

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lewis & Clark Elementary – Gymnasium  
212 Crystal Drive  
Lewistown MT 59457**

**MONDAY, January 12, 2015**

**BOARD ROUNDTABLE DISCUSSION – LEWIS & CLARK STAFF**

**5:30 P.M. TO 6:30 P.M.**

**REGULAR BOARD MEETING**

**CALL TO ORDER (6:30 p.m.)**

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Introduction of New Student Representative to the Board
4. Report—Student Representative
5. Discussion—Full-time Counselor at Lewistown Junior High School
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

8. Report—Election Information
9. Report—Budget Update
10. Report—Investment
11. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

13. Minutes of the December 8, 2014, Regular Board Meeting

**APPROVAL OF CLAIMS**

14. Claims

**INDIVIDUAL ITEMS**

15. Discussion and Possible Action on Offering a Retirement Incentive
16. First Reading—Board Policy #3210 – Equal Education, Nondiscrimination, and Sex Equity
17. Second Reading—Board Policy #3310 – Student Discipline
18. Second Reading—Board Policy #3311 – Firearms and Weapons
19. Second Reading—Board Policy #4332 – Conduct on School Property
20. Second Reading—Board Policy #5225 – Tobacco Free Policy
21. Second Reading—Board Policy #5334P – Vacations
22. Approve Contract between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative (CMLRCC) for Special Education Services for the STAR Program
23. Approve Call for Bids for Remodel and Addition to Bus Barn Building Located at 716 Crowley Avenue in Lewistown, MT
24. Approve Additions to the Substitute List for the 2014-2015 School Year
25. Approve Personnel Report

**ADJOURNMENT**

### **PUBLIC PARTICIPATION**

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

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

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

### **CONSENT GROUP ITEMS**

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

3

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

ITEM TITLE: INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Requested By: Board of Trustees    Prepared By: Luke Brandon    Date: 01/12/2015

**SUMMARY:**

Luke Brandon, Fergus High School Student Council Advisor, would like to introduce to the Board of Trustees, Heather Wiegert, who will represent the Fergus High School students on the School Board for the next term.

**SUGGESTED ACTION:** Informational

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

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

4

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Heather Wiegert    Date: 01/12/2015

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

5

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

ITEM TITLE: DISCUSSION—FULL-TIME COUNSELOR AT LEWISTOWN JUNIOR HIGH SCHOOL

Requested By: Board of Trustees    Prepared By: Trustees    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees will discuss the possibility of having a full-time counselor at Lewistown Junior High School starting in the 2015-2016 School Year.

**SUGGESTED ACTION:** Discussion

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

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

6

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee    Date: 01/12/2015

**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 2014-2015 School Year.

**SUGGESTED ACTION:** Informational

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

NOTES:

<i>Board Action</i>	Motion	Second	Ave	Nay	Abstain	Other
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**STANDING COMMITTEES OF THE BOARD**  
**2014-2015 School Year**

Committee	Number on Comm.	CJ Bailey	Jeremy Bristol	Phil Koterba	Shelley Poss	Barb Thomas	Jennifer Thompson	Monte Weeden
Building & Grounds	3	X	X					X
Insurance Risk Committee	2				X		X	
Transportation	3		X			X		X

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2014-2015 School Year**

Committee	Number on Comm.	CJ Bailey	Jeremy Bristol	Phil Koterba	Shelley Poss	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Communication Arts	1			X				
Math	1					X		
Science	1						X	
World Languages	1				X			
Health Insurance Program	2			X			X	
School Calendar	0							
Vocational Advisory Council	1		X					

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

7

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 01/12/2015

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

**NOTES:**

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						



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

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2015

**Agenda Item No.**

8

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

**ITEM TITLE:** REPORT—ELECTION INFORMATION

**Requested By:** Superintendent    **Prepared By:** Rebekah Rhoades    **Date:** 01/12/2015

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2015.

Attached are the Terms of Office Listing and the 2015 School Election Calendar.

Board members terms of office that are due to expire in 2015 include: CJ Bailey, Jeremy Bristol, and Monte Weeden.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

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

	<b>Expire 2015</b>	<b>Expire 2016</b>	<b>Expire 2017</b>
<b>SCHOOL DISTRICT #1</b>	Jeremy Bristol Monte Weeden CJ Bailey	Phillip R. Koterba Jennifer Thompson	Shelley Poss Barb Thomas (Open Seat)

**School District #1 One (1) - Two (2) Year Term and Two (2) - Three (3) Year Terms:**

\_\_\_\_\_ 2 year term (to expire in 2017)

\_\_\_\_\_ 3 year term (to expire in 2018)


\_\_\_\_\_ 3 year term (to expire in 2018)

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

# SCHOOL ELECTIONS CALENDAR 2015

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 135 days, or later than 40 days before	<b>Sunday, December 21 through Thursday, March 26</b>	<b>Trustee candidates file for election.</b> Nomination Petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b>  <i>Candidate must be registered to vote at the time the petition is filed.</i>	<a href="#">20-3-305</a> <a href="#">20-3-344</a>
Within 5 days of becoming a candidate	<b>Friday, December 26 through Tuesday, March 31</b>	<b>Contact the Montana Commissioner of Political Practices (MCP)</b> office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more. The filing of C-1-A is required within 5 days of becoming a candidate.	<a href="#">13-37-206</a> <a href="#">13-37-201</a>
At least 70 days before	<b>Tuesday, February 24</b>	<b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	<a href="#">13-19-202</a> <a href="#">13-19-203</a>
At least 60 days before	<b>Friday, March 6</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election.	<a href="#">13-19-205</a>
At least 40 days before	<b>Thursday, March 26</b>	<b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 25 days before the election). The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a> , MCA).	<a href="#">20-20-201</a> <a href="#">20-20-203</a> <a href="#">20-9-422</a>
At least 38 days before	<b>Friday, March 27</b>	<b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">20-3-305</a>
At least 35 days before	<b>Tuesday, March 31</b>	<b>Last day to file resolutions for school election with county election administrator.</b>	<a href="#">20-20-201(2)</a>
No later than the 30th day before	<b>Friday, April 3</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-102</a>
30 days before	<b>Monday, April 6</b>	<b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	<a href="#">20-20-311</a> <a href="#">20-20-312</a>
30 days before	<b>Monday, April 6</b>	<b>Absentee ballots must be available for bond elections.</b> If the bond election is to be held on a date other than the regular school Election Day in May, ballots must be available 30 days before.	<a href="#">20-9-426</a>

<b>Days From Election</b>	<b>Deadlines</b>	<b>Event (Special Instances Identified in Green)</b>	<b>MCA Citation</b>
Not more than 30 days before	<b>Monday, April 6</b>	<b>Contact your county election administrator</b> for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Not less than 20 days, or more than 30 days before	<b>Sunday April 5 through Wednesday, April 15</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained.  If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	<a href="#">20-20-204</a>
No later than 26 days before	<b>Thursday, April 9 (By 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b>	<a href="#">13-10-211(3)</a>
Not less than 25 days before	<b>Friday, April 10</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
Not less than 25 days before	<b>Friday, April 10</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not before the 25 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Friday, April 10 through Monday, April 20</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>
At least 20 days before	<b>Wednesday, April 15</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"><li>• The ballot (with stubs removed)</li><li>• Instructions for voting and returning the ballot</li><li>• A secrecy envelope, free of any marks that would identify the voter</li><li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li></ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Day before	<b>Monday, May 4 (By Noon)</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>** Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 4</b>	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	<a href="#">20-20-313</a>
Election Day 	<b>Tuesday, May 5</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
Following receipt of the tally sheets from all polls and within 15 days after election	<b>Wednesday, May 20</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvas	<b>Monday, May 11 through Monday, May 25</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 11 through Monday, May 25</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>
Within 15 days of election	<b>Wednesday, May 20</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
12 days before and 20 days after	<b>Thursday, April 23 through Monday, May 25</b>	<b>Filing Report:</b> Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices.	<a href="#">13-37-226(4)</a>
June 1	<b>Monday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>Thursday, June 4</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent.  <i>**Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

9

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent    Prepared By: Rebekah Rhoades    Date: 01/12/2015

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2015-2016 General Fund Budgets.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

	Motion	Second	Ave	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

10

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades    Date: 01/12/2015

**SUMMARY:**

Below is the interest earned and distributed for December 2014:

Elementary      \$4,157.55

High School      \$2,995.84

**SUGGESTED ACTION:** Informational

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

NOTES:

<i>Board Action</i>	Motion	Second	Ave	Nay	Abstain	Other
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

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

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2015

**Agenda Item No.**

11

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 01/12/2015

**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.

- ❖ Snow Day—January 6, 2015
- ❖ Exit/Post Graduate Survey
- ❖ Donations—Jim and Cindy Moodie / Ed and Joyce Eck
- ❖ 2015 MHSA Annual Meeting—Monday, January 19, 2015
- ❖ Board Roundtable—Monday, February 9, 2015—Highland Park Elementary—5:30 p.m.
- ❖ LJHS Geography Bee—Wednesday, January 14, 2015
- ❖ No School—Monday, January 19, 2015—PIR Day
- ❖ Eagle Booster Crab Feed—Monday, January 19, 2015
- ❖ Adult Ed Registration—Tuesday, January 20, 2015—12:00 p.m.—CMEC
- ❖ Fourth Grade Music Program—Thursday, January 22, 2015—7:00 p.m.—FCPA
- ❖ PTO Meeting—Monday, January 26, 2015—7:00 p.m.—Highland Park Elementary
- ❖ Eagle Booster Meeting—Tuesday, February 3, 2015—7:00 p.m.
- ❖ FHS FCCLA Chapter Meeting—Tuesday, February 3, 2015—6:30 p.m.
- ❖ Lewis & Clark Spelling Bee—Wednesday, February 4, 2015—12:45 p.m.—FCPA
- ❖ WR—Central A Divisional Tournament—Saturday, February 7, 2015—Livingston
- ❖ FHS FFA—Melstone Mechanics—Monday, February 9, 2015
- ❖ Home Athletic Games/Meets:
  - BBB/GBB vs. Park—Friday, January 16, 2015—2:30/4:00/5:30/7:00 p.m.
  - BBB vs. Browning—Saturday, January 17, 2015—3:00/4:30/6:00 p.m.
  - BBB vs. Billings Ctrl—Friday, January 23, 2015—4:00/5:30/7:00 p.m.
  - GBB vs. Malta—Tuesday, January 27, 2015—4:00/5:30/7:00 p.m.
  - WR vs. Park High/Belgrade/Blgs Ctrl—Thursday, January 29, 2015—4:00 p.m.
  - GBB vs. Belgrade—Friday, January 30, 2015—4:00/5:30/7:00 p.m.
  - BBB vs. Laurel—Saturday, January 31, 2015—3:00/4:30/6:00 p.m.
  - BBB vs. Malta—Monday, February 2, 2015—4:00/5:30/7:00 p.m.
  - BBB vs. Havre—Saturday, February 7, 2015—3:00/4:30/6:00 p.m.

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**





MONTANA HIGH SCHOOL ASSOCIATION  
2015 ANNUAL MEETING

Monday, January 19, 2015  
Hilton Garden Inn  
Kalispell, Montana

**PROPOSALS**

1. Proposal to Amend Eligibility By-Law in Consideration of Gender Identity ----- 1  
*Presented by: MHSA Executive Board*
2. Proposal to Amend the Award Rule ----- 2  
*Presented by: MHSA Executive Board*
3. Proposal to Delete Prohibition of Sunday Activities ----- 3  
*Presented by: MHSA Executive Board*
4. Proposal to Amend Golf Coaching Regulations ----- 4  
*Presented by: Billings Senior High School*

## 1. PROPOSAL TO AMEND ELIGIBILITY BY-LAW IN CONSIDERATION OF GENDER IDENTITY

The MHSA Executive Board proposes the following addition to By-Laws, Section (2) Eligibility on page 10 of the current MHSA Handbook:

*The MHSA allows all students, regardless of gender identity or expression, the opportunity to participate in a safe, competitive environment free of discrimination. The MHSA Executive Board shall designate criteria under which transgender student-athletes may request to participate in an activity sanctioned for a specific gender that differs from the student's sex assignment at birth.*

*For the purpose of this policy, the following definitions apply:*

- 1. Transgender Individual: an individual whose gender identity does not match the sex assigned to him or her at birth.*
- 2. Gender Identity: an individual's deeply-felt innate sense of one's own gender.*
- 3. Gender Expression: an individual's external characteristics and/or behaviors that are culturally defined as either masculine or feminine (dress, speech, mannerisms, social interactions etc.)*

*A member school may apply for gender identity eligibility for any student who meets all other eligibility requirements. The official MHSA form must be used.*

### Rationale:

Transgender students are being identified in Montana middle schools and high schools. There will be requests to participate in MHSA sanctioned athletics, and it is imperative that the membership adopt a policy that will be applied consistently in regard to gender identity eligibility.

The MHSA Executive Board will establish criteria and approve an application in accordance with the By-Law change noted above. The application will stipulate the following progression for any student requesting eligibility under the gender identity section of the By-Law:

- Notice to the member school by student
- Completion of the official MHSA Gender Identity Eligibility Application and collection of required documentation by the member school
- Notice to MHSA and submission of application and supporting documentation
- Referral to Gender Identity Eligibility Committee (to be comprised of a physician, a mental health worker, and a gender identity advocate, with a resource liaison from the MHSA staff or board assigned by the Executive Director)
- Initial determinations to be made within fourteen days of receipt of the application
- Appeals to be filed within seven days of the initial determination

## 2. PROPOSAL TO AMEND THE AWARDS RULE

The MHSA Executive Board proposes the following amendment to By-Laws, Section (15) Award Rule on page 14 of the current MHSA Handbook:

### Section (15) AWARD RULE

- 15.1 No award exceeding ~~fifty~~ **one hundred** dollars (~~\$50.00~~ **\$100.00**) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fundraiser or similar function. ***Special awareness functions (i.e. pink week) are included as defined events with the following limitation: merchandise retained by students in conjunction with awareness events is restricted to disposable items such as basic t-shirts, socks, headbands/wristbands and similar items.*** Cash cannot be awarded ***for any event.*** A single Association Contest is not considered an "event" for the purpose of this rule.

#### Rationale:

The MHSA award rule maximum amount has been set at \$50.00 since 2009. With the increasing costs for plaques, trophies and other similar awards it may be time to increase the awards amount. The \$100 limit is similar to other state associations' award rules and is a reflection of current trends and expectations.

The addition of awareness functions as a defined event allows student participants to retain disposable items that are usually provided by the event organizers and are of little or no value to the school if added to its inventory. Such designation would ensure that students receiving items in conjunction with awareness functions would not be in violation of the award rule.

### 3. PROPOSAL TO DELETE PROHIBITION OF SUNDAY ACTIVITIES

The MHSA Executive Board proposes the following deletion of Rules and Regulations, Section (14) No Activities Participation on Sunday on page 44 of the current MHSA Handbook:

#### ~~Section (14) — NO ACTIVITIES PARTICIPATION ON SUNDAY~~

~~The Association prohibits member schools or students of a member school from participating in any interschool contest or activity, or practice including chalk talks or meetings for such contests or activities, including cheerleading, on Sunday, EXCEPT that member Catholic high schools may hold religious speech meets on Sunday when such religious speech meets are under the auspices of that religious group, or are held with the approval of that religious group, and when all participating schools are members of that religious group. Also, an exception will be made for All Northwest music groups—PROVIDING local school districts realize that students are not required to audition and also have the opportunity to not accept the invitation if they are selected. Other exceptions to the Sunday rule may be made by the Executive Director when tournaments or meets at the state, divisional or district level must be extended because extraordinary circumstances cause delays or postponements of scheduled competitions.~~

#### Rationale:

Having a rule that specifically prohibits participation by Association schools or students on Sunday (Christian day of celebration/commemoration) may lead to legal action by other religious groups. When the Seventh Day Adventists brought their religious discrimination claim against the Oregon School Activities Association, the state association was advised by its legal counsel to eliminate its policy prohibiting Sunday competition. The OSAA did eliminate this Sunday prohibition, but the case ultimately ended with the court still ruling against the OSAA. The OSAA spent hundreds of thousands of dollars defending the suit brought against them.

Local school districts could still implement a Sunday restriction, and the MHSA would not schedule events on Sundays unless, as in the past, emergency situations arose.

In addition, if the local school districts choose, this change would allow another day to be used in consideration of weather or holiday-related issues to fulfill the required initial practice days before the start of the season.

#### 4. PROPOSAL TO AMEND GOLF COACHING REGULATIONS

Billings Senior High School proposes the following amendment to Golf, I-General Rules and Regulations, Section (13) on pages 66-67 of the current MHSA Handbook:

- (13) Coaching – Each school may appoint up to two certified coaches (head coach or assistant coach) to give advice to participants representing that school each day of the competition ~~from green to tee~~ provided that:
- The coaches must have been approved by their local school district administration, have passed the MHSA Coaches Education Requirements, have completed the MHSA Golf Rules Clinic for the current season and have been a bona fide member of the coaching staff during the entire season.
  - The coaches are identified by tournament management before the start of the competition each day with credentials / access passes displayed on a lanyard which must be worn and visible at all times;
  - The coaches shall not give advice to, or ask for advice from, another school's participants;
  - The advice ~~shall not be given during the playing of a hole but rather from the time all of the participants hole out on a hole until one of the players is ready to tee off on the next hole (or during a suspension of play);~~ **may be given at any time during the period.**
  - The advice shall be given in a private manner and does not unduly delay play; and
  - Motorized carts will be allowed for coaches if the golf course allows.

#### Rationale:

The rationale behind this proposal is to allow coaching on the golf course at all times. This proposal would allow coaches to visit with their players, make rulings, help with the pace of play and monitor the golf course at all times. With golf courses being a large expanse of ground, and locating players is a time constraint, this would allow coaches to give advice to their players during the round instead of merely between green and tee.

**BOARD OF TRUSTEES ROUNDTABLE SCHEDULE**

**2014-2015**

<b>DATE</b>	<b>GROUP</b>	<b>TIME</b>	<b>MEETING SITE</b>
November 10, 2014	Lewistown Junior High	5:30-6:30 PM	Junior High FACS Room
January 12, 2015	Lewis and Clark Elementary	5:30-6:30 PM	Lewis and Clark Gym
February 9, 2015	Highland Park Elementary	5:30-6:30 PM	Highland Park Gym
March 9, 2015	LEA Executive Board	5:30-6:30 PM	Lincoln Board Room

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

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2015

**Agenda Item No.**

12

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 01/12/2015

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

13

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 01/12/2015

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the December 8, 2014, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						



**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, December 8, 2014**

**REGULAR BOARD MEETING**

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

1. **ROLL CALL**

**TRUSTEES PRESENT:**

Board Chair Barb Thomas, CJ Bailey, Jeremy Bristol, Phil Koterba, Shelley Poss, Jennifer Thompson

**TRUSTEES ABSENT:**

Monte Weeden

**STAFF PRESENT:**

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Margee Smith—LEA President, Bobbie Atchison, Scott Dubbs

**OTHERS PRESENT:**

Chris Rice – CMLRCC, Student Representative Jessica Kindzerski, Doreen Heintz—News Argus, Joe Zahler—KXLO/KLCM Radio, and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance

**BOARD OF TRUSTEES**

3. **REPORT—STUDENT REPRESENTATIVE**

Jessica Kindzerski, student representative to the Board, reported on upcoming activities at Fergus High School. Board Chair Barb Thomas thanked Jessica for her service on the Board over the last year. Heather Wiegert will be the next Student Representative starting in January 2015.

4. **REPORT—COMMITTEES OF THE BOARD**

Rebekah Rhoades, Business Manager, reported on the Airport Board meeting that she attended on Wednesday, December 3, 2014. The Airport Board granted the District another one-year lease for the Bus Barn. The Airport Board also asked if they could be considered as first right of refusal when the Bus Barn is put up for sale. Other parties have shown an interest in the bus barn as well. A Transportation Committee Meeting will be held on January 12, 2015 at 4:00 p.m. to discuss the sale of the current bus barn.

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

No items were discussed.

**SUPERINTENDENT'S REPORT**

6. **REPORT—ELECTION INFORMATION**

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2015 School Election Calendar and advised them of the Trustee seats that will be up for election in 2015 – CJ Bailey, Jeremy Bristol, and Monte Weeden.

7. **REPORT—BUDGET UPDATE**  
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees regarding some preliminary information regarding the 2015-2016 General Fund Budgets.
8. **REPORT—INVESTMENT**  
Interest earned and distributed for November 2014, was reported with \$2,009.24 in the elementary funds and \$1,610.54 in the high school funds for a total of \$3,619.78.
9. **OTHER ITEMS**  
Superintendent Jason Butcher reported on the December 2014 Enrollment Count. Mr. Butcher shared with the Board the 2015-2016 School Calendar that was approved at the February 10, 2014, Board Meeting. The Roundtable discussion with the Lewis & Clark Elementary School staff is scheduled for Monday, January 12, 2015, at 5:30 p.m. The regular Board meeting will follow at 6:30 p.m. The Board also reviewed dates for upcoming events in the District.

#### **PUBLIC PARTICIPATION**

10. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD**  
There was no public input.

#### **ACTION ITEMS MINUTES**

11. **MINUTES OF THE NOVEMBER 10, 2014, REGULAR BOARD MEETING** – approved unanimously (Bristol/Poss).

#### **APPROVAL OF CLAIMS**

12. **CLAIMS** – the claims referenced in the 2014-2015 Bill Schedule and submitted through December 4, 2014, were approved unanimously (Koterba/Bailey). The Finance Committee for October-December 2014 are Board Chair Barb Thomas, Phil Koterba, CJ Bailey, and Monte Weeden. The new Finance Committee for January-March 2015 are Board Chair Barb Thomas, CJ Bailey, Phil Koterba, and Jennifer Thompson.

#### **INDIVIDUAL ITEMS**

13. **DISCUSSION AND POSSIBLE ACTION ON OFFERING A RETIREMENT INCENTIVE** – No Action was taken – the Trustees decided to table this action item until the next Board meeting on Monday, January 12, 2015.
14. **FIRST READING—BOARD POLICY #3310 – STUDENT DISCIPLINE** – approved unanimously (Bailey/Bristol).
15. **FIRST READING—BOARD POLICY #3311 – FIREARMS AND WEAPONS** – approved unanimously (Poss/Bailey).
16. **FIRST READING—BOARD POLICY #4332 – CONDUCT ON SCHOOL PROPERTY** – approved unanimously (Thompson/Poss).
17. **FIRST READING—BOARD POLICY #5225 – TOBACCO FREE POLICY** – approved unanimously (Poss/Koterba).
18. **FIRST READING—BOARD POLICY #5334P – VACATIONS** – approved unanimously (Koterba/Bailey).
19. **APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2014-2015 SCHOOL YEAR** – Substitute Teacher/Aide List—Christina Donald, Ashley-Ann Goddard – approved unanimously (Bristol/Poss).
20. **APPROVE PERSONNEL REPORT** – See Exhibit A – a motion was made by CJ Bailey to remove Mandie Hutchins' contract due to a One-on-One Paraprofessional not being needed at this time; seconded by Jennifer Thompson; approved unanimously as amended (Poss/Bristol).

**EXECUTIVE SESSION****22. SUPERINTENDENT'S EVALUATION**

Chair Barb Thomas called for an Executive Session at 6:59 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

**ADJOURNMENT**

The meeting was called back into regular session at 8:25 p.m. and adjourned. The next regular meeting will be held at 6:30 p.m. on Monday, January 12, 2015, at Lewis & Clark Elementary School (Bristol).

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**BARBARA THOMAS**  
**BOARD CHAIR**

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

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** December 8, 2014

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>HUTCHINS, Mandie</b>	Paraprofessional	Garfield Elementary School	<del>Approve appointment on schedule— PARA Step 6+CERT for up to 4.00 hours per day for up to 117 days (Remainder of 2014-2015 School Year)</del>	December 8, 2014	See attached memo.
<b>STAHL, Lee</b>	Activity Bus Driver In-Town Driving Fueling	School District #1	Approve appointment on schedule at \$10.61 per hour on an as-needed basis for the remainder of the 2014-2015 School Year)	December 8, 2014	See attached memo.
<b>LEWIS, Matt</b>	Ski Club Advisor	Fergus High School	Approve appointment on schedule— (0.015)	December 8, 2014	See attached memo.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

14

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees    Prepared By: LuAnn Schrauth    Date: 01/12/2015

**SUMMARY:**

Approve claims paid through January 8, 2015, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2015 include: Board Chair Barb Thomas, CJ Bailey, Phil Koterba, and Jennifer Thompson.

**SUGGESTED ACTION:** Approve Claims as Presented

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

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

15

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

ITEM TITLE: DISCUSSION AND POSSIBLE ACTION ON OFFERING A RETIREMENT INCENTIVE

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 01/12/2015

**SUMMARY:**

**SUMMARY:**

The Board of Trustees will discuss the possibility of offering a retirement incentive for the certified staff.

**SUGGESTED ACTION:**    Possible Retirement Incentive

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

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

16

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

ITEM TITLE: FIRST READING—BOARD POLICY #3210 – EQUAL EDUCATION,  
NONDISCRIMINATION AND SEX EQUITY

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #3210 -- Equal Education, Nondiscrimination and Sex Equity.

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

**SUGGESTED ACTION:** Approve First Reading of Board Policy #3210 -- Equal Education, Nondiscrimination and Sex Equity

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

# FIRST READING

Lewistown School District

STUDENTS

3210

Page 1 of 2

## Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX’s sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. ~~Any student may file a discrimination grievance using the procedure that follows this policy.~~

No student shall, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX’s sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure (Board Policy #3215).

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability, in violation of state and federal law.

Cross Reference:	Board Policy #3215	Uniform Complaint Procedure
Legal Reference:	Art. X, Sec. 7, 49-2-307, MCA	Montana Constitution - Nondiscrimination in education Discrimination in education



24.9.1001, et seq., ARM      Sex discrimination in education  
Title IX of the Education Amendments, 20 U.S.C. 1681, et seq.  
34 CFR Part 106      Nondiscrimination on the Basis of Sex in  
Education Programs or Activities Receiving  
Federal Financial Assistance  
OCR's Questions and Answers on Title IX and Sexual Violence:  
<http://www2.ed.gov/about/offices/list/ocr/docs/qa-2-14-4-title-ix.pdf>  
No Child Left Behind Act of 2001 (P.L. 107-110)

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

17

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

ITEM TITLE: SECOND READING—BOARD POLICY #3310 – STUDENT DISCIPLINE

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #3310 – Student Discipline and consider the adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3310 – Student Discipline

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

# SECOND READING

## Lewistown School District

### STUDENTS

3310

Page 1 of 4

#### Student Discipline

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco products, including e-cigarettes or other similar products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, or controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 look-alike drugs, and drug paraphernalia. Students who are may be under the influence of such substances are will not be permitted to attend school functions and are will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy “Possession of Weapons other than Firearms” section in Board Policy #3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Board Policy #3311.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function, or any other disruptive activity.
- Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truant.
- Hazing or bullying.
- The forging of any signature, or the making of any false entry, or the authorization of attempting to authorize any document used or intended to be used in connection with the operation of the school.

These grounds stated above for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function, or event; or
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### Disciplinary Measures

Disciplinary measures include, but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday School
- Clean-Up Duty
- Loss of Student Privileges
- Loss of Bus Privileges
- Notification to Juvenile Authorities and/or Police
- Restitution for Damages to School Property

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

### Gun Free Schools

~~A student, who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered, or looks like, a firearm, shall be expelled for a definite period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.~~

~~“Firearm” shall be defined as provided in 18 USC '921. This term includes any weapon designed, or which may readily be converted, to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; a muffler or silencer for such a weapon; or any explosive, incendiary, or poison gas.~~

~~These rules also apply to any other weapon, including but not limited to a knife, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, brass or other metal knuckles, or any instrument, article, or substance that, regardless of its primary function, is used to harm, threaten to harm, or cause injury to another.~~

~~The Superintendent may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received, before such objects may be brought onto school property. The firearm must be unloaded and in a condition that renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must immediately be removed from school property.~~

~~If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.~~

~~Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with '20-5-202, MCA, and Policy 3300.~~

~~The District will keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information will be provided to other governmental agencies, as required by law.~~

#### Possession of a Weapon in a School Building

~~Any person who possesses, carries, or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry, or store a weapon in a school building.~~

~~For the purposes of this section only, the following terms are defined: "school building" shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" shall be defined as any type of firearm, a knife with a blade four (4) or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles.~~

~~The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess, carry, or store a weapon in a school building.~~

~~This policy does not apply to law enforcement personnel.~~

Delegation of Authority

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Cross Reference:    3300    Corrective Actions and Punishment  
                          3226    Bullying/Harassment/Hazing/Intimidation/Menacing  
                          3311    Firearms and Weapons

Legal Reference:	20-4-302, MCA	Discipline and punishment of pupils - definition of corporal punishment - penalty - defense
	20-5-202, MCA	Suspension and expulsion
	45-8-361, MCA	Possession or allowing possession of weapon in school building - exceptions - penalties - seizure and forfeiture or return authorized - definitions
	18 U.S.C. 921	Definitions
	18 U.S.C. 922	Unlawful acts
	20 U.S.C. 8921, et seq.	Gun Free Schools Act of 1994
	29 U.S.C. 701	Rehabilitation Act of 1973

Policy History:

Adopted on: June 28, 2004

Revised and readopted on: September 13, 2004

Revised:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

18

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

ITEM TITLE: SECOND READING—BOARD POLICY #3311 – FIREARMS AND WEAPONS

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #3311 – Firearms and Weapons and consider the adoption of said policy.

This is a new policy being added.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3311 – Firearms and Weapons

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

# SECOND READING

**Lewistown School District**

**STUDENTS**

3311

Page 1 of 2

## **FIREARMS AND WEAPONS**

### **Firearms**

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Lewistown Public Schools to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, the Board of Trustees through this policy authorizes the Superintendent, or principal of a school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

### **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.



No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon **in a school building**, and the District may take disciplinary action as well in the case of a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building. (45-8-361 (1) (2))

For the purposes of this section only, “school building” means all buildings owned or leased by a local school district that are used for instruction or for student activities. (45-8-361 (5a))

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. (45-8-361 (3b))

This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361 (3a))

The trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

Cross Reference:	Policy 3310 Policy 4332	Student Discipline Conduct of School Property
Legal Reference:	20-5-202, MCA 45-8-361, MCA	Suspension and expulsion Possession or allowing possession of a weapon in a school building
	20 U.S.C. 7151, et seq. 18 U.S.C. 921 NCLB, Section 4141	Gun Free Schools Act of 1994 Definitions Gun Free Requirements

Policy History:

Adopted on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

19

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

ITEM TITLE: SECOND READING—BOARD POLICY #4332 – CONDUCT ON SCHOOL PROPERTY

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #4332 – Conduct on School Property and consider the adoption of said policy.

Information being added has been highlighted.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #4332 – Conduct on School Property

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

# SECOND READING

Lewistown School District

COMMUNITY RELATIONS

4332

## Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products, including e-cigarettes or other similar products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons (as defined in Board Policy 3310/3311) at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the District's administrators.

Cross Reference	3310	Student Discipline
	3311	Firearms and Weapons

Legal Reference:	Pro-Children Act of 1994, 20 U.S.C. 6081	
	Smoke Free School Act of 1994	
	20-1-220, MCA	Use of tobacco product in public school building or property prohibited
	20-5-410, MCA	Civil penalty

## Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

20

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

ITEM TITLE: SECOND READING—BOARD POLICY #5225 – TOBACCO FREE POLICY

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #5225 – Tobacco Free Policy and consider the adoption of said policy to include change of policy number from 5225 to 8225.

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

**SUGGESTED ACTION:** Approve Adoption of Board Policy #8225 – Tobacco Free Policy

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

# SECOND READING

Lewistown School District

~~PERSONNEL~~ NON-INSTRUCTIONAL OPERATIONS

5225 8225

## Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, ~~and~~ smokeless tobacco, nicotine and any other tobacco innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless the use of a tobacco product in a classroom or on other school property is part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with using tobacco products.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school ~~buses~~ vehicles.

Legal Reference:	20-1-220, MCA	Use of tobacco product in public school building or property prohibited
	50-40-101, et seq., MCA	Montana Clean Indoor Air Act of 1979
	50-40-104(4)(e), MCA	Smoking in enclosed public places prohibited – place where prohibition inapplicable
	ARM 37.111.825	Health Supervision and Maintenance
	42 U.S.C. 1996, 1996a	American Indian Religious Freedom Act

### Policy History:

Adopted on: June 28, 2004

Revised on: September 26, 2005

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

21

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

ITEM TITLE: SECOND READING—BOARD POLICY #5334P – VACATIONS

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #5334P – Vacations and consider the adoption of said policy.

Information being added has been highlighted.

**SUGGESTED ACTION:** Approve Adoption of Board Policy #5334P – Vacations

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

# SECOND READING

Lewistown School District

PERSONNEL

5334P  
Page 1 of 2

## Vacations

All classified employees, except those in a temporary status, serving more than six (6) months, are eligible to earn vacation leave credits retroactive to the date of employment. Leave credits may not be advanced nor may leave be taken retroactively. A seasonal employee's accrued vacation leave credits may be carried over to the next season, if management has a continuing need for the employee, or paid out as a lump-sum payment to the employee when the season ends (generally in June). The employee may request a lump-sum payment at the end of each season.

Vacation is earned according to the following schedule:

### RATE-EARNED SCHEDULE

<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Time as an elected state, county, or city official, as a school teacher, or as an independent contractor, does not count toward the rate earned. For purposes of this paragraph, an employee of the District or the university system is eligible to have school district or university employment time count toward the rate-earned schedule, if that employee was eligible for annual leave in the position held with the school district or university system.

### Maximum Accrual of Vacation Leave

All full-time and part-time employees serving in permanent and seasonal positions may accumulate two (2) times the total number of annual leave credits they are eligible to earn per year, according to the rate-earned schedule.

### Annual Pay-Out

The District may, in its sole discretion, provide cash compensation in June of each year for unused vacation leave in lieu of the accumulation of vacation leave for employees contracted for less than 12-months.

Lump-Sum Payment upon Termination

An employee who terminates employment for reasons not reflecting discredit on the employee shall be entitled, upon the date of such termination, to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying periods set forth in 2-18-611, MCA. The District shall not pay accumulated leaves to employees who have not worked the qualifying period.

Legal Reference: 2-18-611 - 2-18-617, MCA

Policy History:

Adopted on: June 28, 2004

Revised on:



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

**BOARD AGENDA ITEM**

**Meeting Date**

01/12/2015

**Agenda Item No.**

22

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

**ITEM TITLE:** APPROVE CONTRACT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND CENTRAL  
MONTANA LEARNING RESOURCE CENTER COOPERATIVE FOR SPECIAL  
EDUCATION SERVICES FOR THE STAR PROGRAM

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the contract as attached between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative (CMLRCC) for Special Education Services for the STAR program.

**SUGGESTED ACTION:** Approve Contract between Lewistown Public Schools and CMLRCC for Special Education Services for the STAR Program

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

## **STAR CONTRACT, 2014-2015**

The parties to this contract are Lewistown Public Schools, hereinafter referred to as the "District", and Central Montana Learning Resource Center Cooperative, hereinafter referred to as the "Contractor". The parties to this contract in consideration of the mutual promises and stipulations identified below agree as follows:

### **SECTION I**

#### **A. Purpose**

The purpose of this contract is to secure and provide professional special education services for a day treatment special education program located in Lewistown Junior High in Lewistown, Montana, hereinafter referred to as the "STAR Program".

#### **B. Duties**

The Contractor's duties include, but are not limited to the following:

- a. Hire, employ, and supervise a certified special education teacher and support staff who will provide direct instruction to students residing in the Yellowstone Boys and Girls Ranch Lewistown Group Home.
- b. Collaborate with the Yellowstone Boys and Girls Ranch personnel, parents, surrogates, and guardians to provide a Free Appropriate Public Education and an effective day treatment special education program for students served in the STAR Program.
- c. Conduct Evaluation Team Meetings and IEP Meetings and maintain educational records according to federal and state requirements. The District will provide support in accessing record transfers and enrollments in the AIMS program.
- d. The Director for the Contractor will serve as administrative contact between the District's staff for programmatic relationships which may include: accessing the general curriculum for individual students. The Director will compile year-end attendance reports and provide signed tuition agreements to the District Superintendent. The Director will serve as administrator for the student IEP and Evaluation Meetings, and for personnel screening, selection, and evaluation. The Director will provide on-going support for training and in-service for professional staff.

The District's duties include, but are not limited to the following:

- a. Facilitate enrollment of students from the Yellowstone Boys and Girls Ranch Lewistown Group Home in appropriate Lewistown Public Schools. Provide transcripts/credits and diplomas if earned while in residence.

- b. District will provide attendance records to Director for end-of-year reports.
- c. Provide all district testing materials for Yellowstone Boys and Girls Ranch Lewistown Group Home students.
- d. The District Superintendent will be the point of contact for District #1 and will provide necessary support to ensure the program's continuity with the Contractor and District.

## SECTION II

### A. Compensation

The total compensation for these services will be calculated on the following:

1. The District agrees to compensate the Contractor for serving students residing in the Yellowstone Boys and Girls Ranch Lewistown Group Home whose families reside in-district through existing fund contributions as established by the Management Board of the Central Montana Learning Resource Center Cooperative.
2. The District agrees to compensate the Contractor for students residing in the Yellowstone Boys and Girls Ranch Lewistown Group Home eligible for out-of-district reimbursement on a per diem basis. The per diem for out-of-district students for the school year 2014/2015 will be at an annual special rate of \$11,141.02 per student in Grades K-6 and/or \$9,969.02 per student in Grades 7-8. The per diem will be assessed on actual number of days of attendance for each out-of-district student from the Yellowstone Boys and Girls Ranch Lewistown Group Home. Payment for such services, provided by Contractor during the 2014/2015 school year, will be made when the tuition payment is received by the District from the Office of Public Instruction in the Fall of 2015.

### B. Term

This contract will take effect upon signature of all parties and will continue in effect until June 30, 2015. Should the Yellowstone Boys and Girls Ranch cease operation of the Lewistown Group Home, this contract will terminate with closure of the group home.

\_\_\_\_\_  
Board Chair, Central Montana Learning Resource  
Center Cooperative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair, Lewistown Public Schools

\_\_\_\_\_  
Date

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

23

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

**ITEM TITLE:** APPROVE CALL FOR BIDS FOR REMODEL AND ADDITION TO BUS BARN BUILDING  
LOCATED AT 716 CROWLEY AVENUE IN LEWISTOWN, MT

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the Call for Bids for Remodel and Addition to Bus Barn Building Located at 716 Crowley Avenue in Lewistown, MT. The *Call to Bid* is attached for your review.

**SUGGESTED ACTION:** Approve Call for Bids for Remodel and Addition to Bus Barn Building Located at 716 Crowley Avenue in Lewistown, MT

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA

CALL FOR BIDS FOR REMODEL & ADDITION TO THE BUS BARN BUILDING  
LOCATED AT 716 CROWLEY AVENUE IN LEWISTOWN, MT

Notice is hereby given that the Board of Trustees of Lewistown Public Schools, Fergus County, Lewistown, Montana, will receive sealed bids at the office of the Business Manager/Clerk in the Lincoln Administrative Building, 215 7th Avenue South, for the Remodel and Addition to the Bus Barn Building Located at 716 Crowley Avenue in Lewistown, Mt, according to the specifications that will be on file in the office of the Business Manager/Clerk. Bids will be opened for consideration on the date and time specified when advertised. Bids are to be made only on the bidding form which contains the required specifications, and which can be obtained upon request at the office of the Business Manager/Clerk once available.

The Board of Trustees reserves the right to reject any or all bids or any portion thereof.

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Rebekah Rhoades, Business Manager/Clerk,  
Lewistown Public Schools,  
Fergus County

To Be Published: ASAP

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

24

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2014-2015 SCHOOL YEAR

Requested By: Board of Trustees    Prepared By: Sandi Chamberlain    Date: 01/12/2015

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2014-2015 School Year as listed below:

Substitute Teacher/Aide List:

Ryan Kepler  
James Vallincourt

Substitute Custodian List:

James Vallincourt

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2014-2015 School Year

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

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/12/2015

Agenda Item No.

25

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 01/12/2015

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

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

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** January 12, 2015

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>HENDERSON, Jodi</b>	Paraprofessional	Garfield Elementary School	Accept letter of resignation	January 13, 2015	See attached letter.
<b>HUTCHINS, Mandie</b>	Paraprofessional	Garfield Elementary School	Approve appointment on schedule— PARA Step 6+CERT for up to 7.50 hours per day for up to 105 days (Remainder of 2014-2015 School Year)	January 05, 2015	See attached memo.
<b>CARTER, Austin</b>	Technology Support Specialist	School District #1	Approve contract extension for the remainder of the 2014-2015 Fiscal Year—COMPUTER TECH Step 0 for up to 8.0 hours per day for up to 111 days	January 27, 2015	See attached memo.



December 11, 2014

Matt Ventresca, Principal  
Garfield Elementary  
415 East Boulevard  
Lewistown, MT 59457

Dear Matt:

As you know, I am currently working towards my Degree in Elementary Education and Special Education at Montana State University - Billings. The classes I need to finish my degree are not available during the 2015 summer session as they have been in the past. Therefore, I will need to take classes on campus in Billings during the 2015 spring semester. By taking these classes in the spring I will be able to student teach fall of 2015.

Because of the above-mentioned reason, I will not be able to continue my position as a paraprofessional at Garfield Elementary. My last day will be Tuesday, January 13, 2015.

I would like to thank all the staff at Garfield and Lewistown Public Schools for their support as I pursue my degree. I look forward to being available in a substitute capacity when my schedule allows. As soon as I complete my degrees and student teaching in December, I look forward to returning to work full time with Lewistown Public Schools.

Sincerely,

Jodi Henderson

cc: Sandi Chamberlain

# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Matt Ventresca, Garfield Elementary Principal  
**Date:** December 15, 2014  
**Re:** Hiring Recommendation

---

Following is a hiring recommendation to fill a vacancy for a Paraprofessional:

**Mandie Hutchins**

Paraprofessional

PARA Step 6+CERT

Up to 7.50 hrs per day  
For up to 105 days  
(Remainder of 2014-15 SY)

Mandie will be replacing Jodi Henderson who will be resigning effective January 13, 2015. The start date for Mandie will be Monday, January 5, 2015, to help with the transition of the students.

Thank you for your consideration of this request.

Matt Ventresca  
Elementary Principal



# Memorandum

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**To:** Jason Butcher, Superintendent  
**From:** Bill Klapwyk, Technology Supervisor  
**Date:** January 7, 2015  
**Re:** Contract Extension

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I would like to make the following contract extension recommendation for a Technology Support Specialist position:

Austin Carter	COMPUTER TECH Step 0	Up to 8 hours/day -- 5 days/week For the remainder of the 2014-2015 Fiscal Year (111 days)
---------------	----------------------	--

Austin currently holds a 90-day contract from September 23, 2014 through January 26, 2015. After review of his performance, I would like to recommend the extension of his contract for the remainder of the 2014-2015 Fiscal Year.

Thank you,

Bill Klapwyk

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**2010-2015 GOALS AND STRATEGIC OBJECTIVES**

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

**Goal Area 1: Measurable Student Achievement**

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

**Strategic Objectives:**

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

**Goal Area 2: Facilities**

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

**Strategic Objectives:**

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

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

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

**Strategic Objectives:**

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

**Goal Area 4: Technology**

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

**Strategic Objectives:**

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

**Goal Area 5: Highly Qualified Staff**

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

**Strategic Objectives:**

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

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

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

### **Strategic Objectives:**

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

## School District #1 Mission Statement:

*Excellence Today, Success Tomorrow*

### Core Values of the Lewistown Public Schools:

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

**BOARD OF TRUSTEES**

Barbara Thomas, Board Chair

CJ Bailey  
Jeremy Bristol  
Phil Koterba  
Shelley Poss  
Jennifer Thompson  
Monte Weeden

**LEWISTOWN PUBLIC SCHOOLS**  
**2014-2015 SCHOOL CALENDAR**

**A. Pupil Instruction**

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	27 --	Aug	29	3	First Week	Jan	26 --	Jan	30	5
Second Week	Sept	2 --	Sept	5	4	Second Week	Feb	2 --	Feb	6	5
Third Week	Sept	8 --	Sept	12	5	Third Week	Feb	9 --	Feb	13	5
Fourth Week	Sept	15 --	Sept	19	5	Fourth Week	Feb	16 --	Feb	20	5
Fifth Week	Sept	22 --	Sept	26	5	Fifth Week	Feb	23 --	Feb	26	4
Sixth Week	Sept	29 --	Oct	3	5	Sixth Week	Mar	2 --	Mar	6	5
Seventh Week	Oct	6 --	Oct	10	5	Seventh Week	Mar	9 --	Mar	13	5
Eighth Week	Oct	13 --	Oct	15	3	Eighth Week	Mar	16 --	Mar	20	5
Ninth Week	Oct	20 --	Oct	24	5	Ninth Week	Mar	23 --	Mar	27	5
Tenth Week	Oct	27 --	Oct	31	5						44
					45						

SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	3 --	Nov	5	3	First Week	Mar	30 --	Apr	2	4
Second Week	Nov	10 --	Nov	14	5	Second Week	Apr	7 --	Apr	10	4
Third Week	Nov	17 --	Nov	21	5	Third Week	Apr	13 --	Apr	17	5
Fourth Week	Nov	24 --	Nov	25	2	Fourth Week	Apr	20 --	Apr	24	5
Fifth Week	Dec	1 --	Dec	5	5	Fifth Week	Apr	27 --	May	1	5
Sixth Week	Dec	8 --	Dec	12	5	Sixth Week	May	4 --	May	8	5
Seventh Week	Dec	15 --	Dec	19	5	Seventh Week	May	11 --	May	15	5
Eighth Week	Jan	5 --	Jan	9	5	Eighth Week	May	18 --	May	22	5
Ninth Week	Jan	12 --	Jan	16	5	Ninth Week	May	26 --	May	29	4
Tenth Week	Jan	20 --	Jan	23	4	Tenth Week	Jun	1 --	Jun	4	4
					44						46

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

August 25-26	PIR	2.00
October 16-17	Staff Development Days - Teachers Convention	2.00
November 5-6	Parent Teacher Conferences (Evening on Nov 5, All Day on Nov 6)	1.50
January 19	PIR	1.00
March 31	Parent Teacher Conferences - Evening ONLY (Regular Day for Students)	0.50
Floater	PIR	1.00
		<b>8.00</b>

2014-2015		
Regular Board Meetings		
July	14	6:00 p.m.
Aug	11	6:00 p.m.
Sept	8	6:00 p.m.
Oct	13	6:00 p.m.
Nov	10	6:00 p.m.
Dec	8	6:00 p.m.
Jan	12	6:00 p.m.
Feb	9	6:00 p.m.
Mar	9	6:00 p.m.
Apr	13	6:00 p.m.
May	11	6:00 p.m.
June	8	6:00 p.m.

**C. Holidays / Vacations (Dates Inclusive)**

September 1	Labor Day
October 16-17	Fall Vacation (Teachers - Convention)
November 6	Parent Teacher Conferences (Vacation Day for Students)
November 7	Vacation Day
November 26-28	Thanksgiving Vacation
December 22-January 2	Winter Break
January 19	PIR (Vacation Day for Students)
February 27	Vacation Day
April 3-6	Spring Break
May 25	Memorial Day