix

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**MONDAY, March 14, 2022
REGULAR BOARD MEETING
-CONTINUED PAGE 2-**

21. Approve Audit Contract for FY22-FY24
22. Approve Increasing High School Assistant Principal/Athletic Director position to 212 Days
23. Approve Out-Of-District Student Attendance Agreement Request for Placement inside/outside of the Lewistown Public Schools
24. Approve Multi-District Agreement for Technology Services
25. Set Elementary District Number One Levy Amount
26. Set High School District Number One Levy Amount
27. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2023
28. Approve 2022-2023 School Calendar
29. Approve Certification for Indirect Cost Rates for FY 2022-2023
30. Approve Additions to the Substitute List for the 2022-2023 School Year
31. 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/266>*

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14//2022

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION — FERGUS HIGH SCHOOL SPEECH AND DRAMA TEAM AND COACH

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Lee Stahl, Head Coach and the FHS Speech, Debate and Drama Team will be recognized for their season and competing at the state competition. .

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

5

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

ITEM TITLE: RECOGNITION — FERGUS HIGH SCHOOL GIRLS BASKETBALL TEAM AND COACHES

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

SUMMARY:

Newell Roche, Head Coach and Steve Foran, Nicole Wichman, and Tom Webb Assistant Coaches, along with the girls basketball team members will be introduced and will give their perspective on this past season. .

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

6

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

ITEM TITLE: RECOGNITION — FERGUS HIGH SCHOOL BOYS BASKETBALL TEAM AND COACHES

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Scott Sparks, Head Coach and Matt Plagenz and Jim Daniels Assistant Coaches, along with the boys basketball team members will be introduced and will give their perspective on this past season. .

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

7

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

ITEM TITLE: DISTINGUISHED SCHOOL AWARD PRESENTATION TO FERGUS HIGH SCHOOL

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

SUMMARY:

Jack O'Connor, representing the Office of Public Instruction and the US Department of Education, will present to Fergus High School the National Distinguished School Award. This award recognizes the high student graduation rate at Fergus High School.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

8

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

ITEM TITLE: PRESENTATION –TIM MAJERUS AND THE VIRTUAL DISTINGUISHED SCHOOLS CONFERENCE

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Tim Majerus will present to the board information from the National Distinguished Schools Conference in New Orleans that staff attended virtually.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

9

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Elsie Crouse

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

03/14/2022

Agenda Item No.

10

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

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

03/14/2022

Agenda Item No.

11

☐ 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

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 2021-2022 School Year.

Classified Matrix Committee met on February 8th at 4:00 p.m.

Bond Committee met on February 15th and February 23rd at 1:00 p.m. with Sletten Construction

Calendar Committee met on February 17th at 3:30 p.m.

SUGGESTED ACTION: Informational

☒ Additional Information Attached

STANDING COMMITTEES OF THE BOARD
2021-2022 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth	Jennifer Thompson
Building & Grounds	3	X				X	X	
Insurance Risk Committee	2			X				X

OTHER COMMITTEES WITH BOARD REPRESENTATION
2021-2022 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth	Jennifer Thompson
Activities	3		X		X		X	
Curriculum Committees:								
English Language Arts	1					X		
Math	1				X			
Health Enhancement	1							X
Business Education	1			X				
Health Insurance Program	2						X	X
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X	X				X
Policy Review	3	X			X	X		
Assessment	2			X	X			
Classified Salary/Benefit Review	2	X					X	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

12

☐ 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:** _____

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.

- Thank You from the National Association of Agricultural Educators
- OPI Letter – MT Advance Opportunities grant and Transformational Learning
- Swank Enterprises letter withdrawing from GC/CM RFP Process
- Homeless Grant awarded
- 3 Year MTSS Grant awarded
- 20 Day Plans

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

13

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

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 2022.

Attached are the Terms of Office Listing and the 2022 School Election Calendar.

Board members terms of office that are due to expire in 2022 include: Phillip Koterba and Jennifer Thompson.

SUGGESTED ACTION: Informational


☒ **Additional Information Attached**

NOTES:

SCHOOL ELECTION CALENDAR 2022

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 9 through Thursday, March 24	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate should 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 22	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, February 25	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 4	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 (e.g., 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 7	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, March 31 (by 5 p.m.)	Last day trustee candidates may 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, March 31 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election).	20-3-305(2)(b)
No later than the 30th day before	Friday, April 1	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 1	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 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 1	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 may cancel the 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 4	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 4	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Not more than 30 days before	Monday, April 4	Performance Testing and Certification of Voting System. The election administrator must publicly test and certify that the system is performing properly.	13-17-212
Day after Close of Regular Registration	Tuesday, April 5	Start of Late Registration. Late voter registration starts and continues through noon 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 24 Through Saturday, April 23	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 13	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 marks that would identify the voter; and• A self-addressed, return envelope with affirmation printed on the back.	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 13 through Monday, April 18	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), 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

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	Saturday, April 23 through Sunday, May 1	Absentee/Mail 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/mail ballots and the place and time that the absentee/mail 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
Not more than 10 days or less than 2 days before	Saturday, April 23 through Sunday, May 1	Polling Location Accessibility Notice. Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the notice above, and with the notice of election if the notice is published on the 10th day prior to the election.</i>	13-3-105 13-3-207
Not more than 10 days or less than 2 days before	Saturday, April 23 through Sunday, May 1	Publication of Information Concerning Voting Systems. Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. <i>This notice may be combined with the notices above, and with the notice of election if the notice is published on the 10th day prior to the election.</i>	13-17-203
Day before (by Noon)	Monday, May 2	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 2	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 (at noon)	Monday, May 2 (by noon)	Late registration closed. Late registration is closed at noon the day before the election. Electors must late register at the office of the county election administrator by noon and return their certificate of late registration to the election administrator (the school district clerk if the school district is running the election) by 8:00 pm on election day.	13-2-304
Election Day 	Tuesday, May 3	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. 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 9	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. The election judges convene, and a determination is made as to whether 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 25 days after the election	By Friday, May 27	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. <i>If the election was called by acclamation the trustees should still canvass results and issues certificates of election at this time.</i>	20-20-415 20-20-416

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 5 days after the official canvass	Monday, May 9 through Wednesday, June 1	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding $\frac{1}{4}$ 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 canvass.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 9 through Monday, June 6	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 canvass or recount petition.	13-16-204 20-20-420
Within 25 days of election	By Friday, May 27	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
June 1	Wednesday, 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 to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county accepts, then the county 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 Friday, June 10	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 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
ELECTION HISTORY**

ELEMENTARY										
	1997	1998	1999	2000	2001	2002	2003	2004	2005	
AMOUNT	\$268,571.05	\$169,267.06	\$165,301.94	\$27,075.62	NONE	\$29,997.63	\$46,533.25	\$15,336.91	\$31,500.00	\$98,000.00
MILLS	28.25	17.49	14.71	2.05			4.65	1.52		
FOR	560	569	497	510			786	661		
AGAINST	324	291	17	166			287	249		
PASS/FAIL	PASS	PASS	PASS	PASS		PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL			POLL	POLL		
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY		TECH	GF LEVY	GF LEVY	TECH	BR LEVY (10YR)

ELEMENTARY										
	2006	2007	2008	2009	SPRING 2010	SEPTL 2010	2011	2012	2013	2014
AMOUNT	\$24,110.65	\$77,903.95	NONE	\$123,863.99	\$111,435.00	\$10,715,000.00	\$211,108.25	NONE	NONE	\$0.00
MILLS	2.09	7.23		10.88	9.48		17.49			0.00
FOR	703	689		478	958	1421	923			991
AGAINST	287	392		521	726	2143	1165			155
PASS/FAIL	PASS	PASS		FAIL	PASS	FAIL	FAIL			PASS
MAIL/POLL	POLL	POLL		POLL	POLL	MAIL	MAIL			POLL
TYPE	GF LEVY	GF LEVY		GF LEVY	GF LEVY	BOND	GF LEVY			BUS BARN LAND

ELEMENTARY										
	2015	2016	2017	2018	2019	2020	2021	2021		
AMOUNT	\$98,000.00	\$79,449.41	\$98,000.00	\$68,606.20	NONE	\$44,638.12	\$51,646.08	NONE	\$20,400,000.00	
MILLS	8.33	6.58	8.17	5.54		3.46	3.82			
FOR	1126	1157	845	966		1295	1576		1484	
AGAINST	1173	1146	542	703		1039	1052		1342	
PASS/FAIL	FAIL	PASS	PASS	PASS		PASS	PASS		PASS	
MAIL/POLL	MAIL	MAIL	POLL	POLL		MAIL	MAIL		MAIL	
TYPE	BR LEVY (10 YR)	GF LEVY	BR LEVY (10 YR)	GF LEVY		GF LEVY	GF LEVY		BOND	

HIGH SCHOOL										
	1997	1998	1999	2000	2001	2002	2003	2004	2005	
AMOUNT	\$32,867.01	\$107,066.90	\$69,582.16	NONE	NONE	\$51,165.05	\$87,613.29	\$55,318.87	\$101.00	\$98,000.00
MILLS	2.62	8.59	5.70				8.09	5.07	9.37	
FOR	696	673	517				758	641	514	
AGAINST	449	490	18				325	272	289	
PASS/FAIL	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY	GF LEVY	TECH	GF LEVY	GF LEVY	GF LEVY	BR LEVY (10YR)

HIGH SCHOOL										
	2006	2007	2008	2009	SPRING 2010	SEPTL 2010	2011	2012	2013	2014
AMOUNT	\$227,354.04	\$28,399.56	NONE	\$34,998.00	NONE	NONE	\$137,765.21	NONE	\$130,492.06	NONE
MILLS	19.93	2.44		2.85			10.58		9.68	
FOR	669	718		531			919		1486	
AGAINST	332	390		483			1201		1337	
PASS/FAIL	PASS	PASS		PASS			FAIL		PASS	
MAIL/POLL	POLL	POLL		POLL			MAIL		MAIL	
TYPE	GF LEVY	GF LEVY		GF LEVY			GF LEVY		GF LEVY	

HIGH SCHOOL										
	2015	2016	2017	2018	2019	2020	2021	2021		
AMOUNT	\$98,000.00	\$98,000.00	NONE	NONE	NONE	\$44,713.54	NONE	\$8,600,000.00		
MILLS	7.71	7.54				3.03				
FOR	1150	875				1589		1447		
AGAINST	1256	593				1168		1509		
PASS/FAIL	FAIL	PASS				PASS		FAIL		
MAIL/POLL	MAIL	POLL				MAIL		POLL		
TYPE	BR LEVY (10 YR)	BR LEVY (10 YR)				GF LEVY		BOND		

AS OF FEBRUARY 2022:

# ABSENTEE VOTERS IN ELEMENTARY DISTRICT	3394	63%
# POLL VOTERS IN THE ELEMENTARY DISTRICT	2004	37%
TOTAL # OF VOTERS IN ELEMENTARY DISTRICT	5398	

# ABSENTEE VOTERS IN THE HS DISTRICT	155	58%
# POLL VOTERS IN THE HS DISTRICT	111	42%
# OF VOTERS IN THE HS DISTRICT	266	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2022	Expire 2023	Expire 2024
SCHOOL DISTRICT #1	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Doreen Heintz	CJ Bailey Zane Fulbright

School District #1 -- Two (2) 3-Year Terms:

_____ 3-year term (to expire in 2025)

_____ 3-year term (to expire in 2025)

Declaration of Intents Filed for Nomination of School Board Trustee:

Phillip R. Koterba

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

14

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

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 2022-2023 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ Additional Information Attached

NOTES:

2022-2023 PRELIMINARY BUDGET PROJECTION

As of 3-9-22

ELEMENTARY

Current Year (2021-2022) Budget	\$6,746,787.80	
2022-2023 Projected Budgets	\$7,018,871.96	without a vote
	\$7,075,768.83	with a vote
May 2022 Levy	\$56,896.87	
FY22 Budget vs FY23 Budget	\$272,084.16	without a vote
	\$328,981.03	with a vote
FY23 Projected Expenditures	\$7,111,473.26	
<u>Preliminary</u> Budget Shortfall	(\$92,601.30)	without a vote
	(\$35,704.43)	with a vote

HIGH SCHOOL

Current Year (2021-2022) Budget	\$3,293,146.00	
2022-2023 Projected Budgets	\$3,352,482.33	without a vote
	\$3,352,482.33	with a vote
May 2022 Levy	\$0.00	
FY22 Budget vs FY23 Budget	\$59,336.33	without a vote
	\$59,336.33	with a vote
FY23 Projected Expenditures	\$3,577,327.76	
<u>Preliminary</u> Budget Shortfall	(\$224,845.43)	without a vote
	(\$224,845.43)	with a vote

Unknowns: Health Insurance, Retirements/Staff Resignations, Kindergarten Enrollment, Title I Funding, 2nd Grade Enrollment - Additional Staffing?

Projections include: Spring Enrollment, 7% Health Insurance increase for certified staff, 10% Health Insurance increase for classified staff, All Staff moved in Years of Experience, 4% increase to matrix for all Classified, 4% increase for all Classified Admin (no salary matrix), new Certified salary matrix, SRSA Grant, \$20,000 reduction in IDEA B (HS Only). Additional Teacher Incentive Pay (Quality Ed Paymer

ESSER Funds Used to Supplement Budget

ESSER II - 1.5 fte (\$30,000 HS /\$75,000 Elem) + 1.0 fte Tech (\$58,000)
ESSER III - 2 fte (\$65,000 HS) + \$125,000 Curriculum (\$40,000 HS/\$85,000 Elem)
TOTAL ESSER: \$353,000

ESSER Funds will also be used for budget shortfalls due to Salary Matrix Revisions (recruitment & retention)



PRELIMINARY BUDGET DATA SHEET

FY 2023

County: 14 Fergus

District: 0258 Lewistown Elem

NOTE: Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2023 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2023			3 Year Avg ANB		
*Budget Unit		ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
E1	LEWISTOWN K-6	711	105,925.00	4,188,501.00 +	693	103,137.00	4,083,710.40
M1	LEWISTOWN 7-8	187	111,483.00	1,418,862.50 +	185	111,483.00	1,403,780.00
2.	* Direct State Aid						2,603,672.86
3.	Quality Educator						262,972.75
4.	At Risk Student						29,875.74
5.	* Indian Education For All						20,905.44
6.	American Indian Achievement Gap						5,267.00
7.	* Data For Achievement						20,016.42
8.	Special Education Funding (FY 2023):						
	NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
	Special Education Block Grant Eligibility Status						Yes
	Special Education Block Grant Rates Per Current ANB						
	Instructional Block Grant Rate [IBG]						152.47
	Related Services Block Grant Rate [RSBG]						50.82
	Threshold to Determine Disproportionate Costs						2.726539977
	Special Education Allowable Cost Payments						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						136,918.06
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						296,243.75
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						433,161.81
	Prorated Cooperative Cost Payments (Members of Cooperatives Only)						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						45,636.36
	Required Local Match						
* f(i).	District's Required Match for IBG [8a X 0.33]						45,182.96
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						15,060.00
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						60,242.96
	Minimum Special Education Budget to Avoid Reversions						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						197,161.02



PRELIMINARY BUDGET DATA SHEET

FY 2023

County: 14 Fergus

District: 0258 Lewistown Elem

Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2021 Allowable Cost Expenditures	1,268,220.46	0.00	0.00
Total K-12 Expenditures Prorated by FY 2021 ANB			
b. FY 2021 Amount to Avoid Reversion	193,509.39	0.00	0.00
c. Reimbursement for Disproportionate Costs	296,243.75	0.00	0.00
If (a-b) > 0 and a > (b * 2.726539977) then [a - (b * 2.726539977)] * 0.4			

9. FY 2023 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	5,623,535.63
c.	Maximum Budget Limit	7,075,768.83
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	7,018,871.96
* e.	Highest Budget With A Vote	7,075,768.83
* f.	Highest Voted Amount (9e-9d)	56,896.87

10. Prior Year Information for Budgeting:

a.	FY 2022 BASE Budget	5,351,451.47
b.	FY 2022 Maximum Budget	6,741,617.74
c.	FY 2022 Budget Limit ANB	871
d.	FY 2022 Adopted General Fund Budget	6,746,787.80
e.	Highest Levy Over-BASE Authorized or Imposed Between FY 2018 FY 2022	1,395,336.33

11. Debt Service Fund and County Retirement GTB:

	Elementary	High School
County		
a.	Tax Year 2021 County Taxable Value	40,987,594
b.	FY 2021-2022 County ANB	1,155
c.	County Retirement Mill Value per ANB	35.49
District		
d.	Tax Year 2021 District Taxable Value	14,248,842
e.	FY 2021-2022 District Budget Limit ANB	871
f.	District Debt Service Mill Value per ANB	16.36
Statewide		
g.	Statewide Retirement Mill Value per ANB	38.29
h.	Debt Service Assistance Mill Value per ANB	44.30



PRELIMINARY BUDGET DATA SHEET

FY 2023

County: 14 Fergus

District: 0258 Lewistown Elem

12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies

I. STATEWIDE GTB RATIO:	Elementary	High School
a. Statewide Taxable Valuation (Tax Year 2021)***	3,429,943,159	3,429,943,159
b. FY 2022 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	260,884,829.52	140,013,575.30
c. GTB Ratio: [(a) Divided by (b)] x 254%	33.39	62.22

II. DISTRICT GTB SUBSIDY:	Elementary	High School
a. Statewide GTB ratio (from c above)	33.39	N/A
b. FY 2022 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	1,949,181.39	N/A
c. 40% of FY 2022 District Special Education Allowable Cost Payment plus District Coop Cost Payment	190,542.81	N/A
d. District's FY 2023 Guaranteed Tax Base (a) x [b + c]	71,445,391.04	N/A
e. District Taxable Valuation (Tax Year 2021)***	14,248,842	N/A
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2023 GTB Subsidy Per BASE Mill [d - e] x 0.001	57,197.00	N/A

*** A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy

	Elementary	High School	K-12
a. District State Major Maintenance Aid (SMMA) Allowable Amount	110,810.00		
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****	2.04		

**** State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.



PRELIMINARY BUDGET DATA SHEET

FY 2023

County: 14 Fergus

District: 0259 Fergus H S

NOTE: Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2023 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2023			3 Year Avg ANB		
*Budget Unit		ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
H1	FERGUS HS 9-12	346	334,453.00	2,611,521.50 +	336	334,453.00	2,536,884.00
2.	* Direct State Aid						1,316,850.60
3.	Quality Educator						111,912.98
4.	At Risk Student						8,673.63
5.	* Indian Education For All						8,054.88
6.	American Indian Achievement Gap						2,748.00
7.	* Data For Achievement						7,712.34
8.	Special Education Funding (FY 2023):						
	NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
	Special Education Block Grant Eligibility Status						Yes
	Special Education Block Grant Rates Per Current ANB						
	Instructional Block Grant Rate [IBG]						152.47
	Related Services Block Grant Rate [RSBG]						50.82
	Threshold to Determine Disproportionate Costs						2.726539977
	Special Education Allowable Cost Payments						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						52,754.62
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						0.00
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						52,754.62
	Prorated Cooperative Cost Payments (Members of Cooperatives Only)						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						17,583.72
	Required Local Match						
* f(i).	District's Required Match for IBG [8a X 0.33]						17,409.02
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						5,802.63
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						23,211.65
	Minimum Special Education Budget to Avoid Reversions						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						75,966.27



PRELIMINARY BUDGET DATA SHEET

FY 2023

County: 14 Fergus

District: 0259 Fergus H S

Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2021 Allowable Cost Expenditures	0.00	188,810.27	0.00
Total K-12 Expenditures Prorated by FY 2021 ANB			
b. FY 2021 Amount to Avoid Reversion	0.00	69,786.67	0.00
c. Reimbursement for Disproportionate Costs	0.00	0.00	0.00
If (a-b) > 0 and a > (b * 2.726539977) then			
[a - (b * 2.726539977)] * 0.4			

9. FY 2023 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	2,576,771.39
c.	Maximum Budget Limit	3,208,169.29
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	3,352,482.33
* e.	Highest Budget With A Vote	3,352,482.33
* f.	Highest Voted Amount (9e-9d)	0.00

10. Prior Year Information for Budgeting:

a.	FY 2022 BASE Budget	2,485,362.76
b.	FY 2022 Maximum Budget	3,098,231.74
c.	FY 2022 Budget Limit ANB	343
d.	FY 2022 Adopted General Fund Budget	3,293,146.00
e.	Highest Levy Over-BASE Authorized or Imposed Between FY 2018 FY 2022	809,045.74

11. Debt Service Fund and County Retirement GTB:

	Elementary	High School
County		
a.	Tax Year 2021 County Taxable Value	40,987,594
b.	FY 2021-2022 County ANB	1,155
c.	County Retirement Mill Value per ANB	35.49
District		
d.	Tax Year 2021 District Taxable Value	N/A
e.	FY 2021-2022 District Budget Limit ANB	N/A
f.	District Debt Service Mill Value per ANB	N/A
Statewide		
g.	Statewide Retirement Mill Value per ANB	38.29
h.	Debt Service Assistance Mill Value per ANB	44.30



PRELIMINARY BUDGET DATA SHEET

FY 2023

County: 14 Fergus

District: 0259 Fergus H S

12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies

I. STATEWIDE GTB RATIO:	Elementary	High School
a. Statewide Taxable Valuation (Tax Year 2021)***	3,429,943,159	3,429,943,159
b. FY 2022 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	260,884,829.52	140,013,575.30
c. GTB Ratio: [(a) Divided by (b)] x 254%	33.39	62.22

II. DISTRICT GTB SUBSIDY:	Elementary	High School
a. Statewide GTB ratio (from c above)	N/A	62.22
b. FY 2022 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	N/A	1,005,942.51
c. 40% of FY 2022 District Special Education Allowable Cost Payment plus District Coop Cost Payment	N/A	28,619.92
d. District's FY 2023 Guaranteed Tax Base (a) x [b + c]	N/A	64,370,474.39
e. District Taxable Valuation (Tax Year 2021)***	N/A	15,517,954
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2023 GTB Subsidy Per BASE Mill [d - e] x 0.001	N/A	48,853.00

*** A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy

	Elementary	High School	K-12
a. District State Major Maintenance Aid (SMMA) Allowable Amount		52,730.00	
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****		1.94	

**** State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

15

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned for February 2022 is as follows:

Elementary	\$899.28
<u>High School</u>	<u>\$831.93</u>
Total	\$1,731.21

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana
BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

16

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

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.

- ❖ Staffing Update
- ❖ Bond Update
- ❖ “Green Eggs and Ham” Activity – March 3
- ❖ Fergus High @ Eastern ‘A’ Band Festival – February 14-15 2 Superiors and 1 Excellent
- ❖ Prom – March 19 and Coronation March 16?
- ❖ Intercom System at FHS and Radio Update for LPS
- ❖ Parent/Teacher Conferences – LJH & HP, March 22nd (4-7 pm) FHS (5-8 pm) and Garfield and L&C – March 24th (4-7 pm)
- ❖ Virtual Career Fair at MSU – March 7th and In-Person Fair is May 5th
- ❖ MASS and META Spring Conference March 20-22 in Helena
- ❖ Spring Music Concerts:
- ❖ LJH – March 15th at 7 pm and Garfield March 31st – 1 pm
- ❖ District Music Festival April 8-9th at FCPA
- ❖ Home Athletic Games/Meets:
 - 1st Day of Spring Sports (Boys & Girls Track, Boys & Girls Tennis, Softball), March 14th and LJH Track begin March 21st
 - SB v. Havre, April 1st @ 3pm
 - SB – Fergus Invite, April 8-9

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

17

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

18

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

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the February 14, 2022, Regular Board Meeting
- Minutes of the March 2, 2022, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, February 14, 2022

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

Kris Birdwell, Jennifer Thompson, Phil Koterba, Jeff Southworth, Zane Fulbright, Doreen Heintz

TRUSTEES ABSENT:

CJ Bailey

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon – LEA President, Tim Majerus, Matt Lewis, Vic Feller, Paul Bartos

OTHERS PRESENT:

Elsie Crouse – Student Representative, John Carlson and other interested parties.

2. PLEDGE OF ALLEGIANCE

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Koterba)

4. Presentation – Matt Lewis, Principals Conference

Matt Lewis presented information on the Principals Conference that he and the other Elementary Principals attended in January.

5. Report—Student Representative

Elsie Crouse, Student Representative to the Board, reported on upcoming activities at Fergus High School.

6. Report – LEA

Luke Brandon, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.

7. Report—Committees of the Board

- GC/CM Walk Through with Jason, Tony and Shane took place on February 1
- Activities Committee met on February 8 at 7:00 a.m.
- Building and Grounds Committee met on February 8 at 9:15 a.m. – Dick Anderson has withdrawn their RFQ.
- Classified Matrix Committee met on February 8 at 4 p.m.

8. Calendar Items, Concerns, Correspondence, Etc.

Mr. Peck handed out the following items to the Board:

- Letter from Rayna Phelps
- OPI Letter on States' Rights with Public School Funding
- OPI Letter for Public Comment on Flexibilities to Recruit Quality Teachers
- Montana Advanced Opportunity Grant and Transformational

- Learning Funding
- Thank You Cards
- 2022-2023 Calendar Vote Results Breakdown
- 20 Day Plans

Trustee Fulbright expressed concerns regarding the negative balance in the Student Activities sports fund. It was explained that the Boosters was not requested to make a donation in 2021, so will be making a donation in 2022 that will make up the difference.

Trustee Fulbright also requested that the District review the funding for the girls wrestling program since the program was not approved by the Board, as he has gotten questions from the public.

9. Report—Election Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2022 School Election Calendar and advised them of the Trustee seats that will be up for election in 2022 – Jennifer Thompson and Phil Koterba.
10. Report—Budget Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2022-2023 school year.
11. Report—Investment
Interest earned and distributed for January was \$2,501.85 in the High School and \$1,856.83 in the Elementary, for a total of \$2,260.03.

Bond Proceeds of \$23,850,000.79 were deposited on 2/3/2022 will be invested in the STIP program in order to earn the best possible interest, but have the money accessible as needed.

12. Report—Superintendent
Superintendent Thom Peck reported on the MHSA Annual Meeting and decisions made at that meeting affecting sports activities. The Spring Count numbers were shared with the Board. Mr. Peck updated the Board on the Bond Construction progress and RFP's for GC/CM will be completed. Five finalists will be interviewed for the FHS High School Principal position on Monday, February 21st. Mr. Peck reported to the Board that Winnett/Grass Range has petitioned to MHSA to Coop with Fergus High School for football the 2022-23 school year. English, Math and Health Curriculum Teams have been meeting. Mr. Peck participated in Job Experience Interviews at Fergus High School as part of the Special Education Program. The Board was updated on various dates and events upcoming in the District.

PUBLIC PARTICIPATION

13. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Rayna Phelps requested that the Board review the Junior High Cheerleading Stipend. Information was provided to the Board by Superintendent Peck during the Calendar Items portion of the agenda.

ACTION ITEMS MINUTES

14. Minutes of the January 10, 2022, Regular Board Meeting
Minutes of the January 24, 2022, Special Board Meeting with the Amendment to clarify that Trustee Bailey's comment was in reference to Boys Cross Country/Girls Softball.
– Approved unanimously (Koterba/Southworth)

APPROVAL OF CLAIMS

15. Claims – Approved unanimously (Fulbright/Birdwell)
Claims Committee for January through March 2022 will be Board Chair Jennifer Thompson, Kris Birdwell, Doreen Heintz and Jeff Southworth.

INDIVIDUAL ITEMS

16. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property – Approved unanimously (Southworth/Fulbright)
17. Approve School Calendar for the 2022-2023 School Year – Motion Failed (Fulbright/Southworth) For – Fulbright, Against – Southworth, Birdwell, Koterba, Heintz, Thompson
Luke Brandon shared concerns from the FHS Certified Staff and expressed that the LEA will likely grieve the voted upon calendar and made reference to those actions that he believes were in violation. Discussion with the Board ensued.
18. Approve that Rules of On-Site Conduct be Added to all Construction Contracts – Approved unanimously (Birdwell/Koterba)
Move to amend the motion removing the Covid-19 Protocol paragraph – Approved unanimously (Birdwell/Southworth)
19. Approve Contract with Hulteng CCM, Inc. for Owner’s Representative Services to exclude the reference to A&E under Compensation-Basic Fee – Approved unanimously (Heintz/Fulbright)

Move to amend the motion to include that the MCA provision be inserted to the Agreement under “Payment for Services and Reimbursable Expenses” in order to define the legal rate – Approved unanimously (Birdwell/Fulbright)
20. Approve Using Bond Premium Proceeds for Bond Finance and Legal Review Activities – Approved unanimously (Southworth/Koterba)
21. Approve Alternate Project Delivery Method – Approved unanimously (Fulbright/Koterba)
22. Approve the 2022-2026 Collective Bargaining Agreement – Approved unanimously (Heintz/Fulbright)
23. Approve Classified Salary Matrix for 2022-2023 – Approved unanimously (Birdwell/Fulbright)
24. Approve First Semester Claim for Individual Contract Bus Reimbursement – Approved unanimously (Fulbright/Southworth)
25. Approve First Semester Elementary & High School Claims for Bus Reimbursement – Approved unanimously (Heintz/Fulbright)
26. Approve Trustee Resolution Calling for an Election – Approved unanimously - (Fulbright/Koterba)
27. Approve Additions to the Substitute List for the 2021-2022 School Year – Approved unanimously (Birdwell/Southworth)
28. Approve Personnel Report – See Exhibit A – Approved unanimously (Fulbright/Birdwell)

TERMINATION HEARING EXECUTIVE SESSION

29. Board Chair Jennifer Thompson stated that the employee, Brandi Slater, was not in attendance so Executive Session is not necessary.

ACTION ITEM

30. Approve recommendation for termination of employment of Brandi Slater – Approved Unanimously (Birdwell/Fulbright)

ADJOURNMENT

The meeting was adjourned at 8:40 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, March 14, 2022, at the Lincoln Board Room.

JENNIFER THOMPSON
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday February 14, 2022

<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>
FLENTIE, Suzie	Head Cross Country Coach	Fergus High School	Approve appointment on schedule -- (0.125 x \$35,269.00) \$4,408.63 FALL 2022	7/1/2022	Paul Bartos	Replacing Maida Walters
HAMMON, Travis	Custodian	Fergus High School	Approve appointment on schedule -- MAINTENANCE II Step 0 for up to 8 hours per day for up to 94 days	2/21/2022	Jason Fry	Pending a successful background check Replacing Cameron Mowdy
JOHNSON, Orin	Assistant 2 Track Coach	Fergus High School	Approve appointment on schedule --(0.085 x \$35,269.00) \$2,997.87	3/14/2022	Paul Bartos	Replacing Suzie Flentie
MARTINEZ, Dalice (Church)	Volunteer Coach	Fergus High School	Approve appointment - Volunteer Cheer Coach	2/14/2022	Jennifer Pfau	Pending a successful background check
MOLINE, Shelby	Paraprofessional	Garfield Elementary School	Approve appointment on schedule -- PARA EDUCATOR Step 0 for up to 7.5 hours per day for up to 66 days	2/21/2022	Matt Lewis	Pending a successful background check New Position
PARKER, Julianna	Volunteer Coach	Lewistown Jr. High School	Approve appointment - Volunteer Track Coach	3/21/2022	Jeff Friesen and Paul Bartos	
VANEK, Mike	Assistant 1 Track Coach	Lewistown Jr. High School	Approve appointment on schedule --(0.050 x \$35,269.00) \$1,763.45 Spring 2022	3/21/2022	Jeff Friesen and Paul Bartos	Replacing Julianna Parker
VINCENT, Megan	Teacher	Fergus High School	Approve out-of-district travel to attend the FCCLA National Leadership Conference in San Diego, CA June 29 thru July 3, 2022	June 29 - July 3, 2022	Tim Majerus and Paul Bartos	See Attached Letter

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room and via Google Meet
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, March 2, 2022

SPECIAL BOARD MEETING

CALL TO ORDER (5:00 P.M.)

1. ROLL CALL
TRUSTEES PRESENT:
Phil Koterba, Kris Birdwell, Zane Fulbright, Doreen Heintz, CJ Bailey,
Jeff Southworth
TRUSTEES ABSENT:
Board Chair Jennifer Thompson
STAFF PRESENT:
Superintendent Thom Peck, Business Manager Rebekah Rhoades and
others via Google Meet
OTHERS PRESENT:
Sletten Construction Representatives
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO
ADDRESS THE BOARD
There was no public participation.

ACTION

INDIVIDUAL ITEMS

4. APPROVE ADDITIONAL BUS STOP AT 494 US HIGHWAY 191 – Approved Unanimously
(Birdwell/Southworth)
5. APPROVE SLETTEN CONSTRUCTION AS THE GENERAL CONTRACTOR FOR THE
ELEMENTARY DISTRICT BOND CONSTRUCTION – Approved Unanimously
(Southworth/Fulbright)
6. APPROVE RENEWAL APPLICATION FOR VARIANCE OF STANDARDS AT HIGHLAND
PARK ELEMENTARY – Approved Unanimously (Fulbright/Southworth)
7. APPROVE PERSONNEL REPORT – See Exhibit A – Approved Unanimously
(Bailey/Southworth)

ADJOURNMENT

The meeting was adjourned at 5:12 p.m. (Heintz – unanimous).

**DOREEN HEINTZ
BOARD VICE CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER**

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Wednesday March 2, 2022

<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>
GUGLIELMO, Chris	Principal	Fergus High School	Approve appointment on schedule --FERGUS HIGH PRINCIPAL Matrix MA Step 1 for the 2022-2023 school year for up to 222 days	7/1/2022	Thom Peck	Replacing Tim Majerus
KONERT, Shawna	Paraprofessional	Highland Park Elementary School	Approve appointment on schedule --PARA EDUCATOR Step 7 for up to 7.5 hours per day for up to 64 days	2/24/2022	Matthew Ventresca	Return to position after resignation

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

19

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth

SUMMARY:

Approve claims paid through March 11, 2022, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2022 include: Board Chair Jennifer Thompson, Kris Birdwell, Doreen Heintz and Jeff Southworth.

*****Need to select new Finance Committee members for April - June 2022*****

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

20

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

ITEM TITLE: APPROVE –ADDITION OF HIGH NEEDS PARAPROFESSIONAL AND CERTIFIED MECHANIC TO THE CLASSIFIED SALARY MATRIX

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

SUMMARY:

The Board of Trustees needs to approve the addition of a high needs paraprofessional and certified mechanic to the classified salary matrix. See attached Job Descriptions associated with these positions.

	0	1	2	3	4	5	6	7	8	9	10	11+
MECH+CERT	21.00	21.48	21.99	22.49	22.99	23.49	23.99	24.99	24.99	24.99	24.99	25.98
HIGH NEEDS PARA												
EDUCATOR	15.24	15.64	16.05	16.45	16.85	17.26	17.66	17.66	17.66	17.66	17.66	17.66

SUGGESTED ACTION: Approve the addition of a high needs paraprofessional and certified mechanic to the classified salary matrix.

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown Public Schools Job Description

Job Title: PARAPROFESSIONAL
Classification: HIGH NEEDS PARA EDUCATOR
Reports To: Building Principal and Superintendent
FLSA Status: Classified
Updated: March 2022

SUMMARY - The High Needs Paraprofessional works closely with ~~one or a few~~ students within a special needs setting on a regular basis in an effort to provide them with the support they need to be successful at school. A High Needs Paraprofessional typically works in a specialized setting such as our STAR Room or CARES Room - but could also work one-on-one with a student depending upon the student needs and least restrictive environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in presentation of learning materials and instructional exercises in compliance with the student's IEP.
- Monitors and assists students through drills, practice, and study activities following presentation of instructional concepts by instructional personnel.
- Listens to students read, reads to students, explains words and meanings, rephrases materials, and provides similar learning examples.
- Tutors students individually or in small groups to reinforce and follow up learning activities.
- Assists the student(s) in such physical tasks as putting on and taking off outerwear, significant lifting and/or supporting of a mobility-challenged student, moving from room to room, and so on.
- Assist with bathrooming, toilet training, or changing students as necessary.
- Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.
- Assist in maintaining a safe classroom environment, which may include, assisting a student out of the classroom to a calm down area and or physical restraint if student safety or safety of others is in question.
- Follows and assists in implementing behavioral plans, including consequences and reinforcement, as necessary.
- Assists in the supervision of special education students in the classroom, during activities, trips to the office, on the playground, and in bus duty, as directed.
- Assists in maintaining student discipline.
- Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
- Assists instructional personnel with the development of a variety of instructional materials.
- Performs general clerical duties for instructional personnel.
- Assists in scoring tests; computes and records test scores.
- Assists in maintaining a variety of reports and records.
- Assists in maintaining a neat, orderly, and attractive learning environment, including designing and displaying bulletin boards.
- Serves as a resource person, if and when requested, to the educational support team conferring about one of the students to whom assigned.
- Works cooperatively and effectively with staff, supervisors, students, and the public.
- Maintains confidentiality of employment and student matters.

This job description is not intended to be all-inclusive and the employee will also perform other duties as assigned by the Special Education Teacher, Building Administrator, or Special Education Director.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Completion of at least two years of study at an institute of higher education; obtain an associate or higher degree or meet a rigorous standard of quality; or
- Can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and math (Certified Paraprofessional Certificate);
- Experience working with children in an educational or child-care setting is highly desirable, preferably involving children with special needs.
- Knowledge of general concepts of child growth, development, and behavior characteristics in special education programs assigned.
- Knowledge of special education goals and objectives. Ability to maintain confidentiality of employment and student matters.
- Ability to obtain MANDT certification upon employment in this position.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must maintain good composure in pressure situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another).

Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

TECHNOLOGY SKILLS: The work environment has increasingly become technology driven. Lewistown Public Schools expects staff to meet reasonable expectations in the use of computers and other technology.

PERSONAL CHARACTERISTICS: Employees of Lewistown Public Schools must exhibit acceptable work habits and perform tasks in a professional manner by adhering to the following guidelines: Maintain proper grooming and dress consistent with the type of task being performed; be regular in attendance and punctual for work; initiate tasks in a manner and perform work with a minimum of supervision; organize work and manage time to achieve efficiency and high quality of work; perform tasks neatly and accurately in accordance with desired quality and quantity; provide positive feedback to supervisor(s) for implementing ideas which will make the work assigned more effective and efficient; maintain self control and a friendly, outgoing disposition; and maintain confidentiality of related work matters as applicable.

DRUG FREE WORKPLACE: Screening tests for alcohol and illegal drug use may be required before hiring and during your employment with the Lewistown Public Schools. Employees of Lewistown Public Schools must submit to a fingerprint criminal background check. Any appointment will be contingent upon the results of the criminal background report received from the Department of Justice, which must be acceptable to the Board of Trustees, in its sole discretion.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

Lewistown Public Schools Job Description

Job Title: CERTIFIED MECHANIC
Classification: CERTIFIED MECHANIC
Reports To: Transportation Supervisor/Business Manager
Work Hours: 8 hours/day -- 5 days/week -- 12 months/year
(Additional hours need prior approval of Supervisor)
FLSA Status: Nonexempt/Classified
Updated: March 4, 2022

SUMMARY: Responsible for maintaining the vehicles for Lewistown Public Schools and answering phone when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Performs daily and routine maintenance duties on all yellow buses, maintenance vehicles, driver education cars, activity cruisers, and delivery vans.
- Maintains a maintenance evaluation checklist and cooperates with inspecting agencies.
- Examines vehicle and discusses with Transportation Director the nature and extent of damage or malfunction. Plans work procedure.
- Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle; removes unit such as engine, transmission, or differential; and disassembles unit and inspects parts for wear.
- Performs major and minor repairs, such as greasing, changing oil and filters, replacing parts such as pistons, rods, gears, valves, and bearings. Removes, replaces, or rebuilds blowers, generators, distributors, starters, EGR coolers, EGR valves, fuel injectors, electrical components, coolant and fuel pumps, etc. Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers, stop arm and crossing arm motors, etc.
- Rewires ignition system, lights, and instrument panel. Relines and adjusts brakes, repairs or replaces shock absorbers and air bags, repairs and adjusts air brake system components.
- Uses diagnostic equipment to pinpoint faults in CANBUS communication systems, High pressure fuel systems, DEF, DPF, SCR, aftertreatment, ABS and EGR systems.
- Uses diagnostic software using OBD 1 and 2, J1939, and J1708 protocols
- Maintains a clean shop and helps keep vehicles clean, fueled, and ready for all route and activity trips.
- Cover department in absence of Supervisor and substitute bus drive routes when necessary

The above performance responsibilities are not all inclusive and may be altered or added to by the Transportation Director and/or Business Manager.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or high school equivalency degree (HSED); 2+ years of hands on experience and /or training; or equivalent combination of education and experience, with comprehensive knowledge of electrical systems, diesel fuel systems, emission systems, engine management systems, and AC systems.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must hold a valid commercial driver's license, current first aid certification and physical exam card. Must have diesel mechanic certification or the equivalent (ASE certification or specific manufacturer certifications such as Cummins, International, Ford, Allison, etc.), and computer skills with an emphasis on diagnostic software and work orders.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and vibration. The employee is frequently exposed to outside weather conditions and risk of electrical shock. The noise level in the work environment is usually loud.

PERSONAL CHARACTERISTICS: Employees of Lewistown Public Schools must exhibit acceptable work habits and perform tasks in a professional manner by adhering to the following guidelines: Maintain proper grooming and dress consistent with the type of task being performed; be regular in attendance and punctual for work; initiate tasks in a self-directed manner and perform work with a minimum of supervision; organize work and manage time to achieve efficiency and high quality of work; perform tasks neatly and accurately in accordance with desired quality and quantity; maintain self control and a friendly, outgoing disposition; and maintain confidentiality of related work matters as applicable.

DRUG FREE WORKPLACE: Screening tests for alcohol and illegal drug use will be required before hiring and may be required during your employment in the Lewistown Public Schools. Employees of Lewistown Public Schools must submit to a fingerprint criminal background check. Any appointment will be contingent upon the results of the criminal background report received from the Department of Justice, which must be acceptable to the Board of Trustees, in its sole discretion.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

21

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

ITEM TITLE: APPROVE AUDIT CONTRACT FOR FY22-FY24

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

SUMMARY:

The Board of Trustees needs to approve the audit contract for FY22-FY24. State law requires annual audits of the Lewistown School District. This year, we completed a 3-year contract with Strom and Associates, PC, and we must now engage an auditor for the next 3-year period.

The Montana Department of Administration maintains a list of qualified local government auditors. From time to time, entities are well served to change auditors, since different auditors tend to focus on different aspects of the District's finances and internal controls. However, all of the auditors on that list are equally qualified to perform the work by virtue of meeting the state's requirements.

Strom and Associates, PC has sent the District a quote of \$14,380 for each of the next 3 years (the previous contract was for \$12,500 per year). Historically, they have been the lowest cost provider and, in addition, have two auditors on staff that have shown a focus on different aspects of our finances. Administration recommends signing another 3-year contract with this firm.

SUGGESTED ACTION: Approve Audit Contract with Paul Strom and Associates for FY22-FY24

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

22

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

ITEM TITLE: APPROVE INCREASING HIGH SCHOOL ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR POSITION TO 212 DAYS

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

SUMMARY:

The Board of Trustees needs to approve increasing the High School Assistant Principal/Athletic Director Position from 207 to 212 days. The Assistant Principal position was previously set at 212 days and when the position was hired as a combined Assistant Principal/Athletic Director, the days were reduced. It has been determined that more days are required for this position.

SUGGESTED ACTION: Approve increasing High School Assistant Principal/Athletic Director position to 212 days.

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

23

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

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

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

SUMMARY:

The Board of Trustees needs to approve the following requests for out-of-district students to attend the Lewistown Public Schools as indicated below.

<u>Student</u>	<u>Grade</u>	<u>District of Residence</u>	<u>District of Choice</u>
BY	4	King Colony	Lewistown
BZ	8	King Colony	Lewistown

SUGGESTED ACTION: Approve Out-of-District Student Attendance Agreement request for Placement Inside of Lewistown Public Schools

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

24

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

ITEM TITLE: APPROVE 2022-2023 MULTI- DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the multi-district agreement for regional technology services for the 2022-2023 school year.

SUGGESTED ACTION: Approve 2022-2023 Multi-District Technology Services Agreement

☒ Additional Information Attached

NOTES:

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

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 1st day of July, 2022 by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton K-12 Schools, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter “Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2022 to June 30, 2023. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative

upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2022.

As agreed on this _____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 1st day of July, 2022 by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton K-12 Schools, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter “Districts”).

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WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
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6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
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9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
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upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

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13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2022.

As agreed on this _____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Fergus High School (LE0259)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

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Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

25

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

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

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$56,896.87* WHICH IS APPROXIMATELY 3.99* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT. PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$5.39* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$10.77*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

☐ FOR the additional levy.

☐ AGAINST the additional levy.

*Maximum amounts. The Board may elect to request any amount up to this maximum.

SUGGESTED ACTION: Set Elementary District Number One Levy Election

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

26

ITEM TITLE: SET FERGUS HIGH SCHOOL DISTRICT NUMBER ONE LEVY AMOUNT

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

SUMMARY:

After receiving the Preliminary Data Sheets from OPI, the High School District is not able to increase its levy this year. It is the recommendation to the Board that the levy amounts be set to zero and an election NOT be run in May 2022 for the High School General Fund.

SUGGESTED ACTION: Set Fergus High School District Number One Levy Election

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

27

ITEM TITLE: APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION, ADULT EDUCATION, BUILDING RESERVE, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2023

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

SUMMARY:

The Board of Trustees needs to approve the attached resolution, per the requirements of Senate Bill 307 (SB307) implemented by law in the 2017 Legislative Session.

Many factors contribute to calculating the following year's budget and cannot be accurately predicted at this time. This Resolution is an **estimate** of increases in levies and will likely not be the amounts levied at the Budget Meeting held in August.

HB159, approved during the 2019 Legislature, appropriated the Natural Resources K-12 facilities payment to support school major maintenance aid in the Building Reserve Fund permissive levy. In addition, SB92 expanded permissible expenditures of state school major maintenance aid and major maintenance permissive levies to include school and student safety and security, including expenses related to school resource officers and counselors. We began taking advantage of the authority and funding in these bills in FY20 and recommend that we continue to do so as long as the State Match is offered.

SUGGESTED ACTION: Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2023

☒ **Additional Information Attached**

NOTES:

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

Resolution of Intent to Impose an Increase in Fund Levies

The Lewistown Public School District is committed to financial transparency. Nonvoted levies are an essential part of the budgeting process and this authority has been in place for many years. State law requires the District to provide notice of its intent to increase nonvoted levies in the ensuing fiscal year. Lewistown Public Schools Board of Trustees has chosen to publish the *estimated* increase/decrease for ALL funds, both voted and nonvoted.

The Lewistown Public Schools Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2022:

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

LEWISTOWN ELEMENTARY SCHOOL DISTRICT								
Fund	<u>2021-22 Actual Levies</u>		<u>2022-23 Projections</u>				Est. Annual	Est. Annual
	\$	Mills	\$	Mills	Change \$	Change Mills	Tax Impact \$100K home	Tax Impact \$200K home
General - BASE	\$ 466,538	32.76	\$ 448,246	31.46	\$ (18,292)	(1.30)	\$ (1.76)	\$ (3.52)
General - OverBASE	\$ 1,395,336	97.93	\$ 1,452,233	101.92	\$ 56,897	3.99	\$ 5.39	\$ 10.78
Transportation	\$ 310,973	21.82	\$ 358,417	25.15	\$ 47,444	3.33	\$ 4.50	\$ 9.00
Bus Depreciation	\$ 250,000	17.55	\$ 191,250	13.42	\$ (58,750)	(4.13)	\$ (5.58)	\$ (11.16)
Tuition	\$ 193,399	13.57	\$ 217,500	15.26	\$ 24,101	1.69	\$ 2.28	\$ 4.56
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 61,498	4.32	\$ 61,498	4.32	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ 1,524,783	107.01	\$ 1,524,783	107.01	\$ 144.46	\$ 288.92
Building Reserve Permissive	\$ 39,296	2.76	\$ 36,452	2.56	\$ (2,844)	(0.20)	\$ (0.27)	\$ (0.54)
Building Reserve Voted	\$ 98,000	6.88	\$ 98,000	6.88	\$ -	-	\$ -	\$ -
Grand Total	\$ 2,815,041	197.59	\$ 4,388,378	307.98	\$ 1,573,337	110.39	\$ 149.02	\$ 298.04

*NOTE: The above Elementary estimate includes the \$23.8 million bond approved by voters in November 2021 - See Debt Service

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

FERGUS HIGH SCHOOL DISTRICT								
Fund	<u>2021-22 Actual Levies</u>		<u>2022-23 Projections</u>				Est. Annual	Est. Annual
	\$	Mills	\$	Mills	Change \$	Change Mills	Tax Impact \$100K home	Tax Impact \$200K home
General - BASE	\$ 268,151	17.27	\$ 257,593	16.60	\$ (10,558)	(0.67)	\$ (0.90)	\$ (1.80)
General - OverBASE	\$ 807,783	52.05	\$ 775,711	49.99	\$ (32,072)	(2.06)	\$ (2.78)	\$ (5.56)
Transportation	\$ 197,060	12.70	\$ 209,303	13.49	\$ 12,243	0.79	\$ 1.07	\$ 2.14
Bus Depreciation	\$ 236,500	15.24	\$ 263,750	17.00	\$ 27,250	1.76	\$ 2.38	\$ 4.76
Tuition	\$ 46,476	2.99	\$ 68,500	4.41	\$ 22,024	1.42	\$ 1.92	\$ 3.84
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 54,165	3.49	\$ 54,165	3.49	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ 19,033	1.23	\$ 17,940	1.16	\$ (1,093)	(0.07)	\$ (0.09)	\$ (0.18)
Building Reserve Voted	\$ 98,000	6.32	\$ 98,000	6.32	\$ -	-	\$ -	\$ -
Grand Total	\$ 1,727,168	111.29	\$ 1,744,962	112.46	\$ 17,794	1.17	\$ 1.60	\$ 3.20

Impacts above are based on current certified taxable valuations from the current school fiscal year. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August.

This notice must also document the District's expected use of its Building Reserve State Major Maintenance levies and associated funding (see Building Reserve Permissive above). This funding will be used to finance capital improvement projects identified in the District's Facility Assessment and for operational costs related to student safety. By levying in this fund, the District will receive additional revenue from the State of approximately \$109,000.

DATED this 14th day of March, 2022.

Jennifer Thompson, Board Chair

Rebekah Rhoades, Business Manager/Clerk

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

28

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

ITEM TITLE: APPROVE 2022-2023 SCHOOL CALENDAR

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees will approve the 2022–2023 School Calendar.

SUGGESTED ACTION: Approve 2022-2023 School Calendar

☒ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

2022-2023 SCHOOL CALENDAR

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PIR DAYS (Pupil Instruction-Related)

August 22	New Staff Orientation
August 29-30	All Staff Orientation/PIR
October 20-21	Staff Development Days Teachers Convention (Billings)
Oct 31-Nov 11	Parent-Teacher Conferences Schedules vary by school PIR November 3rd No school November 3rd-4th
March 27-31	Parent-Teacher Conferences Schedules vary by school Full school days for students
May 15	PIR Day

HOLIDAYS & VACATIONS

No School for Teachers or Students

September 5	Labor Day
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
Dec 23 - Jan 2	Winter Break
February 24	Vacation Day
April 10	Easter Vacation
May 29	Memorial Day

	New Teacher Orientation
	First/Last Day of School
	K-4 First Day
	End of Quarter
	Quarter Mid-Term
	End of Semester (2nd & 4th quarters)
	School Dismissed at 1:30 pm
	FHS Graduation Day
	PIR Day (No School for Students)
	Vacation Day (Day Off/No School)
	Paid Holiday (Day Off/No School)
	Flex Day (No School for Students)

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)

First Semester					88 days	Second Semester					91 days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug 31	to	Sept 2	3		First Week	Jan 23	to	Jan 27	5	
Second Week	Sept 6	to	Sept 9	4		Second Week	Jan 30	to	Feb 3	5	
Third Week	Sept 12	to	Sept 16	5		Third Week	Feb 6	to	Feb 10	5	
Fourth Week	Sept 19	to	Sept 23	5		Fourth Week	Feb 13	to	Feb 17	5	
Fifth Week	Sept 26	to	Sept 30	5		Fifth Week	Feb 20	to	Feb 23	4	
Sixth Week	Oct 3	to	Oct 7	5		Sixth Week	Feb 27	to	March 3	5	
Seventh Week	Oct 10	to	Oct 14	5		Seventh Week	March 6	to	March 10	5	
Eighth Week	Oct 17	to	Oct 19	3		Eighth Week	March 13	to	March 17	5	
Ninth Week	Oct 24	to	Oct 28	5		Ninth Week	March 20	to	March 24	5	
					40						44
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct 31	to	Nov 2	3		First Week	March 27	to	March 31	5	
Second Week	Nov 7	to	Nov 11	5		Second Week	April 3	to	April 7	5	
Third Week	Nov 14	to	Nov 18	5		Third Week	April 11	to	April 14	4	
Fourth Week	Nov 21	to	Nov 22	2		Fourth Week	April 17	to	April 21	5	
Fifth Week	Nov 28	to	Dec 2	5		Fifth Week	April 24	to	April 28	5	
Sixth Week	Dec 5	to	Dec 9	5		Sixth Week	May 1	to	May 5	5	
Seventh Week	Dec 12	to	Dec 16	5		Seventh Week	May 8	to	May 12	5	
Eighth Week	Dec 19	to	Dec 22	4		Eighth Week	May 16	to	May 19	4	
Ninth Week	Jan 3	to	Jan 6	4		Ninth Week	May 22	to	May 26	5	
Tenth Week	Jan 9	to	Jan 13	5		Tenth Week	May 30	to	June 2	4	
Eleventh Week	Jan 16	to	Jan 20	5							47
					48						
											Total Days 179

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 22	New Staff Orientation	
	August 29-30	All Staff Orientation/PIR	2.0
	October 20-21	Staff Development Days <i>Teachers Convention</i>	2.0
	Oct 31-Nov 11	Parent-Teacher Conferences <i>Schedules vary by school No school November 3rd & 4th</i>	1.5
	March 27-31	Parent-Teacher Conferences <i>Schedules vary by school Full school days for students</i>	.5
	May 15	PIR Day	1.0
		Floating PIR Day	<u>1.0</u>
			8.0
HOLIDAYS & VACATIONS	Dates Inclusive		
	September 5	Labor Day	
	November 4	Vacation Day	
	November 23-25	Thanksgiving Vacation	
	Dec 23-Jan 2	Winter Break	
	February 24	Vacation Day	
	April 10	Easter Vacation	
	May 29	Memorial Day	
	July 4	Vacation Day (12-mo employees)	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

29

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

ITEM TITLE: APPROVE – CERTIFICATION FOR INDIRECT COST RATES FOR FY 2022-2023

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:


The Board of Trustees needs to approve the certification for indirect cost rates for FY 2022-2023.

SUGGESTED ACTION: Approve the certification for indirect cost rates for FY 2022-2023.

☒ Additional Information Attached

NOTES:

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

 Office of Public Instruction Elsie Arntzen, Superintendent PO Box 202501 Helena, MT 59620-2501		CERTIFICATION FOR INDIRECT COST RATE For FY 2022-2023 Due April 30, 2022		
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 4.08 % (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 Uniform Guidance 2 CFR 200, "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.

(3) Per 2 CFR 200.1 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

(4) This rate is valid from July 1 through June 30 of the applicable fiscal year of approval or the term of the grant award.

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
Jennifer Thompson	Lewistown	59457
Title	Date	
Board Chair	3/14/2022	

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 FY2023	Date Approved



Schedule A - Restricted Indirect Cost Rate For FY2022-23 Using FY21 Expenditures

14 Fergus 0420 Lewistown Public Schools

0258 Lewistown Elem

Expenditure Function	Total Expenditures (A)	Direct and Unallowable Costs (B)	Indirect Costs (C)	Excluded Costs		
				Capital Outlay (D)	Debt Financing (E)	Foods/ Other (F)
1XXX Instruction	5,401,130.32	5,390,074.52	0.00	11,055.80	0.00	0.00
21XX Support Services - Students	221,042.62	221,042.62	0.00	0.00	0.00	0.00
221X Improvement of Instruction Services	16,979.31	16,979.31	0.00	0.00	0.00	0.00
222X Educational Media Services	488,612.78	481,252.78	0.00	7,360.00	0.00	0.00
23XX Support Services - General Administration	190,633.11	190,633.11	0.00	0.00	0.00	0.00
24XX Support Services - School Administration	684,990.68	684,990.68	0.00	0.00	0.00	0.00
258X Admin. Tech. - Technology Coordinator	140,422.10	10,434.70	129,987.40	0.00	0.00	0.00
25XX Support Services - Business	285,177.41	58,503.68	226,673.73	0.00	0.00	0.00
26XX Operation and Maintenance of Plant Services	1,039,419.74	953,769.74	0.00	85,650.00	0.00	0.00
27XX Student Transportation Services	725,075.95	440,304.70	0.00	284,771.25	0.00	0.00
31XX Food Services	731,376.59	361,420.19	0.00	0.00	0.00	0.00
33XX Community Services	11,729.19	11,729.19	0.00	0.00	0.00	0.00
34XX Extracurricular - Activities	10,436.58	10,436.58	0.00	0.00	0.00	0.00
35XX Extracurricular - Athletics	71,071.65	71,071.65	0.00	0.00	0.00	0.00
4XXX Facilities Acquisition and Construction Services	6,567.25	0.00	0.00	6,567.25	0.00	0.00
62XX Resources Transferred to Other School Districts or Cooperatives	194,178.22	0.00	0.00	194,178.22	0.00	0.00
Totals	10,218,843.50	8,902,643.45	356,661.13	589,582.52	0.00	0.00
Direct Costs Reclassified Indirect Costs	XXXXXXXXXX			XXXXXXXXXX	XXXXXXXXXX	XXXXXX
Direct or Indirect Costs Reclassified as Excluded	XXXXXXXXXX					
Adjusted Totals	10,218,843.50					

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Indirect Cost Rate For FY2022-23 Using FY21 Expenditures

14 Fergus 0420 Lewistown Public Schools

0259 Fergus H S

Expenditure Function	Total Expenditures (A)	Direct and Unallowable Costs (B)	Indirect Costs (C)	Excluded Costs		
				Capital Outlay (D)	Debt Financing (E)	Foods/ Other (F)
1XXX Instruction	1,904,964.89	1,904,964.89	0.00	0.00	0.00	0.00
21XX Support Services - Students	128,612.14	128,612.14	0.00	0.00	0.00	0.00
221X Improvement of Instruction Services	6,782.07	6,782.07	0.00	0.00	0.00	0.00
222X Educational Media Services	182,154.34	182,154.34	0.00	0.00	0.00	0.00
23XX Support Services - General Administration	87,473.05	87,473.05	0.00	0.00	0.00	0.00
24XX Support Services - School Administration	416,585.19	416,585.19	0.00	0.00	0.00	0.00
258X Admin. Tech. - Technology Coordinator	110,938.27	4,213.50	106,724.77	0.00	0.00	0.00
25XX Support Services - Business	154,506.37	18,082.36	136,424.01	0.00	0.00	0.00
26XX Operation and Maintenance of Plant Services	640,645.43	618,059.43	0.00	22,586.00	0.00	0.00
27XX Student Transportation Services	548,804.45	218,539.80	0.00	330,264.65	0.00	0.00
31XX Food Services	31,691.06	28,164.90	0.00	0.00	0.00	0.00
34XX Extracurricular - Activities	46,646.42	46,646.42	0.00	0.00	0.00	0.00
35XX Extracurricular - Athletics	153,661.86	153,661.86	0.00	0.00	0.00	0.00
62XX Resources Transferred to Other School Districts or Cooperatives	13,327.32	0.00	0.00	13,327.32	0.00	0.00
Totals	4,426,792.86	3,813,939.95	243,148.78	366,177.97	0.00	0.00
Direct Costs Reclassified Indirect Costs	XXXXXXXXXX			XXXXXXXXXX	XXXXXXXXXX	XXXXXX
Direct or Indirect Costs Reclassified as Excluded	XXXXXXXXXX					
Adjusted Totals	4,426,792.86					

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Indirect Cost Rate For FY2022-23 Using FY21 Expenditures

Line A			2023		2023	2023	Requested
			Calculated Rate	Reclassified Rate*	Reclassified Rate**	Reclassified Rate**	
	LE 0258 Lewistown Elem	Indirect/Direct	356,661.13 / 8,902,643.45	4.01%			
	LE 0259 Fergus H S	Indirect/Direct	243,148.78 / 3,813,939.95	6.38%			
Line B Preliminary Indirect Cost Rates							
	LE		2019	2020	2021	2022	2023
	0258 Lewistown Elem		0.0405	0.0402	0.0405	0.0415	4.01%
	0259 Fergus H S		0.0405	0.0402	0.0405	0.0415	6.38%
Line C Approved Indirect Cost Rates							
	LE		2019	2020	2021	2022	2023
	0258 Lewistown Elem		0.0405	0.0402	0.0405	0.0415	
	0259 Fergus H S		0.0405	0.0402	0.0405	0.0415	
Line D Higher of Preliminary or Approved Indirect Cost Rates							
	LE		2019	2020	2021	2022	2023
	0258 Lewistown Elem		0.0405	0.0402	0.0405	0.0415	
	0259 Fergus H S		0.0405	0.0402	0.0405	0.0415	
Line E Five Year Average with 5% Discount							
	LE				2023	LE Reclassified Rate	
	0258 Lewistown Elem				3.85%		
	0259 Fergus H S				4.30%		
Line F Average of LE's contained under one School System Code (SS)							
	0420 Lewistown Public Schools				2023	SS Reclassified Rate	
					4.08%		

Your Preliminary Rate by School System (SS) is:

This same rate is applied to both EL and HS in the same SS

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Indirect Cost Rate For FY2022-23 Using FY21 Expenditures

* Reclassified Rate Line A: Calculate the Reclassified Rate by reclassifying allowable expenditures from direct to indirect. Then calculate by applying the following formula to each LE. Indirect/Direct.

** "Requested Reclassified Rate" column is intended as space to calculate the adjusted indirect cost rate due to reclassification of expenditures.

Line B: This is a copy of the Calculated Rate using TFS expenditures.

Line C: Enter the requested Reclassified Rate (based on reclassifying TFS expenditures) by LE from Line A.

Line D: Copy the higher value by LE from Lines B or C.

Line E: Apply the following formula: Average (all values by LE in Line D) * 95. Do this once for the Elem and once for the HS.

Line F: Average together the results from Line E.

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

30

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2021-2022 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 2020-2021 School Year as listed below:

Substitute Teacher:

Tawnya Kolar

Jennifer Vanover

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2021-2022 School Year

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/14/2022

Agenda Item No.

31

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Christy Rogers

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday March 14, 2022

<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>
BREIDENBACH, Sherry	Co-Head Tennis Coach	Fergus High School	Approve appointment on schedule -- \$4,408.63 (\$35,269 x 0.125)	3/14/2022	Paul Bartos	Head Coach + Assistant Coach Stipend Combined and Split with Shannon Fisk
FISK, Shannon	Co-Head Tennis Coach	Fergus High School	Approve appointment on schedule -- \$4,408.63 (\$35,269 x 0.125)	3/14/2022	Paul Bartos	Head Coach + Assistant Coach Stipend Combined and Split with Sherry Breidenbach
FOX, Sandra	Teacher	Lewis and Clark Elementary School	Accept Letter of Resignation	6/30/2022	Danny Wirtzberger	See Attached Letter
GRUENER, Matt	Tennis Coach	Fergus High School	Accept Letter of Resignation	3/14/2022	Paul Bartos	See Attached Letter
MORGAN, McKenzie	Volunteer Coach	Fergus High School	Approve appointment - Volunteer Softball Coach	3/14/2022	Paul Bartos	
PARIS-KEMPKE, Michelle	Paraprofessional	Lewis and Clark Elementary School	Accept Letter of Resignation	5/31/2022	Danny Wirtzberger	See Attached Letter

March 1, 2022

Mr. Danny Wirtzberger, Principal
Lewis and Clark Elementary
212 Crystal Drive
Lewistown, MT 59457

Dear Danny,

After much deliberation, I have decided to retire from my position at Lewis and Clark Elementary. I have had a wonderful career as a teacher, guest teacher and parent volunteer spanning more than 30 years.

I appreciate having had the opportunity to work at Lewis and Clark as a fifth grade teacher for the past 16 years. It has been a great experience for me both professionally and personally. I have enjoyed the collegiality of the Lewis and Clark team and in our collective ability to teach with integrity and follow best practices as we strive to do the best for our students.

I will miss my days at school. But the time has come to explore the next chapter. I look forward to the adventures and opportunities that lie ahead.

Thanks again for allowing me to be a part of the Lewistown Public Schools team.

Sandra Fox

CC: Mr. Thom Peck, Members of the Lewistown Public Schools Board of Education

Recvd 3-2-22

Dear Mr. Peck,

Please accept this letter as formal notification that I am resigning from my position as head coach of the Fergus High Tennis Team.

Matt Bruener



Christy Rogers <crogers@lewistown.k12.mt.us>

Fwd: Next year status change

1 message

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

Mon, Feb 28, 2022 at 3:07 PM

To: Christy Rogers <crogers@lewistown.k12.mt.us>, Rebekah Rhoades <rrhoades@lewistown.k12.mt.us>

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

From: **Michelle Kempkes** <michelle.kempkes@lewistown.k12.mt.us>

Date: Wed, Feb 23, 2022 at 9:11 AM

Subject: re: Next year status change

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

Dear Mr. Wirtzberger,

Thank-you for the opportunity to work with you and your wonderful staff this 2021-2022 school year. It has been an engaging and wonderful year. Next school year, I will be working for the Cooperative beginning in August. I will be leaving my post as a paraprofessional at Lewis and Clark at the end of the current school year. Again, thank-you for the opportunity to work with such a caring and wonderful staff.

Best,

Michelle Paris-Kempkes
Title Paraprofessional
Lewis and Clark Elementary

--

Danny Wirtzberger

Lewistown Public Schools

Principal

Lewis & Clark Elementary



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.

PUPIL INSTRUCTION	First Semester				89 days	Second Semester				90 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 25	to	Aug 27	3	First Week	Jan 18	to	Jan 21	4
	Second Week	Aug 30	to	Sept 3	5	Second Week	Jan 24	to	Jan 28	5
	Third Week	Sept 7	to	Sept 10	4	Third Week	Jan 31	to	Feb 4	5
	Fourth Week	Sept 13	to	Sept 17	5	Fourth Week	Feb 7	to	Feb 11	5
	Fifth Week	Sept 20	to	Sept 24	5	Fifth Week	Feb 14	to	Feb 18	5
	Sixth Week	Sept 27	to	Oct 1	5	Sixth Week	Feb 21	to	Feb 24	4
	Seventh Week	Oct 4	to	Oct 8	5	Seventh Week	Feb 28	to	March 4	5
	Eighth Week	Oct 11	to	Oct 15	5	Eighth Week	March 7	to	March 11	5
	Ninth Week	Oct 18	to	Oct 20	3	Ninth Week	March 14	to	March 17	4
	Tenth Week	Oct 25	to	Oct 29	5					42
					45					
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Nov 1	to	Nov 3	3	First Week	March 21	to	March 25	5
	Second Week	Nov 8	to	Nov 12	5	Second Week	March 28	to	April 1	5
	Third Week	Nov 15	to	Nov 19	5	Third Week	April 4	to	April 8	5
	Fourth Week	Nov 22	to	Nov 24	3	Fourth Week	April 11	to	April 15	5
	Fifth Week	Nov 29	to	Dec 3	5	Fifth Week	April 19	to	April 22	4
	Sixth Week	Dec 6	to	Dec 10	5	Sixth Week	April 25	to	April 29	5
	Seventh Week	Dec 13	to	Dec 17	5	Seventh Week	May 2	to	May 6	5
	Eighth Week	Dec 20	to	Dec 22	3	Eighth Week	May 10	to	May 13	4
	Ninth Week	Jan 3	to	Jan 7	5	Ninth Week	May 16	to	May 20	5
	Tenth Week	Jan 10	to	Jan 14	5	Tenth Week	May 23	to	May 27	5
					44					48
						Total Days 179				

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 16	New Staff Orientation	
	August 23-24	All Staff Orientation/PIR	2.0
	October 21-22	Staff Development Days <i>Teachers Convention</i>	2.0
	November 1-4	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>No school November 4th</i>	1.5
	March 21-25	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>Full school days for students</i>	.5
	May 9	PIR Day	1.0
		Floating PIR Day	1.0
			8.0

HOLIDAYS & VACATIONS	Dates Inclusive	September 6	Labor Day
		November 5	Vacation Day
		November 25-26	Thanksgiving Vacation
		Dec 23-Jan 2	Winter Break
		January 17	Vacation Day
		February 25	Vacation Day
		March 18	Vacation Day
		April 18	Easter Vacation
		May 30	Memorial Day
		July 4	Vacation Day (12-mo employees)