

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

**MONDAY, March 11, 2019
REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of Jr. High School Boys Basketball Teams and Coaches
5. Recognition of Fergus County Spelling Bee First Place Winners, Skylar Rutten and Averi Sparks
6. Recognition of Geography Bee First Place Winners, Gavin Thomas and Kieran Netburn
7. Presentation—Fergus County Port Authority Workforce Committee
8. Presentation---Fergus High School Think Tank Group --Student Link and Advisor, Karen Durbin
9. Presentation—Tim Majerus, Fergus High School Principal--- Hi SET Option Update
10. Report—Student Representative
11. Report—LEA
12. Report—Committees of the Board
13. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

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

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

19. Minutes of the February 11, 2019, Regular Board Meeting
Minutes of the February 11, 2019, Special Board Meeting

APPROVAL OF CLAIMS

20. Claims

INDIVIDUAL ITEMS

21. First Reading---Board Policy 1000 ---Legal Status and Operation
22. First Reading---Eliminate Board Policy ---1100--- Organization
23. First Reading---Board Policy 1310—Adoption and Amendment of Policies
24. First Reading---Board Policy 3226---Bullying/Harassment/Hazing/Intimidation/ Menacing
25. First Reading---Board Policy 6121F District Organization--Organizational Chart
26. First Reading ---Board Policy 6110F Formal Superintendent Evaluation Form

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REGULAR BOARD MEETING**

-CONTINUED PAGE 2-

- 27. Approve Issuing Contracts for Certified Staff
- 28. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause
- 29. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause
- 30. Approve contract with CTA Architects
- 31. Set Elementary District Number One Levy Amount
- 32. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2020
- 33. Approve Multi-District Agreement for Technology Services
- 34. Approve Additions to the Substitute List for the 2018-2019 School Year
- 35. Approve Personnel Report

ADJOURNMENT

***A hard copy of the complete Agenda is available at the LPS Central Office or on the
Lewistown Public Schools Website
<http://www.lewistown.k12.mt.us/content/266>***

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

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

ITEM TITLE: RECOGNITION – JUNIOR HIGH SCHOOL BOYS BASKETBALL TEAMS AND COACHES
KYLE TRAFTON AND MATT DONALDSON

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

SUMMARY:

Kyle Trafton and Matt Donaldson Jr. High School Boys Basketball Coaches, will introduce players and give perspective on this past season.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

5

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

ITEM TITLE: RECOGNITION OF FERGUS COUNTY SPELLING BEE WINNERS

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

SUMMARY:

Skylar Rutten of Lewistown Jr. High School and Averil Sparks of Lewis and Clark Elementary School won first place awards at the County Spelling Bee Competition on February 12, 2019. The Spelling Bee was held at the Fergus High School Performing Arts.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

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

ITEM TITLE: RECOGNITION OF GEOGRAPHY BEE WINNERS

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

SUMMARY:

Kieran Netburn – Lewistown Jr. High School grade 7, and Gavin Thomas –Lewis and Clark Elementary School grade 5, won first place honors at their individual school Geography Bee competition. They will represent Lewistown Public Schools at the state competition in Billings.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

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

ITEM TITLE: PRESENTATION---FERGUS COUNTY PORT AUTHORITY WORKFORCE COMMITTEE

Requested By: Board of Trustees Prepared By: Dave Byerly/Jeff Friesen

SUMMARY:

- . The Fergus County Port Authority Workforce Committee will present the Board with information regarding their work towards hiring a Workforce Coordinator to benefit the community. A portion of the funding for this position will be requested from the School District as an Adult Ed Levy with a 2-year funding commitment.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

8

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

ITEM TITLE: PRESENTATION BY FERGUS HIGH SCHOOL THINK TANK STUDENT GROUP – STUDENT LINK AND ADVISOR, KAREN DURBIN

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

SUMMARY:

The Fergus High School Think Tank Student Group is a new addition at Fergus High School. FHS Counselor, Karen Durbin will explain the student link and purpose of the student group.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

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

ITEM TITLE: PRESENTATION TIM MAJERUS, FERGUS HIGH SCHOOL PRINCIPAL—HI-SET OPTION UPDATE

Requested By: Board of Trustees Prepared By: Tim Majerus

SUMMARY:

Tim Majerus, Fergus High School Principal will update the Board with information on the Hi-SET Option status.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

10

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Libbey Fried-Jenness

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

11

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

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

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

12

ITEM TITLE: REPORT---COMMITTEES OF THE BOARD.

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

SUMMARY:

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

Attached is the list for Standing Committees of the Board for the 2018-2019 School Year.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

STANDING COMMITTEES OF THE BOARD
2018-2019 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2018-2019 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Fine Arts, Library, Technology, Guidance, Health Enhancement	2		X			X		
Health Insurance Program	2			X		X		
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	
Policy Review	3	X	X			X		

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

13

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC

Requested By: Board of Trustees

Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

14

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

ITEM TITLE: REPORT—ELECTION INFORMATION

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

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2019.

Attached are the Terms of Office Listing and the 2018-2019 School Election Calendar.

Board members terms of office that are due to expire in 2019 include: Phil Koterba and Jennifer Thompson.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2019	Expire 2020	Expire 2021
SCHOOL DISTRICT #1	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Stephen Vantassel	CJ Bailey Monte Weeden

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

_____ 3-year term (to expire in 2022)

_____ 3-year term (to expire in 2022)


Declaration of Intents Filed for Nomination of School Board Trustee:

Phillip R. Koterba
Jennifer Thompson

SCHOOL ELECTION CALENDAR 2019

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 13 through Thursday, March 28	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 26	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none">• Bond Elections are subject to additional requirements (see 20-9-422, MCA).• Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, March 1	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 8	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: Mail Ballot Plan Timetable and Instructions	13-19-205
4 weeks preceding the close of regular registration	Monday, March 11	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 4 (by 5 p.m.)	Last day trustee candidates may withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 4 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election).	20-3-305(2)(b)
No later than the 30th day before	Friday, April 5	Deadline to notify election judges of appointment.	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 5	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 5	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
30 days before any election	Monday, April 8	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 8	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 9	Start of Late Registration. Late voter registration starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 28 Through Saturday, April 27	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices. 	20-20-204
At least 20 days before	Wednesday, April 17	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> • The ballot (with stubs removed); • Instructions for voting and returning the ballot; • A secrecy envelope, free of marks that would identify the voter; and • A self-addressed, return envelope with affirmation printed on the back. 	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 17 through Monday, April 22	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	Saturday, April 27 through Sunday, May 5	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Day before (By Noon)	Monday, May 6	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 6	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (between noon and 5pm)	Monday, May 6	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304
Election Day 	Tuesday, May 7	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 13	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 15 days after the election	By Wednesday, May 22	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	20-20-415 20-20-416
Within 5 days after the official canvas	Monday, May 13 through Tuesday, May 28	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding $\frac{1}{4}$ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 13 through Tuesday, May 28	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	13-16-204 20-20-420
Within 15 days of election	By Wednesday, May 22	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
June 1	Friday, May 31	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	By Wednesday, June 5	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.

Additional References:

Sample forms can be found at this address: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

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

NOTE: Candidates for trustee positions in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

15

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2019-2020 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ Additional Information Attached

NOTES:

2019-2020 BUDGET PROJECTIONS

As of 3/6/2019

ELEMENTARY

2018-2019 Final Budget	\$6,281,294.57	
2019-2020 Projected Budgets	\$6,466,207.33	w/out a vote
	\$6,510,845.45	w/a vote
2019-2020 Projected Expenses	\$6,532,561.30	
Over/Under Budget	(\$66,353.97)	w/out a vote
	(\$21,715.85)	w/a vote
FY19 Budget vs FY20 Budget	\$184,912.76	increase w/out a vote
	\$229,550.88	increase w/a vote

HIGH SCHOOL

2018-2019 Final Budget	\$3,273,592.13	
2019-2020 Projected Budgets	\$3,261,895.32	w/out a vote
	\$3,275,821.94	w/a vote
2019-2020 Projected Expenses	\$3,309,964.98	
Over/Under Budget	(\$48,069.66)	w/out a vote
	(\$34,143.04)	w/a vote
FY19 Budget vs FY20 Budget	(\$11,696.81)	increase w/out a vote
	\$2,229.81	increase w/a vote

The numbers above include the following:

2% increase to salaries for all staff

10% health insurance increase

Additional Pre-ETS Funding (approx. \$50,000) at FHS

Final ANB/Enrollment sent to OPI

Unknowns: Retirements/Staff Resignations*, Health Insurance Rates, Kindergarten Enrollment, Title I Funding

Other Considerations: Certified Staffing at JHS (increase in enrollment),
Paraprofessional needs

*Retirements/Resignations could save up to \$27,000 more in High School and \$36,000 more in Elementary

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

16

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

ITEM TITLE: REPORT—INVESTMENT

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

SUMMARY:

Interest for February 2019 was not available at the time of posting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

17

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

ITEM TITLE: REPORT—SUPERINTENDENT

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

SUMMARY:

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

- ❖ Staffing Update
- ❖ Review of Evacuation and Re-Unification protocol and Monday, March 4 Incident
- ❖ TalentEd Online Recruiting, Application, Reference Check, Interview, and Offer Software
- ❖ Self-Contained Special Ed Program Visits
- ❖ Open Mic at FHS, every Wednesday during March – FHS Library, 12:05 pm
- ❖ FHS Make-up time during Core/Flex
- ❖ Parent/Teacher Conferences—Tuesday, March 26, 2019—Evening Only
- ❖ Montana Shakespeare – Highland Park – Tuesday, March 12
- ❖ 4th Grade Music Program, Thursday, March 14 at 6:00 p.m. – FCPA
- ❖ MASS and META Spring Conference and Day of Advocacy, March 18 & 19 at Helena
- ❖ Wax Museum – Lewis and Clark – Friday, March 15
- ❖ Cheer Fest – March 15-16 @ Fergus High Gym – 22 Teams
- ❖ 1st Grade Music Program, March 21 at 6:00 p.m. - FCPA
- ❖ Prom at FHS—April 6, 2019
- ❖ Parent/Teacher Conferences – Tuesday, March 26, 2018 – Evening Only
- ❖ FHS Skills USA State Convention, April 4-6 - Havre
- ❖ Home Athletic Games/Meets:
 - 1st Day of Spring Sports (Boys & Girls Track, Boys & Girls Tennis, Softball),
March 11th
 - TR – Central Montana Inv. – Saturday, March 30 - TBA
 - SB v. Hardin, Friday, April 5 at 3/5 p.m.
 - TR – FHS Twilight – Tuesday, April 9 – 3:30 pm
 - SB – FHS Round Robin, April 12 & 13 TBA
 - LJHS TR 1st Day, Monday, March 25

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

18

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

19

☒ **Minutes/Claims** ☐ **Board of Trustees** ☐ **Superintendent's Report**

☐ **Action – Consent**

☐ **Action – Indiv.**

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the February 11, 2019, Regular Board Meeting
- Minutes of the February 11, 2019 Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, February 11, 2019

REGULAR BOARD MEETING

CALL TO ORDER (6:36 p.m.)

1. **ROLL CALL**

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Jennifer Thompson, Phil Koterba, Monte Weeden,
Stephen Vantassel (via phone), Jeff Southworth

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah
Rhoades, Luke Brandon – LEA President, Diane Lewis, Scott Baldwin, Tim
Majerus, Bobbie Atchison

OTHERS PRESENT:

Libbey Fried-Jenness – Student Representative, Kendra Mihlfeldt, Jenny
Chalmers, Courtney Moline and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

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

4. **Recognition of the Business Professionals of America Club**

Diane Lewis, BPA Advisor, recognized her members of the BPA Club for their
excellent results at Regionals. She also recognized Jennifer Chalmers for her
effort in volunteering with the BPA Club. They will be competing at State in
the near future.

5. **Report—Student Representative**

Libbey Fried-Jenness, Student Representative to the Board, reported on
upcoming activities at Fergus High School.

6. **Report – LEA**

Luke Brandon, President of the Lewistown Education Association (LEA)
updated the Board of Trustees on the activities and happenings for their
organization. The LEA Executive Board met recently and discussed the
process for transfers, hoping to get clarification from the Board and Mr. Peck
on that process. Mr. Peck stated that the transfer is not guaranteed, but
interviews will be done.

7. **Report—Committees of the Board**

The Calendar Committee met and the 2019-20 calendar will be considered for
approval later in the agenda.

CJ Bailey requested that a Policy Committee be established to review all
district policies. Kris Birdwell, Jennifer Thompson, and CJ Bailey will be on
that committee for the remainder of the 2018-19 school year.

8. **Calendar Items, Concerns, Correspondence, Etc.**

- Thank you from the National Association of Agricultural Educators

- Perkins IV Accountability Data
- Legislative Session Highlights as of 2/8/19
- Administrator 20 Day Plans
- Spring Sports Schedules (tentative)

9. Report—2017-2018 Audit Report
Business Manager Rebekah Rhoades reported Paul Strom and Associates completed the audit for FY2017-2018. There were no findings or material weaknesses in our financial statements or internal control processes. The audit report is posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view.
10. Report—Election Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2019 School Election Calendar and advised them of the Trustee seats that will be up for election in 2019 – Phil Koterba and Jennifer Thompson.
11. Report—Budget Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2019-2020 school year.
12. Report—Investment
Interest earned and distributed for December was \$5,790.35 in the High School and \$7,353.06 in the Elementary, for a total of \$13,143.41. Interest earned and distributed for January was \$6,429.48 in the High School and \$8,504.07 in the Elementary, for a total of \$14,933.55.
13. Report—Superintendent
Superintendent Thom Peck reported that the Tiny House built by the Construction Academy is now listed on the MLS with a local realtor. Mr. Peck recently attended the MHSA annual meeting and gave a summary of what took place at that meeting. January PIR Day received great feedback from Principals. Three teachers have accepted the Retirement Incentive and one certified teacher have resigned. Curriculum is currently being worked on in teams, led by the Principals and Superintendent. A Self-Contained Special Education program is being researched with the intent to better meet student needs. Several building inspections have been completed in the past few weeks and any issues found are being addressed. Mr. Peck updated the Board on various events taking place throughout the District.

PUBLIC PARTICIPATION

14. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Courtney Moline was introduced to the Board, as she is working toward an Administrative degree and will be shadowing Thom Peck.

ACTION ITEMS MINUTES

15. Minutes of the January 14, 2019, Regular Board Meeting – Approved unanimously (Birdwell/Southworth)

APPROVAL OF CLAIMS

16. Claims – Approved unanimously (Thompson/Bailey)
Claims Committee for January through March 2019 will be Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, and Stephen Vantassel.

INDIVIDUAL ITEMS

17. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools – Approved unanimously (Bailey/Thompson)
18. Approve First Semester Claim for Individual Contract Bus Reimbursement – Approved unanimously (Weeden/Bailey)
19. Approve First Semester Elementary & High School Claims for Bus Reimbursement – Approved unanimously (Birdwell/Thompson)
20. Approve Trustee Resolution Calling for an Election – Approved unanimously (Bailey/Thompson)

21. Approve 2019-2020 School Calendar – Approved unanimously (Bailey/Weeden)
Luke Brandon expressed the teacher’s desires to have a vote on the calendar, as has been done in the past. CJ Bailey clarified that a vote is not required per the CBA and that the feedback was received from all staff.
22. Approve Audit Contract for FY19-FY21 – Approved unanimously (Birdwell/Thompson)
23. Approve Additions to the Substitute List for the 2018-2019 School Year – Approved unanimously (Weeden/Southworth)
24. Approve Personnel Report – See Exhibit A – with the amendment to add Lisa Pierce as a volunteer Cheer Coach – Approved unanimously (Weeden/Southworth)

EXECUTIVE SESSION

25. Board Chair Phil Koterba called for an Executive Session at 7:43 p.m. to conduct the Superintendent’s post-evaluation stating that the individual’s right to privacy clearly exceeds the public’s right to know.

ADJOURNMENT

The meeting was adjourned at 9:05 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, March 11, 2019, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday February 11, 2019

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
FELLER, Vic, HUDSON, Troy, JOHNSON, Orin and LEAR, Derek	Football Coaches	Fergus High School	Approve Out-Of-State Travel to attend Football Clinic at Reno, Nevada	3/6/19 thru 3/11/19	Jim Daniels	See Attached Letter
HESER, Holly	Certified Teacher	Fergus High School	Accept Letter of Resignation	5/31/2019		See Attached Letter
KELSEY, Michael	Head Track Coach	Jr. High School	Accept Verbal Resignation	1/31/2019	Scott Dubbs	
TRAFELET, Jeffrey	Study Skills Paraprofessional	Fergus High School	Approve appointment on schedule-- PARA EDUCATOR - CERT Step 0 for up to 7.5 hours per day up to 85 days	1/28/2019	Tim Majerus	Replacing Betty Sanders
WHITNEY-REED, Jill	Certified Teacher	Lewis & Clark	Accept Letter of Resignation	5/31/2019		See Attached Letter
WIRTZBERGER, Danny, LEWIS, Matt and VENTRESCA, Matthew	Elementary Principals		Approve Out-Of-State Travel to attend the National Elementary Principals Conference at Spokane, WA	7-9-19 thru 7-12-19	Thom Peck	See Attached Letter

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Thursday, February 11, 2019

SPECIAL BOARD MEETING

CALL TO ORDER (5:30 P.M.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, Jennifer Thompson, Stephen Vantassel (via phone), Jeff Southworth, Kris Birdwell, CJ Bailey, Monte Weeden

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Jeff Friesen, Karen Durbin, Teresa Majerus

OTHERS PRESENT:

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

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

There was no public participation.

EXECUTIVE SESSION

4. Board Chair Phil Koterba called for an Executive Session at 5:31 p.m. to conduct the Student Discipline Hearing stating that the individual's right to privacy clearly exceeds the public's right to know.

ACTION ITEMS

INDIVIDUAL ITEMS

5. Create a committee of the Board to review Board Policies – (Bailey/Thompson)

Amend the previous motion to create a committee to review the Bullying Policy – Approved Unanimously (Birdwell/Southworth)

ADJOURNMENT

The meeting was adjourned at 6:36 p.m. (Bailey – unanimous).

PHILLIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

20

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

ITEM TITLE: CLAIMS

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

SUMMARY:

Approve claims paid through March 8, 2019, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2019 include: Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, and Stephen Vantassel.

*****Need to select new Finance Committee members for April - June 2019*****

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

21

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

ITEM TITLE: FIRST READING—BOARD POLICY #1000 –Legal Status and Operation

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy # 1000 –Legal Status and Operation and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1000

Legal Status, Operation and Organization

The legal name of this District is Lewistown School District No. 1 of Fergus County, State of Montana. The District is classified as a class one district and is operated according to the laws and regulations pertaining to a class one district.

The Board of Trustees of the School District #1 is the governmental entity established by the State of Montana to plan and direct all aspects of the District's operations, to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

To achieve its primary goal of providing each child with a basic system of free quality education as 15 required by Montana Law, the Board shall exercise the full authority granted to it by the laws of the 16 state. Its legal powers, duties, and responsibilities are derived from the Montana Constitution and 17 state statutes and administrative rules.

~~In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.~~

The policies of the Board define the organization of the Board and the manner of conducting its official business. The policies of the District are modified/updated from time to time to reflect the operation of the District. ~~The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.~~

All handbooks approved by the Board are regarded as and given the same significance as District 24 policy

Legal Reference: § 20-3-323, MCA District policy and record of acts 29
 § 20-3-324, MCA Powers and duties
 § 20-6-101, MCA Definition of elementary and high school districts
 § 20-6-201, MCA Elementary district classification
 § 20-6-301, MCA High school district classification
 § 20-9-309, MCA Basic system of free quality public elementary and 34
 secondary schools defined – identifying educationally relevant factors –
 establishment of funding formula 36 and budgetary structure – legislative
 review
 Article X, Section 8, MT Constitution

Policy History:

Adopted on: June 28, 2004

Reviewed on: February 18, 2019

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

22

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

ITEM TITLE: FIRST READING—ELIMINATE BOARD POLICY #1100—ORGANIZATION

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #1100 –Legal Status and Operation and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1100

Organization

The legal name of this District is Lewistown School District No. 1, Fergus County, State of Montana. The District is classified as a class one district and is operated according to the laws and regulations pertaining to a class one district.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.

Legal References:	' 20-3-324, MCA	Powers and duties
	' 20-6-101, MCA	Definition of elementary and high school districts
	' 20-6-201, MCA	Elementary district classification
	' 20-6-301, MCA	High school district classification

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

23

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

ITEM TITLE: FIRST READING—BOARD POLICY #1310 –ADOPTION AND AMENDMENT OF POLICIES

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy # 1310 –Adoption and Amendment of Policies and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1310

District Policy

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Policy proposals shall first be referred to the Superintendent. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the second (2nd) reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of the particular policy.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

Policy Manuals

~~The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.~~

~~Proposals for new policies or changes to existing policies shall be referred to the Superintendent for detailed study prior to consideration by the Board.~~

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

Waiver of Policies

On a case-by-case basis and under exceptional circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies and an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: 20-3-323, MCA
10.55.701, ARM

District policy and record of acts
Board of Trustees

Policy History:

Adopted on: June 28, 2004

Reviewed on: February 18, 2019

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

24

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

ITEM TITLE: FIRST READING—BOARD POLICY #3226 –BULLYING/HARASSMENT/HAZING/INTIMIDATION/MENACING

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3226 – Bullying/Hazing/Intimidation/Menacing and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

STUDENTS

3226

Page 1 of 2

Bullying/Harassment/Hazing/Intimidation/Menacing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, hazing, intimidation, or menacing by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions:

- 1) "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
- 2) "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- 3) "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- 4) ~~"Bullying, harassment, intimidation, or menacing" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:~~
 - ~~• Physically harming a student or damaging a student's property;~~
 - ~~• Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;~~
 - ~~• Creating a hostile educational environment.~~
- 4) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe,

or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a) Physically harming a student or damaging a student's property;
- b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c) Creating a hostile educational environment, or;
- d) Substantially and materially disrupts the orderly operation of a school.

5) "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting:

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of bullying, harassment, hazing, intimidation, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies:

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities:

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences:

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the

Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation:

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 3225F Harassment Reporting Form for Students

Legal Reference: § 20-5-207, MCA “Bully-Free Montana Act”
§ 20-5-208, MCA Definition
§ 20-5-209, MCA Bullying of student prohibited
§ 20-5-210, MCA Enforcement – exhaustion of administrative remedies
10.55.701(2)(f), ARM Board of Trustees
10.55.719, ARM Student Protection Procedures
10.55.801(1)(d), ARM School Climate

Policy History:

Adopted on: June 28, 2004

Revised on: October 9, 2006

Reviewed on: February 18, 2019

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

25

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

ITEM TITLE: FIRST READING—BOARD POLICY #6121F –DISTRICT ORGANIZATION—
ORGANIZATIONAL CHART

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy # 6121F –District Organization/Organizational Chart and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

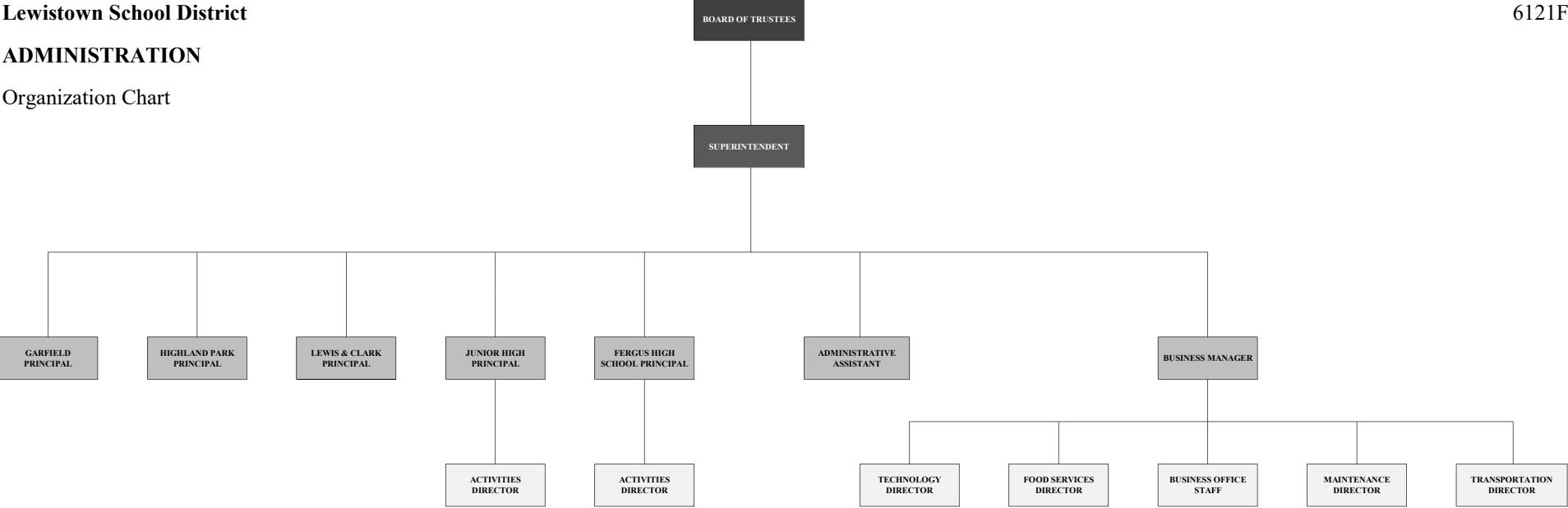
☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District
ADMINISTRATION
Organization Chart

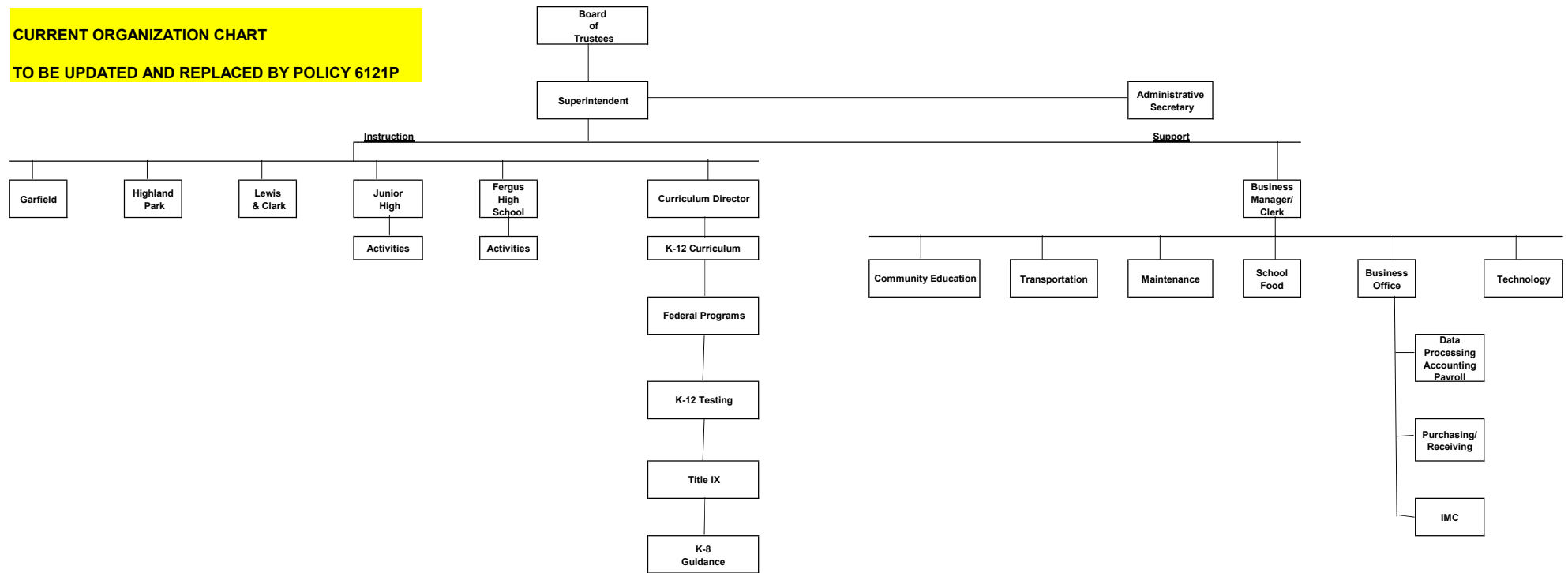
6121F



Adopted on:

CURRENT ORGANIZATION CHART

TO BE UPDATED AND REPLACED BY POLICY 6121P



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

26

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

ITEM TITLE: FIRST READING—BOARD POLICY #6110F –FORMAL SUPERINTENDENT EVALUATION FORM

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #6110F –Formal Superintendent Evaluation Form and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FORMAL SUPERINTENDENT EVALUATION FORM**Superintendent:** _____**Fiscal Year:** _____

PURPOSE: This evaluation is being conducted to provide the Superintendent with the School Board's assessment of their strengths and weaknesses relative to performance as the Superintendent of this School District. It is the intent that this instrument will serve to provide the Superintendent with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/ Superintendent working relationship and the achievement of their mutual goal: To make the School District the most effective it can be.

PROCESS: Each Board Member shall complete this evaluation form individually, and each form shall be signed and dated. A designee of the Board Chair shall prepare a composite evaluation form complete with comments. A copy of that composite shall be provided to the Superintendent at the earliest possible time after completion, and executive session designated for discussion of the evaluation.

At the conclusion of the executive session, one composite evaluation form, after being signed by the Superintendent and the Board Chair, shall be placed in the personnel file of the Superintendent. All other existing composites shall be destroyed by the Board Chairperson.

KEY TO THE RATING SCALE: (5 is the highest rating; 1 is the lowest rating)

- (NK) No knowledge, unable to evaluate.
- (5) Performance exceeds job requirements.
- (4) Performance is above average.
- (3) Performance is satisfactory.
- (2) Action should be taken to improve performance.
- (1) Performance does not meet job requirements.

I. RELATIONSHIP WITH THE BOARD:

- | | | |
|----|---|------------------------|
| A. | Keeps the Board adequately informed of activities, progress, and problems. | NK 5 4 3 2 1 |
| B. | Keeps the Board adequately informed of their activities. | NK 5 4 3 2 1 |
| C. | Facilitates the decision-making process for the Board by making sound recommendations for Board action. | NK 5 4 3 2 1 |
| D. | Follows up on all problems and issues brought to their attention. | NK 5 4 3 2 1 |
| E. | Is receptive to Board Member ideas and suggestions. | NK 5 4 3 2 1 |
| F. | Accepts criticism as constructive suggestion for improvement. | NK 5 4 3 2 1 |

Comments :

II. MANAGEMENT SKILLS AND ABILITIES (GENERAL/FISCAL):

A.	Understands and complies with District policies and goals.	NK	5	4	3	2	1
B.	Prepares all necessary reports and keeps accurate records.	NK	5	4	3	2	1
C.	Demonstrates a thorough knowledge and understanding of the education field.	NK	5	4	3	2	1
D.	Expresses ideas clearly and fluently, both verbally and in writing.	NK	5	4	3	2	1
E.	Prepares a balanced budget which is realistic and in good format.	NK	5	4	3	2	1
F.	Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year's end.	NK	5	4	3	2	1

Comments:

III. RELATIONSHIP WITH STAFF:

A.	Hires and retains competent staff to ensure the best service to students.	NK	5	4	3	2	1
B.	Encourages and facilitates staff development.	NK	5	4	3	2	1
C.	Understands the work of the staff and the problems that arise.	NK	5	4	3	2	1
D.	Encourages staff initiative and participation in planning and decision-making.	NK	5	4	3	2	1
E.	Delegates appropriate tasks to capable personnel.	NK	5	4	3	2	1
F.	Maintains open, concerned, and congenial relations with staff.	NK	5	4	3	2	1
G.	Assesses the performance of employees fairly and reasonably.	NK	5	4	3	2	1

Comments:

IV. PUBLIC RELATIONS:

A.	Effectively represents the District to other organizations and the public in a positive and professional manner.	NK	5	4	3	2	1
B.	Participates with statewide districts and in statewide activities.	NK	5	4	3	2	1

Comments:

V. PROFESSIONAL AND PERSONAL ATTRIBUTES:

A.	Participates in professional activities and associations.	NK	5	4	3	2	1
B.	Tries to improve competencies in his professional field.	NK	5	4	3	2	1
C.	Projects a professional demeanor.	NK	5	4	3	2	1
D.	Is willing to spend whatever time necessary to meet the responsibilities of the position of Superintendent.	NK	5	4	3	2	1
E.	Performs adequately in stressful situations, retaining objectivity and self-control.	NK	5	4	3	2	1
F.	Displays a positive attitude towards his responsibilities.	NK	5	4	3	2	1

Comments:

VI. GENERAL QUESTIONS:

- A. What impressed you the most about the Superintendent's performance this past year?
- B. In what areas has the Superintendent shown exceptional improvement?
- C. What specific recommendations do you have for the Superintendent to improve performance?
- D. Do you have any additional comments regarding the Superintendent that have a bearing on this evaluation?

Evaluator's Signature

Date

Superintendent's Signature

Date

FORMAL SUPERINTENDENT EVALUATION FORM

Superintendent: _____ **School Year:** _____

Purpose: ~~This evaluation is being conducted to provide the Superintendent with the Board of Trustees' assessment of his performance. It is the intent of this instrument to serve as a guide for change and improvement. Further, this instrument will serve as a catalyst to strengthen the Board/Superintendent relationship and the achievement of district goals.~~

Process: ~~Each Board member will complete this evaluation form individually and bring it to the executive session scheduled following the _____, _____, Board Meeting. During that session, any member can request more information in order to complete the evaluation. The Superintendent will also have the opportunity to present pertinent information the Board may not have. After the Board members have turned in their individual evaluation forms, the Board Chair will prepare a composite evaluation, complete with comments. The Superintendent will receive a copy of the composite evaluation.~~

~~The composite evaluation form, signed by the Superintendent and the Board Chair, will be placed in the Superintendent's personnel file. The signed individual forms, used as source documents for the composite, shall be given to the Superintendent for his use.~~

COMPONENTS OF EFFECTIVE ADMINISTRATION

1. ~~Serves as chief executive officer of the School Board.~~

~~(Refer to Superintendent's Job Description Sections A and F)~~

~~Rating: _____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Proposes and implements policies of the School Board.~~
- ~~• Reports to the School Board about the status of programs, personnel and operations of the district.~~
- ~~• Facilitates the decision-making process for the Board by making sound recommendations for Board action which are consistent with the district's vision, mission statements and Board goals.~~
- ~~• Communicates as liaison between the School Board and school personnel.~~
- ~~• Informs the School Board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education.~~
- ~~• Prepares and distributes notices and agendas of meetings to the School Board.~~
- ~~• Keeps School Board adequately informed of the Superintendent's activities, particularly those activities affecting the functioning of the school district.~~
- ~~• Attends meetings of the Board and takes part in deliberations, but does not vote.~~
- ~~• Ensures the filing of all reports required by statute or regulation.~~

2. ~~Acts as the educational leader of the schools.~~

~~(Refer to Superintendent's Job Description Sections B, D, G, K, and M)~~

~~Rating: _____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Supervises all administrative staff.~~
- ~~• Oversees planning and evaluation of curriculum and instruction.~~
- ~~• Devises procedures for adopting textbooks and other instructional materials for approval by the School Board.~~
- ~~• Visits schools on a regular basis.~~
- ~~• Maintains a current knowledge of developments in curriculum and instruction through continuing education.~~
- ~~• Supervises staff development.~~
- ~~• Keeps the public informed about modern educational practices, educational trends, and the practices and problems of the school district.~~
- ~~• Administers and supervises the educational program of the district.~~
- ~~• Shows respect in dealing with the public, Board and district staff.~~

3. ~~Directs community relations activities.~~

~~(Refer to Superintendent's Job Description Section L)~~

Rating: ~~_____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~_____ Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district.~~
- ~~• Responds to concerns expressed in the community.~~
- ~~• Maintains contacts with the news media.~~
- ~~• Maintains a recognized presence in community activities.~~
- ~~• Involves the community in planning and problem solving for the schools.~~
- ~~• Represents the district with other school systems, social institutions, business firms, government agencies and the general public.~~

4. Oversees staff personnel management.

(Refer to Superintendent's Job Description Section E)

Rating: _____ Exceeds expectations

_____ Meets expectations

_____ Does not meet expectations

_____ **Comments (Including suggestions for improvement and commendations):**

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Organizes recruitment of personnel.~~
- ~~• Assigns personnel to schools and offices.~~
- ~~• Ensures administration of personnel policies and programs.~~
- ~~• Implements an evaluation process for all personnel.~~
- ~~• Maintains up-to-date job descriptions for all personnel.~~
- ~~• Encourages staff initiative and participation in planning and decision making.~~

5. ~~Oversees student personnel services.~~

~~(This item is not in the Superintendent's Job Description)~~

~~Rating: ~~_____ Exceeds expectations~~~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Ensures adequate student record system.~~
- ~~• Implements policies and programs relating to behavior and discipline of students.~~
- ~~• Oversees programs for health and safety of students.~~
- ~~• Communicates as liaison between schools and community social agencies.~~

6. Oversees financial management

(Refer to Superintendent's Job Description Sections H and I)

Rating: _____ Exceeds expectations

_____ Meets expectations

_____ Does not meet expectations

Comments (Including suggestions for improvement and commendations):

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Prepares and proposes a balanced district budget in accordance with the law.~~
- ~~• Approves and directs, in accordance with the law and regulations of the Board, purchases and expenditures within the limits of the budget.~~
- ~~• Maintains a complete and accurate inventory of district assets.~~
- ~~• Reports to the School Board on financial condition of the schools.~~
- ~~• Establishes procedures for procurement of equipment and supplies.~~

~~7. Oversees facilities management.~~

~~(Refer to Superintendent's Job Description Section J)~~

~~Rating: _____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Prepares long and short range plans for facilities and sites.~~
- ~~• Ensures the maintenance of school property and safety of personnel and property.~~
- ~~• Inspects school property on a regular basis.~~
- ~~• Supervises utilization of school property in accordance with Board policy.~~
- ~~• Monitors any construction, renovation and demolition of school facilities.~~
- ~~• Represents the school before local or state agencies controlling building requirements or providing financing for buildings.~~

~~*Please rate the Superintendent's performance and his efforts to accomplish the Board's adopted goals. (In the future we will insert District Goals.)*~~

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

27

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR CERTIFIED STAFF

Requested By: Superintendent Prepared By: Superintendent

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified Staff for the 2019-2020 School Year as listed on the attachment.

SUGGESTED ACTION: Appoint Issuing Contracts for the Certified Staff

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

2019-2020 CERTIFIED STAFF					
EMPLOYEE NAME	LOCATION	STEP	LANE	FTE	TENURE
ARMSTRONG, CHAD A	JUNIOR HIGH SCHOOL	YEAR 15	MA	1.000	Yes
ARMSTRONG, GINA GEORGE	HIGHLAND PARK SCHOOL	YEAR 15	BA+20	1.000	Yes
BATEMAN, AMANDA D	GARFIELD SCHOOL	YEAR 15	MA	1.000	Yes
BOLING, AUDREY K	GARFIELD SCHOOL	YEAR 13	BA+10	1.000	Yes
BRANDON, LUKE A	FERGUS HIGH SCHOOL	YEAR 15	BA+30	1.000	Yes
BRAULICK, DOUGLAS E	FERGUS HIGH SCHOOL	YEAR 14	BA+10	1.000	Yes
BREIDENBACH, BRADLEY P	LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.000	Yes
BREIDENBACH, SHERRY J	FERGUS HIGH SCHOOL	YEAR 15	BA+20	1.000	Yes
BUEHLER, DYLAN C	LEWIS & CLARK SCHOOL	YEAR 4	BA+20	1.000	Yes
BURK, EMILY A	GARFIELD SCHOOL	YEAR 3	BA	1.000	4th Contract
CASALE, NICOLETTE M	GARFIELD SCHOOL	YEAR 1	BA	1.000	No
CIRRINCIONE, MEGGAN M	FERGUS HIGH SCHOOL	YEAR 7	MA+20	1.000	Yes
CLOUD, SARAH M	HIGHLAND PARK SCHOOL	YEAR 15	MA+20	1.000	Yes
COMES, JULIE B	HIGHLAND PARK SCHOOL	YEAR 15	MA+30	1.000	Yes
DANIELS, JAMES M	FERGUS HIGH SCHOOL	YEAR 15	BA	0.519	Yes
DECOCK, ADRIENNA J	FERGUS HIGH SCHOOL	YEAR 5	BA+20	1.000	Yes
DECOCK, BRENDON A	FERGUS HIGH SCHOOL	YEAR 9	MA	1.000	Yes
DONALDSON, MATTHEW S	JUNIOR HIGH SCHOOL	YEAR 7	MA+30	1.000	Yes
DURBIN, KAREN L	FERGUS HIGH SCHOOL	YEAR 15	MA+10	1.054	Yes
EIKE, MIRANDA D	JUNIOR HIGH SCHOOL	YEAR 11	BA	1.000	Yes
FELLER, VICTOR J	FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
FLENTIE, SUSAN	JUNIOR HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
FOX, SANDRA A	LEWIS & CLARK SCHOOL	YEAR 13	MA+30	1.000	Yes
GILSKEY, LAURA A	HIGHLAND PARK SCHOOL	YEAR 15	BA+30	1.000	Yes
GOBBLE, CASSI J	FERGUS HIGH SCHOOL	YEAR 1	BA	1.000	No
GREMAUX, CINDY R	LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.000	Yes
GRUENER, BRENDA L	HIGHLAND PARK SCHOOL	YEAR 14	MA	1.000	Yes
GRUENER, MATTHEW C	LEWIS & CLARK SCHOOL	YEAR 3	BA+30	1.000	No
HENDERSON, JODI L	HIGHLAND PARK SCHOOL	YEAR 3	BA	1.000	4th Contract
HENDERSON, TROY I	FERGUS HIGH SCHOOL	YEAR 15	MA+20	1.000	Yes
ELLIOTT, SARAH E	JUNIOR HIGH SCHOOL	YEAR 9	BA+20	1.000	Yes
HOUDSHELL, MEGAN C	GARFIELD SCHOOL	YEAR 2	BA	1.000	No
HUDSON, NANCY A	LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.000	Yes
HUDSON, TROY D	FERGUS HIGH SCHOOL	YEAR 15	BA+30	1.000	Yes
IRELAND, KAITLIN M	GARFIELD SCHOOL	YEAR 2	BA	1.000	No
IRISH, JEAN M	GARFIELD SCHOOL	YEAR 8	BA+10	1.000	Yes
IRWIN, KATHLEEN L	HIGHLAND PARK SCHOOL	YEAR 15	BA+30	1.000	Yes
JENNESS, ASHLEY D	HIGHLAND PARK SCHOOL	YEAR 10	MA+10	1.000	Yes
JENNI, AMANDA K	LEWIS & CLARK SCHOOL	YEAR 9	BA	1.000	Yes
JENSEN, JENNIFER L	HIGHLAND PARK SCHOOL	YEAR 15	BA	1.000	Yes
JOHNSON, ORIN W	GARFIELD SCHOOL	YEAR 5	BA	1.000	Yes
KIRSCH, ELIZABETH A	HIGHLAND PARK SCHOOL	YEAR 15	MA	1.000	Yes
KUHLMANN, MARIE E	LEWIS & CLARK SCHOOL	YEAR 6	BA	1.000	No
LAROWE, DESIREE N	GARFIELD SCHOOL	YEAR 3	MA+30	1.000	4th Contract
LEAR, DEREK J	HIGHLAND PARK SCHOOL	YEAR 5	MA	1.000	Yes
LENSING, LYNN L	LEWIS & CLARK SCHOOL	YEAR 15	MA+30	1.000	Yes
LEWIS, DIANE	FERGUS HIGH SCHOOL	YEAR 15	BA+20	1.000	Yes
LONG, JARED R	FERGUS HIGH SCHOOL	YEAR 11	MA+20	1.214	Yes
LONG, LESLIE A	FERGUS HIGH SCHOOL	YEAR 15	MA	1.000	Yes
LOUIS, EMILY A	GARFIELD SCHOOL	YEAR 1	BA	1.000	No

2019-2020 CERTIFIED STAFF					
EMPLOYEE NAME	LOCATION	STEP	LANE	FTE	TENURE
MAJERUS, TERESA M	JUNIOR HIGH SCHOOL	YEAR 15	MA+10	1.027	Yes
MANGOLD, MIKE T	FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
MCKINNEY, SARA L	HIGHLAND PARK SCHOOL	YEAR 10	BA	1.000	Yes
MILLER, JESSICA R	FERGUS HIGH SCHOOL	YEAR 6	MA+20	1.000	Yes
MURPHY, JILL E	HIGHLAND PARK SCHOOL	YEAR 7	BA+10	1.000	Yes
NEFZGER, TIMOTHY W	FERGUS HIGH SCHOOL	YEAR 12	MA+30	1.000	4th Contract
STROUF, LEAH E	GARFIELD SCHOOL	YEAR 4	BA+10	1.000	No
OLSON, STEVE J	FERGUS HIGH SCHOOL	YEAR 15	MA	1.000	Yes
ORTMAN, KARL T	FERGUS HIGH SCHOOL	YEAR 8	MA+30	1.000	Yes
ORTMAN, LAUREN L	JUNIOR HIGH SCHOOL	YEAR 6	BA	1.000	Yes
PATTEN, TACE M	GARFIELD SCHOOL	YEAR 3	BA	1.000	4th Contract
PEARSON, SARA A	GARFIELD SCHOOL	YEAR 8	BA+10	1.000	Yes
ROBERTS, PAMELA L	GARFIELD SCHOOL	YEAR 7	BA	1.000	4th Contract
RUSSELL, JEFFREY L	LEWIS & CLARK SCHOOL	YEAR 15	BA	1.000	Yes
SANDERS, CASEY L	JUNIOR HIGH SCHOOL	YEAR 9	MA	1.000	No
GRENSTEN, RACHAEL H	HIGHLAND PARK SCHOOL	YEAR 6	MA	1.000	Yes
SHELAGOWSKI, BRETT A	JUNIOR HIGH SCHOOL	YEAR 13	BA+30	1.000	Yes
SHELAGOWSKI, LISA M	HIGHLAND PARK SCHOOL	YEAR 13	MA	1.000	Yes
SMITH, KRISTINA W	JUNIOR HIGH SCHOOL	YEAR 2	BA	1.000	No
SMITH, MELANIE K	FERGUS HIGH SCHOOL	YEAR 15	MA+20	1.000	Yes
SPARKS, BRIDGET K	GARFIELD SCHOOL	YEAR 15	MA	1.000	Yes
SPRAGGINS, KATHERINE A	JUNIOR HIGH SCHOOL	YEAR 15	MA	1.000	Yes
STANDLEY, SUSAN	GARFIELD SCHOOL	YEAR 4	MA+30	1.000	Yes
STIVERS, SYDNEY M	FERGUS HIGH SCHOOL	YEAR 2	BA	1.000	No
TRAFTON, MICHELLE S	FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
VALLINCOURT, JESSICA M	FERGUS HIGH SCHOOL	YEAR 7	MA+20	1.000	Yes
VALLINCOURT, NOAH D	JUNIOR HIGH SCHOOL	YEAR 6	MA+30	1.000	Yes
VAUGHN, KERRY A	HIGHLAND PARK SCHOOL	YEAR 8	MA+20	1.000	Yes
WEICHEL, POLLY D	HIGHLAND PARK SCHOOL	YEAR 15	BA+20	1.000	Yes
WEINHEIMER, LEEANNE	HIGHLAND PARK SCHOOL	YEAR 15	MA+20	1.000	Yes
WELSH, DEVNEY M	HIGHLAND PARK SCHOOL	YEAR 9	BA+30	1.000	Yes
WIRTZBERGER, KATELIN E	JUNIOR HIGH SCHOOL	YEAR 1	BA	1.000	No

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

28

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

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

SUMMARY:

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

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

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

29

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

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

SUMMARY:

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

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

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

30

ITEM TITLE: APPROVE CONTRACT WITH CTA ARCHITECTS

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

SUMMARY:

The Board of Trustees needs to approve the contract with CTA for services related to creating a District-wide Facility Assessment.

SUGGESTED ACTION:

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

31

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

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

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$44,638.12* WHICH IS APPROXIMATELY 3.46* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$4.67* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$9.34*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

- ☐ FOR the additional levy.
- ☐ AGAINST the additional levy.

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

SUGGESTED ACTION: Set Elementary District Number One Levy Election

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

32

ITEM TITLE: APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION, ADULT EDUCATION, BUILDING RESERVE, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2020

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

SUMMARY:

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

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

HB159 was recently signed by the Governor and includes the intent that funding is to be appropriated for the Natural Resources K-12 facilities payment to support school major maintenance aid in the Building Reserve Fund permissive levy. Appropriation for these funds is in HB2 (not yet approved by Legislature).

SB92, currently making its way through Legislature, would expand permissible expenditures of state school major maintenance aid and major maintenance permissive levies to include school and student safety and security, including expenses related to school resource officers and counselors.

SUGGESTED ACTION: Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2020

☒ **Additional Information Attached**

NOTES:

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

Resolution of Intent to Impose an Increase in Fund Levies

The Lewistown Public School District is committed to financial transparency. Nonvoted levies are an essential part of the budgeting process and this authority has been in place for many years. Senate Bill 307 (SB307), which was passed into law during the 2017 Legislative Session, requires the District to provide notice of its intent to increase nonvoted levies in the ensuing fiscal year. The Lewistown Public Schools Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2019:

LEWISTOWN ELEMENTARY SCHOOL DISTRICT								
Fund	2018-19 Actual Levies		2019-20 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 592,142	40.78	\$ 524,822	40.62	\$ (67,320)	(0.16)	\$ (0.22)	\$ (0.44)
General - OverBASE	\$ 1,299,052	99.63	\$ 1,299,052	100.55	\$ 0	0.92	\$ 1.24	\$ 2.48
Transportation	\$ 400,409	30.99	\$ 439,060	33.98	\$ 38,651	2.99	\$ 4.04	\$ 8.08
Bus Depreciation	\$ 72,500	5.61	\$ 129,800	10.05	\$ 57,300	4.44	\$ 5.99	\$ 11.98
Tuition	\$ 114,537	11.19	\$ 145,000	11.22	\$ 30,463	0.03	\$ 0.04	\$ 0.08
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 61,498	4.76	\$ 61,498	4.76	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ -	0.00	\$ 33,178	2.57	\$ 33,178	2.57	\$ 3.47	\$ 6.94
Building Reserve Voted	\$ 98,000	7.59	\$ 98,000	7.59	\$ -	-	\$ -	\$ -
Grand Total	\$ 2,638,138	200.55	\$ 2,730,410	211.34	\$ 92,272	10.79	\$ 14.56	\$ 29.12

FERGUS HIGH SCHOOL DISTRICT								
Fund	2018-19 Actual Levies		2019-20 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 297,143	21.15	\$ 279,028	19.86	\$ (18,115)	(1.29)	\$ (1.74)	\$ (3.48)
General - OverBASE	\$ 694,176	49.41	\$ 764,332	54.40	\$ 70,156	4.99	\$ 6.74	\$ 13.48
Transportation	\$ 168,011	11.96	\$ 189,522	13.49	\$ 21,511	1.53	\$ 2.07	\$ 4.14
Bus Depreciation	\$ 268,515	19.11	\$ 216,200	15.39	\$ (52,315)	(3.72)	\$ (5.02)	\$ (10.04)
Tuition	\$ 36,932	2.63	\$ 25,000	1.78	\$ (11,932)	(0.85)	\$ (1.15)	\$ (2.30)
Adult Ed	\$ -	0.00	\$ 14,900	1.06	\$ 14,900	1.06	\$ 1.43	\$ 2.86
Technology	\$ 54,165	3.86	\$ 54,165	3.86	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ -	0.00	\$ 19,746	1.41	\$ 19,746	1.41	\$ 1.90	\$ 3.80
Building Reserve Voted	\$ 98,000	6.98	\$ 98,000	6.98	\$ -	-	\$ -	\$ -
Grand Total	\$ 1,616,941	115.10	\$ 1,660,893	118.23	\$ 43,952	3.13	\$ 4.23	\$ 8.46

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

Along with the public notice requirement for nonvoted levies, SB307 allows for an additional levy in the Building Reserve Fund. Each school district may increase mills in their building reserve fund based on \$15,000.00 plus \$100 per ANB up to 10 mills. The 2019 Legislature approved funding for a state major maintenance aid, making it beneficial for the school district to begin permissively levying in the Building Reserve Fund for the upkeep of facilities.

The Permissive Building Reserve levy and associated funding will be used to finance projects identified in the District's Facility Assessment and student safety.

DATED this 11th day of March, 2019.

Phillip Koterba, Board Chair

Rebekah Rhoades, Business Manager/Clerk

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

33

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

ITEM TITLE: APPROVE MULTI-DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

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

SUMMARY:

For the past several 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 Multi-District Agreement for Technology Services

☒ **Additional Information Attached**

NOTES:

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

Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this ____ day of _____, 20____ by and between Lewistown Elementary, Fergus 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, Geyser Elementary, Geyser High School and the Central Montana Learning Resource Center Cooperative (collectively hereinafter "Districts").

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

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

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

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

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

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

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2019 to June 30, 2020. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

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

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2019.

As agreed on this _____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

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

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

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

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

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

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

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

Multidistrict Agreement

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

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

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

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

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

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

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
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9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
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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.

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13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2019.

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

03/11/2019

Agenda Item No.

34

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2018-2019 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Jennifer Peterson

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2018-2019 School Year as listed below:

Substitute Teacher/Aide List:

Lisa Pierce
Julianna Parker
Alexandra Newton
Sarah Preeo
Bobbie Patterson

Substitute School Food

Christine Olson

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

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

35

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Christy Rogers

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday March 11, 2019

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
BENTLEY, Emmylyn	Head Track Coach	Junior High	Approve appointment on schedule--(.065 x \$33,729.00) \$2,192.39	3/25/2019	Scott Dubbs	
BUEHLER, DeeAnn	Elementary Teacher	Lewis and Clark and Highland Park	Accept Letter of Resignation	5/31/2019	See attached letter	
CLOUD, Charles	Library Media Arts Teacher	Lewis and Clark and Jr. High	Accept Letter of Resignation	5/31/2019		See attached letter
FRANCIS, Chad	Bus Driver	Transportation	Accept Letter of Resignation	2/25/2019		See attached letter
GATZ, Brian	Volunteer Tennis Coach	Fergus High		3/11/2019	Jim Daniels	
GATZ, Tricia	Volunteer Tennis Coach	Fergus High		3/11/2019	Jim Daniels	
GRUENER, Matt	First Assistant Tennis Coach	Fergus High	Approve appointment on schedule--(.105 x \$33,729.00) \$3,541.55	3/11/2019	Jim Daniels	
MIKAT, Gregory	Bus Driver	Bus Barn	Approve appointment on schedule--TRANS Step 0 for up to 4.5 hours per day for up to 56 days	3/11/2019	Steve Klippenes	Replacing Chad Francis
MILLER, Beverly Kim	Junior High Teacher	Junior High	Accept Letter of Resignation	5/31/2019		See attached letter
ROGERS, Chelsey	Special Education Teacher	Fergus High	Accept Letter of Resignation	5/31/2019		See attached letter
SOUCY, Trevor	Volunteer Track Coach	Fergus High		3/11/2019	Susan Flentie	

2-11-19

Steve,

I Chad Francis am Resigning
From Lewisburg School District as
a Route and Activity Trip Driver.

My last day will be Feb 25, 2019.
Thank-You for all you did for me
and your professionalism.

Regards -

February 18, 2019

Chelsey Rogers
201 15th Ave S
Lewistown, MT 59457

Dear Mr. Peck:

Please accept my letter of resignation from my current position as a high school Special Education teacher at Fergus High School. My last day will be May 31, 2019.

It has been a pleasure teaching students in the Lewistown community, one that is so near and dear to my heart. I am so thankful for all the experience Lewistown has provided me in my teaching career. I am thrilled to be the new Special Education Director for Central Montana Learning Resource Cooperative Center and look forward to working with the Lewistown School District and surround rural areas.

I am thankful you for all the support and generosity the school community has given me. I will forever cherish the time spent with my students, and colleagues.

I will be sure to complete all grading and other responsibilities before my departure. Thank you again for all your support.

Best,

Chelsey Rogers

Charles Cloud
508 East Boulevard Street
Lewistown, MT 59457

Lewistown School District
215 Seventh Avenue South
Lewistown, MT 59457

Mr. Thom Peck,

Please accept this letter as my formal resignation from the Library Media Art position at Lewis and Clark Elementary and the Lewistown Junior High School, effective at the end of my contract.

After much deliberation, I have decided to step away from the teaching profession. I have enjoyed my tenure in the school district. Working with the people in the district has been an absolute joy. Likewise, interacting with the students has been incredibly rewarding.

I appreciate the opportunities for growth and development the school district has provided during my tenure. I thank you for all the guidance and support that was given to me.

Please let me know if I can be of any help during the transition period. I wish you and the Lewistown School District the very best going forward.

Sincerely,

Chuck Cloud

19-20-802 (MCA) -- Early Retirement.

- (1) (a) A tier one member who is not eligible for service retirement but who has been credited with at least 5 years of creditable service and has attained the age of 50 is eligible for an early retirement allowance. (b) A tier two member who is not eligible for service retirement but who has at least 5 years of creditable service and has attained the age of 55 is eligible for an early retirement allowance.
- (2) A member retiring early under subsection (1) must have terminated employment in all positions reportable to the retirement system and must file a written application with the retirement board.
- (3) The early retirement allowance must be determined as prescribed in 19-20-804, with the exception that the allowance will be reduced using actuarially equivalent factors based on the most recent actuarial valuation of the system.

20-PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)

AB

1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$800.00 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2019, and ending on August 31, 2021.
2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$800.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15th of each month beginning on September 15, 2019, with the final payment on August 15, 2021. All required payroll taxes will be withheld from each incentive payment.

In the event the District receives and accepts a resignation of an employee under the terms of this document, the employee shall not have the right to revoke said resignation after acceptance by the District.

In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2019.

DeeAnn J. Buehler
NAME (PRINTED)

February 8, 2019
DATE

DeeAnn J. Buehler
SIGNATURE

CENTRAL OFFICE USE:

Received By

Date

Time

377 Flower Hills Rd
Lewistown, MT 59457
February 14, 2019

Lewistown School District #1
215 7th Avenue South
Lewistown, MT 59457

To Whom It May Concern:

This letter is to inform you of my retirement at the end of the 2018-2019 school year. I would like to thank the staff, board members, faculty, and administration for all the support over the years. It has been a true pleasure to work in the Lewistown School District. Thank you.

Sincerely,

B. Kim Miller

20-802 (MCA) -- Early Retirement.

- (1) (a) A tier one member who is not eligible for service retirement but who has been credited with at least 5 years of creditable service and has attained the age of 50 is eligible for an early retirement allowance. (b) A tier two member who is not eligible for service retirement but who has at least 5 years of creditable service and has attained the age of 55 is eligible for an early retirement allowance.
- (2) A member retiring early under subsection (1) must have terminated employment in all positions reportable to the retirement system and must file a written application with the retirement board.
- (3) The early retirement allowance must be determined as prescribed in 19-20-804, with the exception that the allowance will be reduced using actuarially equivalent factors based on the most recent actuarial valuation of the system.

20-PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)

- ☒ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$800.00 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2019, and ending on August 31, 2021.
- ☐ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$800.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15th of each month beginning on September 15, 2019, with the final payment on August 15, 2021. All required payroll taxes will be withheld from each incentive payment.

In the event the District receives and accepts a resignation of an employee under the terms of this document, the employee shall not have the right to revoke said resignation after acceptance by the District.

In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2019.

Beverly Kim Miller
NAME (PRINTED)

2/14/2019
DATE

Beverly Kim Miller
SIGNATURE

CENTRAL OFFICE USE: Rebekah Rhodes
Received By

2/15/19
Date

8:00am
Time

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

LEWISTOWN PUBLIC SCHOOLS

2018-2019 SCHOOL CALENDAR

A. Pupil Instruction

First Semester						90 Days	Second Semester						89 Days
FIRST QUARTER						DAYS	THIRD QUARTER						DAYS
First Week	Aug	23	--	Aug	24	2	First Week	Jan	24	--	Jan	25	4
Second Week	Aug	27	--	Aug	31	5	Second Week	Jan	28	--	Feb	1	5
Third Week	Sept	4	--	Sept	7	4	Third Week	Feb	4	--	Feb	8	5
Fourth Week	Sept	10	--	Sept	14	5	Fourth Week	Feb	11	--	Feb	15	5
Fifth Week	Sept	17	--	Sept	21	5	Fifth Week	Feb	18	--	Feb	21	4
Sixth Week	Sept	24	--	Sept	28	5	Sixth Week	Feb	25	--	Mar	1	5
Seventh Week	Oct	1	--	Oct	5	5	Seventh Week	Mar	4	--	Mar	8	5
Eighth Week	Oct	8	--	Oct	12	5	Eighth Week	Mar	11	--	Mar	15	5
Ninth Week	Oct	15	--	Oct	17	3	Ninth Week	Mar	18	--	Mar	22	5
Tenth Week	Oct	22	--	Oct	26	5							43
						44							
SECOND QUARTER						DAYS	FOURTH QUARTER						DAYS
First Week	Oct	29	--	Nov	2	5	First Week	Mar	25	--	Mar	28	4
Second Week	Nov	5	--	Nov	7	3	Second Week	Apr	1	--	Apr	5	5
Third Week	Nov	12	--	Nov	16	5	Third Week	Apr	8	--	Apr	12	5
Fourth Week	Nov	19	--	Nov	20	2	Fourth Week	Apr	15	--	Apr	17	3
Fifth Week	Nov	26	--	Nov	30	5	Fifth Week	Apr	23	--	Apr	26	4
Sixth Week	Dec	3	--	Dec	7	5	Sixth Week	Apr	29	--	May	3	5
Seventh Week	Dec	10	--	Dec	14	5	Seventh Week	May	6	--	May	10	5
Eighth Week	Dec	17	--	Dec	21	5	Eighth Week	May	13	--	May	17	5
Ninth Week	Jan	3	--	Jan	4	2	Ninth Week	May	20	--	May	24	5
Tenth Week	Jan	7	--	Jan	11	5	Tenth Week	May	28	--	May	31	4
Eleventh Week	Jan	14	--	Jan	18	5							45
						47							
													Totals
													179

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

August 21-22	PIR	2.00
October 18-19	Staff Development Days - Teachers Convention	2.00
November 7-8	Parent Teacher Conferences	1.50
<i>(Evening on Nov. 7 from 4:00-7:00 pm; All Day Nov. 8)</i>		
January 21	PIR	1.00
March 26	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
1 Floating PIR		1.00
		8.00

C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24 - January 2	Winter Break
January 21	PIR (Vacation day for Students)
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day