

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, June 9, 2014

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Deanna Stevenson, School Based CSCT Services
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

6. Report—Investment
7. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

9. Minutes of the May 12, 2014, Regular Board Meeting

APPROVAL OF CLAIMS

10. Claims

INDIVIDUAL ITEMS

11. Approve Adoption of School Safety Plan
12. Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown Public Schools
13. Approve Changes for the 2014-2015 K-6 Student Handbook
14. Approve Changes for the 2014-2015 Junior High School Student Handbook
15. Approve Changes for the 2014-2015 Fergus High School Student Handbook
16. Approve Extension of Grass Range Bus Route into the Lewistown School District
17. Approve Multi-District Agreement for Technology Services
18. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
19. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Interlocal Fund
20. Approve Request to Transfer Money from the Elementary and High School Transportation Fund(s) to the Interlocal Fund
21. Approve Request to Transfer Money from the Elementary and High School Rental Fund(s) to the Respective Building Fund(s)
22. Approve Individual Transportation Contract for the High School District
23. Approve Second Semester Claim for Individual Contract Bus Reimbursement
24. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
25. Approve Purchase of Torgerson Property for Bus Barn
26. Approve Lease Agreement between Torgerson's LLC and Lewistown Elementary School District No. 1
27. First Reading—Board Policy #5321P – Conditions for Use of Leave
28. First Reading—Board Policy #6412 – Benefits for Principals
29. First Reading—Board Policy #6413 – Benefits for Classified Administrators
30. 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

06/09/2014

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—DEANNA STEVENSON, SCHOOL BASED CSCT SERVICES

Requested By: Board of Trustees Prepared By: Deanna Stevenson Date: 06/09/2014

SUMMARY:

Deanna Stevenson, Clinical Program Supervisor, with the Yellowstone Boys and Girls Ranch (YBGR) School Based Services, would like to give a presentation about the Comprehensive School and Community Treatment (CSCT) services in the Lewistown Public Schools.

Attached is some background information about the YBGR School Based Services.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



SCHOOL BASED SERVICES

CBS - DID YOU KNOW ?

Yellowstone Boys and Girls Ranch – Community Based Services offers **School Based Services** (SBS) called Comprehensive School and Community Treatment (CSCT) and Day Treatment in thirteen (13) school districts across the state of Montana. SBS has 35 teams total in Billings, Lewistown, Roundup, Shepherd, Lockwood, Laurel, Columbus, Red Lodge, Livingston, and Dillon. The school provides office space and basic office supplies; beyond that, it is a free service to the school. YBGR – CBS provides a Program Therapist (Master's level) and a Behavior Specialist (Bachelor's level) to provide mental health services within the school/community/home settings. The youth must clinically qualify for the service and have a funding source to pay for services.

The main goal of SBS is to keep at risk youth in their primary setting. SBS primarily serves youth within the school setting, but we also provide services within the youth's home and in the community year round. The youth are invited and encouraged to participate in our summer program when school is not in session.

Benefits of SBS:

Listed below are a few of the many benefits to having a youth involved in SBS:

- **2 full-time staff** are housed at the school each day, during school hours. YBGR staff are able to spend time with clients evenings, weekends, during holiday breaks, and over summer months based on the client/family need.
- Clients are provided **Individual, Group and Family Therapy** within the school setting so scheduling may be coordinated with the client's teacher in order to prevent missing core curriculum for appointments.
- The average caseload size is 10-15 clients for CSCT depending on clinical severity and funding accessibility and up to 12 for Day Treatment. With a smaller caseload comes a great deal of **individualized quality service, support, encouragement** etc. to the clients on the caseload.
- YBGR staff provide **therapeutic crisis de-escalation** to clients on their caseload. We aim to de-escalate the crisis before it becomes a discipline referral for the Principal, School Counselor, or School Resource Officer.
- YBGR staff **bridge communication** between school and home. Our team serves as a parent liaison with the school; increasing parental involvement.

COMMENTS FROM YOUTH WHO RECEIVED SBS SERVICES:

- ✓ **Helped me change at home and at school.**
- ✓ **I have been able to get my grades up and think positively.**
- ✓ **Getting to be able to talk through feelings or a problem or anything else.**
- ✓ **They help me when I am angry.**
- ✓ **Help with reducing my fighting with kids.**
- ✓ **They have helped me through some hard times.**

MISSION

Yellowstone Boys and Girls Ranch – Caring people preparing youth for life.

**For additional information or referral process, please contact:
Kim Chouinard @ 245-2751**

DISCOVER LIFE, HOPE AND OPPORTUNITY



YBGR School Based Services Information Handout for Educators



School based services is a partnership between the Yellowstone Boys and Girls Ranch (YBGR) and your school to provide specialized mental health services to students and their families. YBGR is a licensed mental health center. Our partnership involves YBGR hiring two mental health staff, including a **master's level** program therapist and a **bachelor's or equivalent level** behavior specialist.

♦ **What does that mean for you as an educator?**

Yellowstone Boys and Girls Ranch and your school have agreed to house a therapist and behavior specialist in your school. School Based services has a smaller caseload, averaging 10-15 students compared to a school counselor who sometimes is responsible for **100's** of students. They work directly in the classroom and sometimes need to schedule times outside of the classroom for individual and group therapy.

The **program therapist** offers Individual, Group and Family therapy to address more in depth and intensive issues with your students to meet their social/emotional/behavioral needs that may be affecting the classroom, school, and home or community **environment**. The therapist will work with the student's teacher(s) to identify appropriate times to meet with the student. There may be times when the therapist helps the student within the classroom setting. Therapists are not tutors nor may they offer educational assistance to students.

The **behavior specialist** works with school staff to identify areas where a student needs more support. Perhaps, a teacher has a student who struggles during reading or math. The teacher may recognize that if this student has additional structure from the behavior specialist the student will be successful. A student may struggle at recess or during lunch, the YBGR staff can work this time into their schedule and offer support during these unstructured times, such as modeling and teaching coping skills to the youth. Behavior Specialists are not tutors nor may they offer educational assistance to clients. Their role is to provide social, emotional and behavioral guidance and structure.

♦ **What are the benefits for having YBGR staff in your school?**

The therapist and behavior specialist are trained to work with students who have emotional disturbances. The benefit of these two staff being in your school is the **additional support** for teachers, paraprofessionals, and students.

The intention of school based services is to provide mental health support to youth during the school day in the school setting. Often, these students are pulled out of school to see outpatient therapists or other mental health professionals. By utilizing school based services, **attendance often increases, students engagement in mental health services often increases**, as does **family involvement** at school.

♦ **What do YBGR teams need from teachers and school personnel?**

School based staff need **REFERRALS** from teachers, principals, school counselors, paraprofessionals, and other school staff. YOU are the experts on which students need additional support. School based staff rely on these referrals to identify the students most in need of mental health services.

School based staff need a **TEAMWORK** approach. As mental health workers, school based staff are required to complete quarterly treatment plans for each student on their caseload. They will be asking for your input and need your willingness to offer support. This relationship is reciprocal. A teacher may want additional input on how to work with an identified student. School based staff are willing to give feedback and help in brainstorming ideas on how to best address **student's** needs. Additionally, school based staff need access to the identified students for in-class intervention as well as for pull-out services when needed.

◆ **How does a child qualify for YBGR School based services?**

There are two qualifying factors for this program: meeting SED criteria and a funding source. School based staff are trained to determine these two factors. Once a student is referred for services, YBGR staff work with parents and guardians to determine eligibility.

Students that are determined to be **Seriously Emotionally Disturbed (SED)** by the YBGR therapist in mental health terms qualify for services. Students do not have to be identified as meeting the requirements for Special Education services to receive these services.

Students on Medicaid are financially eligible for school based services. Medicaid funding ensures the student will be able to have therapist and behavior specialist services. In addition, our staff follows up on any private insurance benefits or HMK/CHIP (**Children's** Health Insurance Plan) that may be available to pay for services. Staff also offers a sliding-fee scale to parents who may be interested in services but do not have any insurance benefits. Please know that most private insurance policies will only pay for the program therapist services and often times behavior specialist services are not covered.

◆ **Do schools pay for YBGR staff to be on school campuses?**

Schools do not pay a direct cost for YBGR staff to be in your school. However, there are in-direct costs such as space, office supplies, and copying that are provided by school districts.

◆ **What are the goals for the partnership between the school and YBGR?**

The primary goal is to help at-risk students be successful behaviorally, socially, emotionally, and academically. We aim to keep students in their own communities and in the public school setting!

For more information contact your site YBGR team or contact:

Kim Chouinard, M.Ed
Director, School Based Services
406-651-3107

kimc@ybgr.org

Discover life, hope and opportunity.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

4

☐ 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: 06/09/2014

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 2013-2014 School Year. The Trustees need to sign up for committees for the 2014-2015 School Year.

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

STANDING COMMITTEES OF THE BOARD
2013-2014 School Year

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	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
2013-2014 School Year

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

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

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

5

☐ 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: 06/09/2014

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

6

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

Below is the interest earned and distributed for May 2014:

Elementary \$1,312.31

High School \$ 832.67

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

7

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 06/09/2014

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Staffing Update
- ❖ Back-to-School Picnic—Monday, August 25, 2014, 5:00 p.m.—Frank Day Park

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

8

☐ 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:** 06/09/2014

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

9

☒ 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: 06/09/2014

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the May 12, 2014, 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>						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, May 12, 2014

OATH OF OFFICE (6:00 p.m.)

RHONDA LONG, FERGUS COUNTY SUPERINTENDENT OF SCHOOLS, ADMINISTERED THE
OATH OF OFFICE TO SHELLEY POSS AND BARBARA THOMAS

ORGANIZATION MEETING

1. CALL TO ORDER
Superintendent Jason Butcher called the Organizational Meeting to order.
2. ROLL CALL
TRUSTEES PRESENT:
Shelley Poss, Barb Thomas, Jennifer Thompson, Monte Weeden
TRUSTEES ABSENT:
Phil Koterba, Jeremy Bristol
3. CALL FOR NOMINATIONS AND ELECTION OF CHAIR
Superintendent Jason Butcher, called for nominations for Board Chair.
Trustee Thompson nominated Barb Thomas, seconded by Trustee Weeden.
No other nominations were made. Motion carried unanimously.
4. CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR
Barb Thomas, newly elected Board Chair, called for nominations for Board
Vice-Chair. Trustee Weeden nominated Jeremy Bristol for Vice Chair,
seconded by Trustee Thompson. No other nominations were made. The
motion carried unanimously.
5. APPOINTMENT OF THE DISTRICT CLERK
Trustee Thompson moved to nominate Rebekah Rhoades as District Clerk,
seconded by Trustee Poss. The motion carried unanimously.

ADJOURNMENT (6:05pm)

REGULAR BOARD MEETING

CALL TO ORDER (FOLLOWING THE ORGANIZATIONAL MEETING)

1. ROLL CALL – Not done.
TRUSTEES PRESENT:
Board Chair Barb Thomas, Shelley Poss, Jennifer Thompson, Monte Weeden
TRUSTEES ABSENT:
Phil Koterba, Jeremy Bristol
STAFF PRESENT:
Superintendent Jason Butcher, Business Manager/District Clerk Rebekah
Rhoades, Sandi Chamberlain, Aaryn Bell, Scott Dubbs, Pat Weichel, Karen
Durbin, Diane Lewis, Steve Paulson, Noah Vallincourt, Tim Majerus, Suzie
Flentie, Sarah Henson, Bobbie Atchison

OTHERS PRESENT:

Chris Rice – CMLRCC, Student Representative Jessica Kindzerski, Doreen Heintz-Lewistown News-Argus, County Superintendent of Schools Rhonda Long (until 6:05pm), Megan Blake, Taylre Sweeney and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. RECOGNITION—FERGUS HIGH SCHOOL BPA

The Board of Trustees recognized and congratulated Diane Lewis, BPA Advisor, and members of the Fergus High School BPA team for their successes at the BPA Montana Regional and State Leadership Conferences. Members include: Shelby Alexander, Tiffany Berberet, AJ Blackburn, Tre` Bradley, Whitney Bristol, Amy Charbonneau, Jessica Gapay, Abigail Gatz, Jaida Gordon, Hunter Grover, Jamie Hahn, Maria Henderson, McKayla Henson, Traci McGill, Haley McLendon, Jacob Moody, Andrew Olson, Zach Phelps, Jakob Plagenz, Jozee Plouffe, Xavier Plouffe, Dylan Stenseth, Cheran Waltari, Sydney Wier, Logan Wilcox, Kylie Woods, and Daq Wright. Members that attended the National Convention in Indianapolis were: Whitney Bristol, Jaida Gordon, Andrew Olson, Dylan Stenseth, Cheran Waltari, and Logan Wilcox. Andrew Olson placed 11th at National's in CISCO.

4. RECOGNITION—FERGUS HIGH SCHOOL CHEERLEADERS

The Board of Trustees recognized and congratulated the Fergus High School Cheerleaders and Coaches for their successes throughout the year and during the 2014 Cheerfest Competition. Head Coach Megan Blake and Assistant Coach Taylre Sweeney; Varsity Cheer Squad: Zhora Albertson-Gore, Shelby Choate, McKayla Henson, Jessica Kelley, Ashley Wickens, and Taylor Woods; Stuntmen: Noah Aamold and Brandon Lane; Mascot: Kyle Patten.

5. RECOGNITION—FERGUS HIGH SCHOOL FCCLA

The Board of Trustees recognized and congratulated Karen Durbin, FCCLA Advisor, and members of the Fergus High School FCCLA team for their success at the FCCLA State Leadership Conference. Cody Boyce spoke about their experiences and contests this year. Nora Weichel and Whitney Weeden shared their portfolio and plans for the National competition in July. Shay Barnes and Ade Halter shared their Illustrated Talk project from State. Six members will be going to Nationals: Shay Barnes, Cody Boyce, Ade Halter, Whitney Weeden, Nora Weichel, and Sydney Wier.

6. RECOGNITION—FERGUS HIGH SCHOOL FFA

The Board of Trustees recognized and congratulated the Fergus High School FFA team and Advisor Jared Long for their successes at the State FFA Convention. Cassidy Bawden, Kaycee Gobble and Kaitlyn Poss spoke about their experiences and contests this year. Callie Dixon will be a State Officer next year.

7. RECOGNITION—FERGUS HIGH SCHOOL SKILLS USA

The Board of Trustees, even though the Skills USA team was unable to attend the meeting, wanted to recognize and congratulate the Fergus High School Skills USA team and Advisor Loren Drivdahl for their successes at the Skills USA State Conference.

8. PRESENTATION—STEVE PAULSON AND NOAH VALLINCOURT --
EXPEDITION: YELLOWSTONE

Junior High School Teachers Steve Paulson and Noah Vallincourt presented information to the Board of Trustees regarding “Expedition: Yellowstone”. Established in 1985, this program is Yellowstone National Park’s residential education program for grades four through eight. To help cover some of the cost of the trip, Mr. Paulson and Mr. Vallincourt have looked into various fundraising ideas, including creating a project on DonorsChoose. The Board fully supported this travel opportunity.

9. REPORT—STUDENT REPRESENTATIVE

There was no report.

10. REPORT—COMMITTEES OF THE BOARD

There were no committee reports.

11. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

SUPERINTENDENT’S REPORT

12. REPORT—INVESTMENT

Interest earned and distributed for April 2014, was reported with \$2,166.80 in the elementary funds and \$1,414.33 in the high school funds for a total of \$3,581.13.

13. REPORT—BUDGET UPDATE

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the updated budgets for both the Elementary and High School General Funds.

14. OTHER ITEMS

Superintendent Jason Butcher along with the Trustees formally thanked the tax payers and the community for their support in passing the election for the land acquisition for the new location for the bus barn. Rebekah Rhoades will obtain an appraisal for the current bus barn and will update the Board regarding the closing process for the new bus barn property. Mr. Butcher also updated the Board on the hiring status of open positions. The Trustees discussed the need for a New Trustee Orientation and other trainings offered by MTSBA. Rebekah will start the process of appointing another Board Member for the vacant seat. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

16. MINUTES OF THE APRIL 9, 2014, REGULAR BOARD MEETING – approved
unanimously (Thompson/Weeden).

17. MINUTES OF THE APRIL 30, 2014, SPECIAL BOARD MEETING – approved
unanimously (Thompson/Weeden).

APPROVAL OF CLAIMS

18. Claims – the claims referenced in the 2013-2014 Bill Schedule and submitted through May 8, 2014, were approved unanimously (Thompson/Weeden). The Finance Committee for April–June 2014 will be Board Chair Barb Thomas, Shelley Poss, Jeremy Bristol, and Jennifer Thompson.

INDIVIDUAL ITEMS

19. Canvass of Election Results—Elementary School District Number One Land Acquisition – **See Exhibit A** – approved unanimously (Weeden/Thompson).

20. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property – approved unanimously (Weeden/Thompson).

21. Approve Contracting with the Fergus County Clerk and Recorder's Office to Act as Election Administrator for School Elections – approved unanimously (Weeden/Thompson).
22. Approve Classified Staff Salary Matrix – **See Exhibit B** – approved unanimously (Thompson/Poss).
23. Approve Extension of Lewistown Bus Route into the Grass Range School District – approved unanimously (Weeden/Thompson).
24. Approve Fergus County Investment Resolution – approved unanimously (Thompson/Poss).
25. Approve MHSA Membership and Related Payments – approved unanimously (Weeden/Thompson).
26. Approve Trustees to Participate in the District Health Insurance – approved unanimously (Weeden/Thompson).
27. Approve Issuing Contracts for the Classified Staff – As per amended contract hours/days as shown in bold on **Exhibit C** – approved unanimously (Thompson/Poss).
28. Approve Issuing Contract for the Construction Academy Instructor – approved unanimously (Weeden/Thompson).
29. Approve Additions to the Substitute List for the 2013-2014 School Year – Substitute Custodian List—Alyssa Yaeger (Summer Groundskeeper) – approved unanimously (Thompson/Poss).
30. Approve Personnel Report – **See Exhibit D** – approved unanimously (Thompson/Poss).

ADJOURNMENT

The meeting was adjourned at 7:38 p.m. The next regular meeting will be held on June 9, 2014, at 6:00 p.m. at the Lincoln Board Room (Weeden – unanimous).

BARBARA THOMAS
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**CERTIFICATE OF ELECTION FOR PROPOSITION
LAND/BUILDING ACQUISITION**

Updated April 2013

LEWISTOWN PUBLIC SCHOOLS
FY2014-15 CLASSIFIED PAY MATRIX
 April 30, 2014

1.00%

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	12.92	13.31	13.70	14.09	14.47	14.86	15.25	15.62	16.02	16.02	16.02	16.80
ADMIN SECRETARY+15	13.31	13.70	14.09	14.47	14.86	15.25	15.64	16.41	16.41	16.41	16.41	17.19
ADMIN SECRETARY+30	13.70	14.09	14.47	14.86	15.25	15.64	16.02	16.80	16.80	16.80	16.80	17.58
ADMIN SECRETARY+45	14.47	14.86	15.25	15.64	16.02	16.41	16.80	17.58	17.58	17.58	17.58	18.35
COMPUTER TECH/PAYROLL	16.32	16.80	17.29	17.78	18.27	18.76	19.25	20.23	20.23	20.23	20.23	21.21
COMPUTER TECH/PAYROLL+15	16.80	17.29	17.78	18.27	18.76	19.25	19.74	20.72	20.72	20.72	20.72	21.70
COMPUTER TECH/PAYROLL+30	17.29	17.78	18.27	18.76	19.25	19.74	20.23	21.21	21.21	21.21	21.21	22.19
COMPUTER TECH/PAYROLL+45	18.27	18.76	19.25	19.74	20.23	20.72	21.21	22.19	22.19	22.19	22.19	23.17
FIRST COOK/BAKER	10.74	11.05	11.36	11.67	11.98	12.29	12.61	13.23	13.23	13.23	13.23	13.23
FIRST COOK/BAKER+15	11.05	11.36	11.67	11.98	12.29	12.61	12.92	13.54	13.54	13.54	13.54	13.54
FIRST COOK/BAKER+30	11.36	11.67	11.98	12.29	12.61	12.92	13.23	13.85	13.85	13.85	13.85	13.85
FIRST COOK/BAKER+45	11.98	12.29	12.61	12.92	13.23	13.54	13.85	14.47	14.47	14.47	14.47	14.47
FOOD SERVICE/KITCHEN AIDE	10.12	10.37	10.61	10.85	11.10	11.10	11.10	11.10	11.10	11.10	11.10	11.10
FOOD SERVICE/KITCHEN AIDE+15	10.37	10.61	10.85	11.10	11.34	11.34	11.34	11.34	11.34	11.34	11.34	11.34
FOOD SERVICE/KITCHEN AIDE+30	10.61	10.85	11.10	11.34	11.58	11.58	11.58	11.58	11.58	11.58	11.58	11.58
FOOD SERVICE/KITCHEN AIDE+45	11.10	11.34	11.58	11.83	12.07	12.07	12.07	12.07	12.07	12.07	12.07	12.07
HOT LUNCH VAN	11.75	12.02	12.29	12.56	12.83	12.83	12.83	12.83	12.83	12.83	12.83	12.83
HOT LUNCH VAN+15	12.02	12.29	12.56	12.83	13.10	13.10	13.10	13.10	13.10	13.10	13.10	13.10
HOT LUNCH VAN+30	12.29	12.56	12.83	13.10	13.37	13.37	13.37	13.37	13.37	13.37	13.37	13.37
HOT LUNCH VAN+45	12.83	13.10	13.37	13.64	13.91	13.91	13.91	13.91	13.91	13.91	13.91	13.91
IMC TECH	11.77	12.11	12.45	12.79	13.13	13.47	13.82	13.82	13.82	13.82	13.82	13.82
IMC TECH+15	12.11	12.45	12.79	13.13	13.47	13.82	14.16	14.16	14.16	14.16	14.16	14.16
IMC TECH+30	12.45	12.79	13.13	13.47	13.82	14.16	14.50	14.50	14.50	14.50	14.50	14.50
IMC TECH+45	13.13	13.47	13.82	14.16	14.50	14.84	15.18	15.18	15.18	15.18	15.18	15.18
MAINT I	8.37	8.68	8.98	9.29	9.60	9.60	9.60	9.60	9.60	9.60	9.60	9.60
MAINT I+15	8.68	8.98	9.29	9.60	9.91	9.91	9.91	9.91	9.91	9.91	9.91	9.91
MAINT I+30	8.98	9.29	9.60	9.91	10.22	10.22	10.22	10.22	10.22	10.22	10.22	10.22
MAINT I+45	9.60	9.91	10.22	10.53	10.84	10.84	10.84	10.84	10.84	10.84	10.84	10.84
MAINT II	11.75	12.04	12.33	12.63	12.92	13.22	13.51	14.10	14.10	14.10	14.10	14.68
MAINT II+15	12.04	12.33	12.63	12.92	13.22	13.51	13.80	14.39	14.39	14.39	14.39	14.98
MAINT II+30	12.33	12.63	12.92	13.22	13.51	13.80	14.10	14.68	14.68	14.68	14.68	15.27
MAINT II+45	12.92	13.22	13.51	13.80	14.10	14.39	14.68	15.27	15.27	15.27	15.27	15.86
MAINT III	12.05	12.35	12.65	12.95	13.25	13.56	13.86	14.46	14.46	14.46	14.46	15.06
MAINT III+15	12.35	12.65	12.95	13.25	13.56	13.86	14.16	14.76	14.76	14.76	14.76	15.36
MAINT III+30	12.65	12.95	13.25	13.56	13.86	14.16	14.46	15.06	15.06	15.06	15.06	15.66
MAINT III+45	13.25	13.56	13.86	14.16	14.46	14.76	15.06	15.66	15.66	15.66	15.66	16.27
MAINT IV	12.55	12.86	13.18	13.49	13.80	14.12	14.43	15.06	15.06	15.06	15.06	15.69
MAINT IV+15	12.86	13.18	13.49	13.80	14.12	14.43	14.74	15.37	15.37	15.37	15.37	16.00
MAINT IV+30	13.18	13.49	13.80	14.12	14.43	14.74	15.06	15.69	15.69	15.69	15.69	16.31
MAINT IV+45	13.80	14.12	14.43	14.74	15.06	15.37	15.69	16.31	16.31	16.31	16.31	16.94
MAINT V	17.06	17.49	17.92	18.34	18.77	19.20	19.62	20.48	20.48	20.48	20.48	21.33
MAINT V+15	17.49	17.92	18.34	18.77	19.20	19.62	20.05	20.90	20.90	20.90	20.90	21.76
MAINT V+30	17.92	18.34	18.77	19.20	19.62	20.05	20.48	21.33	21.33	21.33	21.33	22.18
MAINT V+45	18.77	19.20	19.62	20.05	20.48	20.90	21.33	22.18	22.18	22.18	22.18	23.04
MAINT VI	19.13	20.09	21.05	22.01	22.96	23.92	24.88	24.88	24.88	24.88	24.88	24.88
MAINT VI+15	20.09	21.05	22.01	22.96	23.92	24.88	25.83	25.83	25.83	25.83	25.83	25.83
MAINT VI+30	21.05	22.01	22.96	23.92	24.88	25.83	26.79	26.79	26.79	26.79	26.79	26.79
MAINT VI+45	22.01	22.96	23.92	24.88	25.83	26.79	27.75	27.75	27.75	27.75	27.75	27.75
MECH I	13.62	13.96	14.30	14.64	15.83	17.01	17.01	17.01	17.01	17.01	17.01	17.01
MECH I+15	13.96	14.30	14.64	14.98	16.17	17.35	17.35	17.35	17.35	17.35	17.35	17.35
MECH I+30	14.30	14.64	14.98	15.32	16.51	17.69	17.69	17.69	17.69	17.69	17.69	17.69
MECH I+45	14.64	14.98	15.32	15.66	16.85	18.03	18.03	18.03	18.03	18.03	18.03	18.03
PARA EDUCATOR	9.93	10.18	10.43	10.68	10.93	11.18	11.42	11.42	11.42	11.42	11.42	11.42
PARA EDUCATOR+15	10.67	10.92	11.17	11.41	11.66	11.91	12.16	12.16	12.16	12.16	12.16	12.16
PARA EDUCATOR+30	10.99	11.24	11.48	11.73	11.98	12.23	12.48	12.48	12.48	12.48	12.48	12.48
PARA EDUCATOR+45	11.62	11.87	12.12	12.37	12.62	12.86	13.11	13.11	13.11	13.11	13.11	13.11
PARA EDUCATOR+CERT	12.26	12.51	12.76	13.00	13.25	13.50	13.75	13.75	13.75	13.75	13.75	13.75
PURCH/REC	14.53	14.96	15.40	15.83	16.27	16.70	17.14	18.01	18.01	18.01	18.01	18.88
PURCH/REC+15	14.96	15.40	15.83	16.27	16.70	17.14	17.58	18.45	18.45	18.45	18.45	19.32
PURCH/REC+30	15.40	15.83	16.27	16.70	17.14	17.58	18.01	18.88	18.88	18.88	18.88	19.75
PURCH/REC+45	16.27	16.70	17.14	17.58	18.01	18.45	18.88	19.75	19.75	19.75	19.75	20.63
SECOND COOK/BAKER	10.56	10.87	11.17	11.48	11.79	12.09	12.40	13.01	13.01	13.01	13.01	13.01
SECOND COOK/BAKER+15	10.87	11.17	11.48	11.79	12.09	12.40	12.70	13.32	13.32	13.32	13.32	13.32
SECOND COOK/BAKER+30	11.17	11.48	11.79	12.09	12.40	12.70	13.01	13.62	13.62	13.62	13.62	13.62
SECOND COOK/BAKER+45	11.79	12.09	12.40	12.70	13.01	13.32	13.62	14.24	14.24	14.24	14.24	14.24
SECRETARY	11.61	11.96	12.31	12.66	13.01	13.35	13.70	14.40	14.40	14.40	14.40	15.10
SECRETARY+15	11.96	12.31	12.66	13.01	13.35	13.70	14.05	14.75	14.75	14.75	14.75	15.44
SECRETARY+30	12.31	12.66	13.01	13.35	13.70	14.05	14.40	15.10	15.10	15.10	15.10	15.79
SECRETARY+45	13.01	13.35	13.70	14.05	14.40	14.75	15.10	15.79	15.79	15.79	15.79	16.49
STUDY HALL SUPERVISOR	12.50	12.88	13.27	13.66	14.05	14.43	14.43	14.43	14.43	14.43	14.43	14.43
STUDY HALL SUPERVISOR+15	12.88	13.27	13.66	14.05	14.43	14.82	14.82	14.82	14.82	14.82	14.82	14.82
STUDY HALL SUPERVISOR+30	13.27	13.66	14.05	14.43	14.82	15.21	15.21	15.21	15.21	15.21	15.21	15.21
STUDY HALL SUPERVISOR+45	14.05	14.43	14.82	15.21	15.60	15.98	15.98	15.98	15.98	15.98	15.98	15.98
TRANSPORTATION	15.08	15.38	15.68	15.98	16.28	16.28	16.28	16.28	16.28	16.28	16.28	16.28
TRANSPORTATION+15	15.38	15.68	15.98	16.28	16.58	16.58	16.58	16.58	16.58	16.58	16.58	16.58
TRANSPORTATION+30	15.68	15.98	16.28	16.58	16.89	16.89	16.89	16.89	16.89	16.89	16.89	16.89
TRANSPORTATION+45	16.28	16.58	16.89	17.19	17.49	17.49	17.49	17.49	17.49	17.49	17.49	17.49

"EXHIBIT C"

1

Name	Job Title	Hours	Days
ASHLEY, RICHARD DEAN	DELIVERY VAN DRIVER	6.00	186
ATCHISON, ROBERTA L	PAYROLL CLERK	8.00	260
BARBER, RANDALL L	MAINTENANCE	8.00	260
BASZCZUK, REBECCA I	BUS DRIVER	5.00	185
BENES, PATRICIA A	PARAPROFESSIONAL	7.00 7.50	186
BENNETT, JOEL W III	CUSTODIAN	8.00	260
BERG, STEPHANIE E	FOOD SERVER	1.50	187
BLAZICEVICH, JENIFER L	PARAPROFESSIONAL	7.50	186
BOWEN, CONNIE R	PARAPROFESSIONAL	7.00	186
BOWEN, KC L	PARAPROFESSIONAL	7.50	186
BRISTOL, JENNIFER L	SCHOOL SECRETARY	8.00	226
BROWN, CLAUDIA A	PARAPROFESSIONAL	7.50	186
BUEHLER, DANIELLE L	CMEC SECRETARY	7.00	260
BURNHAM, ENDREAH I	PARAPROFESSIONAL	7.50	186
BURNS, FRANK B	BUS DRIVER	3.50	185
BUSSEY, JAMES O	CUSTODIAN	8.00	260
CHAMBERLAIN, SANDRA L	ADMINISTRATIVE SECRETARY	8.00	260
CONNER, TRACY C	PARAPROFESSIONAL	7.50	186
CONRAD, GRETCHEN	PARAPROFESSIONAL	7.50	186
DARRINGTON, ANDREA N	PARAPROFESSIONAL	7.00 7.50	186
D'AUTREMONT, JODY	SCHOOL SECRETARY	8.00	226
D'HOOGHE, JOAN M	SPEC ED BUS AIDE	6.00	185
DISTAD, GARY L	MECHANIC	8.00	260
DOWNING, HEIDI A	SECOND BAKER/FOOD SERVER	6.00	193
FINUCANE, KRISTIN K	FOOD SERVER/KITCHEN AIDE	6.25 6.50	187
FISK, DALE R	GROUNDKEEPER/MAINT	8.00	260
FOSTER, GAYLE M	PARAPROFESSIONAL	7.00	186
FOWLER, LAURIE K	SECOND COOK	7.00	193
FRY, JUDY E	PARAPROFESSIONAL	7.00 7.50	186
GOBBLE, CHRISTINE L	RECEIVING/AP CLERK	4.00	260
GUETHS, HEATHER	PARAPROFESSIONAL	7.50	186
HANSON, KAREN A	FOOD SERVER	3.75	187
HENDERSON, JODI L	PARAPROFESSIONAL	7.50	186 155
HENSLEY, DANIEL L	CUSTODIAN	8.00	260
ITEN, SHELLEY J	PARAPROFESSIONAL	7.50	186
JENSEN, JOHN C	TECH SUPPORT SPECIALIST	8.00	260
KELLY, STEVEN M	CUSTODIAN	8.00	260
KILBY, MICHAEL E	CUSTODIAN	8.00	260
KONERT, DANIEL J	MAINTENANCE	8.00	260
KROPF, LAURA P	PARA/SECRETARY AIDE	7.50	186
LAFEVER, JAMES K	CUSTODIAN	8.00	260
LAFEVER, ROSEMARY A	FOOD SERVER/CASHIER	3.00	187
LANKUTIS, TERRY L	RECORDS/TECH SUPPORT	7.00	260
LANTZER, LEE M	BUS DRIVER	5.00	185
LARK, TODD S	TECH SUPPORT SPECIALIST	8.00	260
LEAP, LESLIE W	BUS DRIVER	4.50	185
LELEK, JONETTE	FOOD SERVER	3.00	187
LELEK, WAYNE R	BUS DRIVER	5.00	185
MANE, JANINE B	FOOD SERVER/KITCHEN AIDE	6.50	187
MARTIN, KIM M	HEAD BAKER	7.00	193
MATTHEIS, NANCY D	IMC TECHNICIAN	8.00	215
MAXWELL, SHANNON M	PARAPROFESSIONAL	4.00	186

"EXHIBIT C"

2

Name	Job Title	Hours	Days
MCKINNEY, NORINE K	PARAPROFESSIONAL	7.50	186
MCLENDON, DARCY J	PARAPROFESSIONAL	7.50	186
MCPHERSON, BETTE Y	PARAPROFESSIONAL	8.00	186
MILLER, JEANETTE E	SWEEPER	4.00	185
MOLINE, ROBIN J	SCHOOL SECRETARY	8.00	260
NEWMAN, EILEEN J	KITCHEN AIDE	2.50	187
NOEL, CINDY L	BUS DRIVER	5.50	185
O'DELL, FLEETA A	FOOD SERVER/PARA/SUB CALL-IN	7.00	186
PAULSON, DONNA D	SECOND COOK	7.00	197
PEARSON, JAMES E	BUS DRIVER	5.50	185
PFAU, WENDY J	SCHOOL SECRETARY	5.00	201
PRATHER, LLOYD K	CUSTODIAN	8.00	260
PRINDLE, LYNNE R	PARAPROFESSIONAL	7.50	186
QUINLAN, DARLA J	PARAPROFESSIONAL/SUB CALL-IN	7.75	186
RAU, LISA K	PARAPROFESSIONAL	7.50	194
RECTOR, KIRBY D	BUS DRIVER	2.00	185
RICKL, LINDSEY	FOOD SERVER/KITCHEN AIDE	6.50 7.50	187
RIFE, VICKI E	PARAPROFESSIONAL	7.50	186
ROGAN, JEAN M	PARAPROFESSIONAL	8.00 7.50	186
ROGERS, CHRISTINE L	SCHOOL SECRETARY	8.00	226
ROWE, STEVEN T	CUSTODIAN	8.00	260
RUMMANS, DAVID L	PARAPROFESSIONAL	7.50	186
RUTLEDGE, SUSAN K	PARAPROFESSIONAL	7.00	186
RYGG, MERYL M	ACCOMPANIST	3.00	186
SANDERS, BETTY L	PARAPROFESSIONAL	7.00 7.50	186
SAUBY, BARBARA J	PARAPROFESSIONAL	7.50	186
SCHOENFELDER, LANNA L	SCHOOL SECRETARY	8.00	226
SCHRAUTH, LUANN C	PURCHASING/AP CLERK	7.00	260
SCHUCHARD, SHAWN G	CUSTODIAN	8.00	260
SEBEK, SHERRI J	FOOD SERVER	3.50	187
STANDLEY, SUSAN	PARAPROFESSIONAL	7.50	186
STANTON, JEANA G	FOOD SERVER	3.00 4.25	187
THAYNE, MELINDA F	FOOD SERVER/KITCHEN AIDE	6.50 7.50	187
TUCEK, PAUL	MECHANIC	8.00	260
WALKER, DEBORAH E	SWEEPER	8.00	260
WATT, DARLEEN F	PARAPROFESSIONAL	8.00	186
WIEGERT, KIM M	PARAPROFESSIONAL	7.50	186
WILLIAMS, DEBRA A	HEAD COOK	7.00	193
WILLIAMS, DENISE M	FOOD SERVER	2.75	187
WILSON, RYAN M	PARAPROFESSIONAL	7.00	186
WISE-KLIPPENES, LYNNE R	TECH SUPPORT SPECIALIST	8.00	260
WOOD JR, FRED J	BUS DRIVER	5.00	185
WOOLETT, ANGELA M	SCHOOL SECRETARY	8.00	190
WRIGHT, TIFFANY K	PARAPROFESSIONAL	7.50	186

**“EXHIBIT D”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 12, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
VENTRESCA, Matt	Elementary Principal / Teacher	Garfield Elementary School	Approve appointment as per recommendation--\$67,500	May 12, 2014	See attached hiring recommendation.
ELLIOTT, Jeff	Head Boys Basketball Coach	Fergus High School	Approve appointment on schedule—(0.150)	May 12, 2014	See attached memo.
WIER, Deena	Head Girls Basketball Coach	Fergus High School	Approve appointment on schedule—(0.150)	May 12, 2014	See attached memo.
FLENTIE, Susan	Head Boys/Girls Cross Country Coach	Fergus High School	Approve appointment on schedule—(0.125)	May 12, 2014	See attached memo.
THACKERAY, Brett	Head Golf Coach	Fergus High School	Approve appointment on schedule—(0.090)	May 12, 2014	See attached memo.
MANGOLD, Mike	Head Softball Coach	Fergus High School	Approve appointment on schedule—(0.125)	May 12, 2014	See attached memo.
LEWIS, Diane	Head Tennis Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 12, 2014	See attached memo.
OLSON, Steve	Head Track Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 12, 2014	See attached memo.
TAYLOR, Tara	Head Volleyball Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 12, 2014	See attached memo.
ARMSTRONG, Chad	Head Wrestling Coach	Fergus High School	Approve appointment on schedule—(0.145)	May 12, 2014	See attached memo.
POUKISH, Nathan	Music Teacher	Highland Park Elementary School Garfield Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	May 12, 2014	See attached hiring recommendation.

**“EXHIBIT D”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: May 12, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ARMSTRONG, Chad	Summer Session Driver Education Instructor	School District #1	Approve appointment for 108 hours at \$20 per hour for a total of \$2,160 for behind-the-wheel instruction	May 12, 2014	See attached memo.
RUTLEDGE, Robert	Summer Session Driver Education Instructor	School District #1	Approve appointment for 112 hours at \$20 per hour for a total of \$2,240 for classroom instruction	May 12, 2014	See attached memo.
ELNESS, Mauri	Summer Session Driver Education Instructor	School District #1	Approve appointment for 144 hours at \$20 per hour for a total of \$2,880 for behind-the-wheel instruction	May 12, 2014	See attached memo.
RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF	Special Education Summer School Teachers/Aides	School District #1	Approve appointment on schedule as per attached recommendation	May 12, 2014	See attached memo.
DONALDSON, Matt	Math Teacher	Lewistown Junior High School	Approve request to pursue a Master’s Degree in Educational Leadership	May 12, 2014	See attached letter.
VALLINCOURT, Noah	Social Studies Teacher	Lewistown Junior High School	Approve request to pursue a Master’s Degree in Educational Leadership	May 12, 2014	See attached letter.
SCHAEFFER, Kathleen	Bus Driver/Driver Trainer	School District #1	Approve appointment on schedule— TRANS 15+45 for up to 8.00 hours per day for up to 260 days	May 12, 2014	See attached memo.
STENSETH, Rhonda	Math Teacher	Fergus High School	Accept letter of resignation	June 30, 2014	See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

10

☒ 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: 06/09/2014

SUMMARY:

Approve claims paid through June 5, 2014, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2014 include: Board Chair Barb Thomas, Jeremy Bristol, Jennifer Thompson, and Shelley Poss.

****Need to select new Finance Committee members for July-September 2014.**

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

11

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

ITEM TITLE: APPROVE ADOPTION OF SCHOOL SAFETY PLAN

Requested By: Board of Trustees **Prepared By:** Michelle Trafton **Date:** 06/09/2014

SUMMARY:

In accordance with 20-1-401, MCA, the Board of Trustees shall adopt a school safety plan on or before July 1, 2014.

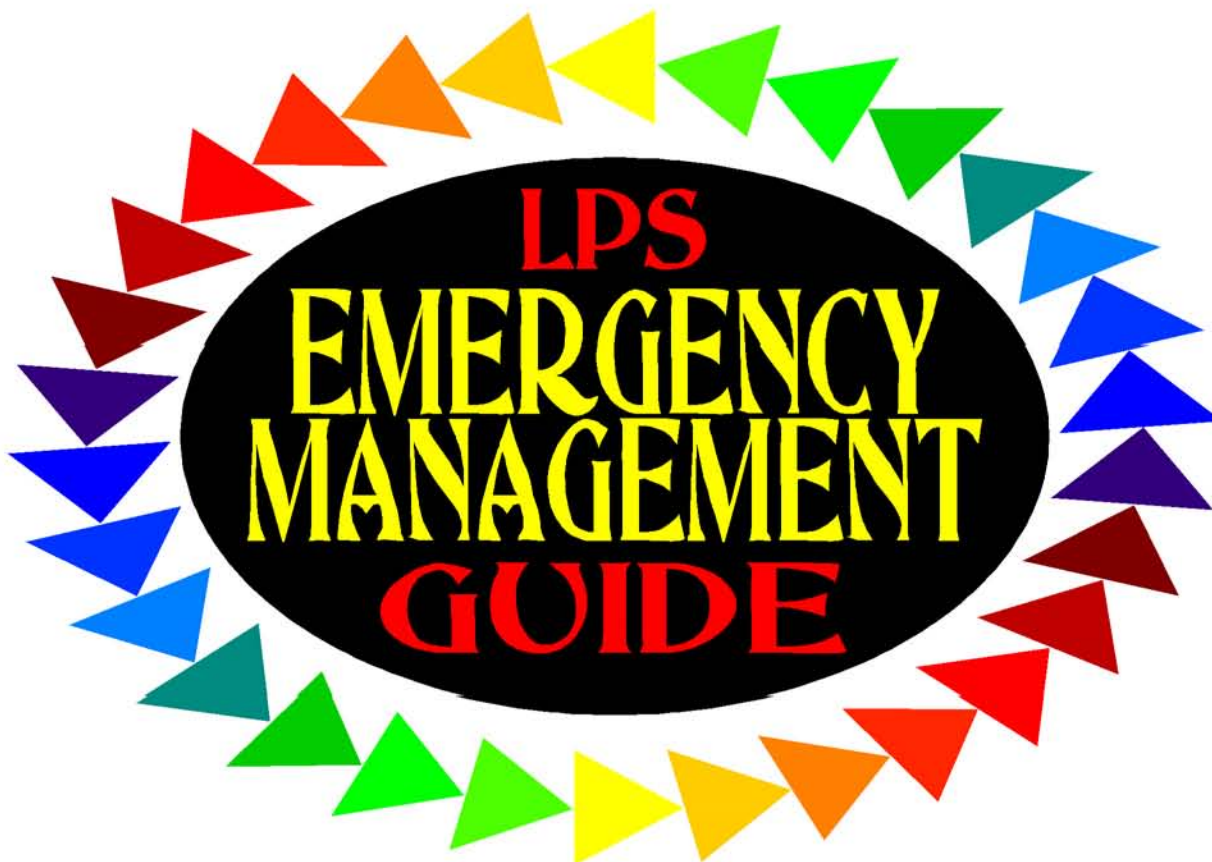
Attached is the Lewistown Public Schools Emergency Management Guide for your review and consideration for adoption. The local hazards that have been identified within the boundaries of the Lewistown Public School District include: earthquake, fire, tornado, evacuation, shelter in place, and lock down.

SUGGESTED ACTION: Approve Adoption of LPS Emergency Management Guide

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

NOTES:

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



A copy of this guide should be placed next to the telephone in every classroom, gym, cafeteria, office, and other prominent locations. Since the information provided is generalized, each school or school district should tailor procedures to meet their own specific needs and circumstances. Schools may use this guide as a basis for developing an individualized emergency management plan. For best response, present this guide during staff training and review your procedures at the beginning of each school year.

This guide is intended to serve as a reference for educators, administrators, students, and staff. It does not replace common sense, sound judgement and prudent actions in response to an emergency situation.

This guide is broken down into one of the four Standard Responses Procedures for any emergency. You will find that in each section, there are a few examples of specific emergencies that would initiate that emergency response. Every staff member and student should know and understand each of the four response procedures, and what their action for that response will be.



LOCKOUT



LOCKDOWN



EVACUATE



SHELTER

**THREAT REPORT FORM, EMERGENCY CONTACTS,
FIRE ALARMS, ICS CHARTS,
MEDIA RELATIONS, RE-UNIFICATION PROCESS,
SEWER & NATURAL GAS MAPS**



Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveuguy.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers:

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students



~ Basic Response to Any Emergency ~

Principal

- ✓ Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of Standard Emergency Management Response Protocols.
- ✓ Determine whether to implement Universal Emergency Procedures (Lockout, Lockdown, Evacuate, Shelter).
- ✓ Activate the School Safety Team and/or Lewistown School District Crisis Team.
- ✓ Arrange for transfer of students, staff and other individuals when safety is threatened by a disaster.
- ✓ Work with emergency service personnel (depending on the incident, community agencies such as police or fire department may have jurisdiction for investigations, rescue procedures, etc.).
- ✓ Maintain a line of communication with the Superintendent's Office and/or the Crisis Team.

School Safety Team and/or District Crisis Team

- ✓ Provide guidance regarding questions which may arise.
- ✓ Provide additional support personnel, including School Safety Team and/or District Crisis Team members as needed.
- ✓ Monitor the emergency situation and assist in facilitating major decisions which need to be made.
- ✓ Provide a district contact (Information Officer), if the School Superintendent is unavailable, for release of information to the media. This should include planning of a prepared statement that will be released.

Counselors, Social Workers, Psychologists

- ✓ Take steps deemed necessary to ensure the safety of students, staff and other individuals in the implementation of Standard Emergency Management Protocols.
- ✓ Direct students in their charge according to established Universal Emergency Procedures.
- ✓ Render first aid if necessary.
- ✓ Assist in the transfer of students, staff, and other individuals when their safety is threatened.
- ✓ Maintain a line of communication with the Crisis Team leader. This would be the principal in the school or the superintendent for the school system.
- ✓ Assist as directed by the principal/incident commander.

Teachers

- ✓ Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.
- ✓ Take steps deemed necessary to ensure the safety of students, staff and other individuals in the implementation of Standard Emergency Management Response Protocols.
- ✓ Direct students in their charge according to established Universal Emergency Procedures.
- ✓ Render first aid if necessary. Selected school staff should be trained and certified in first aid, Automated Electronic Device (AED) use, and CPR.
- ✓ Teachers must have their roll books with them.
- ✓ Take roll when the class relocates in the designated assembly area.

- ✓ Report missing students and staff to secretary. Account for all students. Use the red/green card system. The universal colors of green and red are used. Red means there is a problem; green indicates your students are accounted for; both red and green cards together indicate you have an extra student(s) or a missing student(s). Cards should be kept in grade book or with roster that is taken on evacuation.
- ✓ Assist as directed by the principal /incident commander.

School Nurses

- ✓ Provide first aid or emergency treatment as needed.
- ✓ Communicate first aid and emergency treatment needs to emergency service personnel.
- ✓ Assist as directed by the principal/incident commander.

School Secretary

- ✓ Answer phones and assist in receiving and providing consistent information to callers.
- ✓ Provide for the safety of essential school records and documents.
- ✓ Document student/staff in attendance in each area.
- ✓ Assist as directed by the principal/incident commander.

Food Service/Cafeteria Workers

- ✓ Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an emergency.
- ✓ Assist as directed by the principal/incident commander.

Custodians

- ✓ Survey and report damage to principal/incident commander.
- ✓ Assist with implementing the Standard Universal Emergency Procedures and Emergency Management Response Protocols as directed.
- ✓ Control main shut-off valves for gas, water, HVAC, and electricity and assure that no hazard results from broken or downed lines.
- ✓ Assist in the conservation, use, and disbursement of supplies and equipment.
- ✓ Assist as directed by the principal/incident commander.

Bus Drivers ~ *BASIC RESPONSE TO ANY EMERGENCY*

- ✓ Supervise the care of students if an emergency occurs while children are on the bus.
- ✓ Transfer students to new location when directed by the dispatcher or authorized regulatory agency.
- ✓ Follow procedures as directed by your transportation policy for emergency situations.
- ✓ Assist as directed by the principal/incident commander.

Additional steps for our school/facility (if any)

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓



Lockout

Secure the Perimeter!
Secure the Perimeter!

When there is a threat of harm or hazard outside of a school building, a Lockout will be initiated. A Lockout may be initiated by local law enforcement, the school district office or by anyone who recognizes the fact that there is a threat. If a Lockout is initiated, it is important to communicate with the students that business will be conducted as usual within the building. If there are students who have to leave the building, they should not be allowed to leave until the Lockout is no longer in effect.

THREAT OF HARM OR HAZARD - OUTSIDE OF SCHOOL BUILDING

Student Actions

- ✓ Return to the inside of the building
- ✓ Do business as usual

Staff Actions

- ✓ Recover students and staff from outside of the building
- ✓ Increased situational awareness
- ✓ Do business as usual
- ✓ Take roll, account for all students
- ✓ Lock all exterior doors
- ✓ Announce on Public Address System:

Statement: “Attention. Attention.

**Attention students and staff, our campus is now under lockdown.
Secure the perimeter. Secure the perimeter.”**



Lockdown

**Locks, Lights, Out of Sight.
Locks, Lights, Out of Sight.**

When there is a threat or hazard inside of a school building, a Lockdown will be initiated. A Lockdown may be initiated by any person who recognizes the threat or hazard inside of the building. It is important that whoever initiates the **Lockdown**, relay that message to as many people inside the building as possible. This may be performed by any means of communication such as/but not limited to, a public address (PA) system, conference calling feature through phones, email, yelling etc... Depending on the emergency, self-evacuation may be the best response, and should always be considered as a viable response to an emergency.

Student Actions

- ✓ Students not already located inside of a classroom must get to nearest classroom, or self-evacuate.
- ✓ Move away from sight
- ✓ Maintain silence

Staff Actions

- ✓ Lock classroom door
- ✓ Turn lights off
- ✓ Move away from sight
- ✓ Maintain silence
- ✓ Take roll, account for students
- ✓ Wait for First Responders to open door
- ✓ Depending on the situation, consider barricading the classroom door
- ✓ Announce on Public Address System:
- ✓ Initiate Lockdown Procedures

Statement: “Attention! Attention! Attention students and staff, our campus is now under Lockdown. Locks, Lights, Out of Sight! Locks, Lights, Out of Sight!”

~ Intruder/Threat of Harm ~

In The Event of Immediate Danger Inside of the Building

- ✓ **Call 911.** If this is an **active shooter** situation provide this information on the call: your location, active shooter on campus, gunshots fired, description of the person if seen, number and description of any victims, any suspicious devices seen, and noises or explosions heard.
- ✓ Initiate Lockdown Procedures

Statement: “Attention! Attention! Attention students and staff, our campus is now under Lockdown. Locks, Lights, Out of Sight! Locks, Lights, Out of Sight!”

- ✓ Take immediate action to move others from harm’s way (in immediate vicinity of event).
- ✓ Remember that self-evacuation may be your best option.
- ✓ Follow the District Lockdown Procedures: remain calm, take immediate shelter in a locked room with an adult, turn off lights, close blinds, sit away from windows, turn off any devices causing sounds, stay out of sight, take cover, only respond to commands or knocks on a door when you can verify they are being issued by a police officer or district official. Unfamiliar voices may be the perpetrator or active shooter trying to lure you out.
- ✓ Attempts to rescue people should only be attempted if it can be accomplished without endangering the people inside a secure area.
- ✓ When police arrive in an active shooter situation, be aware: police officers are trained to proceed immediately to the area in which the shots were last heard to stop the action. They may be wearing regular uniforms or tactical gear, and will be armed.
- ✓ In an active shooter situation, officers will be focused on stopping shooting. They will not stop to aid the injured until they have created a safe environment. Medical assistance will then be provided. Follow the instructions of the officers. Keep your hands visible at all times and put down bags or anything you may be carrying at the time. Keep in mind that officers may not allow anyone to leave the crime scene area until the situation is fully under control and witnesses have been questioned.
- ✓ Wait for further instructions or the “all clear” signal given by the principal or designee.
- ✓ Parent Reunification

~ Weapons ~

Immediate Danger

- ✓ If immediate danger exists, staff and student should seek immediate shelter and **call 911**.
- ✓ Initiate Lockdown Procedures.

Statement: “Attention! Attention! Attention students and staff, our campus is now under Lockdown. Locks, Lights, Out of Sight! Locks, Lights, Out of Sight!”

- ✓ Remain calm; avoid sudden moves or gestures.
- ✓ Using a calm and clear voice, instruct the individual to place the weapon down.
- ✓ Use individuals name while speaking to them.
- ✓ Follow directives from law enforcement on the scene.

Suspected Danger

- ✓ If weapon is in a locker or in a backpack, prevent access to that area. Be certain that at least one other staff member is aware of the situation, but limit information to staff and students on a need to know basis.
- ✓ If the teacher suspects that there is a weapon in the classroom, an Administrator should be notified immediately. A neighboring staff member should also be notified to assist the attending teacher. The attending teacher ***should not*** leave the classroom. The attending teacher may ask their students to leave the classroom if this does not compromise the safety of the students.
- ✓ If a weapon is found, notify the **Lewistown Police Department** as soon as possible at: **535-1800**

~ Hostage Situation ~

- ✓ Call 911.
- ✓ Initiate Lockdown Procedures.

Statement: “Attention! Attention! Attention students and staff, our campus is now under Lockdown. Locks, Lights, Out of Sight! Locks, Lights, Out of Sight!”

- ✓ Notify all students outside their classrooms (including those outside the building) to report to the nearest safe area. Remember the safest area might be away from the school building, if the hostage situation is occurring inside of the school.
- ✓ Students may be evacuated from the building if this does not compromise the safety of the students.
- ✓ If the hostage taker or armed person can be contained in one section of the building, students should be moved away from that section, if this can be done without compromising the safety of the students.
- ✓ Remember that self-evacuation may be your best option, and should be done if it does not compromise the safety of yourself or your students.
- ✓ Parent Reunification

~ Suicide, Suicide Attempt, or Death at School ~

Suicide Threat

- ✓ Keep student under constant adult supervision at all times.
- ✓ Notify an Administrator or School Counselor.
- ✓ **Call 911**, if necessary.
- ✓ Immediately contact the student's parent/guardian.

Suicide Attempt

- ✓ **Call 911.**
- ✓ Administer first aid to suicidal person until professional help arrives.
- ✓ Notify an Administrator.
- ✓ Ensure parents are notified
- ✓ Determine if Lockdown Procedures are appropriate.

Statement: “Attention! Attention! Attention students and staff, our campus is now under Lockdown. Locks, Lights, Out of Sight! Locks, Lights, Out of Sight!”

- ✓ If Lockdown Procedures are not initiated, move students away from the immediate area, and prevent any unnecessary access to the immediate area.
- ✓ Contact the student's parent/guardian.

Death

- ✓ **Call 911.**
- ✓ Notify an Administrator.
- ✓ Move students away from the immediate area of the deceased, and prevent any unnecessary access to the immediate area.



Evacuate

To the Announced Location

~ Evacuation ~

When an emergency occurs an Evacuation may be initiated to protect students and staff. The following scenarios provide a quick reference to possible situations in which an Evacuation may occur, however these scenarios should not be considered the only situations in which to use an Evacuation. During the course of an Evacuation, students and staff should follow the Evacuation procedures that have been established for their building.

Student Actions

- ✓ Leave stuff behind
- ✓ Form a single filed line
- ✓ Instruct young students to take the hand of person in front of and behind them
- ✓ Be prepared for alternatives during response.

Staff Actions

- ✓ Grab roll sheet if possible
- ✓ Lead students to Evacuation Location
- ✓ Account for all students. Use a card notification system. The universal colors of green and red are used, along with a red and white Med Card. Med Card means there is an emergency, which needs immediate attention; green indicates your students are accounted for and all is OK; red card indicates you have an extra, or a missing, student(s) or that you have a situation that is a non-emergency. Cards should be kept in grade book or with roster that is taken on evacuation.
- ✓ If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to your designated relocation center.

Designated Relocation Centers

Each school should have a primary relocation center in which to evacuate students and staff in the event of an emergency. It is also necessary to have a few secondary relocation centers in the event the disaster or emergency is widespread and affects your primary relocation center.

<u>School</u>	<u>Relocation</u>	<u>Phone</u> 📞
Garfield	St. Leo's Catholic Church	538-9306
Highland Park	Zion Lutheran Church	538-5082
Lewis & Clark	Church of the Nazarene	538-5958
Junior High	First Christian Church	535-9001
Fergus High	Church of Jesus Christ of Latter-Day Saints	538-9058
Lincoln Building	Fergus County Courthouse	535-5242
LPS Bus Barn	CMEC/MSU Northern Building	535-5577
CMEC/MSUN	LPS Bus Barn	535-3287

First Aid/CPR Trained Persons in School

[illegible]

~ Fire ~

- ✓ Pull the fire alarm.
- ✓ **Call 911.**
- ✓ Evacuate students and staff to a safe distance outside the building. Have students face away from the building. Take grade books and rosters.
- ✓ If necessary evacuate to secondary relocation center. Make sure that site is known and students and staff are aware of route. Assist those needing special assistance.
- ✓ The principal or designee will notify staff and students when it has been determined safe to re-enter the evacuated building(s).
- ✓ Parent Reunification.

*A map of each building with gas & sewer lines
will be the last pages of this booklet.*

~ Bomb Threat ~

Bomb threats are frightening, intimidating, and disruptive to everyday operations. The key to minimizing the effects of a bomb threat is to gather as much information from the perpetrator as possible. The more information you have, the better chance you have of determining whether the threat is serious or just a hoax.

Upon Receiving a Threat

- ✓ Person who receives the call should use the Bomb Threat School Report Form located in the pocket behind this section of information. Attempt to gain as much information as possible, and take note of information provided on the Bomb Threat School Report Form.
- ✓ **Call 911**
- ✓ Notify the building administrator, or person in charge, so that the decision of whether or not to evacuate can be made.

***Note:** If evacuation is initiated, modify routes if necessary based on possible location of bomb.*

Upon Identifying a Potential Threat

- ✓ **Call 911.**
- ✓ The administrator, or person in charge, needs to make a decision on whether to evacuate the building or to stay inside.
- ✓ If what appears to be a bomb is found, DO NOT TOUCH IT; the police department will take charge.
- ✓ Do not use the telephone, radio, light switches, matches, candles, cell phones or other open flame which could cause an explosion or ignite volatile fumes.
- ✓ Leave the immediate environment as is.
- ✓ Avoid opening and closing doors.
- ✓ Evacuate all personnel at least 300 feet from the building and consider secondary relocation center, unless the bomb is outside of the building, in which case see Shelter Procedures. Students must leave their belongings and coats, etc. at school and should not go to their lockers.
- ✓ Follow standard accounting and reporting procedures.
- ✓ The principal or designee will notify staff and students when the emergency is over and access to the building is determined safe.
- ✓ Complete the Bomb Threat School Report Form. **(Report Form is in pocket on next page.)**
- ✓ Use Parent Reunification if evacuated to Secondary Relocation Center.\

~ Hazardous Material, Chemical Spill or Gas Leak ~

Chemical accidents may originate inside or outside building. Examples include toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

Accidents Originating Outside the Building

- ✓ **Call 911.**
- ✓ Notify administrator.
- ✓ Unless threat is obvious or imminent, do not evacuate the building until advised by the public safety official in charge. If Shelter in place is initiated please refer to the Shelter portion of this manual.
- ✓ Close all windows and exterior doors; seal the gap between bottom of the door and the floor.
- ✓ Move students away from immediate vicinity of danger.
- ✓ If evacuation is required, observe wind direction by observing flags or leaves and move students appropriately, and consider evacuating to Secondary Relocation Center.
- ✓ Parent Reunification if necessary.

Accidents Originating Inside the Building

- ✓ **Call 911.**
- ✓ Notify an administrator.
- ✓ Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present, consider evacuating to Secondary Relocation Center.
- ✓ Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be up wind, uphill, and upstream from the location of the spill.
- ✓ Wait for instructions from the emergency responders.
- ✓ Do not take unsafe actions such as returning to the building before “all clear” has been announced.
- ✓ Refrain from using cell phones, changing thermostat, and lighting matches, candles, or other fires which could cause an explosion or ignite volatile fumes.
- ✓ Parent Reunification if necessary.



Shelter

**Using the Announced
Type and Method**

~ Shelter ~

Severe wind, snow, rain, hail, thunderstorms, and flash floods are not uncommon in Montana. Tornadoes, while not particularly common, do occasionally occur in our state. The procedures for dealing with these threats are similar. Shelter is called when the need for personal protection is necessary. Sheltering provides refuge for students and staff within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Remember, safe areas may change depending on the type of emergency.

Types

- ✓ For Tornado
- ✓ For Bomb
- ✓ For Hazmat

Methods

- ✓ Drop, Cover and Hold
 - *DROP* to the floor, take cover under a nearby desk or table, and face away from the windows.
 - *COVER* your eyes by leaning you face against your arms.
 - *HOLD* on to the table or desk legs and maintain present location.
 - Assist those needing special assistance.
 - Wait for further instructions.
- ✓ And Seal
 - ❖ Close all windows and exterior doors. Seal the gap between bottom of door and floor.
- ✓ In Silence

Student Actions

- ✓ Use appropriate method, and follow instructions.

Staff Actions

- ✓ Use appropriate method, and ensure students are following instructions.
- ✓ Take roll and account for students.

~ Severe Storm ~

Schools should be alert for weather warnings. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service and the Weather Channel). You can call the Great Falls Weather Forecast office at 406-453-2081.

Watches: Indicate that conditions are right for development of a weather hazard. Watches cover a larger area than warnings.

Warnings: Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite).

Advisories: Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g. 2-3 inches of snow, dense fog, etc.).

When Severe Weather announcement is made or alarm is sounded, take the following actions:

- ✓ Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous).
- ✓ Take roll book for student accounting.
- ✓ Take attendance; report according to student accounting and release procedures.
- ✓ Assist those needing special assistance.
- ✓ Do not stop for student/staff belongings.
- ✓ Close all doors.
- ✓ Wait for further instructions.
- ✓ See “Flooding/Flash Flooding” and “Tornadoes” sections for specific information regarding these circumstances.
- ✓ Remain in safe areas until warning expires or emergency personnel and/or your principal or designee has issued an “all-clear” advisory.

Tornadoes

- ✓ In the event your area experiences a tornado, it will probably not be practical or even feasible to evacuate. Convene in a sturdy, interior room (ground level or below) away from windows.
- ✓ Drop, Cover and Hold

Flooding/Flash Flooding

- ✓ If your school is located in an area which is susceptible to either flooding or flash flooding, be prepared to evacuate the building and relocate to a pre-designated area. If time permits, gather personal belongings and any other necessary items (survival kit, roster, etc.). Be prepared to account for all students and staff members.

~ During & After an Earthquake ~

Inside

- ✓ Initiate Drop, Cover and Hold
- ✓ If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, or potential falling objects.
- ✓ Leave doors open to minimize jamming if the building shifts.
- ✓ Do not attempt to run through building or outside due to risk of falling objects.
- ✓ If in a room with no desks or furniture, get against inside wall or inside doorway and crouch.
- ✓ After initial shock, initiate evacuation and standard student accounting.
- ✓ Do not use the telephone, radio, light switches, matches, candles, cell phones or other open flame unless you are absolutely certain there is no natural gas leaking.
- ✓ Expect the electricity to go out, fire alarms to go off, and sprinklers to come on.

Outside

- ✓ Move quickly away from building and overhead electrical wires.
- ✓ Lie flat, face down, and wait for shocks to subside.
- ✓ Do not attempt to enter building until authorized to do so.
- ✓ Do not light fires or touch fallen wires.
- ✓ Be alert for instructions from principal.

Assembly Areas

- ✓ Earthquake safe areas will be away from the building and overhead power lines,
- ✓ In the event of aftershocks, students shall be encouraged to remain calm and stay sitting close to the ground.
- ✓ Administer emergency first aid as needed.
- ✓ Do not re-enter building until given “all clear” from person in charge.
- ✓ Do not touch electrical power lines or broken electrical equipment.

Continued on next page....

- ✓ Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is no natural gas leaking.
- ✓ Account for all students. Use a card notification system. The universal colors of green and red are used, along with a red and white Med Card. Med Card means there is an emergency, which needs immediate attention; green indicates your students are accounted for and all is OK; red card indicates you have an extra, or a missing, student(s) or that you have a situation that is a non-emergency. Cards should be kept in grade book or with roster that is taken on evacuation.

***A map of each building with gas & sewer lines
will be in the last pages of this booklet.***

~ Procedural Guidelines for Emergencies ~
(that do not affect the majority of the general student body)

This section is to provide guidance for emergencies, and/or situations which may not affect the majority of the student body population within your building. The following are only few examples of the many different emergencies that may fall into this category.

~ Accidents at School ~

Accidents at School Requiring Medical Attention

- ✓ Report accident to administrator/office; call 911 if warranted.
- ✓ Trained staff - provide for immediate medical attention including performing necessary life-sustaining measures (CPR, AED, etc.) until trained Emergency Medical Services arrives.
- ✓ For relatively minor events, have students taken to office or school nurse for assistance.
- ✓ Contact parent/guardian as appropriate to seek appropriate follow-up services if needed.
- ✓ Complete appropriate documentation.

Other Suggested Preventative/Supportive Actions

- ✓ Post in the office or school clinic the names of building staff that have completed first aid or CPR training.
- ✓ Post general procedures in the office or school clinic explaining when parents are to be notified of minor mishaps.
- ✓ Provide staff with a list of emergency procedures in case of an accident or injury on the playground or in the building (e.g., District First Aid Manual, Blood borne Pathogen Program).
- ✓ Provide each teacher with information about students in his/her classroom having special medical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies.
- ✓ Provide in-service training in basic first aid for staff (utilizing the school nurse or other trained health professional).

~ Physical Assaults/Fights ~

Physical Assaults and Fights

- ✓ First, ensure the safety of students and staff.
- ✓ If possible, diminish and defuse the situation.
- ✓ **Call 911**, if necessary.
- ✓ Notify the principal or designee.
- ✓ If medical emergencies exist, notify First Aid/CPR trained person(s).
- ✓ Seal off area where assault took place.
- ✓ Report the type and number of injuries and if the assailant is still in area.
- ✓ Give a good description of the assailant to the principal.
- ✓ Give location of the assault.
- ✓ If student has left the building on foot, give direction of travel.
- ✓ If student leaves in a vehicle, give description of vehicle, license number, and direction of travel.
- ✓ The police will need to be consulted by the building principal or designee in all cases.
- ✓ Keep students with you and under control. Do all you can to keep students and staff calm. Avoid actions which could cause hysteria and confusion.
- ✓ Until notified otherwise by the principal or person in charge; keep students with you. As soon as possible and when safety permits, students and faculty will be directed to a location where they can best be protected.
- ✓ Document all actions. Ask victim and/or witness for their account of the incident, using the appropriate District Accident or Incident Report forms located in each school office.
- ✓ Contact the parents of all students involved.

~ Kidnapping ~

- ✓ **Call 911.**
- ✓ Notify the principal with description of suspect and the missing student(s).
- ✓ Move other children (if present) away from area of abduction.
- ✓ If the incident occurs during the school day, classroom routine should be maintained.
- ✓ An administrator or their designee should contact the parents of the child involved; establish a communication plan with them.
- ✓ Conduct immediate search of school building and grounds.
- ✓ Provide a school picture and obtain a full description of the child (including clothing) to assist the police.
- ✓ In cases of kidnapping, obtain a description of the suspect from witnesses.
- ✓ If a child is found, contact the appropriate parties as needed.
- ✓ Prepare an appropriate notice (preferably in writing) for parents.
- ✓ If appropriate, arrange for counseling assistance for students.
- ✓ Call emergency staff meeting if necessary.
- ✓ Prepare an outline of the situation for staff; give factual information, as appropriate, to allow them to respond to students' questions.

~ Suspicious Packages and Mail ~

We receive mail and packages on a daily basis. Certain precautions should be taken when mail arrives. Always remain aware of the potential threat of suspicious packages.

Look for the following abnormalities

- ✓ Rigid or bulky
- ✓ Lopsided or uneven
- ✓ Wrapped in string
- ✓ Badly written or misspelled labels
- ✓ Generic or incorrect titles
- ✓ Excessive postage
- ✓ No postage
- ✓ Foreign writing, postage, or return address
- ✓ Missing, nonsensical, or unknown return address
- ✓ Leaks, stains, powders, or protruding materials
- ✓ Ticking, vibration, or other sound

Checklist of Actions to Take

- ✓ Leave the mail piece or substance where it was found. Do not disturb. Do not try to clean up the substance.
- ✓ Contact school administrator to make decision if an Evacuation or Shelter should be initiated.
- ✓ Administrator or designee contact local authorities to have mail piece or substance inspected. The Fergus County Police Department can be contacted at: 535-1800.
- ✓ Clear the immediate area of all persons and keep others away.
- ✓ Instruct people in the immediate area to wash hands and other exposed skin with soap and water.
- ✓ Direct these people to a designated area away from the substance to await further instruction.
- ✓ List the names of the persons in the immediate area of the email piece or substance.
- ✓ Cordon off the immediate area.
- ✓ If possible without disturbing the mail piece or substance, document: location of mail piece or substance, description of substance, description of mail piece (markings, labels, declarations, postage), addressee's name and address, mailer's name and address.
- ✓ Contact and pass information to the appropriate agency.

- Life Threatening Emergencies: **Dial 911** & follow your building's procedures.
- Non-Life Threatening Emergencies or Security Issues: Contact the building administrator and local police.

*Resource: U.S. Department of Homeland Security. "Response Checklist ." Suspicious Packages and Mail. Accessed 14 Sep. 2009
<http://www.dhs.gov/xlibrary/assets/ocso-package_powder_trifold-brochure.pdf>.*

~ Media Relations ~



IMPORTANT

**All media inquiries must be referred to the
School Superintendent or designee.**

Spokesperson	Work Phone	Home Phone	Cell Phone
Jason Butcher (Superintendent)	535-8777, ext. 110	535-4797	366-0777

Communicating with the Media

Most news people are sensitive in reporting emergencies that occur in school settings and are interested in doing a reputable job. The following suggestions will promote clear communications with the media:

- ✓ Identify a single information source (typically this will be your designated Public Information Officer).
- ✓ A possible Media Team would consist of the superintendent, principal, county attorney, police and other investigating agencies. This team would make a statement so all media receive the same information.
- ✓ Direct media representatives to one area (on or off campus) where briefings can take place (this should be done in advance so there is a known media staging area). This should not necessarily take place at the site of the event unless the school is showing how normalcy has been restored.
- ✓ Instruct all employees to refer all information and questions to the Media Liaison or Information Official.
- ✓ If the emergency is a death, consult with the deceased student/staff member's family before making a statement.
- ✓ Insist that reporters respect the privacy rights of students and staff.
- ✓ Advise students of the school's student media policy.
- ✓ The school should decide what to say, issue a statement, and answer questions within the limits of confidentiality.
- ✓ Remind employees that only designated personnel are authorized to talk with news media.
- ✓ Take initiative with news media and let them know what is or is not known about the situation.
- ✓ Emphasize school's/district's good record.
- ✓ Speak to reporters in plain English -- not in "educationese."
- ✓ If there is involvement with a criminal case, work in conjunction with law enforcement spokesperson and the local board attorney.
- ✓ When communicating, maintain a unified position and message; keep messages concise, clear, and consistent.

- ✓ Delay releasing information until facts are verified and the school's position is clear; prepare statements about the situation in advance to read (avoid ad-libbing).
- ✓ Assign sufficient staff to handle phones and keep a log of calls and personal contacts.
- ✓ *Express appreciation to all persons who helped handle the emergency.*

For Emergencies - Call 911

~ Non-Emergency Numbers ~

Contact Person		Phone Number	Cell Phone	CRISIS BOX
Position	Name			Position
Superintendent	Jason Butcher	535-8777 <i>ext. 110</i>	366-0777	<i>Counter near Secretary's Desk</i>
<i>Business Office Manager</i>	Rebekah Rhoades	535-8777 <i>ext. 110</i>	366-5251	
Principal - Garfield	Matt Ventresca	535-2366	366-1334	<i>Principal's Office</i>
Principal - Highland Park	Matt Lewis	535-2555	366-1334	<i>Principal's Office</i>
Principal - Lewis & Clark	Michelle Trafton	535-2811	366-5564	<i>Principal's Office</i>
Principal - Junior High	Tim Majerus	535-5419	366-2465	<i>Principal's Office</i>
Principal - FHS	Jerry Feller	535-2321	366-1242	<i>Principal's Office</i>
<i>Ass't Principal - FHS</i>	Jeff Elliott	535-2321	380-0661	
Transportation Director	Steve Klippenes	535-3287	366-1565	<i>Director's Office</i>
Central MT Learning Resource Center Coop.	Chris Rice	535-9012 <i>ext. 119</i>	366-1587	<i>Director's Office</i>
<i>Athletic Director</i>	Jim Daniels	535-2321	366-2320	
<i>School Food Service</i>	Amie Friesen	535-5261	366-0501	

CONTACT	Phone Number
Fire Department - Lewistown	535-1780
Sheriff Department - Lewistown	535-3415
Police Department - Lewistown	535-1800
MT Department of Transportation, Lewistown - Area Office	538-1300
MT Department of Transportation, Lewistown - Highway Patrol Div.	538-1335
Emergency Medical Service - Central Montana Medical Center	535-7711
District Crisis Response Team	535-9012, ext. 119
Substance Abuse Services - Alcohol & Drug Services	538-8421
Youth & Juvenile Probation Office - Lewistown	538-9242
Disaster and Emergency Services - Lewistown	535-8118
Department of Child & Family Services - Lewistown	538-7731
SAVES - Lewistown	535-2303
Fergus County Probation & Parole	538-7416
MT Hotline for Domestic Violence	800-655-7867
MT Child Abuse Hotline - Helena	800-332-6100
National Domestic Violence Hotline	800-799-7233
Runaway Hotline	800-231-6946
Child Abuse Hotline	866-820-5437
Gas Emergencies - Odors, Leaks, etc. (Northwestern Energy)	888-467-2427
Poison Control Center, American Association	800-222-1222
Crisis Intervention - Social Services, CMMC	535-6274

~ Threat Report Form ~

(GET AS MUCH INFORMATION AS POSSIBLE.)

Type Of Threat: Bomb (immediately call 911)

Other: _____

CALLER'S VOICE

☐ Calm ☐ Crying ☐ Deep
☐ Angry ☐ Normal ☐ Ragged
☐ Excited ☐ Distinct ☐ Clearing throat
☐ Slow ☐ Slurred ☐ Deep breathing
☐ Rapid ☐ Nasal ☐ Cracking voice
☐ Soft ☐ Stutter ☐ Disguised
☐ Loud ☐ Lisp ☐ Accent
☐ Laughter ☐ Raspy ☐ Familiar

BACKGROUND SOUNDS

☐ Clear ☐ Music ☐ House Noises
☐ Static ☐ Motor ☐ Office Equipment
☐ Local ☐ Animal Noises ☐ PA System
☐ Dishes ☐ Long Distance ☐ Other: _____
☐ Voices ☐ Street Noises

THREAT LANGUAGE

☐ Foul ☐ Irrational ☐ Incoherent
☐ Taped ☐ Well Spoken ☐ Message Read

LENGTH OF EPISODE: _____ TIME: _____ AGE: young middle-age older _____ SEX: F M

EXACT WORDING - This is very important!

DESCRIPTION OF PERSON MAKING THREAT

SKIN

☐ Blemished
☐ Light
☐ Medium
☐ Dark
☐ Tanned
☐ Other: _____

RACE

☐ White
☐ Black
☐ Native American
☐ Oriental
☐ Other: _____

EYES

☐ Green
☐ Blue
☐ Brown
☐ Hazel
☐ Other: _____

HEIGHT

WEIGHT

CLOTHING

HAIR COLOR

☐ Blonde
☐ Blondish Brown
☐ Brown
☐ Dark Brown
☐ Black
☐ Red

HAIR STYLE

☐ Curly
☐ Straight
☐ Wavy
☐ Short
☐ Medium
☐ Long

OTHER CHARACTERISTICS

☐ Scars ☐ Cleanliness ☐ Walk: _____
☐ Tattoos ☐ Intoxicated ☐ Other: _____

NAME OF THE PERSON THE CONTACT WAS TOWARDS: _____

LOCATION: _____

BY: _____ DATE OF THREAT: _____ TIME: _____

WAS THREAT

☐ In person
☐ By phone
☐ Letter
☐ Other: _____

WAS THE PERSON

OR VOICE FAMILIAR?

☐ Yes ☐ No
 If yes, who? _____

WHAT WAS THE THREAT?

WAS ANYONE ELSE PRESENT?

☐ Yes ☐ No

If yes, name(s)? _____

ACTION TAKEN IF ANY?

DID YOU SEE A VEHICLE?

☐ No ☐ Yes Make _____
 Color _____ Pickup Van Car
 Other: _____

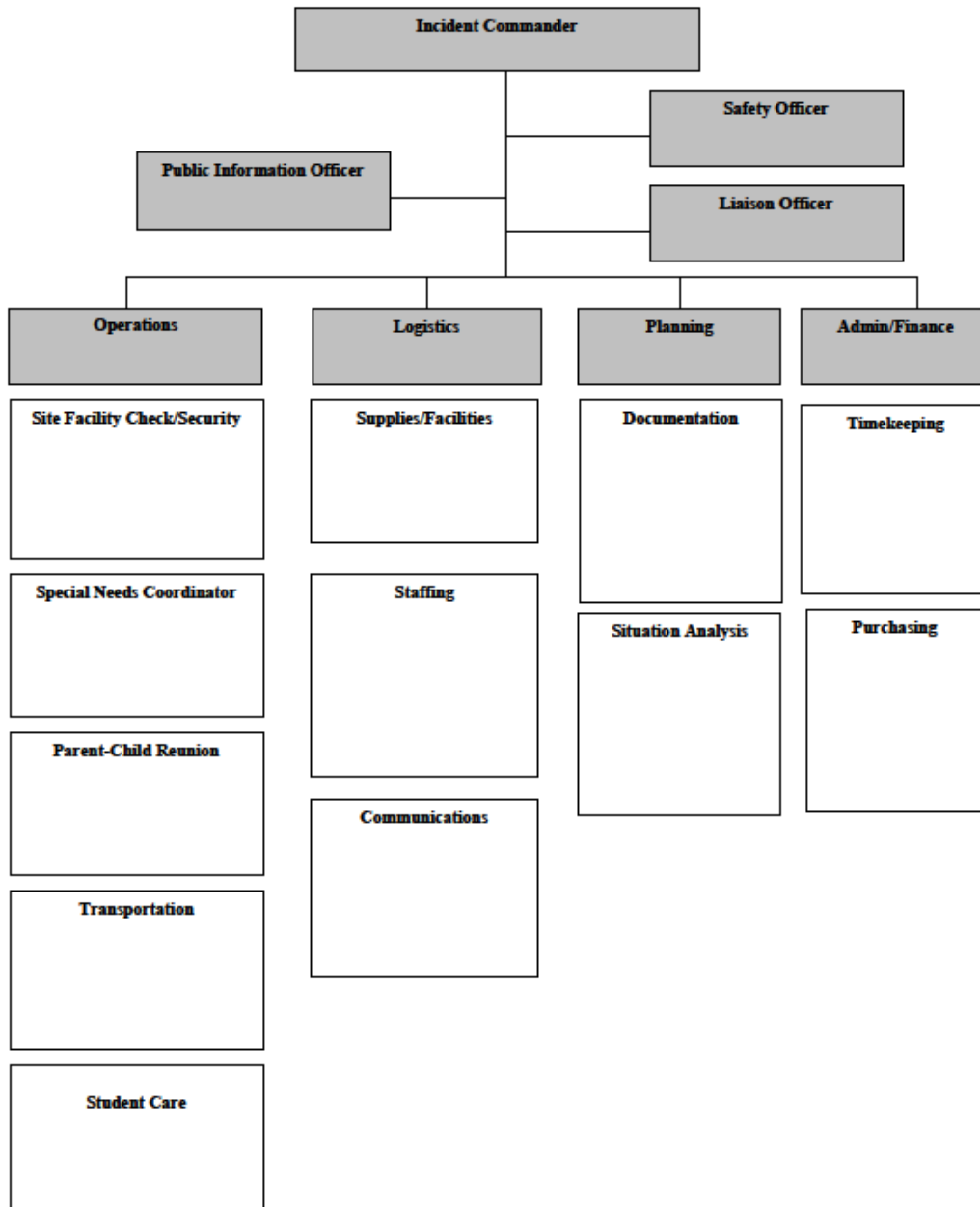
OTHER REMARKS &/OR COMMENTS

WHY WAS THE THREAT BEING MADE?

DID YOU NOTIFY YOUR SUPERVISOR(S) &/OR OTHERS:

No Yes If so, who: _____

Incident Command System (ICS) PLANNING CHART



~ District Crisis Response Team Members ~



Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information	
Have photo identification out and ready to show school district personnel.	
Student Name	_____
Student Grade	_____ Student Cell Phone Number
Name of person picking up student	_____
Signature	_____
Phone number of person picking up student	_____
Relationship to student being picked up Photo identification matches name of person picking up student? Y or N	

Print Student Name Again	_____
Student Grade	School personnel completes upon release of student.
Student Birthdate	_____

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.





Reunification Information

(PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

Photo identification matches name of person picking up student? Y or N

Parent completes:

Print Student Name Again

Student Grade

Student Birthday

School personnel completes upon release of student

TIME

INITIALS

OTHER

Parent Guardian Sign Off

I have read and understand these instructions.

Print Your Name

Date

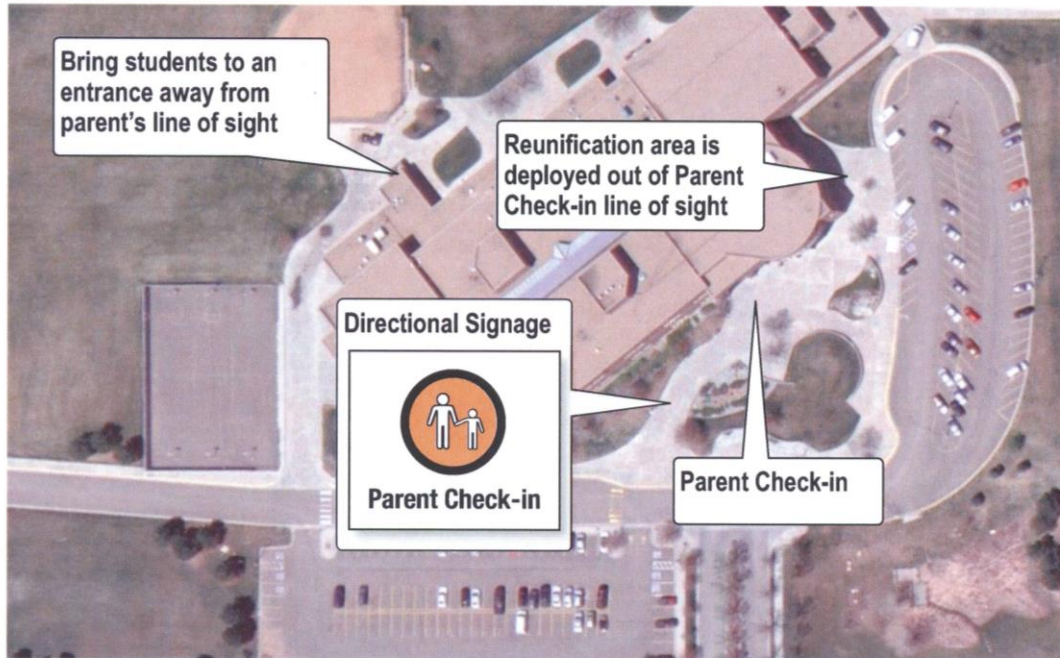
Instructions

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

1. Please complete the information on the other side of this card.
2. Prepare identification (if you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity.)
3. Select the check-in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

Reunification Setup Roles and Procedures

There are a number of simple tasks necessary to prepare a site for reunification. The site prep can be accomplished by several individuals. During setup it's imperative to ensure school and district personnel know their roles and responsibilities. It is better to take a few extra minutes at this point, rather than stopping the process in mid stream.

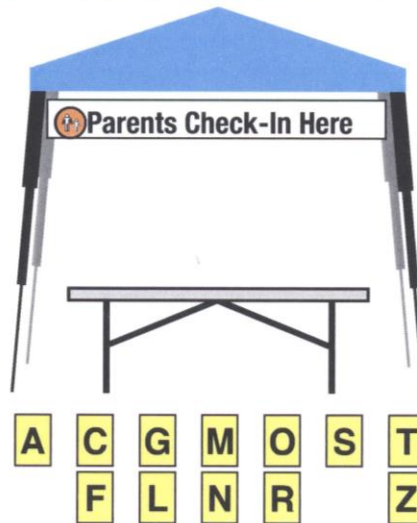


Setup Goals

For Setup the goals are:

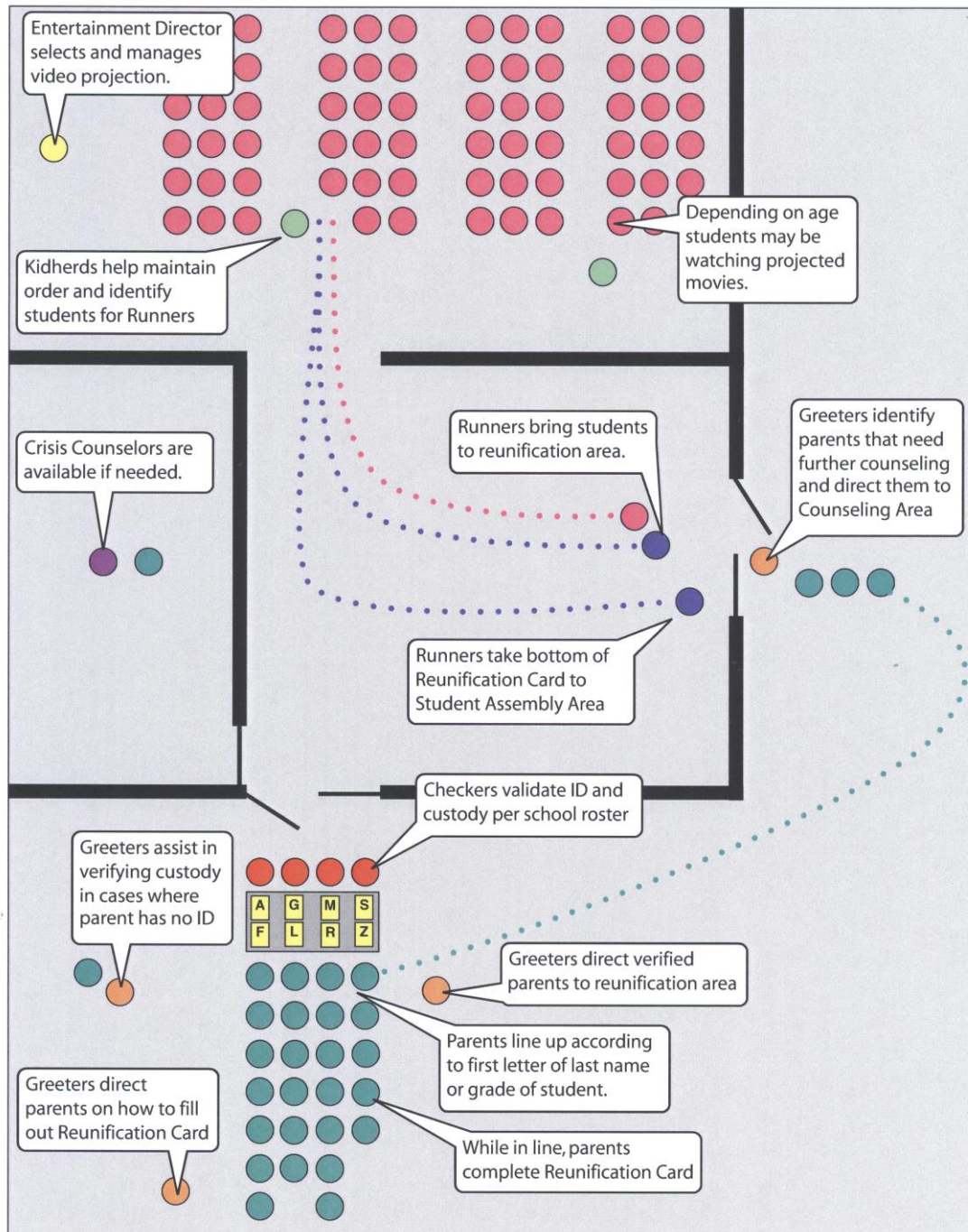
1. Establish a visible Parent Check in Area and deploy tent and signage.
2. Check-In table is deployed.
3. Student Demographic Card/Binders are deployed at Check-In table.
4. Traffic directional signage is deployed.
5. Alphabet breaks are taped to the ground or table.
6. Student Parent Reunification Area is identified and marked.

These are the basic tasks expected to be included in the plan.



Demographic Cards or Electronic Verification

Most schools use a demographic card to retain information on each student. It's not uncommon for these cards to be kept in one or two enormous binders. That's typically because it's easier for school administrators to locate and maintain a handful of binders instead of multiple binders. Ideally, it is beneficial to separate the cards into multiple, thinner binders. Here's why: During a reunification, a school experiences hundreds or even thousands of parents arriving at the site, seeking their child. By separating demographic cards into smaller groups, the process tends to move faster and the goal of reunification is greatly accelerated. The system should be focused on the ease-of-use for stress-filled incoming parents.



FIRE ALARMS – NORTHWEST ALARM MONITORING – PROCEDURES

All School building alarms are reported to the fire department dispatcher via computerized dialers and Northwest Alarm Monitoring.

The following are procedures requested by the Lewistown Fire Department and/or Security Associates, International.

1. For an actual (or false) alarm: Someone in the office (Secretary, Aide, Principal) should call the alarm in to **911**. All others should evacuate the building.
2. For a planned fire drill: **Prior** to the drill Northwest Alarm Monitoring (1-800-804-8408 and the Lewistown fire dispatcher (538-3413) should be called & informed of the intent to run a drill. The Lewistown dispatcher should be called again when the alarm is sounded for the drill. After the drill is completed, both the Lewistown dispatcher and Northwest Alarm Monitoring should be called again to put us back in normal service.
3. Prior to maintenance or testing of the fire alarms both the Lewistown dispatcher and Northwest Alarm Monitoring should be called before and after.

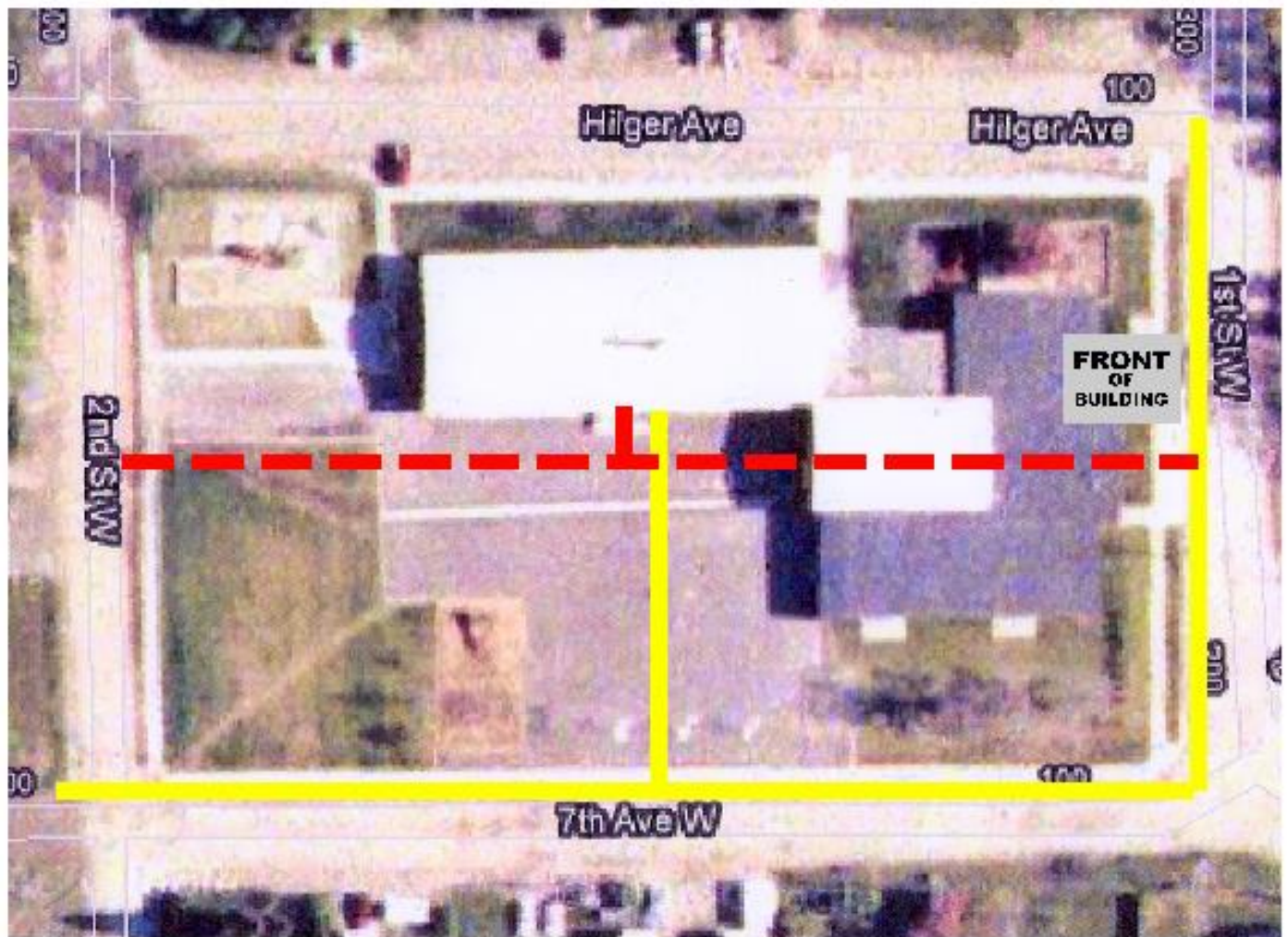
When calling Northwest Alarm Monitoring, you will need to give them an I.D. number for your building. The numbers are as follows:

Fergus High.....	206796	Garfield.....	370912
Highland Park.....	653238	Jr. High.....	510978
Lewis & Clark.....	966128		

911 Should **not** be used for drills, maintenance, or testing situations.

Phone Numbers:

Emergencies	<u>911</u>
Lewistown Dispatcher	538-3413
Lewistown Fire Department	538-3411 (Office only)
Lewistown Police Department	538-3413
Northwest Alarm Monitoring	1-800-804-8408
Securitec (dialer maintenance)	1-800-560-3345 or 1-406-587-3345



SEWER LINE

Highland Park

NATURAL GAS
—————



SEWER LINE

Garfield Elementary

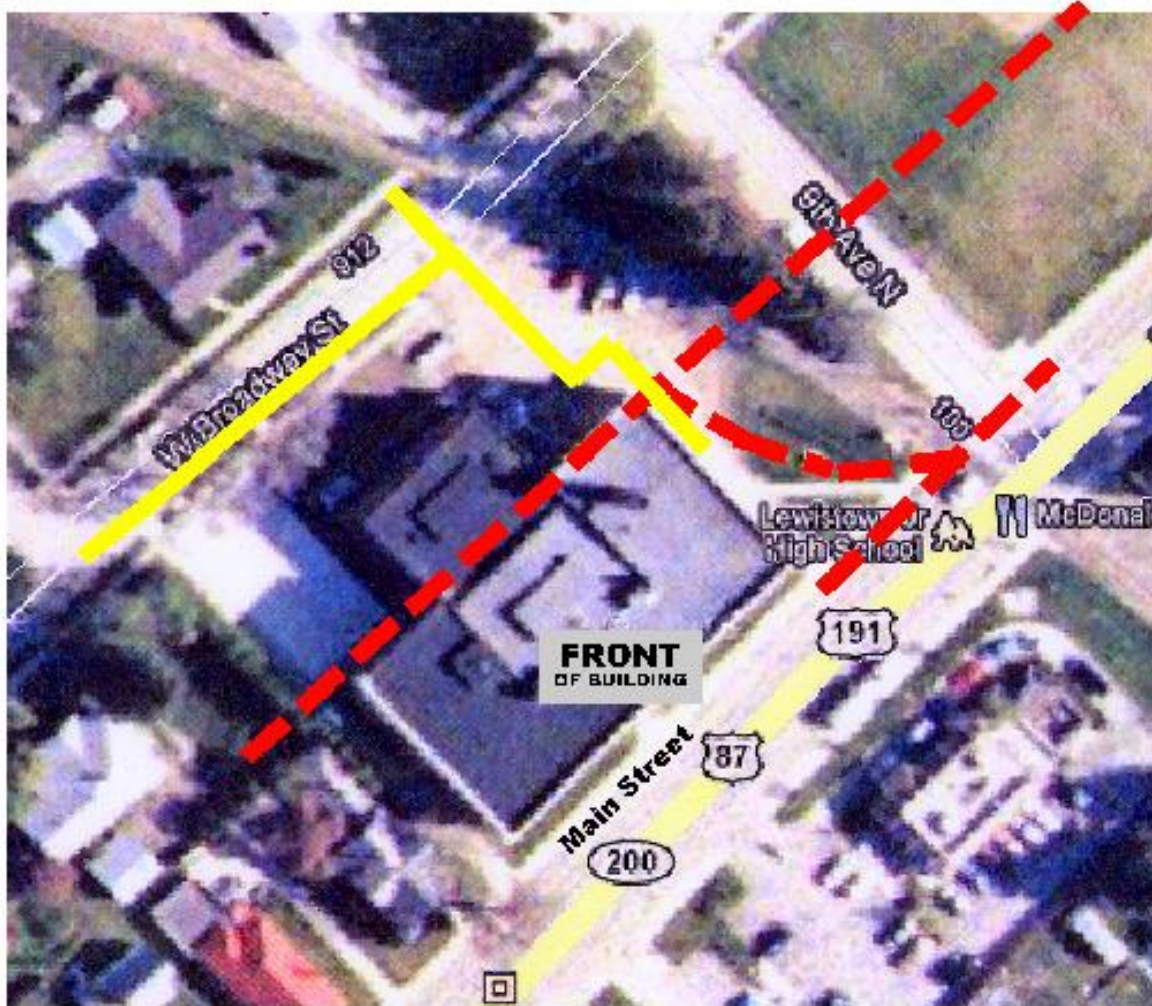
NATURAL GAS



SEWER LINE

Lewis & Clark

NATURAL GAS



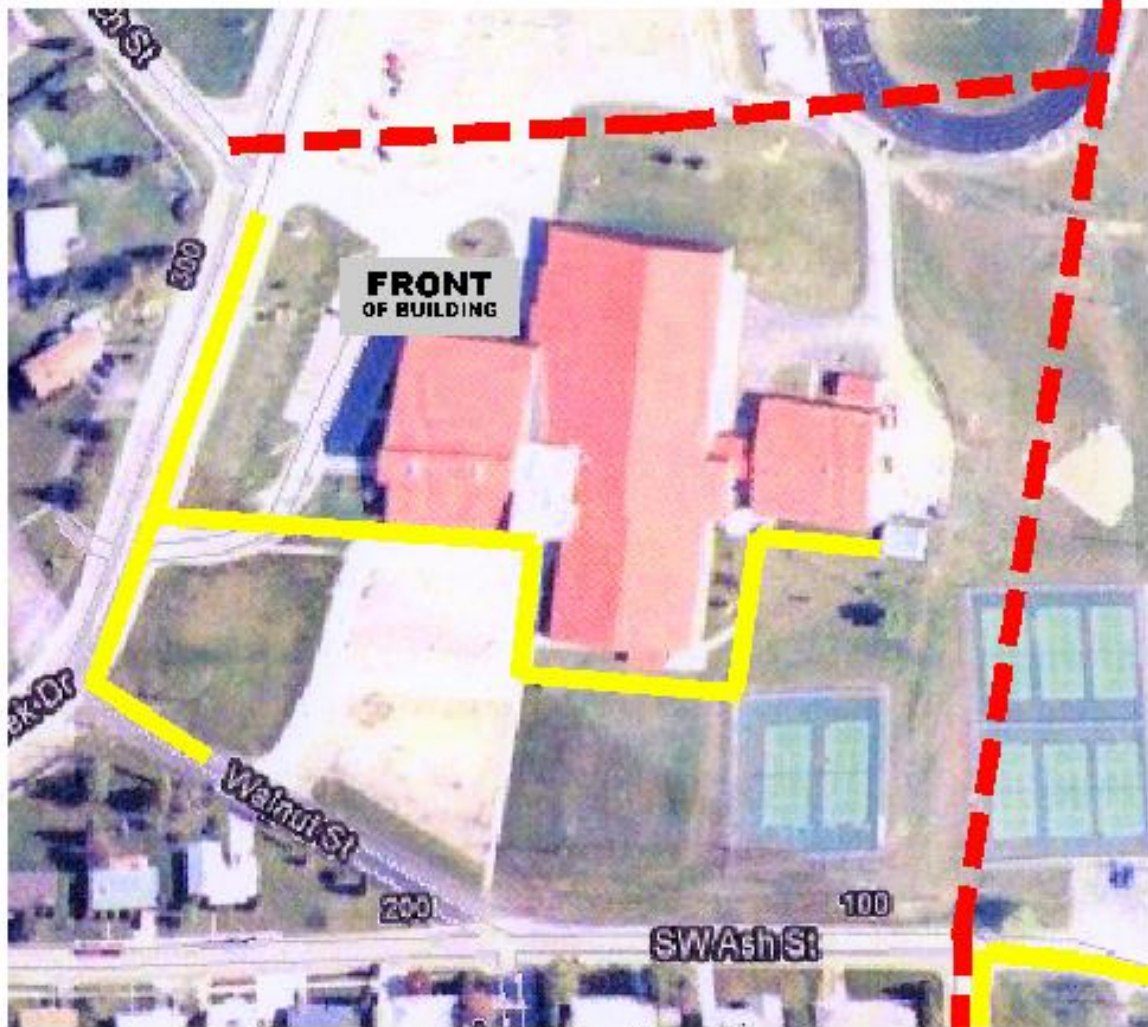
SEWER LINE



Junior High School

NATURAL GAS





SEWER LINE

Fergus High School

NATURAL GAS



SEWER LINE

Lincoln Building

NATURAL GAS

Designed & Printed By:
Lewistown Public Schools
Instructional Media Center
Nancy Mattheis, IMC Technician

LOCK OUT

- Threat of Harm or Hazard – Outside of School Building

LOCKDOWN

- Intruder/Threat of Harm
- Weapons
- Hostage Situation
- Suicide, Suicide Attempt, or Death at School

EVACUATE

- Evacuation
- Relocation
- Fire
- Bomb Threat
- Hazardous Material, Chemical spill or Gas Leak

SHELTER

- Shelter
- Severe Storm
- During & After an Earthquake
- Procedural Guide for Emergencies
- Accidents at School
- Physical Assaults/Fights
- Kidnapping
- Suspicious Packages and Mail

OTHER

- Threat Report Form
- Emergency Numbers
- Fire Alarms
- Incident Command System
- Media Relations
- District Crisis Response Team Members
- Standard Reunification Method
- Reunification Information
- Reunification – Setup Roles & Procedures
- Sewer & Natural Gas Maps

❖ Building Phone Tree and other info

- ❖ Our thanks go out to the Kentucky Center for School Safety for generously allowing us to build upon their hard work and pioneering effort in creating this Emergency Management Reference Guide.
- ❖ Many thanks to the “i love u guys” Foundation for the Standard Response Protocol we are implementing in our schools.

The individual building Phone Tree will go in the back also.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

12

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

ITEM TITLE: APPROVE AGREEMENT BETWEEN YELLOWSTONE BOYS AND GIRLS RANCH AND THE LEWISTOWN PUBLIC SCHOOLS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the agreement between the Yellowstone Boys and Girls Ranch (YBGR) and the Lewistown School District for Comprehensive School and Community Treatment Services (CSCT).

YBGR will be responsible for billing third party insurers, students and/or student families for all CSCT medical services provided to students. The School District agrees to provide YBGR with private office space which is soundproof enough that conversations cannot be heard outside the walls of the office, phone, Internet and e-mail access, and reasonable office supplies to support the provision of CSCT services in the School District.

SUGGESTED ACTION: Approve Agreement between Yellowstone Boys and Girls Ranch and the Lewistown School District for Comprehensive School and Community Treatment Services (CSCT)

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

NOTES:

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

AGREEMENT

YELLOWSTONE BOYS AND GIRLS RANCH
1732 So. 72nd Street West - Billings, MT 59106
Ph: (406) 655-2100 - Fax: (406) 656-0021
&

LEWISTOWN PUBLIC SCHOOLS

Administration Offices
215 7th Avenue South - Lewistown, MT 59457
Ph: (406) 535-8777 - Fax: (406) 535-2819

Comprehensive School and Community Treatment Services

This Comprehensive School and Community Treatment Services Agreement (Agreement) is made and entered into this 1ST day of JULY 2014, by and between **Yellowstone Boys and Girls Ranch Community Based Services (YBGR)** and **Lewistown Public Schools (School District)**.

RECITALS

WHEREAS, YBGR provides an array of mental health services to emotionally disturbed youth and has extensive experience providing Comprehensive School and Community Treatment Services (CSCT); and

WHEREAS, the School District wishes to retain YBGR to perform School Based Comprehensive School and Community Treatment Services (CSCT) to students enrolled in the School District who are authorized to receive CSCT services; and

WHEREAS, YBGR is willing and able to render said services to those students in the School District authorized to receive CSCT services, pursuant to the terms of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties agree as follows:

1. Terms

This Agreement shall be effective as of the 1st day of July 2014 and shall continue in effect through 30th day of June 2015, unless earlier terminated as provided in paragraph 7 below.

2. YBGR Services

- a. YBGR agrees to render CSCT services as provided herein and in accordance with the Statement of Work attached hereto as Exhibit I and incorporated by reference. For the purposes of this Agreement, Comprehensive School and Community Treatment Services or "CSCT" shall mean mental health center services as defined in the State of Montana Administrative Rule **37.88.901**. For the purpose of this agreement CSCT is the only Mental Health Center service provided in conjunction with the School District. YBGR shall maintain clinical records and monthly progress reports including service documentation supporting the provision of CSCT services to the School District in sufficient amount to enable School District or the School District's contracted billing agent, to bill for Medicaid covered

services provided to Medicaid eligible children. All CSCT records maintained by YBGR hereunder will be available for review by appropriate School District personnel to verify billing activity upon request. Furthermore, YBGR agrees to bill third party insurers, students and/or student families for all CSCT medical services provided to students as applicable to satisfy third party liability requirements and the requirements of any insurance coverage or other third party payment sources. For those children ineligible for Medicaid, YBGR will invoice the student and or the student's family for services rendered following the YBGR fee schedule.

- b. The CSCT mental health services to be provided to students by YBGR pursuant to this Agreement and the eligibility criteria and referral processes related to such services, are separate and distinct from eligibility criteria, referral processes, and special education services provided free of charge pursuant to and as part of the Free Appropriate Public Education requirements of the Individuals with Disabilities Act. School District agrees to cooperate with and assist YBGR in providing information and documentation as necessary for YBGR to demonstrate to third party insurers or other payers that the services provided under, this Agreement are not services that a student is entitled to receive free of charge from the School District. In the event that any services provided by YBGR under this Agreement are determined to be special education services which a student is entitled to receive free of charge from the School District as part of the Free and Appropriate Public Education requirements of the Individuals with Disabilities Act, an Individual Education Plan will be developed by the School District and YBGR will be paid by the School District for such services pursuant to the sliding scale fee schedule for CSCT services.

3. School District Services.

1. School District agrees to provide YBGR with private office space which is soundproof enough that conversations can not be heard outside the walls of the office, phone, Internet and e-mail access and reasonable office supplies to support the provision of CSCT services in the School District. In addition, in accordance to ARM 37.87.1802, treatment space must be available and large enough to host a group during school and nonschool days.
2. The school must describe the implementation of a school wide positive behavior intervention and support program as described in ARM 37.87.1802.

4. Compensation.

YBGR will submit claims and/or statements for reimbursement to all identified potential payers according to the Fee Schedule attached hereto as Exhibit 2 and by reference made a part of this Agreement.

5. Manner of Payment.

YBGR will submit Medicaid billings for CSCT reimbursement under the School District Medicaid provider number. YBGR will assume all responsibility for Medicaid reimbursement collection and request for payment denial appeals. YBGR shall be permitted to and shall be responsible to bill student, student's family, third party insurers and any other identified potential payers for services provided hereunder, as applicable. As a condition of providing services to a student, YBGR may require students, the parent or guardian of students, to execute such documents as YBGR deems appropriate, including but not limited to treatment consent, assignment of insurance benefits, payment agreements and authorizations for release of information.

6. Status as Independent Contractors,

This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of either or both of the parties to recover third party or Medicaid payments. Each party to this Agreement shall act as an independent contractor, and neither party shall have the power to act for or bind the other party except as expressly provided for herein.

- a. Ineligible for Employee Benefits. YBGR and its employees shall not be eligible for any benefit available to employees of the School District, including, but not limited to, workers compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, savings plans and the like.
- b. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to YBGR under this Agreement. YBGR agrees to pay all state and federal taxes and other levies and charges for staff they employ. YBGR agrees to defend, indemnify and hold School District harmless from any and all liability resulting from any failure to do so.

7. Termination.

Either party may terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from the non-defaulting party specifying such default. This Agreement may also be terminated by School District without prior notice if:

- (i) Montana DPHHS for any reason terminates Medicaid coverage of the CSCT program in the State of Montana
- (ii) Montana DPHHS no longer allows the School District to seek payment of Medicaid reimbursement for the provision of CSCT services to Medicaid eligible children, or
- (iii) YBGR does not meet federal and state CSCT licensure and service requirements.

8. Termination of Services and Return of Property.

Upon the expiration or earlier termination of this Agreement, YBGR shall immediately terminate the services hereunder, and shall deliver promptly to School District all property relating to the business and work of the School District. Such property shall include but not be limited to all student records, office space, phone, computer, printer, Internet, e-mail access and reasonable office supplies.

9. Changes

School District may, at any time by written order, make changes in YBGR's work within the general scope of the Statement of Work. If any change under this section causes an increase or decrease in YBGR's cost of, or time required for, the performance of any part of the work, the parties shall negotiate an equitable adjustment to the compensation payable hereunder, and this Agreement shall be modified in writing accordingly. In addition, the parties agree to negotiate in good faith to revise this Agreement in the event of (i) legislation or court action that affects this Agreement or State Medicaid Coverage; (ii) changes in the funds available that affect this Agreement; or (iii) other changes reasonably requested by School District necessary to make this Agreement consistent with federal and state Medicaid billing requirements. In the event the parties are not able to negotiate an equitable adjustment as a result of changes in the cost of YBGR's services, or are not able to negotiate a revision due to the other reasons set forth above, this Agreement shall immediately terminate.

10. Standard of Performance.

YBGR warrants and represents that it possesses the skill and professional competence, licensure, expertise and

experience to undertake the obligations imposed by this Agreement. YBGR agrees to perform in a diligent, efficient, competent and skillful manner commensurate with the applicable standards of the profession, and to devote such time as is necessary to perform the services required under this Agreement.

11. Indemnification.

YBGR agrees to defend, indemnify and hold School District harmless from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of (i) the negligence or willful misconduct of YBGR, its employees or agents, which occurs during its performance of its obligations under this Agreement and/or (ii) a breach by YBGR of its obligations under this Agreement.

The School District agrees to defend, indemnify and hold YBGR harmless from and against any and all claims, losses, liabilities or expenses (including without limitation attorneys' fees) which may arise, in whole or in part, out of (i) acts or omissions of the School District, its employees or agents, and/or (ii) a breach by the School District of its obligations under this Agreement.

12. Insurance.

YBGR agrees to carry, for the term of this Agreement, the following insurance in the amounts indicated with insurance carriers that are licensed in the state(s) where the services will be performed. **[Note, counsel for each district should judge the adequacy of the required coverage.]**

- a. COMMERCIAL GENERAL LIABILITY insurance for Bodily Injury and Property Damage for limits not less than \$1,000,000 per occurrence / \$2,000,000 aggregate including coverage for Subcontractor's obligations, operations, promises, independent contractors, products/completed operations, personal injury and advertising injury on a per-project basis.
- b. BUSINESS AUTOMOBILE LIABILITY insurance with a combined single limit of not less than \$1,000,000 for Bodily Injury and Property Damage for all owned, non-owned and hired vehicles.
- c. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY insurance in the state(s) where the work will be performed whether or not required by law with statutory, limits for workman's compensation and limits not less than \$1,000,000 each accident; \$1,000,000 each employee; \$1,000,000 each disease including occupational disease.
- d. PROFESSIONAL LIABILITY in the amount of \$2,000,000.

A combination of primary and UMBRELLA/EXCESS liability' policies will be acceptable in order to meet the required limits. All of the above policies shall be written on an occurrence form. Claims made forms are not acceptable except for Professional Liability. Upon the request of School District, YBGR will submit a standard ACORD Certificate of Insurance signed by an authorized agent or representative of the insurance companies evidencing that the above required policies and limits are in effect. All policies shall provide that the insurance coverage provided will be primary and noncontributory with any other applicable insurance. No reduction in coverage or cancellation of policies shall be effected without first giving School District 30 days written notice. The policies (except for workers' compensation) shall name School District as additional insureds.

13. Compliance.

YBGR represents that it is not presently suspended or debarred or proposed for suspension or debarment by any government agency or regulatory agency. YBGR agrees to comply with all federal, state and local statutes,

regulations, ordinances and rules as well as any and all School District policies and procedures relating, directly or indirectly, to YBGR's performance hereunder, including but not limited to all applicable laws pertaining to equal employment opportunity and procurement integrity.

14. Medicaid Repayment.

In the event that, after YBGR's receipt of payment from Medicaid through the School District, Medicaid determines for any reason through an audit or otherwise that the School District and YBGR were not entitled under applicable state and federal laws, regulations and rules to certain Medicaid payments for CSCT services, then YBGR is obligated to repay to Medicaid all such payments. YBGR and the School District may appeal this determination and request a hearing pursuant to applicable state and federal laws, rules and regulations. The decision to appeal such a determination shall be YBGR's alone, and the School District shall cooperate to the extent necessary.

15. Miscellaneous.

- a. Survival. The obligations assumed by YBGR pursuant to paragraph 5 hereof shall survive the expiration or early termination of this Agreement.
- b. Attorneys' Fees. In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court,
- c. Waiver, Modification and Amendment. No provision of this Agreement may be waived unless in writing, signed by all of the parties hereto. Waiver of any one provision of this Agreement shall not be deemed to be a continuing waiver or a waiver of any other provision. This Agreement may be modified or amended only by a written *agreement* executed by all of the parties hereto.
- d. Governing Law; Venue. This Agreement shall be governed and construed in accordance with the laws of the State of Montana, without regard to choice of law principles. The parties agree that the venue for legal actions related to this Agreement shall be the state and U.S. Federal courts for the State of Montana in or reasonably near the county in which the School District's central office is located.
- e. Assignment; Subcontracting. Neither this Agreement nor any duties or obligations hereunder shall be assigned, transferred, or subcontracted by YBGR without the prior written approval of School District. Approval may be withheld in the sole and absolute discretion of School District.
- f. Notices. All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or certified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant party, which initially shall be the address set forth on the signature page to this Agreement. All notices will include a designated receiver, also inclusive in the address. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party.
- g. Records; Inspection. YBGR shall maintain books, records, and documents in accordance with federal and state medical documentation requirements, accounting procedures and practices which sufficiently and properly reflect the services rendered and funds expended in connection with this Agreement. All service/program notes, books, medical records, documents, or other materials associated with this Agreement shall be subject to reasonable inspection, review, or audit by School District and/or the Montana Department of Public Health and Human Services and/or Centers for Medicare and Medicaid Services and their designees, during YBGR's usual business hours and upon prior notice. YBGR shall retain all medical

service progress notes, student case files/medical records, financial and other records pertaining to its work under this Agreement for seven (7) years after the termination or expiration of this Agreement or the conclusion of any audit pertaining to this Agreement, whichever is later.

- h. Partial invalidity, if any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining *provisions* shall nevertheless continue in full force without being impaired or invalidated in any manner.
- i. Entire Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supercedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

IN WITNESS THEREOF, YBGR has caused its name to be hereunto subscribed by its Representative and the said School District has caused its name to be hereunto subscribed by the Chairman of its Board and its Superintendent on the dates recorded below.

By: Shawn Byrne, MSW, COO, YBGR

Date

By: Superintendent

Date

By: School Board – Chairman

Date

EXHIBIT 1

STATEMENT OF WORK

Yellowstone Boys and Girls Ranch will provide, in partnership with the School District the following services and documented processes:

1. Meet all program requirements as required by the State and Federal standards for CSCT.
2. Ensure all eligible children within the CSCT sites, as appropriate, who meet the described criteria for service, are considered for admission to the program;
3. Provide as directed in ARM 37.87.1802, a specific enrollment process that includes the CSCT licensed or in-training mental health professional and a school administrator or designee. Such referral process will ensure that a youth have access to services prioritized according to acuity and need. In addition, current case load considerations will be made in terms of a wait list and near-term discharges.
4. Ensure that all staff ratios and caseload requirements meet current State and Federal standards; In the case of unforeseen circumstances, YBGR may temporarily stop providing CSCT services when in absence of qualified staff to meet program requirements. When possible YBGR will provide unbundled services until qualified staff is retained.
5. Develop and implement a CSCT plan of treatment in cooperation with the District for child enrolled in CSCT services. In accordance with ARM 37.87.1802, the role of the school counselor and the school psychologist, as appropriate will be identified in the provisions of mental health services and supports to youth including coordination with the CSCT program.
6. Provide treatment, crisis management and discharge planning services to enrolled children;
7. Provide 90-Day updates to the child's plan of treatment to the District and pertinent *agencies*;
8. Provide for family involvement in treatment and discharge planning and in the course of treatment;
9. Provide continuing contact and information exchange with persons and agencies significantly involved in each child's treatment in accordance with HIPAA;
10. Ensure that all available financial resources for support of services including third party insurance and parent payment are utilized;
11. Bill all third parties for services provided to non-Medicaid eligible children including family members; and
12. Ensure that service delivered is adequately documented to support the reimbursement received.

Shawn Byrne, MSW, COO, YBGR

Date

Superintendent

Date

EXHIBIT 2

FEE SCHEDULE & BILLING PROCESS

YBGR will provide the direct CSCT services and bill for those services following this procedure:

1. YBGR will provide CSCT services to enrolled (clients) students authorized to receive CSCT services.
2. The YBGR billing/accounts receivable manager will work with the designated School District staff to obtain a CSCT Medicaid provider number for the School District. For Medicaid eligible students, YBGR will bill Medicaid using the School District CSCT Medicaid provider number.

YBGR Community Based Services – Fiscal Dept.

1732 72nd St. West

Billings, MT 59106

Attention: Chrystal Sanders Email: chrystals@ybgr.org

Fax: (406)651-2783 Phone: (406) 655-2100

3. For those students who are Medicaid eligible, YBGR will bill Medicaid at YBGR'S usual and customary rate of \$33.00 per 15-minute unit of service. For those students who are not Medicaid eligible, YBGR shall bill the student, the student's parent or guardian, third party insurer, or any other payor source according to its sliding scale fee schedule for CSCT services.
4. Medicaid payments for services provided will be sent by Medicaid to the School District with an attached Explanation of Benefits (EOB). EOBs will be viewed and printed from the Montana Medicaid website by the YBGR accounts receivable manager for YBGR's purposes. Therefore, postal mailings of the EOBs are no longer required.
5. For those students who are Medicaid eligible, the School District will pay YBGR at the 1st A/P cycle following receipt of Medicaid payment and corresponding invoice from YBGR. If the School District needs an invoice for payment, this process can be arranged through the YBGR accounts receivable manager.
6. YBGR will conduct random chart audits, twice per year, checking billed services against the clinical chart and make these audits available to the appropriate School District administrator.
7. The School District will be responsible to certify the non-federal match for CSCT services provided to Medicaid students once per year. The School District will be responsible to maintain a record of the total Medicaid payments for Medicaid CSCT and disbursements to YBGR. YBGR will assist the School District in understanding how to fulfill its responsibility with regard to compliance with state requirements.
8. YBGR will be responsible for all billing and collection of payment for non-Medicaid CSCT clients.
9. Once a month YBGR will provide the School District a list of students enrolled in and students discharged from the CSCT program.

Payments for services will be mailed to:

Yellowstone Boys and Girls Ranch

1732 South 72 Street West

Billings MT 59106

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

13

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

ITEM TITLE: APPROVE CHANGES FOR THE 2014-2015 K-6 STUDENT HANDBOOK

Requested By: Board of Trustees Prepared By: Matt Lewis/Michelle Trafton Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the changes to the 2014-2015 K-6 Student Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve Changes to the 2014-2015 K-6 Student Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

K-6 Elementary Handbook Changes for 2014-15

Change to Dress Code and Appearance:

11. Refrain from wearing slippers, flip flops, or open toed shoes.

Change to Discipline Grid:

On Repeated Offenses for Classroom Disruption and Defiance of School Authority add #16 (In-School Suspension)

Under Behavior add "Disrespect of School Staff" with First Offense being a 1, 2, 6, Second Offense being a 1, 2, 3, 13, 14, 16, and Repeated Offenses being 1, 2, 3, 13, 14, 16, 17, 19

Add to Range of Disciplinary Actions – Severe Clause:

Second paragraph of Severe Clause to read:

Generally a student moves toward a severe consequence through a series of rule violations. However the seriousness of an individual act by a student can result in an immediate consideration by the principal to request a suspension, expulsion, and/or Risk Assessment regardless of a student's discipline record to date.

Update School-Wide Discipline, Refocus/Referral Form:

Student behavior that is not in agreement with our school-wide expectations will be addressed either by a staff member refocusing that behavior with direct communication with the student at the time of the incident or in the case of more severe behavior the student will be sent to the office to conference with the principal.

Refocus Form:

A Refocus form will be utilized by school personnel and students to address less severe behavior(s) that needs to be redirected.

During a refocus students will:

- Reflect on the behavior they were exhibiting,
- Identify what they did,
- State how their actions affected others around them,
- Identify what they would do if the occasion arises again.

This may occur as a written or verbal refocus. Written refocus sheets may be sent home with the student and we ask that they are signed by a parent and returned to school. Students with serious infractions will have an office conference with the principal and parents will be contacted. On the following page is a copy of the Refocus Form and the Office Referral Form that will be kept on file with the principal and teacher.

-new form attached

Add Policy 3231 & 3231F (consistent with LHS Handbook):

Notice of Inspection, Search, Canine Search, Seizure

NOTICE OF INSPECTION

Students should be aware that their assigned locker and any personal items they choose to store therein will be jointly accessible to them and to school officials and may be subject to inspection by school officials at any time without notice and without student consent.

NOTICE OF SEARCH

Students should be aware that their persons and personal property not stored in lockers (e.g., purse, book bag, vehicle, etc.) may be subject to search, when school officials have reason to believe weapons, drugs, alcohol, or any other objects/materials evidencing a violation of school policy/rule or other laws and regulations are contained therein.

NOTICE OF CANINE INSPECTION

Students should be aware that the District may from time to time utilize canines in an effort to detect contraband: (1) stored in lockers or other school property; and/or (2) stored in vehicles.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Refocus/Referral Form

<input type="checkbox"/> Minor <input type="checkbox"/> Major Name: _____ Grade: 5 6 Referring Staff: _____ Homeroom Teacher: _____ Date: _____ Time: _____	<b style="text-align: center;">Location (1) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Classroom <input type="checkbox"/> Playground Area _____ <input type="checkbox"/> Hallway 6th 5th Front </div> <div style="width: 45%;"> <input type="checkbox"/> Bathroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Bus <input type="checkbox"/> Other _____ </div> </div>
---	---

Minor Problem Behavior (Up to 3)	Major Problem Behavior (Up to 3)	Possible Motivation (1)
<input type="checkbox"/> Defiance <input type="checkbox"/> Physical Contact <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Harassment <input type="checkbox"/> Property Damage <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Other _____	<input type="checkbox"/> Defiance/Insubordination <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Major Disruption <input type="checkbox"/> Major Disrespect <input type="checkbox"/> Profanity/Abusive Language <input type="checkbox"/> Major Harassment <input type="checkbox"/> Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Theft <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Other _____	Get: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity Avoid: <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity

Others Involved in Incident (1): <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <input type="checkbox"/> None <input type="checkbox"/> Peers </div> <div style="width: 30%;"> <input type="checkbox"/> Teacher <input type="checkbox"/> Staff </div> <div style="width: 30%;"> <input type="checkbox"/> Substitute <input type="checkbox"/> Other _____ </div> <div style="width: 10%;"> <input type="checkbox"/> Unknown </div> </div>
--

Action Taken (Up to 3)	
<input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction	<input type="checkbox"/> In-School Suspension (____ hours/days) <input type="checkbox"/> Out-of-School Suspension (____ hours/days) <input type="checkbox"/> Action Pending <input type="checkbox"/> Other _____

Student Section	
1. What SOAR guideline(s) do you need to work on?	<input type="checkbox"/> Safe <input type="checkbox"/> Organized <input type="checkbox"/> Accepting <input type="checkbox"/> Responsible
2. I caused a problem/distraction today because.... _____ _____	
3. How did your actions affect you and those around you? _____ _____	
4. What will you do differently next time? _____ _____	
Student Signature: _____	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

14

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

ITEM TITLE: APPROVE CHANGES FOR THE 2014-2015 LEWISTOWN JUNIOR HIGH SCHOOL
STUDENT HANDBOOK

Requested By: Board of Trustees Prepared By: Tim Majerus Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the changes to the 2014-2015 Lewistown Junior High School Student Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve Changes to the 2014-2015 Lewistown Junior High School Student Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LJHS Student Handbook Changes 2014-15

Page 7 – Addition to Make up Work

It is the student's responsibility to inform the office when they have prior knowledge of a scheduled absence, i.e. prescheduled medical appointment or family trip. The day before the absence, students will be provided with a homework form in order to collect the work they will miss in their absence.

Page 9/10 – E. Dress Code and Appearance

8. Leggings, tights, or yoga pants are to be worn with a top that naturally falls to the length equal to where the fingers and palm meet. (changed from fingertip length)

Page 32 - Updated the Uniform Grievance Policy to match current Board Policy #3215

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

15

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

ITEM TITLE: APPROVE CHANGES FOR THE 2014-2015 FERGUS HIGH SCHOOL STUDENT
HANDBOOK

Requested By: Board of Trustees Prepared By: Jerry Feller Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the changes to the 2014-2015 Fergus High School Student Handbook as outlined on the attachment.

SUGGESTED ACTION: Approve Changes to the 2014-2015 Fergus High School Student Handbook

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

HONOR'S CURRICULUM

To encourage our top students to take a more challenging curriculum particularly during their Junior and Senior years and to recognize their accomplishment for completing it, Fergus High School has developed an Honor's Curriculum. In addition to meeting all FHS graduation requirements, each student in completing this curriculum will be expected to meet each additional Honor's Curriculum expectations.

1. Meet all College Prep requirements of the MUS.
2. Complete four Math Classes. (no cross-overs)
3. Complete four Science Classes. (no cross-overs)
4. Complete two Foreign Language Classes.
5. Complete two AP Classes.
6. An AP class (one) may be substituted by a major from the area of Vocational Studies or Performing Arts. In order for substitution of an AP class to take place a student must complete four years in one of the following areas: Band, Business, Choir, Family and Consumer Science, Industrial Technology, Spanish, or Vocational Agriculture. Substitution of an AP class is only allowed in academic areas that do not offer an AP option. For example – Art, English, Math, Science, and Social Studies all have AP classes offered, therefore, four years of one of these areas of study without taking the AP class will not count towards substitution. No cross-over credits will be allowed. For example: a student must take four years of band; the substitution would not be allowed if he/she took two years of band and two years of choir.
7. Students may use independent courses as approved by the Academic Committee and Principal.

VALEDICTORIAN AND SALUTATORIAN

1. Criteria for Selection Consideration:
 - a. Students considered must be in attendance their second semester of their junior year and both semesters of their senior year. (Special circumstances will be reviewed by the academic committee)
 - b. Students to be considered must complete the Honor's Curriculum.
2. Valedictorian or Salutatorians selections will be based on student grade point averages through the second semester of their senior year.
3. Should a tie between students occur with grade point averages the tie will be broken using the following tie breaker steps:
 - a. If the students tied all have completed the following curriculum – no tie breaking system will be used and students will result in a tie.
 - i. Meet the Honor's Curriculum requirements
 - ii. Four AP Classes – Offered by Fergus High School Staff – Substitution will be allowed as outlined under Honor's Curriculum, section 6.
 - iii. Received at least 26 credits.
 - b. Total number of credits earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the committee. (A maximum of 4 points will be given in the area of Mathematics)
 - c. Quarter grade point averages from credits earned in a modified list of core classes selected by the NCAA for eligibility purposes, or as approved by the committee.
 - d. The number of credits earned from Advanced Placement Courses.
 - e. The total number of grade points earned overall.
4. Online/Correspondence Coursework – Maintain current level of correspondence course-work as specified in graduation requirements. (1.5 credits allowed the start of Junior year of high school)
5. Appeals of individual portions of these policies to be addressed to the academic committee as a whole.
6. If two or more students tie for Valedictorian, no Salutatorian will be recognized.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

16

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

ITEM TITLE: APPROVE EXTENSION OF THE GRASS RANGE BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the request from Grass Range Public Schools to extend their bus route into the Lewistown School District as described on the attachment.

SUGGESTED ACTION: Approve Extension of Grass Range Bus Route into the Lewistown School District

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Grass Range School District #27, Fergus County, and the Board of Trustees of Lewistown School District #1, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2014-2015 School Year.

This agreement is blanket coverage for students who are transported by Grass Range School District #27 buses to attend Grass Range School.

Description of bus route: Cheadle Route

The Grass Range (Cheadle) bus enters the Lewistown District on Highway 87, proceeds west approximately 1/4 mile to Stillman Road. Turns around and heads back to the Grass Range District on Highway 87.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

Margie Matovich
Board Chair
Grass Range School District #27

Board Chair
Lewistown School District #1

Date: 05/13/2014

Date: _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

17

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

ITEM TITLE: APPROVE MULTIDISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 06/09/2014

SUMMARY:

For the past few years, several central Montana school districts have been participating in a technology cooperative. Based in Lewistown, our cooperative offers technology services to area school districts. Participation in the cooperative is voluntary. Districts that choose to participate pay a fixed amount per ANB to the Lewistown School District to finance the cooperative's activities.

The MTSBA-approved agreement is attached for the Board's review and approval. Once the Lewistown Board approves the document, original agreements will be distributed to each participating district for their counter-approval.

SUGGESTED ACTION: Approve MultiDistrict Agreement for Technology Services

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this ____ day of _____, 20____ by and between Lewistown Elementary, Fergus High School, Denton Elementary, Denton High School, Grass Range Elementary, Grass Range High School, Harlowton Elementary School, Harlowton High School, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, and the Central Montana Learning Resource Center Cooperative (collectively hereinafter "Districts").

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

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

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

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

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

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

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2014 to June 30, 2015. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

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

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

As agreed on this _____ day of _____, 20_____

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this ____ day of _____, 20____ by and between Lewistown Elementary, Fergus High School, Denton Elementary, Denton High School, Grass Range Elementary, Grass Range High School, Harlowton Elementary School, Harlowton High School, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, and the Central Montana Learning Resource Center Cooperative (collectively hereinafter "Districts").

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

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

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

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

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

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

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2014 to June 30, 2015. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

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

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

As agreed on this ____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Fergus High School (LE0259)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

18

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED
ABSENCES FUND(S)

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

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

NOTES:

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

20-9-512. Compensated Absence Liability Fund.

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
 - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and
 - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
 - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
 - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

19

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL GENERAL FUND(S) TO THE INTERLOCAL FUND

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Interlocal Fund as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Interlocal Fund

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Interlocal Fund in accordance with 20-3-363, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place that has recently been approved by Legislature where districts can accumulate the money is the "Interlocal Fund". Per Multi-District Agreements approved and signed by the Board, monies transferred to the Interlocal Fund may be used for the same purposes as the General Fund and may be used towards expenses from either district.

District Administration requests the Board approval to transfer money from the Elementary and/or High School General Fund(s) to the Interlocal Fund at fiscal year-end. The transfers to the Interlocal Cooperative Fund from each Participating District's General Fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfer amounts will be reported back to the Board.

20-3-363. Multidistrict agreements -- fund transfers. (1) The boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of this section. An agreement must include provisions for dissolution of the cooperative, including the conditions under which dissolution may occur and the disposition of any remaining funds that had been transferred to an Interlocal cooperative fund in support of the cooperative. An agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

(2) All expenditures in support of the multidistrict agreement may be made from the Interlocal cooperative fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative may transfer funds into the Interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the Interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

(3) Expenditures from the Interlocal cooperative fund under this section are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

(4) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the amount of funds transferred.

(5) As used in this title, "multidistrict cooperative" means a public entity created by two or more school districts executing a multidistrict agreement under this section or any school district or other public entity participating in an Interlocal cooperative agreement under the provisions of Title 20, chapter 9, part 7, as either a coordinating or a cooperating agency.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

20

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND
HIGH SCHOOL TRANSPORTATION FUND(S) TO THE INTERLOCAL FUND

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School Transportation Fund(s) to the Interlocal Fund as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School Transportation Fund(s) to the Interlocal Fund

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

District Administration requests Board approval to transfer year-end money from the Transportation Funds to the Interlocal Fund in accordance with 20-3-363, MCA (below).

One place that has recently been approved by Legislature where districts can accumulate the money is the "Interlocal Fund". Per Multi-District Agreements approved and signed by the Board, monies transferred to the Interlocal Fund may be used for the same purposes as they were levied in the Transportation Fund and may be used towards expenses from either district. Dollars levied in the Transportation Fund for the new bus barn will be transferred to the Interlocal Fund for the purposes of purchasing or paying for supplies, routine maintenance, major repairs and capital improvements of the new bus barn.

District Administration requests the Board approval to transfer money from the Elementary and/or High School Transportation Fund(s) to the Interlocal Fund at fiscal year-end. The transfers to the interlocal cooperative fund from each Participating District's transportation fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfer amounts will be reported back to the Board.

20-3-363. Multidistrict agreements -- fund transfers. (1) The boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of this section. An agreement must include provisions for dissolution of the cooperative, including the conditions under which dissolution may occur and the disposition of any remaining funds that had been transferred to an interlocal cooperative fund in support of the cooperative. An agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

(2) All expenditures in support of the multidistrict agreement may be made from the interlocal cooperative fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

(3) Expenditures from the interlocal cooperative fund under this section are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

(4) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the amount of funds transferred.

(5) As used in this title, "multidistrict cooperative" means a public entity created by two or more school districts executing a multidistrict agreement under this section or any school district or other public entity participating in an interlocal cooperative agreement under the provisions of Title 20, chapter 9, part 7, as either a coordinating or a cooperating agency.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

21

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND HIGH SCHOOL RENTAL FUND(S) TO THE RESPECTIVE BUILDING FUND(S)

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School Rental Fund(s) to the respective Building Fund(s) as outlined in the attachment.

SUGGESTED ACTION: Approve Request to Transfer Money between the Elementary and High School Rental Fund(s) to the Respective Building Fund(s)

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

District Administration requests Board approval to transfer year-end money from the Rental Fund(s) to the respective Building Fund(s) in accordance with 20-9-509, MCA (below). School Rental Fund(s) are limited to a \$10,000 cash balance at fiscal year-end. Per Strom and Associates, dollars brought in from rental fees may be transferred to any other non-budgeted fund or the General Fund. Transfer amounts will be reported back to the Board.

20-9-509. Lease or rental agreement fund. (1) The trustees of any district that provides pupil or teacher housing in district-owned buildings under a lease or rental agreement with pupils or teachers or receives money under the provision of [20-6-607](#) may establish a lease or rental agreement fund. All money received from the lease or rental agreements may be deposited with the county treasurer to the credit of the lease or rental agreement fund, general fund, the debt service fund, or any other appropriate fund. Whenever the end-of-the-year cash balance of a lease or rental agreement fund is more than \$10,000 for an elementary or high school district or \$20,000 for a K-12 district, the cash balance in excess of this limit must be transferred to the general fund of the district.

(2) Any expenditure of money from a lease or rental agreement fund must be made for the maintenance and operation of the district-owned buildings to which the lease or rental agreements apply or for the acquisition of additional housing or dormitory facilities. The financial administration of the lease or rental agreement fund must be in accordance with the financial administration provisions of this title for a nonbudgeted fund.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

22

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

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACT FOR THE HIGH SCHOOL DISTRICT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve an Individual Transportation Contract for the following:

Sherry Reimers

SUGGESTED ACTION: Approve Individual Transportation Contract for the High School District

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

23

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

ITEM TITLE: APPROVE SECOND SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS
REIMBURSEMENT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the claim for the Individual Contract Bus Reimbursement for the second semester as presented on the attachment.

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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



Pupil Transportation
Montana Office of Public Instruction

TR-5
Individual Contract Reimbursement Claim
2nd Semester 2013-2014

14 Fergus
0259 Fergus H S

01/21/2014-05/30/2014

Contract #	Shared	Family Name	Daily	Isolation	Days		Total
			Rate		Transported	Reimbursed	Reimbursement
19280	False	Reimers, Sherry	0.70	No	83.0	83.0	58.10 *
19679	False		0.35	No	32.0	32.0	11.20 *
Total Individual Contract Reimbursement							69.30

Board Chair _____

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

24

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

ITEM TITLE: APPROVE SECOND SEMESTER ELEMENTARY AND HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/09/2014

SUMMARY:

Attached are the second semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., unvoted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the second semester as presented on the attachments.

SUGGESTED ACTION: Approve Second Semester Elementary and High School Bus Route Reimbursement Claims

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

NOTES:

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



TR-6
Bus Route Reimbursement Claim
2nd Semester 2013-2014
01/21/2014-05/30/2014

14 Fergus
0258 Lewistown Elem

Route #	%	Miles		Rate	Driver	VIN	Days		Total Reimbursement
		Per Day					Claimed	Reimbursed	
1	67.00	102.00	1.57	Cindy L. Noel	4DRBWAAN8DB356001		89.00	89.00	9,549.15
2	67.00	75.00	1.80	James E. Pearson	4DRBWAAR09A668040		89.00	89.00	8,050.05
3	67.00	76.50	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925		89.00	89.00	6,203.91
4	67.00	80.00	1.80	Wayne R. Lelek	4DRBWAAR76A214251		89.00	89.00	8,586.72
5	67.00	61.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833		89.00	89.00	4,946.90
6	67.00	78.30	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205		89.00	89.00	6,349.88
7	67.00	77.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953		89.00	89.00	6,244.45
8	67.00	53.00	1.80	Frank B. Burns	4DRBWAAN1EB481987		89.00	89.00	5,688.70
9	67.00	128.00	0.95	Leslie W. Leap	4DRBUAAM48B508925		89.00	89.00	7,251.01
10	67.00	46.40	1.36	Kirby D. Rector	4DRBWAAN16A218714		89.00	89.00	3,762.89
11	100.00	33.00	1.36	Rebecca I. Baszczuk	4DRBWAAN16A218714		89.00	89.00	3,994.32
Total Bus Route Reimbursement									70,627.98

Board Chair

Signature _____

* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim



TR-6
Bus Route Reimbursement Claim
2nd Semester 2013-2014
01/21/2014-05/30/2014

14 Fergus
0259 Fergus H S

Route #	%	Miles		Driver	VIN	Days		Total
		Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	33.00	102.00	1.57	Cindy L. Noel	4DRBWAAN8DB356001	89.00	89.00	4,703.31
2	33.00	75.00	1.80	James E. Pearson	4DRBWAAR09A668040	89.00	89.00	3,964.95
3	33.00	76.50	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	89.00	89.00	3,055.65
4	33.00	80.00	1.80	Wayne R. Lelek	4DRBWAAR76A214251	89.00	89.00	4,229.28
5	33.00	61.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833	89.00	89.00	2,436.54
6	33.00	78.30	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	89.00	89.00	3,127.55
7	33.00	77.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	89.00	89.00	3,075.63
8	33.00	53.00	1.80	Frank B. Burns	4DRBWAAN1EB481987	89.00	89.00	2,801.90
9	33.00	128.00	0.95	Leslie W. Leap	4DRBUAAM48B508925	89.00	89.00	3,571.39
10	33.00	46.40	1.36	Kirby D. Rector	4DRBWAAN16A218714	89.00	89.00	1,853.36

Total Bus Route Reimbursement

32,819.56

Board Chair

Signature _____

* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

25

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

ITEM TITLE: APPROVE PURCHASE OF TORGERSON PROPERTY FOR BUS BARN

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the request to purchase approximately eight acres and existing buildings owned by Torgerson's, LLC located at 716 Crowley Avenue. The Land/Building Acquisition and purchase price of \$387,500 was approved by the voters on May 6, 2014. The Buyer's Closing Statement is attached.

SUGGESTED ACTION: Approve Request to Purchase Torgerson Property for the Bus Barn

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

BUYER'S CLOSING STATEMENT

Seller(s): Torgerson's Real Estate Holdings, LLC

Closing date: June 10, 2014
Closing time:

Buyer(s): Lewistown School District Number 1

Closing location:
201 6th Avenue South
Lewistown, Montana 59457

Property Address: 716 Crowley Avenue
Lewistow, MT 59457

Settlement with Buyer			
1. CHARGE BUYER			
Purchase Price			<u>387,500.00</u>
Total Buyer Charges:			\$387,500.00
2. CREDIT BUYER			
County Taxes	01/01/2014 to 06/10/2014 based on \$9,006.01	<u>3,947.84</u>	
Total Buyer Credits:		\$3,947.84	
3. BALANCE DUE TO SELLER FROM BUYER			\$383,552.16
4. OTHER CHARGES TO BUYER			
Recording Fees	Fergus County Clerk and Recorder		14.00
Total Buyer Charges:			\$383,566.16
5. CREDIT			
Down payment		\$10,000.00	
6. TOTAL DUE FROM BUYER AT CLOSING:			\$373,566.16

Realty Title Company, Inc.

By _____
Robin L. Fleming, Settlement Agent

*** Buyer closing fee of \$200.00 has been waived.

Buyer _____
Barbara Thomas, Board Chairperson for Lewistown School District Number 1

Buyer _____

Prepared For:
Closing Officer:
Telephone #:
File #

20466

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

26

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

ITEM TITLE: APPROVE LEASE AGREEMENT BETWEEN TORGERSON'S LLC AND LEWISTOWN
ELEMENTARY SCHOOL DISTRICT NO. 1

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the Lease Agreement between Lewistown Elementary School District No. 1 and Torgerson's LLC as per attachment.

SUGGESTED ACTION: Approve Lease Agreement between Lewistown Elementary School District No. 1 and Torgerson's LLC

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

NOTES:

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

LEASE AGREEMENT

This Lease Agreement is by and between the **Lewistown Elementary School District No. 1, Fergus County, Montana**, a public school district organized under the laws of the State of Montana, 217 7th Avenue South, Lewistown, Montana 59457, (the “Lessor” or the “District”) and **Torgerson’s, LLC**, 4701 River Drive North, Great Falls, Montana 59405 (the “Lessee”).

Recitals

A. The District is a Montana public school system, organized and operated pursuant to Montana law. The District is governed by an elected Board of Trustees.

B. In May 2014, the District sought and received voter approval to purchase improved real property commonly referred to as 716 Crowley Avenue in Lewistown, Montana, which property is more particularly described as follows and is referred to herein as the “Premises”:

Machler Addition First, S10, T 18 N, R 18 E, Block 00B, Lot 001, 1st Supplement to Machler Addition Tract B

C. Lessee currently operates a farming equipment sales and service business on the Premises and wishes to do so until it completes a new facility in Lewistown in approximately one year.

D. The District’s Board of Trustees is authorized to lease the Premises to Lessee. Mont. Code Ann. § 20-15-107. The Board believes it is in the best interest of the District to enter into this Lease Agreement.

Now, therefore, in consideration of the foregoing recitals and the Premises and the payments hereinafter provided, Lessor hereby leases to Lessee the Premises pursuant to the following terms, conditions and covenants.

Agreement

1. Term. The term of this Lease is one year, beginning on June 10, 2014, and terminating on June 9, 2015, unless earlier terminated as provided for hereinafter. If Lessee remains in possession of the Premises after the end of the lease period or any extension or renewal thereof, but without a new lease being executed, Lessee shall be deemed to be occupying the Premises as a tenant on a month to month basis, subject to all the covenants and conditions of this Lease.

2. Rent. As compensation for the lease of the Premises, Lessee shall, during the term of this Lease, pay or perform the following:

Rental. Lessee shall pay to Lessor as rental for the Premises seven hundred fifty dollars (\$750.00) per month, payable on the 10th of each month.

Utilities. Lessee shall pay and discharge all charges made by any public or private utility or others for gas, water, sewage, electric power, telephone or other services, including, without limitation, garbage removal service, furnished to or placed upon the Premises during the term hereof.

3. Use of Premises. Lessee shall not use or permit the use of the Premises for any purpose other than that directly related to the operation of its existing farming equipment and service business. Lessee shall not use the Premises for any purpose prohibited by law, shall comply with all requirements and demands of all governmental agencies or officials and of any insurance company insuring the Premises, with respect to the condition, use and occupancy of the Premises by Lessee as such may appear from time to time during the term of this Lease and Lessee shall not commit nor suffer to be committed any nuisance on or waste of the Premises.

4. Repairs, Maintenance, and Improvements.

Routine and Ordinary Repair and Maintenance. Lessee shall be responsible for all maintenance and repair necessary to keep the Premises operational as a business, including without limitation the following: Lessee shall be responsible for regular maintenance and upkeep of interior wearing surfaces including painted walls and carpet, linoleum and other floor coverings upon the Premises. In addition, Lessee shall be responsible for all regular housekeeping on the Premises including removal of trash and debris, cleaning of floors, walls and ceilings, plumbing repairs, replacement of light bulbs, removal of obstructions in sanitary sewer lines, removal of snow, mud, dirt and debris from parkways, walkways, and driveways, repair of glass breakage, and removal of leaves and other debris from gutters and downspouts. In addition, Lessee shall be responsible for all damage to the Premises, other than ordinary wear and tear, which result from Lessee's use, abuse or neglect. Lessee shall maintain in good repair, the heating, ventilation, and air conditioning equipment. Lessee shall also be responsible for all roof maintenance and repairs and shall also be responsible for repairs to all service lines for gas, water, sanitary sewer and electricity including any transformers, meters, valves or other fittings attached thereto.

Extraordinary and Major Repair or Reconstruction. Lessee accepts the Premises in its current condition. The parties agree that Lessor is not obligated hereunder to undertake extraordinary or major repairs or reconstruction to the Premises during the term of this agreement. The parties agree further that if the need for extraordinary or major repairs or reconstruction to the Premises arises, Lessor in its sole discretion may decline to make such repairs or reconstruction, in which case this Lease and Lessee's right to use the Premises shall terminate.

Improvements. Lessee represents that it has no plan to make improvements on or to the Premises during the term of this agreement. If, however, alterations or improvements become necessary, Lessee shall contact Lessor in writing to seek Lessor's approval of any such alteration or improvement. Any approved alterations or improvements shall be performed in a

workmanlike manner and shall not weaken or impair the structural strength, or lessen the value, of the Premises.

With respect to any alterations or improvements by Lessee pursuant to this section, Lessee shall not permit to be created or remain undischarged any lien or interest which may be or become an encumbrance or lien against the District. If any such lien is filed, and Lessee fails to cause it to be discharged within thirty (30) days after filing, Lessor shall be entitled to cause such to be discharged, in which event Lessee shall reimburse Lessor for all sums paid to effect such discharge, together with interest at the highest rate permitted by law, costs, and reasonable attorney fees, due and payable on demand. Discharge of such lien by Lessor shall not be deemed to waive or release the default of Lessee or the right of Lessor to take any action as may be otherwise permissible hereunder in the case of any default. Failure of Lessee to make any payments due Lessor hereunder shall further constitute a new default by Lessee.

5. Liability for Taxes. Lessee shall pay or cause to be paid prior to delinquency any and all real property taxes or assessments imposed or assessed against the Premises during the term hereof. Lessee shall be solely responsible and shall pay or cause to be paid prior to delinquency all taxes assessed against Lessee's fixtures, furnishing, equipment and personal property installed or located in the Premises.

6. Termination. Lessee acknowledges that Lessor is a public school district and owns the Premises as a voter-approved school-use site. Accordingly, after March 31, 2015, Lessee agrees that Lessor shall have the right to terminate this agreement upon 30 days' written notice to Lessee and thereafter possess the Premises whenever, in Lessor's sole judgment, Lessor decides to use the Premises for educational purposes. Lessee may terminate this lease upon 30 days' written notice to Lessor.

7. Insurance, Liability, Indemnity, & Waiver of Subrogation.

Liability Insurance. To further protect Lessor and assure compliance by Lessee with the provisions of this agreement, Lessee shall obtain and maintain at all times during the term hereof, with a responsible insurer, for the benefit of Lessor and Lessee as their respective interests may appear, comprehensive general liability insurance against any loss or liability for damages and any expenses of the parties against any claim for damages which might result from the use or occupation or condition of the Premises, in such amount or amounts as shall not be less than is customary and usual for operations of the type, character and scope to be carried on by Lessee on the Premises, but in no event in amounts affording protection of less than \$1,000,000.00 in case of injury to or death of one person, \$1,000,000.00 in case of personal injuries or deaths occurring as a result or arising out of one accident or event, and \$500,000.00 in respect of property damages. Lessee shall furnish a copy of such insurance policy and renewals thereof to Lessor and such policy shall not be cancelled without written notice to Lessor. Lessor shall be listed as an additional insured on such policy.

Fire and extended coverage. Lessor shall maintain fire and extended coverage insurance in a sufficient amount to cover the Premises during the term of this Lease or any renewal thereof. Such insurance shall be carried in favor of both Lessor and Lessee as their interests shall appear.

Lessee's Insurance. Lessee shall at its expense provide all fire and extended coverage insurance on the personal property and trade fixtures that Lessee moves onto the Premises, and any casualty insurance desired by Lessee. Lessor shall have no liability with respect to such property and fixtures.

Nonliability of Lessor for Damages. Lessor shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the use or occupancy by Lessee of the Premises during the term of this Lease, or any renewal thereof, and Lessee hereby indemnifies Lessor against and holds Lessor harmless from all such claims. The provisions herein permitting Lessor to enter and inspect the Premises are made to ensure that Lessee is in compliance with the terms and conditions hereof and make repairs, if any, that Lessor is required to make. Lessor shall not be liable to Lessee for any entry on the Premises for inspection purposes.

Indemnity. Lessee hereby indemnifies and agrees to hold Lessor harmless from and against any and all actions, claims and demands arising out of the use, occupancy, or non-use of the Premises by Lessee or the failure of Lessee to maintain the Premises as herein provided, including, without limitation of the foregoing, any carelessness, negligence, improper conduct or breach of this Lease by Lessee or its agents, employees, patrons, suppliers or licensees, and any and all costs, expenses and fees, including attorneys' fees, incurred by Lessor incident thereto.

Waiver of Subrogation. Each party releases the other party (which term as used in this paragraph includes employees, agents, officers and directors of the other party) from all liability, whether for negligence or otherwise, in connection with loss covered by any insurance policies which the releasor carries with respect to the Premises or any interest or property therein or thereon (whether or not such insurance is required to be carried under this Lease), but only to the extent that such loss is collected under said insurance policies. Such release is further conditioned upon the inclusion in the policy or policies or prejudice any right of the releasor to recover thereunder. Each party has the right to select its own insurance carrier. Each party further agrees that its insurance policies shall, if possible, include such a provision so long as the same shall be obtainable without cost, or if extra cost shall be charged therefor, so long as the party for whose benefit the clause or endorsement is obtained shall pay such extra cost. If extra costs shall be chargeable therefor, each party shall advise the other thereof of the amount of the extra cost, and the other party, at its election, may pay the same, but shall not be obligated to do so.

8. Easements, Agreements, or Encumbrances. The parties shall be bound by all existing easements, agreements, and encumbrances of record relating to the Premises and Lessor shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder thereunder.

9. Quiet Enjoyment. If Lessee pays the rent and other charges provided for herein and otherwise fully and punctually performs the terms and conditions imposed on Lessee, Lessor warrants that Lessee shall be granted peaceable and quiet tenancy and enjoyment of the Premises free from any eviction or interference by Lessor.

10. Surrender of Possession. Lessee shall, on the last day of the Lease term, or any renewals thereof, or on earlier termination or forfeiture of the Lease, peaceably and quietly surrender and deliver the Premises to Lessor including all additions and improvements constructed or placed thereon by Lessee, all in the same condition as when Lessee took possession, reasonable use and wear and casualty losses excepted. Lessee agrees to remove all equipment, supplies, materials, waste, and all other personal property, including without limitation oil, gas, and tires, from the Premises at Lessee's expense before surrendering the Premises to the District. The Lessee shall also remove all removable trade fixtures and any removable alterations, additions or improvements made by Lessee on or in the Premises at its expense. Lessee shall repair all damage caused by such removal and shall restore the portion of the Premises in which they were placed to the same condition as when installed. Any trade fixtures or personal property not used in connection with the operation of the Premises and belonging to Lessee, if not removed at the termination of this Lease, shall be deemed abandoned and become the property of Lessor without any payment or offset therefor. Before delivery, Lessee shall remove all business signs placed on the Premises by Lessee and restore the portion of the Premises on which they were placed in the same condition as when received.

11. Condemnation. In the event of any taking by condemnation or eminent domain of any portion of the Premises, Lessor and Lessee shall share all compensation paid, or award given, for the property taken in accordance with their respective interests in the Premises. If all of the Premises is taken, or if a portion thereof is taken so that the operation of the business conducted on the Premises shall be as a result thereof economically not feasible, then, as of the date possession is taken pursuant to such condemnation or exercise of the right of eminent domain, this Lease shall cease and terminate and the obligations of the parties hereunder for the unexpired term of this Lease likewise shall cease and terminate.

12. Partial or Total Destruction of Premises. In the event the Premises are destroyed by fire or other casualty, either Lessor or Lessee may terminate this Lease effective as the date of such casualty, by giving notice thereof within thirty (30) days after the date of such casualty. Partial destruction of the Premises shall not render this Lease void or voidable, nor terminate it except as herein provided. If the Premises are partially destroyed, or if neither Lessor nor Lessee elects to terminate this Lease in the event of a total destruction, Lessee shall repair the Premises when such repairs can be made in conformity with governmental laws and regulations, within thirty (30) days. Written notice of the intention of Lessee to repair shall be given to Lessor within ten (10) days after such partial destruction or within ten (10) days after expiration of the thirty (30) day period for termination by either Lessor or Lessee of this Lease in the event of a total destruction. If the repairs cannot be made within thirty (30) days, Lessee shall have the option to make them within ninety (90) days and continue this Lease in effect. If the repairs cannot be made in thirty (30) days, and if Lessee does not elect to make them within ninety (90) days, either party shall have the option to terminate this Lease. In the event of any such partial or total destruction of the Premises, the rentals due hereunder shall abate in proportion to the unusable portion of the Premises, until such time as the damages are repaired or restored and the Premises are made usable by Lessee, and Lessee shall be entitled to offset the amount of any prepaid rent with respect to such unusable area against the next installment of rent payable hereunder.

13. Signs, Awnings, and Marquees Installed By Lessee. Lessee shall not construct or place any new or additional signs, awnings, marquees, or other structures without the prior written consent of Lessor. Lessee shall remove signs, displays, advertisements, or decorations it has placed on the Premises or grounds that, in the opinion of Lessor, are offensive or otherwise objectionable. If Lessee fails to remove such signs, displays, advertisements, or decorations within ten (10) days after receiving written notice from Lessor to remove them, Lessor reserves the right to enter the Premises and remove them at the expense of Lessee.

14. Default or Breach. Lessee's failure to observe or perform any of the obligations of Lessee provided for herein shall constitute an event of default.

If Lessee shall be in default hereunder, Lessor shall have the right to make any payment or perform any act required by Lessee under any provision of this Lease, and, in exercising such right, to incur necessary and incidental costs and expenses, including reasonable counsel fees. All payments made and all costs and expenses incurred by Lessor in connection with any exercise of such right, together with interest thereon at the maximum rate of interest then permitted by law from the respective dates of the making of such payments or the incurring of such costs and expenses, shall be reimbursed by Lessee immediately upon demand. Notwithstanding the foregoing, nothing herein shall imply any obligation on the part of Lessor to make any payment or perform any act required by Lessee.

In the event of default by Lessee hereunder which shall remain uncured after 10 days' notice of the default, or 5 days in the case of nonpayment of rent or any other sum due hereunder, with or without notice of default from Lessor, Lessor may at once thereafter or at any time subsequently during the existence of such breach or default: (1) enter into and upon the Premises or any part thereof and repossess the same, expelling and removing therefrom all persons and property (which property may be removed and stored at the cost of, and for the account of Lessee), using such force as may be necessary, and (2) either (a) terminate this Lease, holding Lessee for damages for its breach or (b) without terminating this Lease, re-let the Premises or any part thereof upon such terms and conditions as shall appear advisable to Lessor. If Lessor shall proceed in accordance with the last-mentioned alternative (b), and the amounts received from re-letting of the Premises during any month or part thereof shall be less than the rent due and owing from Lessee during such month or part thereof under the terms of this Lease, Lessee shall pay such deficiency to Lessor immediately upon calculation thereof.

Notwithstanding the foregoing, any default (except failure to pay rent or any other amount due hereunder) the curing of which shall actually require more than 10 days because of any cause beyond Lessee's control, shall be deemed cured by Lessee if Lessee shall have commenced to cure said default within the 10 day period and shall thereafter have successfully prosecuted the curation of said default with all due diligence.

15. Attorney Fees.

If upon breach hereunder, either party finds it necessary to engage the services of an attorney to enforce any agreement contained in this lease, or for breach of any covenant or

condition, the party in breach agrees to pay all costs and expenses, including reasonable attorney fees, to the wronged party.

16. Waivers.

The failure of Lessor to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights or remedies that Lessor may have regarding that specific instance only, and shall not be deemed a waiver of any subsequent or other breach or default in any terms or conditions.

17. Assignment, Mortgage or Sublease.

Lessee shall not assign this lease or any part thereof nor underlet or sublet the whole or any part of the Premises without the prior written consent of Lessor; provided, however, that any such consent shall not be deemed to release Lessee from its covenants and obligations herein set forth and Lessee shall continue to be responsible for the performance of the said covenants and obligations.

18. Total Agreement; Applicable To Successors.

This agreement contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto. This lease and the terms and conditions hereof apply to and are binding on the heirs, legal representatives, successors, and assigns of both parties.

19. Applicable Law.

This agreement shall be governed by and construed in accordance with the laws of the state of Montana.

20. Severability.

If any provision of this Lease shall be declared invalid or unenforceable, the remainder of the agreement shall continue in full force and effect.

21. Time of the Essence.

Time is of the essence in all provisions of this agreement.

IN WITNESS WHEREOF, the parties execute this Lease Agreement on the dates noted below and make this Lease Agreement effective June 10, 2014.

LESSOR: Lewistown Elementary School District No. 1, Fergus County, Montana

By _____
Jason A. Butcher, its Superintendent

Date: _____

LESSEE: Torgerson's, LLC

By _____
_____, its _____

Date: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

27

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

ITEM TITLE: FIRST READING—BOARD POLICY #5321P – CONDITIONS FOR USE OF LEAVE

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #5321P – Conditions for Use of Leave.

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 #5321P – Conditions for Use of Leave

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIRST READING

Lewistown School District

PERSONNEL

5321P

Page 1 of 2

Conditions for Use of Leave

Certified staff may use sick leave for those instances listed in the current collective bargaining agreement. Classified staff may use sick leave for illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, abortion; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care of or attendance to an immediate family member or, at the District's discretion, another relative for the above reasons until other attendants can reasonably be obtained, and death or funeral attendance for an immediate family member. Leave without pay may be granted to employees upon the death of persons not included on this list.

Accrual and Use of Sick Leave Credits

Certified employees shall accrue and may use their sick leave credits according to the current collective bargaining agreement.

Classified employees shall accrue sick leave in accordance with the provisions of 2-18-618, MCA. Classified employees serving in positions that are permanent full-time, seasonal full-time, or permanent part-time are eligible to earn sick leave credits. Sick leave credits accrue from the first day of employment. A classified employee must be continuously employed for the qualifying period of ninety (90) calendar days in order to use sick leave. Sick leave may not be advanced nor may leave be taken retroactively. Unless there is a break in service, an employee only serves the qualifying period once. After a break in service, an employee must again complete the qualifying period to use sick leave. A seasonal classified employee's accrued sick leave credits may be carried over to the next season if management has a continuing need for the employee or, alternatively, may be paid out as a lump sum to the employee when the season ends, in accordance with ARM 2.21.141.

Persons, whether classified or certified, simultaneously employed in two (2) or more positions, will accrue sick leave credits in each position according to the number of hours or the proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits are earned and with the approval of the supervisor or appropriate authority for that position. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a work week that are paid as overtime hours or are recorded as compensatory time hours. A full-time employee shall not earn less than nor more than the full-time sick leave accrual rate provided classified employees.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay exceeding fifteen (15) working days, the amount of time on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose any accrued sick leave credits nor lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

Calculation of Sick Leave Credits

Certified employees shall earn sick leave credits at the rate stated in the current collective bargaining agreement.

Full-time classified employees shall earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits shall be prorated for part-time employees who have worked the qualifying period. The payroll office will refine this data by keeping records per hour worked.

Sick Leave Banks

Donation and use of sick leave credits to the sick leave bank are governed by the terms of the current collective bargaining agreement and Classified Sick Leave Bank, Policy 5510.

Lump-Sum Payment upon Termination for Classified Employees

~~When a classified employee terminates from the District, the employee is entitled to cash compensation for unused sick leave credit equal to one fourth (1/4) of the compensation the employee would have received if the employee had used the credits, provided the employee has worked the qualifying period.~~ 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 a day's salary for each day 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 a day's salary for each day of accumulated sick leave. The value of unused sick leave is computed based on the employee's salary rate at the time of termination.

Industrial Accident

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits. Use of sick leave must be coordinated with receipt of Workers' Compensation benefits on a case-by-case basis, by contacting the Workers' Compensation carrier.

Sick Leave Substituted for Annual Leave

A classified employee, who qualifies for use of sick leave while taking approved annual vacation leave, may be allowed to substitute accrued sick leave credits for annual leave credits. Medical certification of the illness or disability may be required.

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

28

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

ITEM TITLE: FIRST READING—BOARD POLICY #6412 – BENEFITS FOR PRINCIPALS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #6412 – Benefits for Principals.

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 #6412 – Benefits for Principals

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIRST READING

Lewistown School District

ADMINISTRATION

6412
Page 1 of 2

Benefits for Principals

Principals will receive the following benefits:

Medical Insurance: A comprehensive major medical insurance program will be provided, and the Board will pay full family coverage for each principal.

Flexible Benefits Plan (IRS Section 125): The District will establish a flexible benefits plan based on Section 125 of the IRS code to pay eligible, non-reimbursable health and dependent care costs. The plan will be administered by an outside carrier based on mutually agreed upon specifications. Participation in the plan by the principals will be voluntary.

Dental Insurance: A dental insurance program will be available to each principal. The Board will provide an annual premium payment for each principal, at a rate currently approved by the Board.

Professional Leave: If approved by the Superintendent, professional leave at full salary may be granted to each principal for visitation of other districts, attendance at educational conferences, serving officials, and attendance at professional association conferences. Reasonable expenses will be paid to the principal using such leave, unless expenses are waived by mutual agreement of the principal and the Superintendent. Such waiver shall be in written form signed by both parties. The Board must give prior approval for out-of-state professional leave.

Life and Disability Insurance: A life and disability insurance program will be available to principals. The District will provide a maximum premium currently approved by the Board for all principals included in the group plan. The Superintendent is included in the group plan.

Sick Leave: A principal will be granted twenty-five (25) days sick leave upon employment and ten (10) days for each year of service thereafter, for personal illness or disability, personal medical appointments, quarantine, or communicable disease. Unused sick leave will be allowed to accumulate to one hundred sixty (160) days. The full amount of accumulated and current sick leave will be available for use from the starting date of the contract.

Accumulated Sick Leave Pay for Principals: ~~Upon termination a professional administrator will be paid a lump-sum payment equal to one-fourth (3) of a day's salary for each day of accumulated sick leave.~~ Upon termination a professional administrator with less than 8 consecutive years of service in the District will be paid a lump-sum payment equal to twenty-five percent (25%) of a day's salary for each day of accumulated sick leave. A professional administrator with 8 or more consecutive years of service in the District will be paid a lump-sum payment equal to thirty percent (30%) of a day's salary for each day of accumulated sick leave.

Payment will be made before July 1 of the ensuing fiscal year. Payment will be based on the salary at the time of termination of employment.

In the event of the administrator's death before retirement, this severance allowance will be paid to the administrator's estate. Policy 6415 was embedded into 6412.

Bereavement and Family Illness: Up to five (5) days per occurrence will be granted at full salary to each principal, for death in the immediate family. In cases of serious illness in the immediate family, five (5) days per occurrence will be granted at full salary. "Serious illness" is defined as illness generally requiring hospitalization. "Immediate family" is defined as the employee and spouse, and their grandparent, father, mother, sister, brother, daughter, or son and grandchild.

Personal Leave: The Superintendent will authorize five (5) days personal leave per school year to each principal, subject to requirements of the job and advance notice of need for such leave. Personal days will not carry over year to year.

Policy History:

Adopted on: June 28, 2004

Revised on: April 28, 2008

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

29

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

ITEM TITLE: FIRST READING—BOARD POLICY #6413 – BENEFITS FOR CLASSIFIED ADMINISTRATORS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 06/09/2014

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #6413 – Benefits for Classified Administrators.

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 #6412 – Benefits for Classified Administrators

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIRST READING

Lewistown School District

ADMINISTRATION

6413

Page 1 of 2

Benefits for Classified Administrators

Classified administrators will receive the following benefits:

Medical Insurance: A comprehensive major medical insurance program will be provided, and the Board will pay full family coverage for each classified administrator.

Flexible Benefits Plan (IRS Section 125): The District will establish a flexible benefits plan based on Section 125 of the IRS code to pay eligible, non-reimbursable health and dependent care costs. The plan will be administered by an outside carrier based on mutually agreed upon specifications. Participation in the plan by the administration will be voluntary.

Dental Insurance: A dental insurance program will be available to each classified administrator. The Board will provide an annual premium payment for each administrator, at a rate currently approved by the Board.

Professional Leave: If approved by the Superintendent, professional leave at full salary may be granted to each classified administrator for visitation of other districts, attendance at educational conferences, serving officials, and attendance at professional association conferences. Reasonable expenses will be paid to the administrator using such leave, unless expenses are waived by mutual agreement of the principal and the Superintendent. Such waiver shall be in written form signed by both parties. The Board must give prior approval for out-of-state professional leave.

Life & Disability Insurance: A life and disability insurance program will be available to classified administration. The District will provide a maximum premium currently approved by the Board for all administrators included in the group plan. The Superintendent is included in the group plan.

Sick Leave: Classified administrators shall accrue sick leave in accordance with the provisions of 2-18-618, MCA.

Upon termination a classified administrator with less than 8 consecutive years of service in the District will be paid a lump-sum payment equal to twenty-five percent (25%) of a day's salary for each day of accumulated sick leave. A classified administrator with 8 or more consecutive years of service in the District will be paid a lump-sum payment equal to thirty percent (30%) of a day's salary for each day of accumulated sick leave.

Payment will be made before July 1 of the ensuing fiscal year. Payment will be based on the salary at the time of termination of employment.

Holidays: See Personnel Policy #5333

Vacation Days: See Personnel Policy #5334

Bereavement and Family Illness: Up to five (5) days per occurrence will be granted at full salary to each principal, for death in the immediate family. In cases of serious illness in the immediate family, five (5) days per occurrence will be granted at full salary. "Serious illness" is defined as illness generally requiring hospitalization. "Immediate family" is defined as the employee and spouse, and their grandparent, father, mother, sister, brother, daughter, or son and grandchild.

Personal Leave: The Superintendent will authorize five (5) days personal leave per school year to each classified administrator, subject to requirements of the job and advance notice of need for such leave. Personal days do not carry over from year to year.

Policy History:

Adopted on: April 28, 2008

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/09/2014

Agenda Item No.

30

☐ 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: 06/09/2014

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: June 9, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
DECOCK, Adrienna	Science Teacher	Fergus High School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	June 9, 2014	See attached hiring recommendation.
DECOCK, Brendon	Math Teacher	Fergus High School	Approve appointment on schedule— BA Step 4 (Actual)	June 9, 2014	See attached hiring recommendation.
KLAPWYK, William	Technology Director	School District #1	Approve appointment as per recommendation--\$55,00 for the 2014-2015 School Year plus \$1,269.24 for six (6) days in June 2014	June 23, 2014	See attached hiring recommendation.
GUYER, Justin	Science Teacher	Fergus High School	Accept letter of resignation	June 30, 2014	See attached letter.
BLAKE, Megan	Head Cheerleading Coach	Fergus High School	Accept letter of resignation	June 30, 2014	See attached letter.
RIFE, Vicki	Paraprofessional	Lewistown Junior High School	Accept letter of resignation	June 30, 2014	See attached letter.
FRIESEN, Amie	School Food Service Director	School District #1	Approve revision of 2014-2015 Contract to reflect changing number of days worked from 233 days per year to 220 days per year	July 1, 2014	See attached memo.
WIEGERT, Kim	Summer Computer Maintenance	School District #1	Approve appointment on schedule— MAINT 2 Step 0+45 for up to 40 hours per week for 10 weeks not to exceed 400 hours	June 9, 2014	See attached memo.
KROPF, Laura MCPHERSON, Bette WILSON, Ryan	Special Education Summer School Aides	School District #1	Approve appointment on schedule at \$15.00 per hour for up to 70 hours	June 9, 2014	See attached memo.

HIRING RECOMMENDATION

Adrienna DeCock

HS Science Teacher

BA

4 (Actual 0)

Fergus High School

Fall 2014

187 Days per Year

Jeff Elliott

Jerry Feller

Joe Irish

Mike Mangold

Barb Thomas

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 9, 2014.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Brendon DeCock

For:

Job Title

HS Math Teacher

Classification

BA

Step

4 (Actual)

Work location

Fergus High School

Date to begin work

Fall 2014

Days per yr/Hrs per day

187 Days per Year

SELECTION COMMITTEE:

Jeff Elliott

Troy Hudson

Joe Irish

Barb Thomas

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on June 9, 2014.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

William Klapwyk

For:

Job Title

Technology Director

Classification

Administrator

Step

N/A

Work location

Lincoln – Central Office

Date to begin work

June 23, 2014

Days per yr/Hrs per day

260 days per year / 8 hours per day

SELECTION COMMITTEE:

Scott Dubbs

Jeff Elliott

Mindy Obert

Rebekah Rhoades

Lynne Wise-Klippenes

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

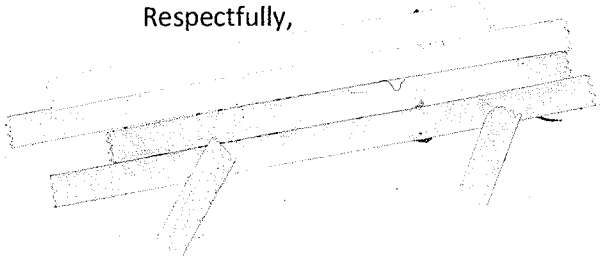
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on June 9, 2014.

Monday, May 19, 2014

Please accept this letter as a formal resignation from all assigned duties at Fergus High School for the 2014-2015 school year.

Respectfully,



Justin Guyer

5/19/14

April 28, 2014

Megan Blake
117 Carroll Trail
Lewistown, MT 59457

Dear Mr. Daniels:

This letter is to inform you of my resignation from the position of head cheerleading coach at Fergus High School. The obligations and requirements of my full-time employment as a school psychologist will be increasing next year, as I will be supervising at least one intern and possibly two. Because of this increased responsibility, I am unable to dedicate the time needed to be an effective head coach.

I am very thankful for the opportunity to do something I have thought about and wanted to do for quite some time. I have learned much over the last year and have worked with some wonderful people, and I will always be grateful for that. I am willing to help transition the incoming coach as much as he or she would like. I hope to continue to be a part of Fergus athletics and activities, but in the role of spectator and supporter.

Sincerely,

Megan Blake

Date: May 22, 2014

To: Mr. Tim Majerus, Principal
Lewistown Jr. High
914 West Main
Lewistown, Montana 59457
Phone: 406-535-5419
Fax: 406-535-2300
e-mail: tmajerus@lewistown.k12.mt.us

From: Vicki Rife

RE: 2014 – 2015 Paraprofessional position
G-7 Special Education Department, Lewistown Jr. High

Dear Mr. Majerus,

I want to formally thank you for making the Lewistown Jr. High such an amazing place to teach. I have learned so much from the great students I interact with on a daily basis, as well as from the wonderful staff.

At this time, it is best that I secure a full-time teaching position. This letter is to formally notify the Lewistown School District of my decision to not return as a paraprofessional in the 2014 – 2015 school year.

Thank you, again, for your support and help throughout the 1.5 years at the Lewistown Jr. High. I will always truly value all of the experiences and friendships.

Respectfully,


Vicki Rife

Phone: 480-495-9462

e-mail: vriff@gmail.com

TO: LEWISTOWN PUBLIC SCHOOLS BOARD OF TRUSTEES

FROM: REBEKAH RHOADES, BUSINESS MANAGER

DATE: May 29, 2014

SUBJECT: CONTRACT CHANGE – FOOD SERVICE DIRECTOR

Over the past year, Amie Friesen has stepped in and taken charge of the Food Service Department at Lewistown Public Schools. She has done an excellent job, is very conscientious and respected by her staff.

As many of you know, School Food Service has changed dramatically over the past few years with new State and Federal reporting requirements, Free and Reduced Meal applications, Bidding changes, etc. Unfortunately, the budget for school foods has not increased with these additional duties. The average Food Service Director wage for other Class "A" schools in the state is \$19.50/hour and many of these individuals do not supervise the number of staff that Amie is responsible for due to our centralized kitchen model.

In order to be fiscally responsible while still recognizing her hard work, I would like to recommend that the number of days in the Amie's contract be reduced from 233 to 220 but that the yearly salary stay the same. This essentially raises her hourly rate without impacting the tight Food Service Budget.

CURRENT:
233 days/year
\$30,300/year
\$16.26/hour (salaried employee)

PROPOSED CHANGE:
220 days/year
\$30,300/year
\$17.22/hour (salaried employee)

Amie is extremely efficient at her job and will be able to complete all of her duties in the shortened timeframe. We have both spent time researching and discussing this change to ensure that all aspects have been considered and the District will not be impacted negatively.

Thank you for your consideration in this matter.

Rebekah Rhoades
Business Manager



Memorandum

To: Jason Butcher, Superintendent
From: Pat Weichel, Technology Supervisor
Date: May 19, 2014
Re: Hiring Recommendation

I would like to make the following hiring recommendation for Summer Computer Maintenance:

Kim Wiegert MAINT II Step 0+45 Up to 40 hours per week for 10 weeks

Thank you,

Pat Weichel

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: May 29, 2014

FR: Chris Rice

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing. These recommendations enhance those approved at the May Board meeting and enable us to accommodate increased student enrollment.

Thank you for your consideration.

August 11-22, 2014

Laura Kropf	Aide	\$15.00/hour	up to 70 hours
Bette McPherson	Aide	\$15.00/hour	up to 70 hours
Ryan Wilson	Aide	\$15.00/hour	up to 70 hours

SERVING SPECIAL STUDENTS IN
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES

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

Jeremy Bristol
Phil Koterba
Shelley Poss
Jennifer Thompson
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2013-2014 SCHOOL CALENDAR

A. Pupil Instruction

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

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

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

2013-2014		
Regular Board Meetings		
July	8	5:30 p.m.
Aug	12	5:30 p.m.
Sept	9	7:00 p.m.
Oct	14	7:00 p.m.
Nov	11	7:00 p.m.
Dec	9	7:00 p.m.
Jan	13	7:00 p.m.
Feb	10	7:00 p.m.
Mar	10	7:00 p.m.
Apr	14	7:00 p.m.
May	12	6:00 p.m.
June	9	6:00 p.m.

C. Holidays / Vacations (Dates Inclusive)

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