

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, November 14, 2016

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance
3. Report—Student Representative
4. Report—LEA
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.
7. Report—Investment
8. Report—2015-2016 Audit Results
9. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

11. Minutes of the October 10, 2016, Regular Board Meeting

APPROVAL OF CLAIMS

12. Claims

INDIVIDUAL ITEMS

13. First Reading—Board Policy #8205 – Meal Charge Policy
14. First Reading—Board Policy #8210 – Procurement Policy for School Food Purchases
15. First Reading—Board Policy #2510 – School Wellness
16. Approve Additions to the Substitute List for the 2016-2017 School Year
17. Approve Personnel Report

ADJOURNMENT

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

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

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

☐

☐ Action – Indiv.

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Mikayla Comes

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:

FHS School Board Report

November 14, 2016

Mikayla Comes

Student Council

- Beginning a “Student Moral Project” where inspirational quotes, jokes and monthly events will be placed in bathroom stalls
- Organizing fundraising
- Begun running all meetings with proper Parliamentary Procedure

Spanish Club

- Beginning the chocolate bar fundraiser in upcoming weeks
- Ordering club t-shirts for members

Key Club

- In charge of Blessings in a Backpack every week
- E-lemon-ate challenge- fundraised \$100 to prevent neonatal tetanus in third-world countries

Youth Mentoring:

- Planning for second large group activity after a successful first activity
- Attending lunch at the grade schools with mentees in the upcoming weeks

National Honor Society

- Organizing a blood drive (Dec. 8th)

FFA

- Four members went and competed in the Veterinary Science CDE at National Convention in Indianapolis. They received silver.
- Preparing for John Deere Ag. Expo (Nov. 17-19)

Science Olympiad

- State Competition is on Nov. 22nd

FCCLA

- Registering for STAR events for State Convention in the spring
- Finished selling pies, will begin making and distributing pies next week

Art Club

- In the process of restoring the murals in the stairwells and on the track

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

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ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees Prepared By: LEA Representative

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

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

SUMMARY:

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

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

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

STANDING COMMITTEES OF THE BOARD
2016-2017 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2016-2017 School Year

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

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

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

Requested By: Board of Trustees

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:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

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

ITEM TITLE: REPORT—INVESTMENT

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

SUMMARY:

Below is the interest earned and distributed for September 2016:

Elementary \$888.14

High School \$785.07

Below is the interest earned and distributed for October 2016:

Elementary \$2,893.33

High School \$2,440.99

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

8

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

ITEM TITLE: REPORT—2015-2016 AUDIT RESULTS

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

SUMMARY:

Paul Strom and Associates completed the audit for FY2015-2016. The auditors did note two findings or material weaknesses in our financial statements or internal control processes. Summaries of the findings and our responses are attached.

The auditor has attended the Lewistown Public Schools Board meeting in the past to present the audit and answer any questions you may have. Both Jason Butcher and Rebekah Rhoades attended the exit interview with Mr. Strom in September. Therefore, I did not ask him to travel from Billings to attend our meeting. That said, if the Board has questions, Mr. Strom can be invited to attend an upcoming meeting.

The audit report will be posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view. A copy of the audit will also be available at the meeting for your convenience.

SUGGESTED ACTION: Informational Report

☒ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

STROM & ASSOCIATES, PC
Certified Public Accountants
P.O. Box 1980
Billings, Montana 59103

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Lewistown School District No. 1
Fergus County
Lewistown, Montana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Lewistown School District No. 1 as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Lewistown School District No. 1's basic financial statements and have issued our report thereon dated October 26, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Lewistown School District No. 1's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the School District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies as item 2015-001.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lewistown School District No. 1's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs Or schedule of findings and responses as item 2015-002.

Lewistown School District No. 1's Response to Findings

The School District's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



STROM & ASSOCIATES, PC
Billings, Montana
October 26, 2015

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND
REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
OMB CIRCULAR A-133

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Lewistown School District No. 1
Fergus County
Lewistown, Montana

Report on Compliance for Each Major Federal Program

We have audited Lewistown School District No. 1's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Lewistown School District No. 1's major federal programs for the year ended June 30, 2015. Lewistown School District No. 1's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Lewistown School District No. 1's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and *OMB Circular A-133* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Lewistown School District No. 1's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Lewistown School District No. 1's compliance.

Opinion on Each Major Federal Program

In our opinion, Lewistown School District No. 1's, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015.

Report on Internal Control Over Compliance

Management of Lewistown School District No. 1, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Lewistown School District No. 1's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with *OMB Circular A-133*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Lewistown School District No. 1's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, non-compliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Strom & Associates, P.C." The signature is written in a cursive, slightly stylized font.

STROM & ASSOCIATES, PC
Billings, Montana
October 26, 2015

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor, Strom & Associates, PC, has issued an unmodified opinion on Lewistown School District No. 1's financial statements as of and for the year ended June 30, 2015.
2. Our audit disclosed one significant deficiencies in internal controls and none that are considered to be material weaknesses relating to internal controls over financial reporting and its operation.
3. Our audit disclosed a noncompliance which was not material to the financial statements of Lewistown School District No. 1.
4. Our audit disclosed no significant deficiencies that are considered to be material weaknesses relating to internal controls over major federal awards programs.
5. The auditor, Strom & Associates, PC, has issued an unmodified opinion on Lewistown School District No. 1's compliance with major federal awards programs as of and for the year ended June 30, 2015.
6. The audit disclosed no audit findings which are required to be reported under section .510 of OMB Circular A-133.
7. The major program for Lewistown School District No. 1 for the year ended June 30, 2015 was

CFDA Number	Name of Federal Program or Cluster
84.010	Title I Grants to Local Education Agencies - Part A, Improving Basic Programs
8. The threshold used to distinguish between Type A and type B programs was \$300,000. Lewistown School District No. 1 has Title I Grants to Local Education Agencies - Part A, Improving Basic Programs as a Type A program.
9. This School District does qualify as a low risk audit client.

B. Findings relating to the financial statements which are required to be reported in accordance with "Governmental Auditing Standards."

There were no findings or recommendations in the prior audit report. The following are finding and recommendations for fiscal year ended June 30, 2015.

2015-001 Student activity internal controls:

Criteria: Government auditing standards require internal controls to be in place which allow employees to prevent or detect mis-statements on a timely basis. Proper documentation of disbursements and receipts is necessary for monitoring internal controls.

Condition: Controls over student activities receipts and disbursements are not operating effectively.

Effect: Lack of invoices on disbursements and lack of documentation what should have been collected on deposits impedes employee's ability to prevent or detect failures in internal control on a timely basis.

Context: During testing of student activity disbursements we found the following:

- 1) Documentation of ticket sales does not include ending tickets for adequate documentation of how many tickets were sold.
- 2) Of 48 receipts reviewed, one was found to be deposited two weeks after collection.
- 3) Of 48 receipts reviewed, three were found to not have any documentation to support the amount of money collected.
- 4) Of 55 disbursements reviewed, two were found to have no invoice supporting the disbursement.

Cause: Documentation was not properly included with some high school student activity receipts and disbursements.

Recommendation: We recommend the following:

- 1) Ticket sales documentation should include both the beginning and ending tickets attached to the cash count sheet.
- 2) Deposits should be made timely (generally within a week) of collection
- 3) All receipts should include documentation showing what should have been collected along with what was collected.
- 4) All disbursements should be required to be supported by invoices.

Auditee Response:

1. Documentation of ticket sales does not include ending tickets for adequate documentation of how many tickets were sold (both JHS and FHS Activities). Recommend ticket sales documentation should include both the beginning and ending tickets attached to the cash count sheet.

DISTRICT RESOLUTION: Both beginning and ending tickets will be documented on gate sales.

2. Of 48 Receipts, one was found to be deposited two weeks after collection (FHS Activities). Recommend deposits be made timeline (generally within one week) of collection.

DISTRICT RESOLUTION: Deposits will be done in a timely manner, within 1 week of collection. Business Manager will assist the FHS Secretary in getting deposits to the bank if the Secretary is unable to get to the bank.

3. Of 48 receipts reviewed, three were found to not have any documentation to support the amount of money collected (FHS Activities). Recommend all receipts include documentation showing what should have been collected along with what was collected.

DISTRICT RESOLUTION: The following documentation practices will be put into place – Tickets will be used for all raffle sales, copies of fundraising forms will be included with the deposit, sign off sheets will be used for fundraisers involving the selling of pre-received products. All receipts will be given to the secretary by the Advisor in a Receipt Envelope. If documentation is not adequate, the Advisor will be expected to obtain sufficient documentation prior to the FHS Secretary receiving the funds for deposit.

4. Of 55 disbursements reviewed, two were found to have no invoice supporting the disbursement (FHS Activities). Recommend all disbursements be required to be supported by invoices.

DISTRICT RESOLUTION: No payment will be made without an invoice present showing the exact dollar amount owed.

2015-002 Sick Leave Liability Compliance:

Criteria: 1979 Attorney General Opinion – Volume Number 38 – Opinion Number 20 states

- “HELD: 1. Non-teaching employees of school districts and post secondary vocational technical centers are entitled to vacation and sick leave benefits under Title 2, Chapter 18, Part 6, MCA.
2. Title 2, Chapter 18, Part 6, MCA, establishes maximum and minimum benefits which may not be varied through collective bargaining or other negotiation.”

MCA 2-18-618. Sick leave. (1) A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals...(6) Except as otherwise provided in 2-18-1311, an employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave.

Condition: Starting in fiscal year 2015 non-teaching employees with eight or more years of service are allowed to receive 30% of the accumulated sick leave balances upon separation from service.

Effect: Non-compliance with MCA 2-18-618

Context: The school district adopted policy for the lump-sum payment upon termination for classified employees that states “...Upon termination a classified employee that has worked the qualifying period and has less than 8 consecutive years of service in the District will be paid a lump sum payment equal to twenty-five percent (25%) of accumulated sick leave. A classified employee with 8 or more consecutive years of service in the District will be paid a lump sum payment equal to thirty percent (30%) of accumulated sick leave.

Cause: The school district was unaware the provision of MCA 2-18-618 were a maximum and a minimum.

Recommendation: We recommend the School District comply with Montana Code Annotated.

Auditee Response:

Criteria: 1979 Attorney General Opinion – Volume Number 38 – Opinion Number 20 states

“HELD: 1. Non-teaching employees of school districts and post secondary vocational technical centers are entitled to vacation and sick leave benefits under Title 2, Chapter 18, Part 6, MCA.
2. Title 2, Chapter 18, Part 6, MCA, establishes maximum and minimum benefits which may not be varied through collective bargaining or other negotiation.”

MCA 2-18-618. Sick leave. (1) A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals...(6) Except as otherwise provided in 2-18-1311, an employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave.

Condition: Starting in fiscal year 2015 non-teaching employees with eight or more years of service are allowed to receive 30% of the accumulated sick leave balances upon separation from service.

DISTRICT RESOLUTION: Per legal advice to the School District, the policy allowing for 30% payout will be changed starting in FY2017. It is the intent to change the policy to allow those hired prior to June 30, 2016 to continue to receive the 30% sick leave payout if they have been employed by the District for at least 8 years. Anyone hired after July 1, 2016, no matter the length of employment, will be eligible to receive only the 25% payout per MCA. Because contracts for FY2016 have already been issued and signed our legal advisors have stated that it would be detrimental to the District to remove that benefit at this time, as a complaint to Wage and Hour is more likely to occur.

C. Findings and questioned costs for Federal awards, as defined in section .510 (a) of OMB Circular A-133.

The audit disclosed no findings or questioned costs relating to federal awards as defined in section .510 (a) of OMB Circular A-133 in the prior audit report or for the fiscal year ended June 30, 2015.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

9

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

ITEM TITLE: SUPERINTENDENT'S REPORT

Requested By: Superintendent **Prepared By:** Jason Butcher

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.

- ❖ Parent/Teacher Conferences
- ❖ American School Board Journal
- ❖ Solar Energy Grant Follow-up
- ❖ Staffing-Technology Position
- ❖ Superintendent's Evaluation—December 12, 2016—Following Regular Board Meeting
- ❖ Third Grade Music Program—Changed from November 15, 2016 to April 27, 2017—7:00 p.m.
- ❖ BBB/GBB/WR—First Day of Practice—Thursday, November 17, 2016
- ❖ No School—November 23-25, 2016—Thanksgiving Vacation
- ❖ Lewis & Clark Band and Choir Concert—Tuesday, November 29, 2016—7:00 p.m.—FCPA
- ❖ FHS Band Concert—Thursday, December 1, 2016—7:00 p.m.—FCPA
- ❖ FHS Choir Concert—Thursday, December 15, 2016—7:00 p.m.—FCPA
- ❖ LJHS Choir Concert—Tuesday, December 6, 2016—7:00 p.m.—LJHS Auditorium
- ❖ BBB/GBB (FR/JV)—FHS Showcase—December 10-12, 2016—TBA

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

10

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

11

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 10, 2016, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, October 10, 2016

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Jennifer Thompson, Phil Koterba,

TRUSTEES ABSENT:

Shelley Poss, Troy Kelsey, Montee Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Chris Hildebrant—LEA President, Bobbie Atchison, Matt Lewis, Steve Klippenes

OTHERS PRESENT:

None

2. PLEDGE OF ALLEGIANCE

3. Presentation—Matt Lewis, Garfield Elementary Principal – Goal Setting K-1

Matt Lewis shared information on the Goal Setting that took place the first two days of school for Kindergarten and First Grade. Information was shared regarding responses to the survey sent out to parents for feedback on those two days.

4. Report—Student Representative

Mikayla Comes, Student Representative to the Board, was not able to attend the meeting. A copy of her report was included in the agenda.

5. Report—Committees of the Board

There were no committee reports. The Building and Grounds Committee will meet on Tuesday, October 25th at 7:00am.

6. Calendar Items, Concerns, Correspondence, Etc.

No items were discussed.

7. Report—Investment

Interest earned and distributed for August was not provided by the County Treasurer. It will be reported at November's Board Meeting.

8. Report—Superintendent

Superintendent Jason Butcher presented that the first official enrollment count is down 20 students K-12 from 2015-2016. The Board was updated on open positions in the District, commenting that very few applications or requests for applications for open positions have been received and this may have an effect on our Regional Technology Agreement. The audit was completed a few weeks ago and had two minor findings that are being addressed. Superintendent Butcher reminded the Board that his evaluation will take place in December. Board Tours are scheduled for Tuesday, November 1, 2016. Superintendent Butcher also notified the board of upcoming dates and events in the District.

PUBLIC PARTICIPATION

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

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

ACTION ITEMS

MINUTES

10. Minutes of the September 12, 2016, Regular Board Meeting – Approved unanimously (Birdwell/Bailey)

APPROVAL OF CLAIMS

11. Claims -- Approved unanimously (Thompson/Birdwell)
October through December 2016 Phil Koterba, Monte Weeden, Jennifer Thompson and Shelley Poss

INDIVIDUAL ITEMS

12. Approve Out-of-District Student Attendance Agreement Requests for Placement in the Lewistown Public Schools -- Approved unanimously (Birdwell/Thompson)
13. Approve Fergus High School Student Activity Account for Astronomy Club -- Approved unanimously (Birdwell/Bailey)
14. Approve Increase to Mechanic Salary Matrix -- See Exhibit A -- Approved unanimously (Bailey/Thompson)
15. Approve Request to Apply for the Solar Energy Grant -- Approved unanimously (Birdwell/Thompson)
16. Approve Additions to the Substitute List for the 2016-2017 School Year -- Approved unanimously (Thompson/Bailey)
17. Approve Personnel Report -- See Exhibit B -- Approved unanimously (Birdwell/Bailey)

ADJOURNMENT

The meeting was adjourned at 6:42 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, November 14, 2016, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

23

23

23

2%

2%

"EXHIBIT B"

LEWISTOWN PUBLIC SCHOOLS LEWISTOWN, MONTANA PERSONNEL REPORT FOR BOARD ACTION

DATE: October 10, 2016

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
Janie Waltenbaugh	Assistant Speech & Drama Coach	Fergus High School	Approve appointment per collective bargaining extra duty salary schedule--Index .075	10/10/2016	Jim Daniels, Athletic Director	
Austin Carter	Technology Support Specialist	Lincoln Building	Accept letter of resignation	10/14/2016		
Denny Irwin	Paraprofessional	Lewis & Clark	Accept letter of resignation	10/4/2016		See attached letter.
Teresa Majerus	Certified Teacher (Counselor)	Fergus High School	Add 5 days to contract for 2016-2017 school year.	10/10/2016	Jeff Elliott, FHS Principal	Revised contract.
Taylor Sweeny	LJHS Head Cheer Coach	Junior High School	Approve appointment per collective bargaining extra duty salary schedule--Index .030	10/10/2016	Jim Daniels, Athletic Director	
Brad Breidenbach	Head Boy's Basketball Coach	Junior High School	Accept letter of resignation	9/26/2016		See attached letter.
Jared Long	FFA Advisor	Fergus High School	Approve Out-of-State Travel to attend the National FFA Convention in Indianapolis, IN	10/15/2016 - 10/23/2016		See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

12

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth

SUMMARY:

Approve claims paid through November 11, 2016, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2016 include: Board Chair Phil Koterba, Shelley Poss, Jennifer Thompson, and Monte Weeden.

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						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

13

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

ITEM TITLE: FIRST READING—BOARD POLICY #8205 – Meal Charge Policy

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #8205 — Meal Charge Policy and consider adoption of said policy.

This is a new required policy per the recommendation Montana School Boards Association.

SUGGESTED ACTION: Approve Adoption of Board Policy #8205 – Meal Charge Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

NONINSTRUCTIONAL OPERATIONS

8205

Page 1 of 2

Meal Charge Policy

Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.

Students may pay cash, check or make an online deposit for their meals at any time. Cash may be paid for a meal, even if the account has a negative balance at the time of purchase. Meals may be pre-paid by the week, month, semester or the school year.

Elementary

When a student has a negative balance in their account, the student will be allowed to charge up to the limit of -\$20.00. When the limit of -\$20.00 is reached, the student will be allowed offered an alternate meal. This meal charge will be added to the student's account at the standard rate and this meal will be given until the student makes a payment on the account. Lunch account monitoring is the responsibility of the parent and the child. The cashier is there for help in any way—children may ask for a balance at any time. Low Balance communication will go out once per week. Parents may also go to the Lewistown Public Schools Parent Portal to monitor their child's account.

Students are responsible for their own cash lunch money—the school will not replace stolen or lost cash. Parents that send a check for the account and the check is lost or does not appear on the account, may bring in a photo copy of the check from the bank to the office if it has been cashed. If the check was cashed by food service, corrections to the account will be made as soon as possible. If a photo copy is not available, the deposit will not be replaced.

Middle School and High School

When a student has a negative balance in their account, the student will not be allowed to charge additional meals. The student may call home or ask a friend to borrow money, but the District will not allow them to charge. The student may check with the cashier to see the balance of their account at any time. It is the responsibility of the parent and student to manage the prepaid account. Parents may call the Food Service Director at any time to check the balance of their child's account or the parent may go to the Lewistown Public Schools Parent Portal to monitor their child's account.

A la carte snacks are sold at both middle and high school levels. Students with a negative balance of any amount will not be allowed to charge a la carte snacks but will be allowed to purchase snacks with cash.

Adult Meals:

Adult meal balances must be paid in full at the end of each school year or upon termination of employment.

Collections:

The Fergus County Attorney will perform collections on any balances greater than -\$50.00.

Policy History:

Adopted on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

14

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

ITEM TITLE: FIRST READING—BOARD POLICY #8210 – Procurement Policy for School Food Purchases

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #8210 – Procurement Policy for School Food Purchases and consider adoption of said policy.

This is a new required policy per the recommendation Montana School Boards Association.

SUGGESTED ACTION: Approve Adoption of Board Policy #8210 – Procurement Policy for School Food Purchases

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Procurement Policy for School Food Purchases

The Lewistown School District will adhere to the following requirements for any procurement related to food service:

Purchases:

- Purchases greater than \$80,000:
 - If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.
 - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.
- Purchases less than \$80,000:
 - Any purchase less than eighty thousand (\$80,000) will be handled in a fair and equitable manner consistent with district policy on purchasing.
 - The Lewistown School District will obtain two or more estimates when any purchase will cost more than five thousand (\$5,000) and less than eighty thousand (\$80,000).
 - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Standards of Conduct for District Employees:

- The Lewistown School District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district's need to obtain quality services and supplies.

- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an intimate personal relationship
 - An organization which employs or is about to employ any of the above
- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

Policy History:

Adopted on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

15

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

ITEM TITLE: FIRST READING—BOARD POLICY #2510 – SCHOOL WELLNESS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #2510 –School Wellness and consider 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 #2510 – School Wellness

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

INSTRUCTION

2510

School Wellness

The Lewistown School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Lewistown School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies and procedures.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- The School District will inform and update the public **every 3 years, at a minimum,** (including parents, students, and others in the community) about the content and implementation of the local wellness policies. The District will also measure periodically and make available to the public an assessment of the local wellness policy, including:
 - The extent to which schools are in compliance with the local wellness policy;
 - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
 - The progress made in attaining the goals of the local wellness policy.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks]).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

The Superintendent or his/her designee will develop procedures based on the following five (5) areas of requirement.

- a. Nutrition Education Goals
- b. Physical Activity Goals
- c. Nutrition Standards for all Foods and Beverages
- d. Other School-Based Wellness Activities
- e. Governance and Evaluation

Legal Reference	P.L. 108-265	Child Nutrition and WIC Reauthorization Act of 2004
	P.L. 111-296	The Healthy, Hunger-Free Kids Act of 2010

Policy History:

Adopted on: July 24, 2006

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

16

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2016-2017 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Jennifer Peterson

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2016-2017 School Year as listed below:

Substitute Teacher/Para:

Kyle Carlisle
Chiara VanderBeek
Paula Schulz
Bruce Marsden
Megan Houdeshell
Jerri Wichman

Substitute Custodian:

Suwaphit Snyder

Substitute School Food List:

Robin Fisk
Maria Chester

Substitute Technology:

Lynne Wise-Klippenes

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2016-2017 School Year

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/14/2016

Agenda Item No.

17

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

ITEM TITLE: APPROVE PERSONNEL REPORT

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

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						
Birdwell						
Koterba						
Poss						
Kelsey						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA
PERSONNEL REPORT FOR BOARD ACTION**

DATE: November 14, 2016

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
DONALDSON, Matt	Head BB Coach	Junior High School	Approve appointment on schedule---0.070 Index -- \$2,280.53	10/17/2016	Jim Daniels/Tim Majerus	
TRAFTON, Kyle	First Assistant BB Coach	Junior High School	Approve appointment on schedule--0.062 Index -- \$2019.90	10/17/2016	Jim Daniels/Tim Majerus	
HECHT, Banner	Assistant BB Coach	Junior High School	Approve appointment on schedule--0.055 Index -- \$1,791.85	10/17/2016	Jim Daniels/Tim Majerus	
INGERSOLL, Ginger	Paraprofessional	Lewis & Clark	Approve appointment on schedule---PARA Step 0 for up to 7.5 hours per day for 140 days	10/24/2016	Danny Wirtzberger	
HAMMOND, Laura	Paraprofessional	Garfield	Approve appointment on schedule---PARA Step 0 for up to 7.5 hours per day for 134 days	11/1/2016	Matt Lewis	
PHILLIPS, Sam	Paraprofessional	Junior High School	Approve appointment on schedule---PARA Step 0 for up to 5 hours per day for 135 days or until student no longer needs services	10/31/2016	Tim Majerus	

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

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

A. Pupil Instruction

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

Totals

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

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

Holidays / Vacations (Dates Inclusive)

C.

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