

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, September 13, 2021

REGULAR BOARD MEETING

PAGE 1 OF 2

Meeting ID

meet.google.com/ccw-qomy-dip

Phone Numbers

(US)+1 605-743-0395

PIN: 421 669 826#

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

1. Pledge of Allegiance
2. Roll Call
3. Motion to Set Agenda
4. Recognition – Introduction of New Teachers
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

9. Report—Investment
10. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

12. Minutes of the August 9, 2021, Regular Board Meeting
- Minutes of the August 16, 2021, Special Board Meeting

APPROVAL OF CLAIMS

13. Claims

INDIVIDUAL ITEMS

14. Review ESSER Reopening Plan
15. Approve Memorandum of Understanding between Lewistown Public Schools and the Lewistown Education Association
16. Suspension of District Policy 1310 for Approval of Policy 1910 in One Reading
17. Approve Board Policy 1910 – COVID Emergency Measures – Personnel Use of Leave
18. Approve Second Reading--Board Policy 3510 –School Sponsored Activities
19. Approve Second Reading—Board Policy 3150 –Part Time Attendance
20. Approve Second Reading-- Board Policy 3121 –Enrollment and Attendance Records
21. Approve Second Reading-- Board Policy 3210 –Equal Education, Non-discrimination, and Sex Equity
22. Approve Second Reading-- Board Policy 3311 –Firearms and Other Weapons

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REGULAR BOARD MEETING

-CONTINUED PAGE 2-

- 23. Approve Second Reading-- Board Policy 2600 –Work Based Learning Program
- 24. Approve Second Reading-- Board Policy 2600P –Work Based Learning Program- Insurance
- 25. Approve Second Reading-- Board Policy 2600F –Work Based Learning Affiliation Agreement
- 26. Approve First Reading-- Board Policy 3413 –Student Immunization
- 27. Approve First Reading-- Board Policy 3413F1 & F2 –Medical Exemption Statement
- 28. Approve Second Reading -- 1900 Series Policies
- 29. Move To Declare An Unforeseen Emergency In Accordance With Title 20, Chapter 9, Part 8, MCA 29
- 30. Approve agreement for consulting services with Dick Anderson Construction
- 31. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside/outside of the Lewistown Public Schools
- 32. Approve Additions to the Substitute List for the 2021-2022 School Year
- 33. 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

09/13/2021

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION – INTRODUCTION OF NEW TEACHERS

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

SUMMARY:

School Board of Trustees are introduced to the new teachers at Lewistown Public Schools for the 2021-2022 School Year.

Kelly Comer – Kindergarten
Dani Birdwell – Kindergarten
Sherri Nelson - 1st Grade
Marne Dohrmann – KinderSteps
Shalon Wilson – K-3 Counselor
Cassidy Bawden – 2nd Grade
Virginia Freemyer – Title I Highland Park
Beth Stevenson – 5th Grade
Mike Hamling – 5th-6th General Music and Band
Jake Rhoades - LJH Social Studies
Brooke Zeiler – LJH Social Studies
Steve Zieglowsky – LJH Counselor
Karin Webb – LJH Special Education
Tom Webb – FHS English
Kim Miller – FHS Title I
Megan Vincent – FHS Family & Consumer Science
Lee Crouse – FHS Counselor

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

5

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Malorie Woolett

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

6

☐ 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

09/13/2021

Agenda Item No.

7

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

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

SUMMARY:

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

Activities Committee met on August 31, 2021 at 7 a.m.

School Bond Task Force meet on September 8, 2021 at 7:30 a.m.

Attached is the list for Standing Committees of the Board for the 2021-2022 School Year.

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

STANDING COMMITTEES OF THE BOARD
2021-2022 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2021-2022 School Year

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

8

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

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC

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

SUMMARY:

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

- Letter from OPI – Traffic Education Approval
- OPI letter on Level of Determination under IDEA Law
- Letter from Montana Medical Association
- Thank You from National Association of Elementary School Principals (NAESP)
- Protocol for Student/Staff positive COVID-19 Test

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

9

☐ 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 July 2021 will be reported as follows:

Elementary	\$2,224.62
<u>High School</u>	<u>\$1,916.40</u>
Total	\$4,141.02

Interest for August 2021 will be reported as follows:

Elementary	\$644.12
<u>High School</u>	<u>\$713.13</u>
Total	\$1,357.25

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

10

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

ITEM TITLE: Report---Superintendent

Requested By: Superintendent **Prepared By:** Thom Peck

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.

- ❖ Current Enrollment: K-6 = 676 (+28) 1st & 4th Grade=104, 7-8 =178 (+12), 9-12 = 342 (+3) TOTAL = 1196 (+43)
- ❖ Board Tours – Set Date
- ❖ Revised School Pictures Schedule – October 27 – School Board Pictures
- ❖ Business Community Bond Meeting – September 30, 7 pm
- ❖ Community Forum Bond Meeting – October 5 at FHS, 7 pm
 - FHS - 9/15 Transportation – 9/22, 8:30 a.m.
 - Garfield – 9/22 Lincoln, Food Service, Maintenance, Coop 9/23? 2pm?
 - LJH – 9/29
- ❖ MCEL—October 20-22, 2021—All Virtual – Agenda
- ❖ BionaxNow Covid Testing –symptomatic testing for Students (Parent Consent) and Staff (Voluntary)
- ❖ Out of District Students – 69 (+24) Total
- ❖ Homecoming Week—October 4 – October 9, 2021
GO—Divisionals @ Havre, 9/24; State Class 'A' Tournament—October 1-2 - Polson
- ❖ Home Athletic Games/Meets:
 - Tues. 9/14 – 7th Gr. VB v. St. Francis
 - Fri. 9/17 – FB v. Laurel
 - Tues. 9/21 – JHVB v. Lockwood
 - Sat. 9/25 – VB v. Havre
 - Mon. 9/27 – JVFB v. Lockwood
 - Sat. 10/2 – VB v. Lockwood
 - Thur. 10/7 – VB v. Billings Central
 - Fri. 10/8 – 8th VB v. St. Francis
 - Fri. 10/8 – FB v. Hardin
 - Sat. 10/9 - JHFB v. Laurel
 - Sat. 10/9 – VB v. Miles City
- ❖ Ministerial Breakfast was held Thursday, Sept. 9, 2021

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

11

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

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

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

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

12

☒ **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 August 9, 2021, Regular Board Meeting
- Minutes of the August 16, 2021, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

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

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM and Via Google Meet

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, August 9, 2021

REGULAR BOARD MEETING

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

1. **ROLL CALL**

TRUSTEES PRESENT:

Jennifer Thompson, Zane Fulbright, Doreen Heintz, Jeff Southworth, Kris Birdwell, CJ Bailey

TRUSTEES ABSENT:

Phil Koterba

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Jeff Friesen and others via Google Meet

OTHERS PRESENT:

Heidi Weber—KXLO Radio, Bridget Eckstrom – DA Davidson, Dan Semmens – Dorsey & Whitney, James Aldrich, Misty Aldrich, Kendra Milfeldt, Mickey Johnson, Sandy Hanson, John Carlson and other interested parties both in person and via Google Meet.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

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

4. **DISCUSSION – PIR COMMITTEE – FLEX FRIDAY RECOMMENDATION**

The PIR Committee is recommending three Flex Fridays on February 11th, March 11th, and April 8th. The Flex Fridays would be spent in the classroom without students and collaboration with colleagues. Discussion took place to ensure that the number of instructional hours are met and that staff will use the days constructively. Mr. Peck will bring the revised calendar to the next Regular Board Meeting for approval.

5. **REPORT—COMMITTEES OF THE BOARD**

There were no committee meetings.

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

Superintendent Peck shared the following:

- Letter from OPI regarding the return to school
- Summer School Student Feedback
- Dual Enrollment MOU from Dawson CC
- Montana Job Corps MOU with FHS

Trustee Birdwell thanked James Aldrich for regularly attending meetings.

7. **REPORT—INVESTMENT**

Interest earned and distributed for July was not available at the time of posting.

8. **REPORT—SUPERINTENDENT**

Thom Peck, Superintendent, updated the Board on staffing throughout the District. There were 3 late resignation by certified staff in the last week that Leadership is working hard to fill by the start of school. Mr. Peck shared preliminary enrollment data that is showing an increase in enrollment for the upcoming school year. Mr. Peck recently attended the SAM Administrator Institute recently. The back to school schedule and various dates and events taking place throughout the District were shared. Mr. Peck shared information he obtained from the County Health Nurse in regards to COVID. The COVID Community Task Force will be meeting on August 20th.

PUBLIC PARTICIPATION

9. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS

There was no public participation.

ACTION ITEMS

MINUTES

10. MINUTES OF THE JULY 12, 2021, REGULAR BOARD MEETING – approved unanimously (Fulbright/Southworth).

APPROVAL OF CLAIMS

11. CLAIMS – the claims referenced in the 2021-2022 Bill Schedule and submitted through August 6, 2021, were approved unanimously (Bailey/Heintz). The Finance Committee for July-September 2021 will be Board Chair Jennifer Thompson, CJ Bailey, Doreen Heintz, and Zane Fulbright.

INDIVIDUAL ITEMS

12. APPROVE ELEMENTARY RESOLUTION CALLING FOR A BOND ELECTION – Approved Unanimously (Bailey/Southworth)
Misty Aldrich and John Carlson asked questions regarding the bonding. Both Bridget Eckstrom and Dan Semmens responded.
13. APPROVE HIGH SCHOOL RESOLUTION CALLING FOR A BOND ELECTION – Approved Unanimously (Fulbright/Southworth)
Mickey Johnson asked about the general language in the Resolution, bond priorities, and timeline for the presentation to the public. Trustees responded that the public presentations will begin in the near future that will include details.
Sandy Hanson stated her concern that infrastructure is mentioned anytime money is asked for and why these funds we have are not being used wisely. Trustee Bailey explained the Building Reserve fund and how they are not adequate to fund what the bond will address. Discussion followed.
14. APPROVE ADDITION OF THE LEAD PARA TO THE CLASSIFIED SALARY MATRIX – approved (Bailey/Birdwell) Fulbright - Against
15. REVIEW ESSER RE-OPENING PLAN - NO ACTION TAKEN
16. APPROVE OPI ARP ESSER PLAN – See Exhibit ‘A’ – approved unanimously (Southworth/Birdwell)
17. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY – approved unanimously (Birdwell/Bailey)
18. APPROVE FIRST READING -BOARD POLICY 3510 –SCHOOL-SPONSORED STUDENT ACTIVITIES – approved unanimously (Birdwell/Southworth)
19. APPROVE FIRST READING –BOARD POLICY 3150 – PART TIME ATTENDANCE – approved unanimously (Fulbright/Bailey)
20. APPROVE FIRST READING –BOARD POLICY 3121 –ENROLLMENT AND ATTENDANCE RECORDS – approved unanimously (Bailey/Southworth)

21. APPROVE FIRST READING –BOARD POLICY 3210 –EQUAL EDUCATION, NON-DISCRIMINATION, AND SEX EQUITY – approved unanimously (Fulbright/Birdwell)
22. APPROVE FIRST READING –BOARD POLICY 3311 –FIREARMS AND OTHER WEAPONS – approved unanimously (Birdwell/Bailey)
23. APPROVE FIRST READING –BOARD POLICY 3413 – STUDENT IMMUNIZATION – (Southworth/Birdwell)
POSTPONE THE VOTE ON ORIGINAL MOTION – Approved Unanimously (Bailey/Birdwell)
24. APPROVE FIRST READING –BOARD POLICY 2600 – WORK BASED LEARNING PROGRAM – approved unanimously (Fulbright/Southworth)
25. APPROVE FIRST READING –BOARD POLICY 2600P – WORK BASED LEARNING PROGRAM- INSURANCE – approved unanimously (Bailey/Heintz)
26. APPROVE FIRST READING –BOARD POLICY 2600F –WORK BASED LEARNING AFFILIATION AGREEMENT – approved unanimously (Fulbright/Bailey)
27. MOVE TO POSTPONE THE MOTION APPROVE FIRST READING –BOARD POLICY 3413F1 –MEDICAL EXEMPTION STATEMENT – approved unanimously (Bailey/Southworth)
28. MOVE TO DECLARE AN UNFORESEEN EMERGENCY IN ACCORDANCE WITH TITLE 20, CHAPTER 9, PART 8, MCA 29. – approved unanimously (Birdwell/Bailey)
MOVE TO POSTPONE MOTION – approved (Birdwell/Southworth) Fulbright - Against
29. MOVE TO POSTPONE SECOND READING OF 1900 SERIES POLICIES – approved unanimously (Southworth/Bailey)
30. APPROVE LEWISTOWN PUBLIC SCHOOLS 2020-2021 ANNUAL REPORT – approved unanimously (Bailey/Fulbright).
31. APPROVE ELEMENTARY TRUSTEES' FINANCIAL SUMMARY FOR THE 2020-2021 FISCAL YEAR – approved unanimously (Birdwell/Heintz)
32. APPROVE HIGH SCHOOL TRUSTEES' FINANCIAL SUMMARY FOR THE 2020-2021 FISCAL YEAR – approved unanimously (Bailey/Fulbright)
33. APPROVE ELEMENTARY BUDGET FOR THE 2021-2022 FISCAL YEAR – approved unanimously (Fulbright/Southworth)
34. APPROVE HIGH SCHOOL BUDGET FOR THE 2021-2022 FISCAL YEAR – approved unanimously (Birdwell/Southworth)
35. APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC FOR SPECIAL EDUCATION EXPENSES – approved unanimously (Bailey/Fulbright)
36. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT INSIDE OF LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Heintz/Bailey)
37. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2021-2022 SCHOOL YEAR – approved unanimously (Birdwell/Heintz) Fulbright - Abstain
38. APPROVE PERSONNEL REPORT AMENDED TO REMOVE JENIFER BLAZEVIK AND SHANNON FISK AND TO CHANGE THE DRIVER'S EDUCATION POSITION FROM \$25.00 TO \$28.00 – See Exhibit B – approved unanimously (Southworth/Bailey)

ADJOURNMENT

The meeting was adjourned at 9:38 p.m. (Heintz). The next regular meeting will be held at 6:00 p.m. on Monday, September 13, 2021, at the Lincoln Board Room.

JENNIFER THOMPSON
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK



Below is a summary of your responses

[Download PDF](#)

Montana School District ARP ESSER Plans

Federal Requirement

The US Department of Education (USED) required the OPI to establish a process for district plans consistent with the ARP ESSER requirements for the use of ARP ESSER funds and ensure plans be made available to the public, within no later than 90 days after a district received its ARP ESSER allocation (August 24, 2021). The requirements for the school district plans include, at a minimum, how districts will:

1. use funds to implement prevention and mitigation strategies;
2. use the funds totaling not less than 20% to address lost instructional time;
3. spend its remaining 80% of ARP ESSER funds;
4. respond to needs of student disproportionately affected by the pandemic; and
5. meaningfully engage with and consult stakeholders in crafting their plans.

Each of these federally required components are embedded into this school district ARP ESSER plan.

In addition, the USED requires the OPI to support and monitor each school district's use of ARP ESSER funds, including:

- i. implementation of evidence-based interventions;
- ii. address the student groups specifically that were disproportionately impacted by the pandemic; and
- iii. identify, reengage, and support students who have experienced the impact of lost instructional time.

The plan will provide the information necessary for the OPI to support and monitor school districts as they move forward.

State Components

Throughout this school district ARP ESSER plan, the OPI has emphasized local control and coordination of state initiatives and requirements so that school districts can identify and innovate solutions for unique local needs and priorities. These components are embedded in the school district ARP ESSER plan. Additionally, the OPI will seek flexibility from the Board of Public Education to use the Goals section of this plan in place of the Continuous School Improvement Plan (CSIP).

This template will guide the development of the school district's (LEA's) ARP ESSER plan.

The template sections are as follows:

1. School District-Identified Priorities
2. Meaningful Consultation
3. Goals
4. Coordinating Funds
5. Creating Safe and Healthy Learning Environment
6. Addressing Lost Instructional Time
7. Supporting the Educator Workforce
8. Monitoring and Measuring Impact of ARP ESSER funds

Prior to beginning your school district ARP ESSER plan, consider the following:

- Has your district and/or individual schools within the district completed a Gap Analysis to assist in identifying the top needs due to Covid 19? If no, click on [Gap Analysis](#).
- What kinds of data assisted you in identifying the gaps?
- What were the needs you identified in your subgroups?
- Did you meet with all stakeholders to get input on needs and possible solutions to formulate a plan for the funds? (Parents, Students, Teachers, Staff, Community Members, Tribal Members, School Board, etc...) If not, how will you make this happen prior to creating your plan?

Instructions for completing your school district ARP ESSER plan

- When you reach a stopping point, click Next to save your work. Return anytime before August 24 to finish your submission.
- When you're ready, click Submit at the end of the plan.
- After you click Submit, your responses will display in a PDF file. Download the PDF file.
- Upload the PDF file of your responses to your district's webpage.

Note: The option to edit is no longer available once the plan is submitted by clicking the Submit button. If you click Submit and then determine later that you need to make changes, contact OPITeams@mt.gov.

While completing your school district ARP ESSER plan, consider the following:

- What would you like to achieve before the funding ends in September of 2024?
- What goals will need to be established in order to get there?
- You may need to leave and come back to this form as you formulate your plan.
- You will still need to complete the eGrants application for ESSER III that is due September 1, 2024. It is important that you complete your district ARP ESSER plan by the deadline.

September 1, 2021. It is important that your school district ARP ESSER plan aligns with the budget amounts reported in eGrants.

Resources to help with completing your plan

- [Curriculum Selection](#)
- [Acceleration Guidance](#)
- [ESSA Tiers of Evidence](#)
- [Gap Analysis Tool](#)
- [U.S. Department of Education FAQ - ESSER/GEERS](#)
- [FAQ's of Maintenance of Equity Requirements](#)
- [Montana Office of Public Instruction ESSER website](#)
- [SEL Priorities](#)

Next Steps:

- The OPI will confirm your submission via the email you provide at the start of your plan.
- The OPI will reach out with questions and support as needed.
- Districts will need to set up their own monitoring which needs to be paired with implementation.
- Districts will be able to answer these same question every 6 months. The OPI created this temporary form as a means to meet the federal timelines; it will be put in a more permanent location where you can access and update your plan.
- The OPI will use this form to collect best practices to share with other districts.

Please choose your county and district from the dropdown.

County

District

Who is submitting this form?

Please indicate your role in the district.

- ☒ **District-level Administrator**
- ☐ Principal
- ☐ Other (Please identify your role in the box below.)

What is your official school district email address?

thom.peck@lewistown.k12.mt.us

What is your school district phone number?

406 535-8777

1. School District-Identified Priorities

Please provide the top priorities the school district has determined as the most pressing needs for students and schools within the school district as a result or in response to the COVID-19 pandemic. You may elect between 1-3 priorities by checking the box and providing the text response.

☒ Priority 1

Provide as many safe, sustainable, in-person learning opportunities for students and staff by purchasing resources that allow school leaders and staff to address the needs of their students and enhance student achievement. Resources such as but not limited to: educational technology and curriculums, supplies to sanitize and clean facilities, school facility repairs and improvement to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, inspection, testing maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, and maintenance and repair and replacement of control systems and windows and doors.

☒ Priority 2

Support students' and staff social, emotional, and mental health while growing academically at all grade levels well beyond 2024.

☒ Priority 3

Promoting effective, transparent, long-term use of ESSER Funds and communicating to the School Board, Staff, and Community.

When you identified each of your district's priorities, what data points did you use? Please list any and all data sources, such as attendance, interim assessments, surveys, etc.

Assessments (SBAC, MAPS, Dibbels, SuccessMaker), Attendance, Student Engagement, Behavior/Discipline, % of Families who chose Distance Learning, Walkthrough Data, and Teacher Attendance

Please indicate which of the following student groups specifically referenced in ARP ESSER were more affected than others in your district. Choose all that apply.

☒ Economically Disadvantaged (Free and Reduced Lunch)

- Lunch/**
- ☐ White
 - ☐ Black or African American
 - ☐ American Indian or Alaska Native
 - ☐ Multi-Racial
 - ☐ Migrant
 - ☒ **Homeless**
 - ☒ **Foster Youth**
 - ☒ **Children with Disabilities**
 - ☐ Male
 - ☐ Female
 - ☐ English Language Learners
 - ☐ Other (please identify in the box below)

2. Meaningful Consultation

ARP ESSER requires school districts to consult with a wide variety of stakeholders when developing a plan. Please select all of the following groups of stakeholders your district consulted and/or plans to consult.

- ☒ **Parents**
- ☒ **Students**
- ☒ **Teachers**
- ☒ **Staff**
- ☐ Tribal governments
- ☒ **Local bargaining units**
- ☐ Educational advocacy organizations
- ☒ **County health departments**
- ☒ **Community members**
- ☒ **Other (please identify in the box below)**

What method(s) did you use to seek stakeholder input? Choose all that apply.

- ☐ Webinars
- ☒ **Public meetings**
- ☒ **Website**
- ☒ **Media**
- ☒ **Social media**
- ☐ Email
- ☒ **Other (please identify in the box below)**

We established a Community COVID Team that meets every Friday to discuss current levels of infection, mitigation strategies, and to deliver a consistent message to the entire community.

3. Goals

Goal Action Plan:

Please define your Math goal, English Language Arts (ELA) goal, and other goal, based on the priorities you identified.

Explain what instruments or methods will be used to monitor the progress of the goals and determine if the goals are met. Click the box and provide the text response for each applicable box.

☒ **Math Goal**

Using Dibbels, MAPS, and SuccessMaker Progress Monitoring, the district goal is to move at least 5% of our Tier 3 students to Tier 2, move at least 5% of our Tier 2 students to Tier 1 in our MTSS program. Using the Smarter Balanced Assessment as one of the primary data points the district goal is to increase the percentage of students scoring proficient in grades 3-8 by 6% in math from 44% in the spring of 2021 to 50% on the SBAC in the Spring of 2022. (3 yr. trend is 45%). Using the ACT as one of the primary data points the goal is to increase the ACT math score for district 11th graders to 19.5 on the ACT test. 3 yr. average was 19.26 in 2019.

☒ **ELA Goal**

Using Dibbels, MAPS, and SuccessMaker Progress Monitoring, the district goal is to move at least 5% of our Tier 3 students to Tier 2, move at least 5% of our Tier 2 students to Tier 1 in our MTSS program. Using the Smarter Balanced Assessment as one of the primary data points the district goal is to increase the percentage of students scoring proficient in grades 3-8 by 6% in ELA from 54% in the Spring of 2021 to 60% on the SBAC in the Spring of 2022. (3 yr. trend is 55.67%). Using the ACT as one of the primary data points the goal is

to increase the ACT ELA/English score for district 11th graders to 17.5 on the ACT test. 3 yr. average was 17.3 in 2019.

Other Goal (For example, SEL, Mental Health, Graduation Rates, Recruitment/Retention, Professional Development, Community and Family Engagement, etc.)

LPS will institute a Pre-K Program at Garfield Elementary that will focus on getting 3-4 year old kids ready for kindergarten; LPS will advocate for 100% full in-school learning for all grade levels, LPS' goal is to have 100% of students eligible for activities and to increase our student engagement of 74% of our students involved in one school activity to 80% and have at least 75% of our students involved in 3 or more school activity. LPS will institute a Service Learning component to give back to the community and provide "soft skills" to our students in grades 5-12 LPS will increase our School-to-Work opportunities for our students in Grades 7-12 to bring more relevance to students' academic programs.

Goal Action Plan, Part 2:

Identify what strategies/action steps will be used to support the achievement of the goals.

Describe a realistic and achievable timeline to achieve the goals.

I

Identify who is responsible to ensure the strategies/action steps are achieved.

Click the box and provide the text response for each applicable box.

Math Goal Strategies, Actions, Timelines, and Assignments

Continue to determine the level of proficiency of students using SBAC scores, ACT, MAP, Dibbels, SuccessMaker, classroom assessments, and other in-program assessments. After analyzing these assessments, the district will utilize targeted and strategic interventions and supports to improve student achievement. My Voice and YRBS data are reviewed periodically. Classroom teachers will be provided with necessary PD to effectively utilize the interventions and supports. Administration will ensure supports and interventions are being administered with fidelity by classroom walk-throughs, 1-1 teacher/admin meetings and staff trainings. The goals will be re-evaluated on a quarterly basis aligning with in-house academic reporting (report cards), progress monitoring assessments in the fall, winter and spring of each year and a thorough evaluation of SBAC, scores will be reviewed each fall and spring of the current year. Assignments align to Standards Based Curriculum Mapping by grade level in accordance with the Alliance for Curriculum Enhancement (ACE) consortium. Individual classroom teachers are responsible to ensure the strategies/steps are achieved and Principals and the Superintendent will corroborate to insure that these actions are met.

ELA Goal Strategies, Actions, Timelines, and Assignments

Continue to determine the level of proficiency of students using SBAC scores, ACT, MAP, Dibbels, SuccessMaker, classroom assessments, and other in-program assessments. After analyzing these assessments, the district will utilize targeted and strategic interventions and supports to improve student achievement. My Voice and YRBS data are reviewed periodically. Classroom teachers will be provided with necessary PD to effectively utilize the interventions and supports. Administration will ensure supports and interventions are being administered with fidelity by classroom walk-throughs, 1-1 teacher/admin meetings and staff trainings. The goals will be re-evaluated on a quarterly basis aligning with in-house academic reporting (report cards), progress monitoring assessments in the fall, winter and spring of each year and a thorough evaluation of SBAC, scores will be reviewed each fall

and spring of the current year. Assignments align to Standards Based Curriculum Mapping by grade level in accordance with the Alliance for Curriculum Enhancement (ACE) consortium. Individual classroom teachers are responsible to ensure the strategies/steps are achieved and the Principals and Superintendent will corroborate to insure that these actions are met.

- ☐ Other Goal (For example, SEL, Mental Health, Graduation Rates, Recruitment/Retention, Professional Development, Community and Family Engagement, etc.) Strategies, Actions, Timelines, and Assignments

For which of the following student groups do you have a distinct Math goal? Choose all that apply.

- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ Hispanic
- ☐ MultiRacial
- ☐ White
- ☒ **Free and Reduced Lunch**
- ☒ **Homeless**
- ☒ **Students with Disabilities**
- ☐ None

For which of the following student groups do you have a distinct English Language Arts (ELA) goal? Choose all that apply.

- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ Hispanic
- ☐ MultiRacial
- ☐ White
- ☒ **Free and Reduced Lunch**
- ☒ **Homeless**
- ☒ **Students with Disabilities**
- ☐ None

For which of the following student groups do you have a distinct goal other than Math or ELA?
Choose all that apply.

- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ Hispanic
- ☐ MultiRacial
- ☐ White
- ☒ **Free and Reduced Lunch**
- ☒ **Homeless**
- ☒ **Students with Disabilities**
- ☐ None

Describe your Math goal for each identified student group.

The goal for the identified group is: 1. To increase the percentage of Economically Disadvantaged students scoring proficient in grades 3-8 by 10% in math on the SBAC in the Spring of 2022. District 2021 average was 29% proficient. 3 yr. trend = 29.67% proficient 2. To increase the percentage of SPED students scoring proficient in grades 3-8 by 10% in math on the SBAC in the Spring of 2022. District 2021 average was 8% proficient. 3 yr. trend = 13.33% proficient 3. To increase the ACT math score for economically disadvantaged students in grade 11 by .5 on the ACT test.

Describe your ELA goal for each identified student group.

The goal for the identified group is: 1. To increase the percentage of Economically Disadvantaged students scoring proficient in grades 3-8 by 10% in ELA on the SBAC in the Spring of 2022. District 2021 average was 35% proficient. 3 yr. trend = 38% proficient. 2. To increase the percentage of SPED students scoring proficient in grades 3-8 by 10% in ELA on the SBAC in the Spring of 2022. District 2021 average was 16% proficient. 3 yr. trend = 25.67% proficient 3. To increase the ACT ELA score for economically disadvantaged students in grade 11 by .5 on the ACT test.

Describe your Other goal for each identified student group.

None

If you are planning to develop or use approaches that are novel to achieve your Math, ELA, or other goal, would you be willing to have the ²⁵OP share your approaches with state and federal entities? If so, please briefly describe your innovation below.

4. Coordinating Funds

Identify other federal funding that you are coordinating with ARP ESSER funds to most effectively use funds to address student needs.

Did you coordinate ARP ESSER funds with other federal funds to address student needs?

- ☒ **Yes**
- ☐ No

Please select each type of federal funding you are coordinating with ARP ESSER funds to most effectively use funds to address student needs.

- ☒ **Title I, Part A of the ESEA (Improving Basic Programs Operated by LEAs)**
- ☒ **Title I, Part A-section 1003 school improvement (Comprehensive and Targeted Supports)**
- ☐ Title I, Part C of the ESEA (Education of Migratory Children)
- ☒ **Title I, Part D, Subpart 1 of the ESEA (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk)**
- ☒ **Title II, Part A of the ESEA (Supporting Effective Instruction)**
- ☐ Title III, Part A of the ESEA (English Language Acquisition, Language Enhancement, and Academic Achievement)
- ☒ **Title IV, Part A of the ESEA (Student Support and Academic Enrichment Grants)**
- ☐ Title IV, Part B of the ESEA (21st Century Community Learning Centers)
- ☒ **Title V, Part B, Subpart 2 of the ESEA (Rural and Low-Income School Program)**
- ☒ **McKinney-Vento Education for Homeless Children and Youth Program and section 2001(b)(1) of the ARP Act**
- ☒ **Carl D. Perkins Act Career and Technical Education Act**
- ☒ **IDEA, Part B (Excess costs of providing FAPE)**
- ☒ **IDEA, Part B (Coordinated Early Intervening Services)**
- ☒ **Workforce Innovation and Opportunity Act**

5. Creating Safe and Healthy Learning Environments

Determine if ARP funds will be used to **implement prevention and mitigation strategies**, to the greatest extent practicable, in order to continuously operate schools for in-person learning.

If you are planning to use ARP ESSER funds for prevention and/or mitigation strategies, please select the evidence-based practices below and/or describe an additional practice in the Other box.

- ☒ **Mental health supports**
- ☒ **Social emotional learning**
- ☒ **Academic support**
- ☒ **Extended learning/enrichment**
- ☒ **Hiring new staff and avoiding layoffs**
- ☐ Meeting the nutritional needs of underserved students.
- ☐ Locating absent students and re-engaging disconnected youth
- ☒ **Providing safe, healthy, inclusive learning environments.**
- ☒ **Activities to address the unique needs of at-risk populations.**
- ☒ **Developing and implementing procedures and systems to improve the preparedness and response efforts**
- ☒ **Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases**
- ☒ **Purchasing supplies to sanitize and clean the facilities**
- ☒ **Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.**
- ☒ **Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.**
- ☒ **School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.**
- ☒ **Inspection, testing, maintenance, repair, replacement, and upgrade projects to**

- ☒ Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement
- ☐ Other (please identify in the box below)

If you are planning to develop or use approaches that are novel to implement prevention and mitigation strategies, would you be willing to have the OPI share your approaches with state and federal entities? If so, please briefly describe your innovation below.

6. Addressing Lost Instructional Time

Describe how the school district will use ARP ESSER funds it reserves under Section 2001(e) (1) of the ARP Act to **address lost instructional time** through the implementation of evidence-based interventions. The district must spend a minimum of 20% of ARP ESSER funds. The full implementation of the evidence-based interventions should be considered including personnel, materials, equipment, professional development, and expenses needed to meet the needs of students. Other evidenced-based practices may be utilized if the intervention meets one of the four tiers of evidence. Evidence-based practices may be found at [OPI's Multi-Tiered Systems of Support](#) page.

How do you plan to spend the required 20% set-aside to address lost instructional time? Choose all evidence-based practices that apply.

- ☒ **Extended learning time**
- ☐ Tribal/community engagement
- ☒ **Wraparound academic/health/social services**
- ☒ **SEL learning supports**
- ☒ **Evidenced-based curriculum**
- ☒ **Accelerating learning through instructional approaches: In-school acceleration- Certified educators provide support for students within the classroom and grade-level work, using high-quality instructional materials, instructional strategies, and formative assessments.**
- ☒ **Accelerating learning through instructional approaches: Tutoring program-High-dosage tutoring provided consistently by well-trained tutors or educators at least 3 days per week for at least 30 minutes at a time in groups of five or fewer students.**
- ☒ **Accelerating learning through instructional approaches: Out-of-school time programs- Identified students, needing additional support before, and after the regular school**

days, as well as on weekends, and during school breaks.

- ☒ **Accelerating learning through instructional approaches: Summer learning and enrichment: Summer learning programs, camps, community partnerships, work-based learning or community service that provide high-quality instructional and are designed to meet the social and emotional needs of student through engaging and enriching experiences.**
- ☒ **Access to and effective use of technology**
- ☐ Engaging families in digital learning training and effectively using technology and platforms
- ☒ **Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction**
- ☒ **Providing information and assistance to parents and families on how they can effectively support students**
- ☒ **Tracking student attendance and improving student engagement provided by the school**
- ☒ **Using data about students opportunity to learn indicators to help target resources and support**
- ☒ **Professional Learning Communities**
- ☒ **Access to advanced coursework, dual enrollment, work-place learning, and/or internships**
- ☒ **Career, Technical, and Agricultural Education expenses (approved under Perkins Act)**
- ☐ Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive technology or adaptive equipment, online learning platforms/learning management systems, other distance/remote learning costs
- ☐ Other (please identify in the box below)

How do you plan to use the remaining 80% for the allowable uses of funds related to preventing, preparing for, and responding to COVID-19 as required by ESSER I, II, and III? See page 5 of the ARP ESSER Fact Sheet for more information. Choose all evidence-based practices that apply.

- ☒ **Extended learning time**
- ☐ Tribal/community engagement
- ☒ **Wraparound academic/health/social services**
- ☒ **SEL learning supports**

- ☒ **Evidenced-based curriculum**
- ☒ **Accelerating learning through instructional approaches: In-school acceleration-**
Certified educators provide support for students within the classroom and grade-level
work, using high-quality instructional materials, instructional strategies, and formative
assessments.
- ☒ **Accelerating learning through instructional approaches: Tutoring program-High-**
dosage tutoring provided consistently by well-trained tutors or educators at least 3
days per week for at least 30 minutes at a time in groups of five or fewer students.
- ☒ **Accelerating learning through instructional approaches: Out-of-school time**
programs-Identified students, needing additional support before, and after the regular
school days, as well as on weekends, and during school breaks.
- ☒ **Accelerating learning through instructional approaches: Summer learning and**
enrichment: Summer learning programs, camps, community partnerships, work-
based learning or community service that provide high-quality instructional and are
designed to meet the social and emotional needs of student through engaging and
enriching experiences.
- ☒ **Access to and effective use of**
technology
- ☒ **Engaging families in digital learning training and effectively using technology and**
platforms
- ☒ **Administering and using high-quality assessments that are valid and reliable, to**
accurately assess students' academic progress and assist educators in meeting
students' academic needs, including through differentiating instruction
- ☒ **Providing information and assistance to parents and families on how they can**
effectively support students
- ☒ **Tracking student attendance and improving student engagement provided by the**
school
- ☒ **Using data about students opportunity to learn indicators to help target resources and**
support
- ☒ **Professional Learning**
Communities
- ☒ **Access to advanced coursework, dual enrollment, work-place learning, and/or**
internships
- ☒ **Career, Technical, and Agricultural Education expenses (approved under Perkins**
Act)
- ☐ **Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other**
wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning
packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive
technology or adaptive equipment, online learning platforms/learning management systems,
other distance/remote learning costs
- ☐ **Mental health**
supports
- ☒ **Hiring new staff and avoiding**
layoffs
- ☒ **Meeting the nutritional needs of underserved**
students
- ☒ **Locating absent students and re-engaging disconnected**
youth

- ☒ Providing safe, healthy, inclusive learning environments
- ☒ Activities to address the unique needs of at-risk populations
- ☒ Developing and implementing procedures and systems to improve the preparedness and response efforts
- ☒ Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases
- ☒ Purchasing supplies to sanitize and clean the facilities
- ☒ Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- ☒ Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.
- ☒ School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.
- ☒ Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.
- ☐ Other (please identify in the box below)

If you are planning to develop or use approaches that are novel to address lost instructional time, would you be willing to have the OPI share your approaches with state and federal entities? If so, please briefly describe your innovation below.

7. Supporting the Educator Workforce

Determine if ARP funds will be used to support and stabilize the educator workforce consistent with Section 2001 (e) (2) of the ARP Act.

How do you plan to use ARP funds to support and stabilize the educator workforce? Choose all that apply.

- ☐ Cover costs of offsetting the need to furlough or reduce the salaries of school-based staff

- ☐ Cover costs of bonuses for recruiting and retaining educators and support personnel
- ☐ Additional pay for additional work
- ☐ Class-size reduction
- ☐ Technology to support learning: enable students to learn anywhere and teachers to teach essential standards
- ☐ Additional professional development for school leaders, teachers, and staff (trainings, extended professional development days, programs, etc.)
- ☒ **Staffing additional physical and mental health support staff (counselors, social workers)**
- ☒ **Other (please identify in the box below)**

2

Please provide the estimated number of jobs (FTEs) that have been or will be **created** by the school district through the district's planned use of ESSER III Funds.

7

Please provide the estimated number of jobs (FTEs) that have been or will be **retained** by the LEA through the LEA's planned use of ESSER III Funds.

204

If you are planning to develop or use approaches that are novel to support and stabilize the educator workforce, would you be willing to have the OPI share your approaches with state and federal entities? If so, please briefly describe your innovation below.

No

8. Monitoring and Measuring Impact of ARP ESSER funds

How will the District monitor the impact of the ARP ESSER funded interventions or strategies, including but not limited to the 20% set-aside, to respond effectively to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted?

LPS has a strong Multi-Tiered System of Support (MTSS) Program that has accumulated substantial data on students attendance, behavior, and academic progress. In addition, we will use multiple formative assessments (Dibels, SuccessMaker, MAPS) and summative assessments to track student's progress. We are also offering more after school programs for students K-6. We are also monitoring our student attendance, discipline and student engagement in all of our activities. We are making a concerted effort to monitor our Homeless, Free/Reduced Students, and our Special Education students.

Please indicate the type of data you are obtaining and using to monitor outcomes.

- ☒ **Early Warning System**
- ☒ **Interim Formative Assessment**
- ☒ **Opportunities to Learn surveys**
- ☒ **Summative assessments**
- ☒ **Chronic absenteeism**
- ☒ **Student engagement**
- ☐ Use of exclusionary discipline
- ☒ **Advanced coursework**
- ☒ **Access to technology**
- ☐ Educator PD on technology
- ☐ Access to and preparation of high-quality educators
- ☒ **Access to mental health and nursing staff**
- ☒ **Student, parent, or educator surveys**
- ☐ Per-pupil expenditures
- ☒ **Classified and certified staff (numbers of positions or people)**
- ☒ **Summer, Afterschool, and ESY enrollment**
- ☒ **Health protocols**
- ☒ **Student enrollment by Mode of instruction**
- ☒ **Student attendance by Mode of Instruction**
- ☐ Other (please identify in the box below)

The OPI has created a way for the district respondents to return to this plan and edit it multiple times before submitting. You can return anytime before August 24 to finish your submission.

- When you're ready, click Submit at the end of the plan.
- After you click Submit, your responses will display in a PDF file. Download the PDF file.

- Upload the PDF file of your responses to your district's webpage.

Note: The option to edit is no longer available once the plan is submitted by clicking the Submit button. If you click Submit and then determine later that you need to make changes, contact OPITeams@mt.gov.

- This plan must be monitored continuously and updated every six months.
- The OPI will confirm your submission via the email you provide at the start of your plan.
- The OPI will reach out with questions and support as needed.

Thank you for your submission!

[BACK](#)

[NEXT](#)

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EXHIBIT 'B'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday August 9, 2021

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
ANGEL, Christine	Dishwasher/Kitchen Aide	Central Kitchen	Approve appointment on schedule --KITCHEN AIDE Step 0 for up to 3 hours per day for up to 186 days	9/1/2021	Amie Friesen	Replacing Teela James
BAWDEN, Cassidy	Volleyball Assistant Coach	Jr. High School	Approve appointment on schedule \$1,763.45	8/25/2021	Jeff Friesen	
ELLIOTT, Sarah	Teacher	Jr. High School	Accept Letter of Resignation	8/5/2021	Jeff Friesen	Per Text Message
GRUENER, Matthew	Driver Education Instructor	Fergus High School	Approve appointment at \$28.00 per hour as needed for behind- the-wheel driving instruction	August 30, 2021 - May 27, 2022	Thom Peck	Bret will be teaching in the classroom and assisting in the behind-the-wheel driving instruction
HENDERSON, Maria	Volleyball 1st Assistant Coach	Jr. High School	Approve appointment on schedule \$2,010.33	8/25/2021	Jeff Friesen	Was Assistant Coach
LEWIS, Isabella	Special Ed Aide	Garfield Elementary School	Approve appointment on schedule--PARA EDUCATOR - Step 0 for up to 7.5 hours per day for up to 186 days	8/23/2021	Matt Lewis	Replacing McKayla Henson
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Bus Drivers	Lewistown Public Schools	Approve appointment as recommended on attachment	8/23/2021	Rob Odermann	See attached list
VALLINCOURT, Jessica	Teacher	Fergus High School	Accept Letter of Resignation	8/2/2021	Tim Majerus	Per Email
VALLINCOURT, Noah	Teacher	Jr. High School and Fergus High School	Accept Letter of Resignation	8/2/2021	Jeff Friesen	Per Email

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday August 9, 2021

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
ZEILER, Brooke	Paraprofessional	Highland Park Elementary Schhol	Approve appointment on schedule --PARA EDUCATOR - Step 0 for up to 7.5 hours per day for up to 186 days	8/23/2021	Matthew Ventresca	Replacing Darla Kolar

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, August 16, 2021

SPECIAL BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
Board Chair Phil Koterba, Jennifer Thompson, Kris Birdwell, Jeff Southworth, Zane Fulbright
TRUSTEES ABSENT:
CJ Bailey, Doreen Heintz
STAFF PRESENT:
Superintendent Thom Peck, Business Manager Rebekah Rhoades
OTHERS PRESENT:
None
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 comment.

ACTION

INDIVIDUAL ITEMS

4. APPROVE PIR COMMITTEE FLEX FRIDAY RECOMMENDATION FOR 2/11/21, 3/11/21, 4/8/21 – Approved Unanimously (Fulbright/Birdwell)
5. APPROVE SUBSTITUTE LIST FOR THE 2021-2022 SCHOOL YEAR – Approved Unanimously (Fulbright/Koterba)
6. APPROVE PERSONNEL REPORT WITH THE ADDITION OF MISTI BIRDWELL AS VOLUNTEER JUNIOR HIGH CROSS COUNTRY COACH AND BARBARA JENKINS AS FOOD SERVER STEP 0 FOR UP TO 4.25 HOURS/DAY FOR 186 DAYS – See Exhibit 'A' – Approved (Fulbright/Southworth) Birdwell- Abstain

ADJOURNMENT

The meeting was adjourned at 5:35 p.m. (Thompson – unanimous).

**JENNIFER THOMPSON
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER**

EXHIBIT 'A'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday August 16, 2021

<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>
BIRDWELL, Misti	Volunteer Coach	Jr. High School	Approve appointment as volunteer coach for Cross Country	8/16/2021	Jeff Friesen	
BLAZECIVICH, Jenifer	Lead Para	Jr. High School	Approve appointment on classified schedule--LEAD PARA Step 6 for up to 8 hours per day for 187 days	8/23/2021	Jeff Friesen	Replacing Sarah Elliott
BURNHAM, Jennifer	Paraprofessional	Jr. High School	Approve appointment on schedule--PARA EDUCATOR-CERT Step 1 for up to 7.5 hours per day for 186 days	8/23/2021	Jeff Friesen	New Position One on One
HOLBECK, Kathryn	Paraprofessional	Highland Park School	Approve appointment on schedule --PARA EDUCATOR Step 0 for up to 5 hours per day for 186 days	8/23/2021	Matthew Ventresca	Replacing Shalon Wilson
JENKINS, Barbara	Food Server	Central Kitchen	Approve appointment on schedule -- FOOD SERVER Step 0 for up to 4.25 hours per day for up to 186 days	8/23/2021	Amie Friesen	Replacing Kami Rasmussen
MIKAT, Gregory	Bus Driver	Transportation	Accept Letter of Resignation	8/9/2021	Rob Odermann	See Attached Letter
MILLER, Beverly Kim	Certified Teacher	Fergus High School	Approve appointment on certified schedule -- MA + 30 Step 9, .50 FTE for 158 days	8/23/2021 - 5/27/2021	Tim Majerus	Replacing Jessica Vallincourt
TRAFTON, Michelle	Library Media Specialist Curriculum	Fergus High School	\$22.50/hour for up to 40 hours	8/16/21-8/20-21	Tim Majerus	
WILLIAMS, Samantha	Food Server	Garfield Elementary School	Accept Letter of Resignation	8/11/2021	Rob Odermann	See Attached Letter
ZEILER, Brooke	Certified Teacher	Jr. High School	Approve appointment on certified schedule -- MA Step 9, 1.0 FTE for 187 days	8/23/2021	Jeff Friesen	Replacing Noah Vallincourt

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

13

☒ 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 September 10, 2021, as approved by the Finance Committee.

Members of the Finance Committee for July-September 2021 include: Board Chair Jennifer Thompson, CJ Bailey, Doreen Heintz, and Zane Fulbright.

****Need to select new Finance Committee members for October-December 2021.**

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

14

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

ITEM TITLE: REVIEW ESSER RE-OPENING PLAN

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

SUMMARY:

The Board of Trustees will have this on the agenda monthly FY22 through FY24 in order to review the school re-opening plan on an ongoing basis. It is required to be reviewed at least every 6 months.

This plan is required to be posted on the District's website as of June 24, 2021 in order to be eligible for ESSER funding.

Policies referred to in the Plan can be found on the District website at:
<http://w.w.w.lewistown.k12.mt.us/Content2/134>

SUGGESTED ACTION: Approve ESSER School Re-opening Plan

☒ **Additional Information Attached**

NOTES:

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

Lewistown School District #1
Safe Return to School and Continuity of Services Plan

Date of Original Adoption: July 13, 2020

Date Plan was Last Revised: July 12, 2021

Next Regularly Scheduled Month for Consideration August 9, 2021

Dates Reviewed: August 25, 2020; September 14, 2020; December 21, 2020; January 11, 2021; April 12, 2021, June 14, 2021, July 12, 2021

March 2020 - June 2021.

1. The Lewistown School District #1 was ordered to close to in person instruction on March 15, 2020, under an executive order issued by then-Governor Bullock. Districts were provided a two week period of time during which they could remain fully closed to instruction of any kind while developing a plan for remote instruction required by the Governor.
 - a. Although our district was authorized to remain closed, we quickly mobilized and began remote instruction during the timeframe when we were authorized to remain closed. Thereafter, our district continued pursuant to a reopening plan approved by the Governor beginning March 23, 2020.
2. On April 22, 2020, then-Governor Bullock lifted his Stay at Home Order, and Announced a Plan to Begin Phased Reopening of Montana. As part of that plan, effective May 7, 2020, all schools were provided the option to return to in-classroom teaching at the discretion of local school boards.
 - a. Our school district reopened to in classroom teaching on May 14, 2020, and has remained open throughout the remainder of the 2019-20 school year while targeting those students who struggled with remote learning or for students who chose to come to school in-person and during the entirety of the 2020-21 school year. The only exception during this timeframe was for temporary closures of part or all of in classroom teaching pursuant to quarantine or isolation orders issued by our county department of health. In addition, Lewistown Junior High and Fergus High School went to a “Modified” Hybrid Schedule in which approximately 15% of all students came to school every day for in-person instruction and the rest of the student body either came Mondays and Wednesdays or Tuesdays and Thursdays with Friday being a Flex Friday” for those students who were struggling, were required to come to school in-person. The “Modified” Hybrid Schedule at LJH and FHS continued until February 1, 2021. Families were offered complete distance learning but that number dwindled from 26 students in September to 9 students, K-12 in May, less than 3%.
3. Our district developed a plan for reopening to in person instruction, with contingencies, and we implemented that plan for the 2020-21 school year. The reopening plan, details regarding which are provided below, included adoption of

various model policies provided by the Montana School Boards Association under its 1900 Series, including model policies aligned with CDC guidance regarding mitigation strategies to limit exposure to and transmission of COVID-19 in school settings.

4. Our district is finishing the 2020-21 school year strong, having provided high quality learning opportunities to the students in our community in safe and effective learning environments.
5. We embraced a fundamental principle of providing extensive transparency to our community throughout the above timeframe. We publicly noticed, held meetings regarding, and provided extensive opportunities for our community to provide us with feedback regarding the School District's plans and we carefully considered such feedback in developing and refining the School District's plans throughout the last 14-15 months.

Safe Return to Schools and Continuity of Services Plan Contents:

March 2020-June 2021

Part I: Documentation of Meaningful Consultation in Developing and Refining the School District's plan from March 2020 Through June 2021:

We noticed, held, and invited public comment on our evolving plans for a safe return to school and continuity of services on the following dates since March 2020:

1. Leadership Team Meetings, 2020-21 Year: March 16; March 17; March 19; March 20; March 24; March 26; April 3; April 7; April 22; April 24; May 5; May 13; May 20; June 2; June 11; August 4; September 15; October 6; October 20; November 3; November 17; December 1; January 5; January 19; February 2; March 2; March 16; April 6; April 20; May 4; May 18; June 1;
2. School Board Meetings 2020-21 Year: March 18; March 26; April 13; April 28; May 11; June 11; July 13; August 12; August 19; August 25; September 14; October 12; November 2; November 9; December 14; January 11; February 8; March 8; March 23; April 12; April 27; May 10; June 14
3. Town Hall/Community Forums 2020-21 Year: April 16; May 14, December 8; January 25;
4. Food, Transportation, Building & Grounds Meeting, 2020-21 Year: April 29; July 22; September 22; October 5; February 5; February 17; April 15, May 12;
5. Staff Meetings 2020-21 Year: April 29; May 11; May 13; May 18; October 5; October 29; November 9; December 7; December 9; January 4; January 20; February 8; March 1; April 5; April 12; May 3;
6. Re-Opening District Team, Summer 2020-21: June 4; June 11; June 17; July 8; July 14; July 30; August 4;
7. Community COVID Team Meetings 2020-21 Year: (Public Health Officials, Daycare, Head Start and LPS): November 13; November 20; December 4; December 11; December 18; January 8; January 22; February 12; March 19; April 9; April 23; May 14.

Our invitation for public input included a general opportunity for the public to provide input and was provided to everyone interested, including:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and
2. Stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

Part II: Contents of The School District's plan for Safe Return to In-Person Instruction and Continuity of Services:

1. A description of how the district will maintain the health and safety of students, educators, and other staff:

Following the lifting of the Stay-at-Home Order and subsequent reopening of the state on April 22, 2020, Lewistown School District #1 utilized the Montana Public Education Center *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies* and accompanying MTSBA Model Emergency Policies. Utilizing these resources supported our district's continued service to students with transparency and accountability while ensuring the operations of the school district reflected the circumstances in our community.

The policies ensured our Board of Trustees and school leaders honored the following priorities: quality instruction to students; a healthy and safe setting for students, staff, and the community; needed support of teachers and staff; and responsible financial and operational procedures. The policies provided an actionable plan for completing the 2020-2021 school fiscal year in a manner that met these priorities and secured district funding while providing an operational platform for considering long term innovations in the delivery of education services.

Lewistown School District #1 implemented policy options that facilitated collaboration between the Board of Trustees, administrative team, employees, parents, students, health officials, and community as we established protocols aligned with CDC guidance addressing how instruction was to be delivered to students; how gatherings and events would take place on school property; how the health and safety of staff and students would be protected and preserved while schools were open; and how financial and operational functions of the school district would continue during the period of public health emergency.

Lewistown School District #1 reviewed, considered, and addressed numerous areas of operation in our reopening process. On the topic of school district policy and procedures, the district considered emergency policies and procedures, adoption and

amendment of policies, suspension of policies, and administrative procedures. To support students' academic, mental, social and emotional success, the district considered alternative grading, counseling, extended school year, student instruction proficiency determinations and declarations, support for particularly vulnerable students, transportation services, access to internet for students, food preparation and service, summer school and additional student instruction resources. To ensure the health and safety of students, teachers, and staff, the district considered cleaning and disinfection, community use of facilities, county board of health orders, diagnosis and confidentiality, hand washing and related hygiene protocols, telework, school closure orders, stay at home orders, symptom monitoring and isolation, travel quarantines, visitors, volunteers, vulnerable individuals, masks and personal protective equipment, and physical distancing.

Following the *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies* ensured Lewistown School District #1 has remained in compliance with guidance and best practices provided by federal, state, or local health officials. Our school district has continued to adapt and adjust our policies as new and updated guidance and best practices have become available.

Further, the policies provide options for consideration through input from our board of trustees, administrative team, employees, parents, students health officials, and community as collaborative partners as we have worked our way through ever evolving changes due to the pandemic. By considering all possible perspectives and factors when making the decisions to adopt or adjust a policy, or to implement a policy, we focused on the health and safety of our students, staff, and community for delivery of learning and services to our students. The policies have enabled us to adjust our procedures and practices during different phases in compliance with guidance and best practices provided by federal, state, and local agencies.

Lewistown School District #1 will continue to follow the policies noted below while engaging in a quarterly reevaluation process to continue to ensure the health, safety and wellbeing of our students, teachers, staff, and community through 2024.

2. The extent to which the district has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:

Topic	School District Policy Reference	Description of Policy (All referenced polices can be found at the end of this document.)	Policy Adopted and Revised Date(s)
Universal and correct wearing of masks.	1905	1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe	<ol style="list-style-type: none"> 1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21

		workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations making optional face coverings as personal protective equipment.	6. 4/12/21 7. 6/14/21
Modifying facilities to allow for physical distancing (e.g., use of cohorts/pods).	1905; 1905P	<p>1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding physical distancing by requiring students, staff, volunteers, and visitors will maintain a three-foot distance between themselves and their colleagues and peers throughout the school day inside any school building, on school provided transportation, and on school property before and after school. Staff members will arrange classrooms and restructure courses, transportation services, and food service to meet this standard.</p> <p>1905P: The administrative team of the School District has adopted these procedures regarding symptoms of illness, physical distancing and work areas, physical barriers and guides, and ventilation in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.</p>	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21
Handwashing and respiratory etiquette.	1905; 1905P	<p>1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher,</p>	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21

		<p>principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding healthy hand hygiene behavior and symptoms of illness.</p> <p>1905P: The administrative team of the School District has adopted these procedures regarding personnel cleaning and disinfecting, symptoms of illness, and water systems in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.</p>	
Cleaning and maintaining healthy facilities, including improving ventilation.	1905; 1905P	<p>1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, cleaning and disinfecting, temperature screening, vulnerable individuals, food preparation and meal service, and transportation services.</p> <p>1905P: The administrative team of the School District has adopted these procedures regarding personnel cleaning and disinfecting, symptoms of illness, and ventilation in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.</p>	
Contact tracing in combination with isolation and quarantine, in	1905; 3417	<p>1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services</p>	<ol style="list-style-type: none"> 1. 7/13/2020 2. 8/25/2020 3. 9/14/2020 4. 12/21/2020

collaboration with the State, local, territorial, or Tribal health departments.		<p>provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, temperature screening, public awareness, and confidentiality.</p> <p>3417: In all proceedings related to this policy, the District will respect a student's right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.</p>	<p>5. 1/11/2021 6. 4/12/2021 7. 6/14/2021</p>
Diagnostic and screening testing.	1905	<p>1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, and temperature screening.</p>	<p>1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/2021 6. 4/12/2021 7. 6/14/2021</p>
Efforts to provide vaccinations to	3413	Please note that House Bill 702 passed the 2021 Legislature and was signed into law effective May	<p>1. 6/14/2021</p>

school communities		<p>14, 2021. New Section 1 of that law provides that it is an unlawful discriminatory practice for a governmental entity to refuse, withhold from, or deny to a person any local or state services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's vaccination status. The law also provides it is unlawful for an employer to refuse employment to a person, to bar a person from employment, or to discriminate against a person in compensation or in a term, condition, or privilege of employment based on the person's vaccination status. Finally, House Bill 702 provides it is unlawful for a public accommodation to exclude, limit, segregate, refuse to serve, or otherwise discriminate against a person based on the person's vaccination status.</p> <p>3413: Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.</p>	
Appropriate accommodations for children with disabilities with respect to health and safety policies.	1908; 2162; 2162P	<p>1908: The Board of Trustees authorizes the supervising teacher or district administrator to provide Policy 1908F to families requesting to opt-out of onsite instruction at the school facility for the duration of the declared public health emergency. Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. Students of families opting out of onsite delivery shall be treated the same as students instructed at the school facility for purposes of grading, discipline, and other educational rights.</p> <p>2162: It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards.</p> <p>2162P: If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the</p>	<ol style="list-style-type: none"> 1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/20 6. 4/12/21 7. 6/14/21

		parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set in the policy.	
Coordination with State and local health officials.	1900; 1905; 1907; 3417	<p>1900: In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the board has organized all emergency school policies into a temporary chapter. School District Policies Numbered 1900-1999 are intended to govern during any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, County Health Department or the Board of Trustees.</p> <p>1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials.</p> <p>1907: The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities.</p> <p>3417: The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after</p>	<ol style="list-style-type: none"> 1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21

		consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.	
How the district will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.	1906; 1906P; 2050	<p>1906: The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but not limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy. The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.</p> <p>The Board of Trustees authorizes instruction of students at the school facility in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year affected by a public health emergency.</p> <p>The Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of a school year affected by a public health emergency.</p> <p>The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Remediation credit courses shall be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees</p> <p>Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting.</p>	<ol style="list-style-type: none"> 1. 7/13/20 2. 9/14/20 3. 12/21/20 4. 1/11/21 5. 4/12/21 6. 6/14/21

		<p>Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect. This policy in no way limits or adjusts the School District's obligations to homeless students or students in foster care. Applicable District policies serving these students, or this population of students remain in full effect.</p> <p>1906P: Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-site, or blended learning model as outlined in Policy 1906. Best practices will assist districts in facilitating quality learning for each student regardless of background or circumstance. Best practices include but are not limited to, planning and communication, clear expectations, differentiated instruction and learning models, and flexible demonstrations of learning.</p> <p>2050: The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy</p>	
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June 2021

Part III – Updated Compliance for the District’s Previously Adopted Plan for the Safe Return to In-person Instruction and Continuity of Services:

Section 2001(i)(3) of the ARP Act states that a school district that developed a plan for the safe return to in-person instruction and continuity of services prior to the date of enactment of the ARP Act will be deemed to have met the requirement to develop a plan under section 2001(i)(1) as long as the plan meets the statutory requirements (*i.e.*, is publicly available on the LEA's website and was developed after the LEA sought and took into account public comment).

The School District’s plan meets the requirements of Section 2001(i)(1) and (i)(2) of the ARP Act. The School District’s plan is available on our website and, as noted above, was developed through a process that included extensive public comment. Further, we have, as part of the organization of the School District’s plan for purposes of the ARP Act, revised the School District’s plan at a meeting held on 7/12/2021 that included not just a notice of opportunity for public input but which specifically invited meaningful consultation with and input from:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and
2. To the extent present in or served by LPS, tribes; civil rights organizations (including disability rights organizations); stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

We have considered the input of all affected parties and have carefully deliberated regarding the best possible means by which our district can provide safe effective learning environments for each of our students.

June 2021 - September 30, 2024

Part IV – Schedule for Future Review and Updates:

Consideration of this Safe Return to Schools and Continuity of Services Plan shall be added as a standing agenda item on each regular and special meeting of the board of trustees throughout the 2021-24 school years. The agenda item shall, at a minimum, include notice of any changes to the plan recommended by the administration with an invitation for input, notice of opportunity for public input.

Appendix – 1900 Policy Series can be found on the Lewistown Public School's website at <https://www.lewistown.k12.mt.us/Content/136>.

[MT-PEC](#) *A Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies.*

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

15

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

ITEM TITLE: APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE LEWISTOWN EDUCATION ASSOCIATION – REVISING COVID LEAVE PROVISIONS

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

SUMMARY:

The Board of Trustees needs to approve the MOU with the Lewistown Education Association in regards to providing leave to certified staff that are under quarantine or isolation orders.

SUGGESTED ACTION: Approve MOA with the Lewistown Education Association.

☒ **Additional Information Attached**

NOTES:

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

**K-12 Certified Bargaining Unit
MEMORANDUM OF AGREEMENT BETWEEN
LEWISTOWN SCHOOL DISTRICT #1 ("District")
AND THE
LEWISTOWN EDUCATION ASSOCIATION ("Association")**

Given the extraordinary circumstances and challenges presented by the COVID-19 pandemic, the District and Association are entering into this Memorandum of Agreement (MOA), pursuant to which the parties agree as follows:

1. Term of Agreement: This MOA shall take effect July 1, 2021 immediately upon the signature of both parties below, and shall remain in effect until June 30, 2022 unless revoked earlier by joint written agreement of the parties. Upon expiration of the term of the agreement, or upon joint written revocation by the parties, this MOA shall be of no further force and effect, and shall be removed from the CBA in the event that it has been attached thereto.

2. Effect on CBA and Conditions of Employment: During the term of this MOA, this MOA modifies only those working conditions addressed herein. All provisions of the bargaining agreement not modified herein shall remain in full force and effect.

3. Health and Safety Plan: In accordance with ~~the Governor's School Reopening Guidelines and/or the District's policies and procedures,~~ the District will provide training on the district's health and safety plan. Any/all training outside the adopted school year calendar will be compensated at the teachers' daily pay rate.

4. The Worksite: The District and all teachers shall ~~follow CDC recommendations and~~ comply with all state and county health directives for maintaining workplace safety and the safety of students (e.g., social distancing, etc.) as set forth in District policy or procedure. The District shall provide Personal Protective Equipment (PPE) necessary to conform to CDC **these** guidelines, adequate cleaning supplies, including cleaning solutions that are shown to kill the virus, hand soap, and if available, hand sanitizer.

5. The Workday: A teacher's workday shall be of a similar length to that which is considered a normal duty day for that teacher and prorated for those working part time.

6. Compensation and Benefits: The District shall compensate and shall also maintain all health and other benefits for all teachers performing designated job duties through teleworking approved by the District, as if those teachers are on site attending to their normal and regular duties.

7. Leave:

A. A teacher who:

- (a) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (b) Has been advised by a health care provider to self-quarantine/isolate related to COVID-19;
- (c) Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- (d) Is caring for an individual subject to an order described in (a) or self-quarantine as described in (b); or
- ~~(e) Has been advised by a health care provider to work from home because they are at higher than normal risk for contracting COVID-19 due to age or an underlying medical condition;~~
- ~~(f) Has received a first or second dose of COVID-19 vaccine and is experiencing side effects resulting from the vaccination that prevent the employee from working.~~

shall be entitled to work remotely. Teachers satisfying any of the above conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties will have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement.

~~Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with terms previously established by the Families First Coronavirus Response Act (FFCRA). An additional 5 days (not to exceed 40 hours) of paid leave through the FFCRA shall be granted to Teachers that meet the criteria laid out in section 7a through 7e. Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement in no less 0.33 day increments, pertaining to condition 7(d) above.~~

The District shall be entitled to request medical documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the bargaining unit member.

B. A teacher whose child's school or childcare provider is closed or unavailable for reasons related to COVID-19 and is unable to obtain alternative childcare shall be entitled to work remotely. Teachers satisfying the above conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties will have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement.

~~Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with terms previously established by the Families First Coronavirus Response Act (FFCRA). Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement in no less than 0.33 day increments for the reasons in this section.~~

The District shall be entitled to request documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the bargaining unit member.

~~C. This section reflects the parties' agreement that the District will continue to offer the same two categories of leave addressed in the FFCRA, under the same conditions, restraints, and qualifications set forth in the FFCRA, until expiration of the term of this agreement, or until such time as the FFCRA is renewed or similar legislation providing for COVID related leave is enacted, whichever occurs first. Teachers that have already exhausted all or portions of the FFCRA leave options under the previous Agreement will not be entitled to access to additional leave created by this paragraph. Should successor legislation be enacted prior to the expiration of this Agreement, the parties agree the leave provisions of the MOA will be superseded by that successor legislation and the provision will be considered void.~~

C. Should new legislation be enacted during the term of this Agreement, the parties agree the leave provisions of the MOA will be superseded by that successor legislation and negotiations of the Agreement will be reopened.

~~D. Any teacher who falls under one or more of the circumstances set forth in A or B above and exhausts all FFCRA leave, the additional 5 days (not to exceed 40 hours) of District Emergency Sick Leave, and accrued paid leave shall have access to a sick leave bank established through the collective bargaining agreement, District policy.~~

D. Any teacher who is diagnosed with Covid-19 and under an isolation order, or who is directed by a health official to quarantine, will have access to 5 Emergency Sick Days (prorated for part-time employees) if they cannot deliver effective remote instruction.

8. Performance of Duties:

A. Any teacher working remotely due to quarantine, providing childcare for his/her children, caring for a member of the teacher's family, ~~or if the teacher is at higher than normal risk of contracting COVID-19 due to age or underlying medical condition(s) (such as heart disease, lung disease, or diabetes),~~ shall stay in contact with their immediate supervisor during this period of time through email and phone.

B. Whether working remotely or on site and adhering to the workday language in section 2 above, bargaining unit members are expected to work cooperatively with their grade level and/or department members to create materials for students. Teachers may be asked to plan for and implement ongoing on-line or other digital learning and services for their students. Additionally, teachers shall work with the District to maintain connectivity to students and parents from a remote work location or from their classrooms.

9. Extra-duty/Extra-Curricular: The District and teachers holding Extra Curricular contracts will determine the number of weeks for each extracurricular activity from the starting date to the conclusion of the duty. Salaries assigned to these positions will be divided by the number of weeks determined and teachers will be paid for each week of the activity during which job duties are performed. If the District or any local, state or federal official determines the extra-curricular activity must stop, the District may stop paying the extra-curricular salary attached to that/those positions.

For Co-Curricular Activities, i.e. FFA, BPA, FCCLA, Science Olympiad, etc. stipends will be prorated according the number of pupil instruction days or 179 days in the 2021-22 school calendar in the case of any activity event cancelations.

The parties agree that in the event a season is cancelled and the employee has received compensation that exceeds that amount owed for number of days worked, the parties will implement a repayment plan for the employee to return any amount of overpayment.

10. Making up lost instructional time: The District shall follow state and federal guidelines for waivers related to COVID-19. Should the State of Montana direct school closures and/or that the District make up student instructional time, the parties shall bargain over such changes to the school calendar and/or workday.

11. State and Federal laws: All state and federal laws, rules and regulations shall apply during this time unless specifically waived by the governing authority.

12. Precedent: This Agreement shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Memorandum of Agreement.

THIS AGREEMENT is signed and dated this _____ day of _____ 2021.

FOR THE LEWISTOWN SCHOOL DISTRICT #1:

Board Chair

Superintendent

FOR THE LEWISTOWN EDUCATION ASSOCIATION:

President

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

16

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

ITEM TITLE: SUSPENSION OF DISTRICT POLICY 1310 FOR APPROVAL OF POLICY 1910 IN ONE READING

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to suspend District Policy 1310 for the sole purpose of approving the changes to Board Policy 1910 in one reading.

SUGGESTED ACTION: Suspend Board Policy 1310 for Approval of Policy 1910 in one Reading.

☒ Additional Information Attached

NOTES:

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

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.

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.

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

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

17

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

ITEM TITLE: APPROVE – BOARD POLICY 1910 – COVID EMERGENCY MEASURES – PERSONNEL USE OF LEAVE

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

SUMMARY:

The Board of Trustees needs to approve Board Policy 1910 in regards to providing leave to non-certified staff that are isolated or under a public health quarantine due to Covid-19. This policy will be effective July 1, 2021 – June 30, 2022.

Information being removed is in ~~strike through~~ and added has been highlighted.

SUGGESTED ACTION: Approve Board Policy 1910.

☒ **Additional Information Attached**

NOTES:

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

Lewistown School District

COVID-19 Emergency Measures

1910

Personnel Use of Leave

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to inform School District staff about leave options. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

District Leave

School District staff may utilize accumulated leave granted in accordance with Montana law, District policy, a Collective Bargaining Agreement, or applicable Memorandum of Understanding through the regular procedures governing the type of leave requested.

Staff members not covered by a memorandum of understanding are eligible for one week of paid sick leave capped at 40 hours (prorated based on contracted hours) in addition to that leave provided by federal law, district policy, or employment contract. The employee may utilize the 40 hours of additional leave during the 2020-2021 2021-2022 school year in the event the employee is diagnosed with Covid-19 and under an isolation order or who is directed by a health official to quarantine and are unable to work remotely. satisfies the criteria for Emergency Paid Sick Leave under the Families First Coronavirus Response Act and as outlined in this policy.

Federal Law Controls Federal Leave Provisions

The Board of Trustees has adopted this policy and related forms on the referenced date based on the law and available federal and state guidance as of the date of such adoption. Federal and state guidance can change following adoption of this policy and forms. To the extent that any subsequently adopted guidance or federal regulation or other controlling interpretation of the law results in a conflict between such guidance, regulation or controlling interpretation and this policy or forms, the provisions of the guidance, regulation or controlling interpretation controls to the extent of any such conflict. The School District shall take reasonable steps to ensure that staff are notified of any change in guidance or federal regulation or other controlling interpretation of the law that creates a conflict with any provision of this policy of forms.

Emergency Paid Sick Leave

~~In accordance with Federal law, employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis or, after April 1, 2021, has received a first or second dose of COVID-19 vaccine and is experiencing side effects resulting from the vaccination that prevent the employee from working.~~

~~Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine in accordance with a Federal, State, or local government order or advice of a health care provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.~~

~~Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F1—Emergency Paid Sick Leave~~

Emergency Family Medical Leave

~~Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two thirds the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.~~

~~Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F2—Emergency Family Medical Leave.~~

~~Legal Reference: Families First Coronavirus Response Act~~

~~Cross Reference: Policy 1910F1—Emergency Paid Sick Leave Form
Policy 1910F2—Emergency Family Medical Leave Form
Policy 1909—Human Resources and Personnel
Policy 5321 – Leaves of Absence
Policy 5328 – Family Medical Leave Act
Policy 5329 – Long Term Illness
Policy 5330 – Maternity and Paternity Leave
Policy 5334 - Vacations~~

Policy History:

Adopted on: 5/11/2020

Revised on: 7/13/2020

Revised on: 9/14/2020

Revised on: 4/12/2021

Terminated on: 6/30/2021

Re-Adopted on: 9/13/2021

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

18

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY 3510 –SCHOOL SPONSORED STUDENT ACTIVITIES

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

SUMMARY:

The Board of Trustees needs to approve the second reading of the revision to the revision to the referenced policy.

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

SUGGESTED ACTION: Approve Second Reading - Board Policy 3510 – School Sponsored Student Activities

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

NOTES:

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

Lewistown School District

STUDENTS

3510

School-Sponsored Student Activities

1. Student Organizations:
 - a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
 - b. Bylaws and rules of student organizations must not be contrary to Board policy or to administrative rules and regulations.
 - c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.
 - d. Student led and initiated non-curricular student groups may meet at school in accordance with District Policy without sponsorship of the School District.
2. Dances And Other Social Events
 - a. Social events must have prior approval of the administration.
 - b. Social events must be held in school facilities unless approved by the Board.
 - c. Social events must be chaperoned at all times.
 - d. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.
 - e. If the Board of Trustees decides to open school-sponsored dances to other than currently enrolled high school students, it shall make provision for adequate police supervision. Adequate police supervision shall consist of at least one policeman present at the dance.
3. Extracurricular Activities
 - a. Academic and behavior eligibility rules are established by MHSA rules and District policy.
 - b. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
 - c. In establishing an interscholastic program, the Board directs the administration to:
 - i. Open all sports to all students enrolled in the District, with an equal opportunity for participation.
 - ii. Open all sports to residents of the school district and who are at least 5 years of age and not more than 19 on or before September 10 of the year in which participation in extracurricular activities is sought by such child in accordance with the provisions of this policy.
 - iii. Recommend sports activities based on interest inventories completed by

the students.

4. Participation in District Extracurricular Activities by Unenrolled Children

- a. Any child identified in Section 3.c.ii of this policy who is attending a nonpublic or home school meeting the requirements of section 20-5-109:
 - i. is eligible to seek to participate in any extracurricular of the District that is offered to pupils of the district who are of the same age.
 - ii. Is subject to the same standards for participation as those required of full-time pupils enrolled in the school and the same rules of any interscholastic organization of which the school of participation is a member as specified in Section 3.a. and 3.b. of this policy and any related student or activity handbook provisions
 - iii. Will be assessed for purposes of placement, team formation and cuts using the same criteria as used for full-time pupils enrolled in the District.
- b. In cases where there is more than one school serving the same age group within District boundaries, a child under Section 4 of this policy shall be subject to the same school zone rules applicable to full-time pupils of the District. Participation for one school for one sport and another for another sport is prohibited.
- c. The academic eligibility for extracurricular participation for a student attending a non-public school is specified under Section 4.a.ii of this policy shall be attested by the head administrator of the nonpublic school. No further verification shall be required.
- d. The academic eligibility for extracurricular participation for a student attending a home school as specified under Section 4.a.ii shall be attested in writing by the educator providing the student instruction with verification by the school principal for the school of participation. The verification may not include any form of student assessment.
- e. Students participating in extracurricular activities under Section 4 of this policy may be considered part-time enrollees for purposes of ANB in accordance with Policy 3150, 3121, and 3121P

5. Designation of Athletic Teams

Unless otherwise prohibited by Policy 3210 or federal law, District sponsored athletic teams or sports designated for females, women, or girls may not be open to students who are biologically of the male sex. District sponsored athletic teams or events may be designated as one of the following based on biological sex in accordance with applicable MHSA rules, this Policy, federal law, Policy 3210, or the provisions of Section 6 of the Chapter 405 (2021):

- a. Males, men or boys;
- b. Females, women or girls; or

c. Coed or mixed.

This section of this Policy is void 21 days after the date the United States Secretary of Education files a written report with the proper committees of the United States House of Representatives and the United States Senate as required by CFR 100.8© due to the enforcement of Chapter 5 405 (2021).

Cross Reference: Policy 3150 Part Time Attendance; Policy 3121-3121P Enrollment and Attendance Policy; 3233 Student use of Buildings-Equal Access Policy; 3550 Student Clubs Policy 2332; Religion and Religious Activities; Policy 3222 Distribution and Posting Materials; Policy 3233 Student Use of Buildings – Equal Access; Policy 4331 Use of School Property for Posting Notices

Legal Reference:	Chapter 297 2021 General Legislative Session
	Chapter 269 2021 General Legislative Session
	Chapter 405 2021 General Legislative Session
	34 CFR 100.8© Procedure for Effecting Compliance Bostock v. Clayton County Georgia, 140 S. Ct. 1731 (2020)

Policy History:

Adopted on: June 28, 2004

Reviewed on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

19

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY 3150 – PART-TIME ATTENDANCE

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the second reading of the revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~: information being added has been **highlighted**.

SUGGESTED ACTION: Approve Second Reading - Board Policy 3150 – Part-Time Attendance

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

STUDENTS – PART TIME ATTENDANCE

3150

The District will review requests for part-time enrollment of students for purposes of academic courses on a case-by-case basis, with a building principal making a preliminary decision pursuant to the criteria set forth in this Policy. Denial of part-time enrollment may be appealed pursuant to policy 1700. Criteria for accepting students for part-time enrollment are the following:

1. Accepting a student will not create excess student enrollment in a requested class;
2. Accepting a student will not create a need for an additional staff member;
3. Accepting a student will not cause a new section of a course to be created.

The District will accept on a first-come, first-served basis students wishing to enroll in the same course. Whenever the enrollment position of a part-time student is needed for a regular, full-time student during the year, a full-time student has priority for the position beginning with the next semester.

Participation in District Extracurricular Activities by Unenrolled Children

This policy does not restrict or limit the ability of unenrolled children to seek to participate in extracurricular activities in accordance with Policy 3510. The District may secure ANB for unenrolled children participating in identified extracurricular activities in accordance with Policy 3121.

~~Although it is the desire of the Board to accommodate the educational needs of all students residing within the District boundaries who are not otherwise enrolled in an educational program, it shall be the policy of the District to not allow such students to enroll on a part time basis for academic classes. However, the District may allow fifth year students to enroll on a part time basis.~~

Cross Reference: Policy 3510 School Sponsored Activities
Policy 3121 Enrollment and Attendance

Legal Reference: 20-9-311(a), MCA Calculation of average number belonging (ANB)
3 year averaging
Chapter 297 2021 General Legislative Session Chapter 259 2021 General
Legislative Session

Policy History:

Adopted on: June 28, 2004

Reviewed on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/20219

Agenda Item No.

20

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY 3121 – ENROLLMENT AND ATTENDANCE

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

SUMMARY:

The Board of Trustees needs to approve the second reading of the revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~: information being added has been highlighted.

SUGGESTED ACTION: Approve Second Reading - Board Policy 3121 Enrollment and Attendance Records

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

NOTES:

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

Enrollment and Attendance Records

Since accurate and enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Lewistown School District may only include, for ANB purposes, any student who participates in pupil instruction as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20, including but not limited to an enrolled student who is:

- A resident of the District or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the District, at District expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the District, at District expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the District;
- Participating in the Running Start program at district expense under 20-9-706, MCA;
- Receiving education services, provided by the District using appropriately licensed District staff at a private residential program or private residential facility licensed by the Department of Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to Section 8 of Chapter 247, Laws of 2021 and Policy 2600
- A student participating in an "innovative educational program; as defined in Section 15-11-30-3102, MCA
- A resident of the district attending a Montana Job Corps program under an interlocal agreement with the District under 20-9-707, MCA.
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the District under 20-9-707, MCA.

In order for a student who is served through distance learning or offsite delivery methods pursuant to Section 20-9-707, MCA

Enrollment for Purposes of Participation in Extracurricular Activities by an Unenrolled Child or Part Time Enrolled Student

The District shall include for ANB purposes a child who during the prior school year:

- a. Resided in the District
- b. Was not enrolled in the District or was not enrolled full-time; and
- c. Completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

Each completed extracurricular activity that, inclusive of practices and post-season tournaments lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.

For purposes of calculating ANB under this section, “extracurricular activity” means:

- a. A sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- b. An approved career and technical student organization pursuant to Section 20-7-306; or
- c. A school theater production

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned school.

Cross References:	Policy 3510 School Sponsored Activities
	Policy 2600 Work Based Learning

Legal Reference:	1-1-215, MCA	Residence – rules for determining
	20-9-311, MCA	Calculation of average number belonging (ANB) – three year averaging.
	20-9-706, MCA	Running Start Program – authorizing class credits at postsecondary institution – eligibility – payment for credits
	20-9-707, MCA	Agreement with Montana Youth Challenge Program or accredited Montana Job Corp Program
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs 34 CFR 300.1, et seq. Assistance to states for the education of children with disabilities.
	Chapter 297 2021 General Legislative Session 26 Chapter 269 2021 General Legislative Session 27 Chapter 247 2021 General Legislative Session	

Policy History:

Adopted on: June 28, 2004

Reviewed on: November 13, 2017

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/20219

Agenda Item No.

21

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

ITEM TITLE: APPROVE SECOND READING - BOARD POLICY 3210 – EQUAL EDUCATION NON-DISCRIMINATION AND SEX EQUITY

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

SUMMARY:

The Board of Trustees needs to approve the second reading of the revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~: information being added has been highlighted.

SUGGESTED ACTION: Approve Second Reading - Board Policy 3210 – Equal Education Opportunity. Non-Discrimination and Sex Equity

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

NOTES:

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

Lewistown School District

STUDENTS

3210

Page 1 of 2

Equal Educational Opportunity, Nondiscrimination, and Sex Equity

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Fergus High School Principal, Tim Majerus

Office Address: 1001 Casino Creek Drive, Lewistown, MT 59457

Email: tmajerus@lewistown.k12.mt.us

Phone number: 406 535-2321

Inquiries regarding discrimination on the basis of disability or requests for accommodation should be directed to the District Section 504 Coordinator. The Board designates the following individual to serve as the District's Section 504 Coordinator:

Title: CMLRCC Director, Chelsey Rogers

Office address: 215 7th Avenue South, Lewistown, MT 59457

Email: Chelsey.rogers@lewistown.k12.mt.us

Phone number: 406 535-7454

Any individual may file a complaint alleging violation of this policy, Policy 3200-Student Rights and Responsibilities, Policy 3225/3225P-Sexual Harassment, or Policy 3226-Bullying/Harassment/Intimidation/Hazing by following those policies or Policy 1700-Uniform Complaint Procedure.

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such

behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

Cross Reference: 1700 Uniform Complaint Procedure
 3200 Student Rights and Responsibilities
 3225 Sexual Harassment/Intimidation of Students
 3226 Bullying/Harassment/Intimidation/Hazing

Legal Reference: Art. X, Sec. 7, Montana Constitution- Nondiscrimination in education
 § 49-2-307, MCA Discrimination in education
 24.9.1001, et seq., ARM Sex Discrimination in Education
 Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.
 34 CFR Part 106 Nondiscrimination on the basis of sex in
 education programs or activities receiving
 Federal financial assistance

Policy History:

Adopted on: June 28, 2004

Revised on: February 9, 2015

Reviewed on: September 14, 2020

Revised on: October 12, 2020

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

22

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

ITEM TITLE: APPROVE SECOND READING OF BOARD POLICY 3311 – FIREARMS AND OTHER WEAPONS

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

SUMMARY:

The Board of Trustees needs to approve the second reading of the revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~. information being added has been highlighted.

SUGGESTED ACTION: Approve Second Reading - Board Policy 3311 – Firearms and Other Weapons

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIREARMS AND OTHER WEAPONS

Firearms

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

It is the policy of the Lewistown Public Schools to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. The Policy does not govern conduct in a student’s home, a locked vehicle, a parking lot or a commercial business when the student is participating in an online, remote, or distance-learning setting. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

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

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

Before holding a hearing to determine if a student has violated this Policy, the Board shall, in a clear and timely manner, notify the student, if the student is an adult or notify the parent or guardian of a student if the student is a minor that the student may waive the student’s privacy interest by requesting the hearing be held in public and invite other individuals to attend the hearing.

Before expelling a student under this Policy, the Board shall hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly, as defined in Section 1-1-204, MCA, brought a firearm to school or possessed a firearm at school.

When a student subject to a hearing is found to have not violated this Policy, the student's school record must be expunged of the incident.

The provisions of this Policy do not require the Board to expel a student who has brought a firearm to school or possesses a firearm at school if the firearm secured in a locked container approved by the school district or in a locked motor vehicle the entire time the firearm is at school, except while the firearm is in use for a school-sanctioned instructional activity.

Possession of Weapons other than Firearms

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

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

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

For the purposes of this section only, "school property" means within all buildings, in vehicles used for school purposes or on owned or leased land or grounds by a local school district that are used for instruction or for student activities. "Building" specifically means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361 MCA.

The term is construed as though followed by the words “or part or parts of a building” and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

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

This policy does not apply to law enforcement officers acting in his or her official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building. (45-8-361 (3a))

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

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

Policy History:

Adopted on: January 12, 2015

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

23

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

ITEM TITLE: APPROVE SECOND READING - BOARD POLICY 2600 – WORK BASED LEARNING PROGRAM

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the second reading of the referenced NEW policy.

SUGGESTED ACTION: Approve Second Reading – New Board Policy 2600 – Work Based Learning Program

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Work Based Learning Program

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for student in work-based learning must be converted and is equivalent to the time requirement for credit to be earned.

Students may submit a proposal for a tailored Work Based Learning program that divides their time between instruction in school and specific learning at a job. Each proposed program will be planned by Work based Learning coordinators and the employer (or employer groups) and shall be in accordance with state and federal laws and regulations governing employment of students under age 18. The Work Based Learning coordinators will communicate with employers on a monthly basis and will visit work sites to determine if the placement is appropriate for student employment.

The particular program designed for each student shall be set forth in a written protocol approved by the student, his or her parents or guardians, the work-experience coordinator and the employer. This shall stipulate the terms of employment and the provision for academic credit.

The Work Based Learning coordinator shall make such arrangements as necessary with employers for evaluating the student's on-the-job performance and for keeping records of job attendance.

The employer or supervisor shall complete the District volunteer agreement form and satisfy a name-based and finger print criminal background check in accordance with District Policies 5120 and 5122. The employee and District shall also complete workers compensation insurance and general liability insurance requirements in accordance with the attached procedure in a manner consistent with Work Based Learning opportunity provide to students.

Cross Reference: 2600P Work Based Learning Procedures
2600F Work Based Learning Affiliation Agreement
and Consent Form
MTSBA 2021

Legal Reference: Title 41, Chapter 2, MCA Fair Labor Standards Act
U.S.C. 212 and 213, et seq. 3 Chapter 247 2021
General Legislative Session
Section 29-71-0118(7), MCA Employee, worker,
volunteer, volunteer firefighter and volunteer
emergency care provider defined—election

Policy History:
Adopted on:
Reviewed on:
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

24

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

ITEM TITLE: APPROVE SECOND READING - NEW BOARD POLICY 2600P – WORK BASED LEARNING PROGRAM INSURANCE

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

SUMMARY:

The Board of Trustees needs to approve the second reading of the referenced NEW Policy.

SUGGESTED ACTION: Approve Second Reading - New Board Policy 2600P – Work Based Learning Program Insurance

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

NOTES:

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

Work Based Learning Program - Insurance

The School District Work Based Learning coordinator will work with School District administration to identify the appropriate insurance coverage for a student's tailored work experience opportunity. A student will not commence a Work Based Learning opportunity until the appropriate insurance option has been identified and implemented by all parties. The option selected will be noted as part of the student's Work Based Learning plan.

Option 1

Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student earns school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Option 2

Employer does not pay the student. Student earns school credit as part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer's workers compensation coverage.

Option 3

Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined the Work Based Learning plan. School district adds a school to work endorsement onto the school workers' compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the School District's workers compensation coverage.

Option 4

School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

Policy History:

Adopted on:

Reviewed on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

25

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

ITEM TITLE: APPROVE SECOND READING - NEW BOARD POLICY 2600F – WORK BASED LEARNING AFFILIATION AGREEMENT

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

SUMMARY:

The Board of Trustees needs to approve the second reading of the referenced NEW policy.

SUGGESTED ACTION: Approve Second Reading - New Board Policy 2600F – Work Based Learning Program Affiliation Agreement

☒ **Additional Information Attached**

NOTES:

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

WORK BASED LEARNING AFFILIATION AGREEMENT

2600F

This Affiliation Agreement is entered into between _____ (high school) and _____ (workplace learning site).

WHEREAS High School has established a _____ Work Based Learning program for students interested in career exploration opportunities; and

WHEREAS High School wishes to affiliate with _____ (workplace learning site) for the purpose of providing Career Exploration and Assessment experiences for students enrolled in the _____ Work Based Learning Program; and

WHEREAS the Workplace Learning Site is willing to permit the Career Exploration experience on its premises with the terms set forth in this Affiliation Agreement;

NOW THEREFORE, the parties agree as follows:

1. The High School shall assume full responsibility for planning and execution of the student program of instruction including curriculum content, Work Based Learning orientation, emergency contact information, and parent/guardian consent.
2. The High School shall ensure participating students have completed safety instruction specific to the work site prior to participation in the Work Based Learning experience.
3. The High School shall provide a Work Based Learning Coordinator responsible for instruction and coordination with appropriate Workplace Learning Site personnel for the planning, selecting, and evaluating of students' experiences.
4. The Work Based Learning Coordinator, Workplace Supervisor, and student will work collaboratively to determine the career readiness, employability skills, and proficiency guidelines set forth in the personalized work based learning program.
5. The Workplace Learning Site agrees to designate a Workplace Supervisor, who has completed the Volunteer Agreement Form, and whose responsibility it shall be to assist the Work Based Learning Coordinator in selection and coordination of student experiences appropriate to the level of learning.
6. The Workplace Learning Site professional practitioners shall be responsible for overseeing the students' experience and training activities. They shall orient the students to their activities, direct their activities and supervise their activities to assure safe and satisfactory experiences and performance.
7. The High School shall be responsible for assigning students to the Workplace Learning Site for experience. The High School shall notify the Workplace Learning Site at least one (1) month in advance of its planned schedule of students and types of experiences to be provided. This schedule shall be subject to approval of the Workplace Learning Site.
8. The Workplace Learning Site shall make available the necessary equipment and supplies as determined by the Workplace Learning Site in conjunction with the High School.
9. The Workplace Learning Site shall provide the Work Based Learning Coordinator with frequent student performance evaluations in the manner and frequency so designated by the High School.
10. The High School shall work with the Workplace Learning Site regarding the removal of any student from the Workplace Learning Site whenever the student is not performing or meeting the workplace requirements. Responsibility for student disciplinary measures, if any, shall be with High School and not with the Workplace Learning Site.

Workplace Supervisor initials the selection specific to this Work Based Learning placement:

_____ Employer pays the student to work for them in a paid capacity. Student learns from the employer like a newly hired employee and skill sets are acquired through doing actual work for the employer. Student earns school credit for employment as documented in the Work Based Learning plan. Employer is required to show proof of workers compensation coverage for the student via a copy of a current workers compensation policy if the Work Based Learning plan shows the student will receive school credit for the employment. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer’s workers compensation coverage.

_____ Employer does not pay the student. Student earns school credit as part of a Work Based Learning plan but student may be assigned credit as part of another course. Employer has a volunteer endorsement added to their workers compensation policy and pays that premium to their carrier. School District requires the employer to show proof of workers compensation coverage with the volunteer endorsement added via a copy of a current workers compensation policy. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the employer’s workers compensation coverage.

_____ Employer does not pay student. Student earns school credit for the Work Based Learning opportunity as outlined the Work Based Learning plan. School district adds a school to work endorsement onto the school workers’ compensation policy. School District pays the workers compensation premium costs for the endorsement and other required insurance coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place. Medical costs and other related workers compensation claim expenses for accepted workers compensation claims due to injury to the student while working in the course and scope as part of the Work Based Learning opportunity shall be covered by the School District’s workers compensation coverage.

_____ School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

_____	_____
Workplace Supervisor	Date
_____	_____
Work Based Learning Coordinator	Date

PARENT/GUARDIAN CONSENT FOR WORK BASED LEARNING EXPERIENCE

I, (full name) _____ as legal guardian of
_____ (child's full name) a student
enrolled in the _____ High School acknowledge the following:

The program of study includes opportunities for my child to participate in an off-campus Work Based Learning opportunity, and I give my consent to my child participating in the offsite Work Based Learning component, and I agree to support and assist with enforcement of the content included in the Work Based Learning placement

I agree to accept responsibility for my student's participation in the above-referenced activity. I understand any negligence arising out of the student's participation in the program shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I agree to counsel my child to abide by the rules and regulations set forth by the workplace learning site.

I have signed the Parent/Guardian Consent and agree to the stated conditions.

Parent/Guardian signature

Date

Parent/Guardian printed name Phone number

Address City/State/Zip code

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

26

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

ITEM TITLE: APPROVE FIRST READING OF BOARD POLICY 3413 – STUDENT IMMUNIZATION

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of the revision to the referenced policy.

Information being deleted from these policies has been marked with a ~~strike through~~: information being added has been highlighted.

****The vote on this item was postponed at the August 9, 2021 Board Meeting****

SUGGESTED ACTION: Approve First Reading - Board Policy 3413 – Student Immunizations

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

STUDENTS

3413

Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, tetanus, and varicella (chickenpox) in the manner and with immunizing agents approved by the department. Haemophilus influenzae type "b" immunization is required for students under age five (5), before enrolling in preschool. Proof of immunization must be in compliance with the school rules for attendance through the Montana Department of Health and Human Services.

Upon initial enrollment, an immunization records form for each student will be provided. The certificate shall be made a part of the student's permanent record.

A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the pupil to the school district to which the pupil transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s) provided by Section 20-5-405, MCA. Exemptions for religious reasons must be filed in a manner provided by Section 20-5-405, MCA annually. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

All students who are enrolled under an exemption and have a disease listed in this Policy, have been exposed to a disease listed in the Policy or may be exposed to a disease listed in this Policy while attending school may be excluded from the school by the local health officer or the DPHHS until the excluding authority is satisfied that the student no longer risks contracting or transmitting that disease.

The Superintendent administrator may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in 20-5-403, MCA, if that student has received one or more doses of varicella, polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except Haemophilus Influenza Type "b" vaccine is required only for children under age 5 years of age.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

This Policy does not apply to or govern vaccinations against COVID-19. The Board does not require immunization against COVID-19 in order to enroll in the District in accordance with Montana Law. District officials shall not inquire about the COVID-19 vaccination status of students, employees, or visitors. District officials shall not make decisions regarding access to District services for students, employees, or visitors based upon an individual's COVID-19 vaccination status. Student enrolled in dual credit courses in accordance with District policies may be subject to distinct immunization requirements of the applicable post-secondary institution.

Legal Reference:	20-3-324 (20), MCA	Powers and duties
	20-5-402 - 410, MCA	Health
	20-5-403, MCA	Immunization required – release and acceptance of immunization records
	20-5-405, MCA	Exemptions

Chapter 418 2021 General Legislative Session

Policy History:

Adopted on: June 28, 2004
Revised on: September 26, 2005
Revised on: May 11, 2015
Revised on: July 13, 2015

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

27

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

ITEM TITLE: APPROVE FIRST READING - NEW BOARD POLICY 3413F1 & F2- MEDICAL EXEMPTION STATUS

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

SUMMARY:

The Board of Trustees needs to approve the first reading of the referenced NEW policy.

****The vote on this item was postponed at the August 9, 2021 Board Meeting****

SUGGESTED ACTION: Approve First Reading –NEW Board Policy 3413F1 & F2 –Medical Exemption Status

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Medical Exemption Statement 3413F1

Physician: Please mark the contraindications/precautions that apply to this patient, then sign and date the back of the form. The signed Medical Exemption Statement verifying true contraindications/precautions is submitted to and accepted by schools, childcare facilities, and other agencies that require proof of immunization. For medical exemptions for conditions not listed below, please note the vaccine(s) that is contraindicated and a description of the medical condition in the space provided at the end of the form. The State Medical Officer may request to review medical exemptions.

Attach a copy of the most current immunization record

Name of patient _____ DOB _____

Name of parent/guardian _____

Address (patient/parent) _____

School/child care facility _____

For official use only:

☐ Check if reviewed by public health Name/credentials of reviewer: _____ Date of review: _____

Medical contraindications for immunizations are determined by the most recent General Recommendations of the Advisory Committee on Immunization Practices (ACIP), U.S. Department of Health and Human Services, published in the Centers for Disease Control and Prevention's publication, the Morbidity and Mortality Weekly Report.

A **contraindication** is a condition in a recipient that increases the risk for a serious adverse reaction. A vaccine will not be administered when a contraindication exists.

A **precaution** is a condition in a recipient that might increase the risk for a serious adverse reaction or that might compromise the ability of the vaccine to produce immunity. Under normal conditions, vaccinations should be deferred when a precaution is present.

Contraindications and Precautions

Vaccine	X	
Hepatitis B (not currently required by Administrative Rule of Montana [ARM])	<input type="checkbox"/> <input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> • Serious allergic reaction (e.g., anaphylaxis) after a previous vaccine dose or vaccine component Precautions <ul style="list-style-type: none"> • Moderate or severe acute illness with or without fever
DTaP DT, Td Tdap	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> • Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component • Encephalopathy within 7 days after receiving previous dose of DTP or DTaP Precautions <ul style="list-style-type: none"> • Progressive neurologic disorder, including infantile spasms, uncontrolled epilepsy, progressive encephalopathy; defer DTaP until neurological status has clarified and stabilized • Fever $\geq 40.5^{\circ}\text{C}$ (105°F) within 48 hours after vaccination with previous dose of DTP or DTaP • Guillain-Barre' syndrome ≤ 6 weeks after a previous dose of tetanus toxoid-containing vaccine • Seizure ≤ 3 days after vaccination with previous dose of DTP or DTaP • Persistent, inconsolable crying lasting ≥ 3 hours within 48 hours after vaccination with previous dose of DTP/ DTaP • History of arthus-type hypersensitivity reactions after a previous dose of tetanus toxoid-containing vaccine • Moderate or severe acute illness with or without fever
IPV	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> • Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component Precautions <ul style="list-style-type: none"> • Pregnancy • Moderate or severe acute illness with or without fever

Vaccine	X	
PCV (not currently required by ARM)	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> Severe allergic reaction (e.g., anaphylaxis) after a previous dose (of PCV7, PCV13, or any diphtheria toxoid--contain vaccine) or to a component of a vaccine (PCV7, PCV13, or any diphtheria toxoid-containing vaccine) Precautions <ul style="list-style-type: none"> Moderate or severe acute illness with or without fever
Hib	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component Age <6 weeks Precautions <ul style="list-style-type: none"> Moderate or severe acute illness with or without fever
MMR	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component Known severe immunodeficiency (e.g., hematologic and solid tumors, chemotherapy, congenital immunodeficiency, long-term immunosuppressive therapy, or patients with HIV infection who are severely immunocompromised) Pregnancy Precautions <ul style="list-style-type: none"> Recent (<11 months) receipt of antibody-containing blood product (specific interval depends on the product) History of thrombocytopenia or thrombocytopenic purpura Need for tuberculin skin testing Moderate or severe acute illness with or without fever
Varicella	<input type="checkbox"/>	Contraindications <ul style="list-style-type: none"> Severe allergic reaction (e.g., anaphylaxis) after a previous dose or to a vaccine component Known severe immunodeficiency (e.g., hematologic and solid tumors, chemotherapy, congenital immunodeficiency, long-term immunosuppressive therapy, or patients with HIV infection who are severely immunocompromised) Pregnancy Precautions <ul style="list-style-type: none"> Recent (<11 months) receipt of antibody-containing blood products (interval depends on product) Moderate or severe acute illness with or without fever

For medical conditions not listed, please note the vaccine(s) that is contraindicated and a description of the condition

Name of Student _____

Date Exemption Ends _____

Completing physician's name (please print)

Address _____

Phone _____

Completing physician's signature (only licensed physicians may sign)

Instructions

Purpose: To provide Montana physicians with a mechanism to document true medical exemptions to vaccinations

Preparation: 1. Complete patient information (name, DOB, address, and school/childcare facility)
2. Check applicable vaccine(s) and exemption(s)
3. Complete date exemption ends and physician information
4. Attach a copy of the most current immunization record
5. Retain a copy for file
6. **Return original to person requesting form**

Reorder: Immunization Program
1400 Broadway, Room C-211
Helena, MT 59620
(406) 444-5580
<http://www.dphhs.mt.gov/publichealth/immunization/>

Questions? Call (406)444-5580

Montana Code Annotated

20-5-101-410: Montana Immunization Law

52-2-735: Daycare certification

Administrative Rules of Montana

37.114.701-721: Immunization of K-12, Preschool, and Post-secondary schools

37.95.140: Daycare Center Immunizations, Group Daycare Homes, Family Day Care Homes

**AFFIDAVIT OF EXEMPTION ON RELIGIOUS GROUNDS FROM MONTANA
SCHOOL IMMUNIZATION LAW AND RULES 3413F2**

Student's Full Name

Birth Date

Age

Sex

School: _____

If student is under 18, name of parent, guardian, or other person responsible for student's care and custody: _____

Street Address and city: _____

Telephone: _____

I, undersigned, swear or affirm that immunization against

- | | |
|---|--|
| <input type="checkbox"/> <i>Diphtheria, Pertussis, Tetanus (DTaP, DT, Tdap)</i> | <input type="checkbox"/> <i>Polio</i> |
| <input type="checkbox"/> <i>Measles, Mumps and Rubella (MMR)</i> | <input type="checkbox"/> <i>Varicella (chickenpox)</i> |
| <input type="checkbox"/> <i>Haemophilus Influenzae Type b (Hib)</i> | |

is contrary to my religious tenets and practices.

I also understand that:

- (1) I am subject to the penalty for false swearing if I falsely claim a religious exemption for the above-named student [i.e. a fine of up to \$500, up to 6 months in jail, or both (45-7/202, MCA)];
- (2) In the event of an outbreak of one of the diseases listed above, the above-exempted student may be excluded from school by the local health officer or the Department of Public Health and Human Services until the student is no longer at risk for contracting or transmitting that disease; and
- (3) **A new affidavit of exemption for the above-named student must be signed, sworn to, and notarized yearly, before the start of the school year and kept together with the State of Montana Certificate of Immunization (HES-101) in the school's records.**

Signature of parent, guardian, or other person
responsible for the above student's care and
custody; or of the student, if 18 or older.

Date

Subscribed and sworn to before me this _____ day of _____, _____

Signature: Notary Public for the State of Montana

Print Name: Notary Public for the State of Montana

Seal

Residing in _____
My commission expires _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

28

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

ITEM TITLE: APPROVE FIRST READING 1900 SERIES POLICIES

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of revision and policies of the 1900 series. These policies work in conjunction with the District's Re-opening Plan due to the COVID-19 Pandemic.

Information being deleted from these policies has been marked with a ~~strike through~~: information being added has been **highlighted**.

****The vote on this item was postponed at the July 12, 2021 and August 9, 2021 Board Meeting****

SUGGESTED ACTION: Approve First Reading of 1900 Board Policies

☒ Additional Information Attached

NOTES:

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

LEWISTOWN SCHOOL DISTRICT

1900 SERIES COVID-19 EMERGENCY POLICIES

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1912	School District Elections During Emergency

The board of trustees and its staff are operating under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 Virus and/or the declaration of an unforeseen emergency (community disaster) made by the Board of Trustees. In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the board has organized all emergency school policies into a temporary chapter. The Board has also included this introductory section as a heading for each policy to ensure understanding of the purpose and duration of each policy adopted pursuant to this chapter.

Purpose(s) of Policies

1. Ensuring that locally-elected trustees charged with the supervision and control of their local public schools, in collaboration with their staff leadership teams, make decisions that are in the best interests of students, staff and the community served.
2. Ensuring measures to protect the health and safety of students, staff and community members.
3. Addressing issues relating to student instruction and family engagement.
4. Addressing barriers to learning presented by distance.
5. Improvement of instruction in on-site, offsite, and/or on-line settings
6. Ensuring continuity of employment of school district staff and/or continuity of services provided by contract transportation providers.
7. Ensuring accountability to families with children.

Term of COVID-19 Emergency Measures Policies

School District Policies Numbered 1900-1999 are intended to govern during any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, County Health Department or the Board of Trustees. The term of School District Policies Numbered 1900-1999 shall run until terminated by a vote of the board of trustees. ~~or June 30, 2020, whichever comes first.~~

Cross Reference: Policy 2221 – 2221P – School Closure
 Policy 1400 – Board Meetings
 Policy 1310 – Policy and Procedure
 Policy 1420 – Meeting Procedure

Legal Reference: ~~Executive Orders 2-2020 and 3-2020 – Office of the Governor and accompanying Directives~~

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

COVID-19 Emergency Measures

1901

Emergency Policy and ProceduresApplicability of Emergency Policy Series

During a state of emergency declared by the Board of Trustees or other local, state or federal agency, official, or legislative body, the provisions in the emergency policies adopted by the Board of Trustees as codified at 1900-1999 in the district policy manual will govern in the event of any conflict or inconsistency between an emergency policy and other provision in the district policy manual. All other aspects of the district policy manual not affected by the provisions in the emergency policy series continue to be in full effect.

Legal References

In the absence of a legal reference on an emergency policy adopted by the Board of Trustees, the policy is specifically based on the Board of Trustees authority to supervise and control the schools within the District in accordance with Article X, section 8 of the Montana Constitution.

Adoption and Amendment of Policies

New or revised policies that are required or have required language changes based on State or Federal law or directive, required by administrative rule, or are required due to a declaration of emergency issued by the Board of Trustees or other state or federal agency official or legislative body may be adopted after the first (1st) reading if notice has been given through the board agenda provided to the trustees and public. All new or amended policies adopted as part of the emergency policy series shall become effective immediately upon adoption; unless a specific effective date is stated in the motion for adoption.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

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

Legal References: § 20-3-323, MCA District policy and record of acts
 10.55.701, ARM Board of Trustees
 Title 20, Chapter 9 Part 8, MCA

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

Alternative Grading

This policy is adopted as a temporary policy in accordance with the framework set by District Policy 1900 – Temporary COVID-19 Policies and is intended to govern School District operations for the period affected by the COVID-19 health and safety measures implemented by the School District in response to federal, state or local authorities.

Each individual school may choose to modify their grading system to fit the needs of their staff and students during the COVID-19 Emergency. Any modified grading system will be submitted to the School Board of Trustees for approval.

Cross Reference: Policy 1005FE – Proficiency Based Learning
 Policy 2410-2410P – Graduation Requirements
 Policy 2420 – Grading and Progress Reports
 Policy 2168 – Distance Learning
 Policy 2421 - Promotion and Retention

Legal Reference: Section 20-1-301, MCA School fiscal year
 Section 20-9-311(4)(a)(b)(d), MCA Calculation of average number belonging
 Section 20-3-324, MCA Powers and duties
 Section 20-7-1601. Transformational learning
 10.55.906 ARM High School Credit

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

Lewistown School District

COVID-19 Emergency Measures

1903

School District Meetings, Gatherings, Events, and Visitors

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure individuals present at a school facility for events or other operationally related reasons honor safety protocols. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy in coordination with state and local health officials.

School District Events

The Board of Trustees may authorize School District physical meetings, gatherings, and events when the event is deemed essential to district operations. Physical meetings, gatherings, and events shall not be held without prior authorization of the Board of Trustees.

All attendees at physical meetings, gatherings, and events held on school property in an outdoor area including the stadium, field, or other open area designated by the Board of Trustees shall be required to honor the applicable health and safety protocols outlined in District Policy 1905 including, but not limited to, physical distancing. The School District shall provide suitable space for physical distancing to occur and, if practicable, markings and walking routes in the area where the event shall be held to preserve a safe event setting.

Physical meetings, gatherings, and events shall be limited to 50 people meet Central Montana Health District and Montana Department of Health and Human Services mandates when held inside a school building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held inside the school facility are required to honor the health and safety protocols outlined in District Policy 1905.

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) must not attend School District meetings, gatherings, or events held in accordance with this policy. Precautions must be taken to isolate from vulnerable residents. The School District shall accommodate vulnerable individuals so they may participate in the meeting gathering or event via electronic means.

Visitors to Schools

Visitors to the interior of any school building shall not be permitted without the express approval of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to be present in any school building must adhere to all health and safety guidelines outlined in District Policy 1905.

Volunteers

Volunteers utilized by the School District that have been approved in accordance with District Policy 5430 may enter the school building in accordance with the protocols outlined in District Policy 1905.

Facilities Use Agreements

The Board of Trustees suspends community use of District facilities. Unless an event is specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and other similar requests

submitted in accordance with District Policy 4330 shall not be considered while this policy governs the period of a public health emergency.

Enforcement

Visitors to any school building or any attendee at a meeting, gathering, or event authorized by the Board of Trustees in accordance with this policy who fail to honor the requirements of District Policy or the directives of School District officials shall be asked to correct their conduct or leave the meeting, gathering, or event in accordance District Policy 4315.

Cross Reference: Policy 1901 – School District Policy and Procedures
 Policy 1905 – Student, Staff, and Community Health and Safety
 Policy 1400 – Board Meetings
 Policy 5430 – Volunteers
 Policy 4301 – Visitors to Schools
 Policy 4332 – Conduct on School Property
 Policy 4315 – Visitor and Spectator Conduct
 Policy 4330 – Community Use of School Facilities

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

Use of Transportation Funds During Periods of Emergency Declaration

Pursuant to guidance issued from the Office of Public Instruction, the board of trustees authorizes the following expenditures of its ~~FY20~~ budgeted transportation funds that are in addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI guidance, transportation services which provide instructional services to students.

- Transportation of food and meals used in nutritional programs.
- Purchase of equipment to ensure food safety.
- Providing accessibility to student services for remote learning.
- Providing instructional materials to students, including but not limited to internet service adequate to allow students to effectively access curriculum during periods of school closure.
- Cost of instructional materials, supplies, and software licenses.
- Costs of technological equipment needed for offsite instruction/correspondence study purchased by the school district and loaned to students without such equipment.
- Cost of correspondence study.
- Costs of providing services to students with an IEP or a plan adopted pursuant to section 504 of the 1973 Rehabilitation Act.
- Costs of time off or repurposed time for staff normally paid from the transportation fund.

Cost Guidelines

The board of trustees authorizes the Superintendent to exercise his/her professional judgment and discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate costs of items below are to remain within the budget limits adopted by the board of trustees for the ~~FY20~~ transportation budget, including any budget amendments adopted by the board of trustees prior to the completion of **each fiscal year** ~~FY20~~.

- Any costs consistent with costs under normal operation, including costs referenced in any contract to which the district is a party.
- Actual costs of delivering meals to students at locations authorized by any and all waivers of regular rules for school nutrition programs that have been adopted by the United States Department of Agriculture or the Office of Public Instruction.
- Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- Actual costs of equipment, software and service necessary to bridge digital divides or provide a quality learning environment for students, including:
 - Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
 - Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
 - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.
 - Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.
 - Software to ensure a safe and appropriate online learning experience by students of the district.

- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
 - If there are multiple internet service providers in the community, the board authorizes the superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

Cross Reference: Policy 3612 – District-Provided Access to Electronic Information, Services, and Networks
 Policy 3612P - District-Provided Access to Electronic Information, Services, and Networks Procedure
 Policy 3612F – Internet Access Agreement
 Policy 3650 – Montana Pupil Online Personal Information Protection Act
 Policy 3650F – Montana Model Data Privacy Agreement
 Policy 2168.- Distance Learning
 Policy 2170 – Montana Digital Academy
 Policy 2170P – Montana Digital Academy Procedures

Legal Reference: Section 20-10-101(5), MCA – Transportation

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

Student, Staff, and Community Health and Safety

The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials.

Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work in accordance with District Policy 1906. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable Master Contract or Memorandum of Understanding.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason including but not limited events or gatherings or to drop off or pick up students excepted as provided by this policy. To avoid exposing others to illness, parents or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with physical distancing guidelines in this Policy.

Physical Distancing

Students, staff, volunteers, and visitors will maintain a ~~six~~ three-foot distance between themselves and their colleagues and peers throughout the school day inside any school building, on school provided transportation and on school property before and after school, **whenever practically possible**. Staff members will arrange classrooms and restructure courses, transportation services, and food service to meet this standard.

Recess will continue as scheduled in accordance with physical distancing guidance ~~without the use of playground equipment. Any other use of school playgrounds is strictly prohibited.~~

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adheres to social distancing expectations around the exterior of the school building while on school property.

Masks as Personal Protective Equipment

Staff and students may wear a mask while present in any school building. The School District does not require the use of masks and will not provide masks except in cases required by this policy or at the discretion of the administration. The Board of Trustees' decision to not require or provide masks is based on a review of the circumstances in the community and consultation with local

health officials on issues including but not limited to the possibility of exposure and availability of masks.

Cleaning and Disinfecting

School district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Personnel will clean with the cleaners typically used and will use all cleaning products according to the directions on the label. Personnel will disinfect with common EPA-registered household disinfectants. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available from the supervising teacher or administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products.

The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and disinfection practices.

Student Arrival

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the School District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this policy.

Temperature Screening

Designated School District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area.

When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will engage in hand hygiene at the following times, which include but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid

- After recess
- After handling garbage
- After assisting students with handwashing
- After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

Staff members will place grade level appropriate posters describing handwashing steps near sinks.

Vulnerable Individuals

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

Food Preparation and Meal Service

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect **regularly** ~~each seat on each bus after each use.~~

Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy in accordance with District Policy 1006FE.

Cross Reference:

- Policy 1901 – School District Policy and Procedures
- Policy 1906 - Student Services and Instructional Delivery
- Policy 1907 – Transportation Services
- Policy 1006FE – Transfer of Funds for Safety Purposes
- Policy 3410 – Student examination and screenings
- Policy 3417 – Communicable Diseases
- Policy 3431 – Emergency Treatment
- Policy 1911 - Personnel Use of Leave
- Policy 1910 – Human Resources and Personnel
- Policy 4120 - Public Relations
- Policy 5002 – Accommodating Individuals with Disabilities
- Policy 5130 – Staff Health
- Policy 5230 - Prevention of Disease Transmission
- Policy 6110 – Superintendent Authority
- Policy 6122 - Delegation of Authority

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

Student Instruction and Services

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, Section 1 of the Montana Constitution. Instruction that includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths, The term "instruction" shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

Students shall receive grades for completed coursework in accordance with the grading scale for the individual staff member or the alternative grading procedures outlined in District Policy 1902.

The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

School Facility as Instructional Setting

The Board of Trustees authorizes instruction of students at the school facility in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the ~~2019-2020~~ school year.

All educational and related services provided at the school facility shall be completed in accordance with the health and safety protocols outlined in District Policy 1905.

Offsite and Online Instructional Setting

The Board of Trustees **may** authorizes offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the **2021-2022** school year. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting, **on a case by case scenario**, at parental request if onsite instruction is offered in the School District in accordance with Policy 1908.

Students receiving offsite delivery of education services may be eligible for assistance with accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of the **2021-2022** school year.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

Special Education and Accommodation of Disabilities or Diagnoses

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. The supervising teacher or building administrator shall

coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

Student Attendance

The Board of Trustees authorizes the supervising teacher, building principal or district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher if not present for instruction within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board of Trustees.

Student Safety and Counseling

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

Homeless Students and Students in Foster Care

This policy in no way limits or adjusts the School Districts obligations to homeless students or students in foster care. Applicable District policies serving these students or this population of students remain in full effect.

Student Discipline

This policy in no way limits or adjusts the School District's expectations for student conduct. All applicable district policies and handbook provisions governing student conduct remain in full effect.

Legal Reference: Section 20-1-101, MCA – Definitions
 Section 20-1-301, MCA – School Fiscal Year
 Section 20-9-311, MCA – Calculation of Average Number Belonging
 Section 20-7-118, MCA - Offsite Provision of Educational Services
 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
 ARM 10.55.906(4) – High School Credit

Cross Reference: Policy 1005FE – Proficiency-Based Learning
 Policy 1902 – Alternative Grading
 Policy 1905 - Staff, Student, and Community Health and Safety
 Policy 2100 – School Calendar
 Policy 2140 – Guidance and Counseling

 Policy 2161 – Special Education
 Policy 2168 – Distance Learning
 Policy 2410 – Graduation
 Policy 2420 – Grading and Progress Reports
 Policy 2421 – Promotion and Retention

Policy 2150 – Suicide Training and Awareness
Policy 3125 – Homeless Students
Policy 3122 - Attendance Policy
Policy 3310 - Student Discipline

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

Student Instruction Resources and Best Practices

In accordance with Policy 1005FE – Proficiency Based Learning and Section 20-9-311(4)(d), MCA, “a school district may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction under subsection (4)(a) or (4)(b) if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil under this subsection (4)(d) must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.”

Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-site, or blended learning model as outlined in Policy 1906.

Best practices, including but not limited to those outlined below, will assist districts in facilitating quality learning for each student regardless of background or circumstance.

Planning & Communication

- Providing tools for virtual learning will help ensure equity in access to learning opportunities. With Policy 1904, districts may utilize transportation funds to facilitate internet and device access to students currently without.
- Provide weekly learning agendas communicated to students and parents.
- Set student meetings, teacher office hours, assignment expectations, and grades available on an established schedule. Districts may consider Policy 1902 – Alternative Grading.
- Establish whole group virtual “class time” and/or opportunities for small group learning
 - Post assignments online early and for the entire week.
 - During this time of challenge, providing structure and certainty will support academic, mental and emotional health.
 - Students should receive some form of communication from the school community at least once per day.

Set Expectations

- With students and parents/guardians set expectations and acknowledgment of the importance for ownership of student learning.
- Expectations can outline due dates for assessments.
- Outline how much online participation is required of students.
- Include expectation for daily submission of work or review of accomplishments toward goals.
- Survey students and parents/guardians to make adjustments to lessons. Remember to be flexible—time learning software, apps, etc. should be considered part of learning.

Differentiated Instruction & Learning Models

- Embed experiential learning that fosters a learning environment that promotes connections. Districts participating in Transformational Learning funding can utilize their Strategic Plan as a guiding document and adapt to a virtual environment.
- Social Emotional Learning and connections.
 - Begin the day by connecting with students—a Brain Teaser or an exercise for students to share a topic of interest or something from home with others.
- Record lessons
 - Lessons should come with visual substance and multiple types of instruction to facilitate learning—downloads, PowerPoints, videos, readings, audio recordings, etc.

- Honor students' interests and passions through experiential learning opportunities.
- Project based learning.
 - Engage the students to do the work through research, developing, and creating a product which encompasses a variety of subject areas.
 - Encourage creativity.
 - Consider pointing students to the right resources (videos, websites, files) and allow them to be contributors to their own learning-- Creation of a science project—writing, demonstration of items needed, YouTube video with the end result being submitted to the teacher and classmates.
 - Wax Museum example: reading about character, writing about individual, dress up and record via YouTube or creation of a Power Point with pictures
 - Project based learning present opportunities for cross-subject collaboration and flexibility in ways to show student learning.

Demonstrating Learning

- Provide video meeting and messaging capabilities to engage students in multiple mediums to show learning.
- Provide daily feedback to address academic growth and monitor and improve social emotional wellness.
 - Clearly communicate to ensure students and parents are aware of the importance of this mutual feedback.
- Opportunity for MAP testing/Unit testing for subject areas
- Formative assessments can guide instruction and provide multiple opportunities for feedback and identifying gaps in student learning and instruction through a low-stress medium.

Legal Reference: Section 20-1-101, MCA – Definitions
 Section 20-1-301, MCA – School Fiscal Year
 Section 20-9-311, MCA – Calculation of Average Number Belonging
 Section 20-7-118, MCA - Offsite Provision of Educational Services
 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
 ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 1005FE – Proficiency-Based Learning
 Policy 1902 – Alternative Grading
 Policy 1905 - Staff, Student, and Community Health and Safety
 Policy 2100 – School Calendar
 Policy 2140 – Guidance and Counseling
 Policy 2161 – Special Education
 Policy 2168 – Distance Learning
 Policy 2410 – Graduation
 Policy 2420 – Grading and Progress Reports
 Policy 2421 – Promotion and Retention
 Policy 2150 – Suicide Training and Awareness
 Policy 3125 – Homeless Students
 Policy 3122 - Attendance Policy
 Policy 3310 - Student Discipline

Policy History:

Adopted on: July 13, 2020
 Reviewed on: April 12, 2021
 Revised on: June 14, 2021
 Terminated on:

Lewistown School District

COVID-19 Emergency Measures

1907

School District Declaration of Emergency

The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. An emergency declaration issued by the Board of Trustees authorizes the School District to take extraordinary measures to protect students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a manner that serves the needs of students, their families, and staff and preserves the School Districts full entitlement of funding.

Legal Reference:	Section 20-9-801 - 802, MCA	Emergency School Closure
	Section 20-9-806, MCA	School closure by declaration of emergency
	Section 20-9-805.	Rate of reduction in annual apportionment entitlement.

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

Family Engagement

The Board of Trustees authorizes the supervising teacher or district administrator to provide Policy 1908F to families requesting to opt-out of onsite instruction at the school facility for the duration of the declared public health emergency, **on a case-by-case scenario.**

Students of families opting out of onsite instruction at the school facility ~~for the remainder of the 2019-2020 school fiscal year~~ shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

Students of families opting out of onsite delivery shall be treated the same as students instructed at the school facility for purposes of grading, discipline, and other educational rights.

Legal Reference: Section 20-1-101, MCA – Definitions
 Section 20-1-301, MCA – School Fiscal Year
 Section 20-9-311, MCA – Calculation of Average Number Belonging
 Section 20-7-118, MCA - Offsite Provision of Educational Services
 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
 ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 1906 – Student Instruction and Services
 Policy 1908F – Family Onsite Opt-Out Form

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

Family Onsite Instruction Opt-Out Form

A family who does not want their student to receive instruction and educational services onsite at the school may request to have instruction completed offsite and/or online by completing this form.

Students of families opting out of onsite instruction at the school facility ~~for the remainder of the 2019-2020 school fiscal year~~ shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

I, _____, Parent or Guardian of, _____ a student enrolled at _____ School District, requests my student receive educational services and instruction at an offsite location and/or for the duration of the declared public health emergency in a manner consistent with the methods identified by the School District.

I understand my student is expected to complete all assigned work and return it to the teacher in order to receive credit toward a grade to be considered for promotion or credit and in accordance with Policy 1902, if applicable. I further understand that failure to complete work assigned may result in a determination that my student will be retained or otherwise not earn credit.

Parent

Date

Legal Reference: Section 20-1-101, MCA – Definitions
 Section 20-1-301, MCA – School Fiscal Year
 Section 20-9-311, MCA – Calculation of Average Number Belonging
 Section 20-7-118, MCA - Offsite Provision of Educational Services
 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
 ARM 10.55.906(4)) – High School Credit

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

Lewistown School District

COVID-19 Emergency Measures

1909

Human Resources and Personnel

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure clear expectations for District staff while completing their duties in a safe and healthy workplace. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

Work Schedule and Assignment for Certified Staff

The working conditions for the certified staff shall be governed by a Collective Bargaining Agreement and any applicable Memorandum of Understanding between the Unit and the School District or the individual employment contracts between the employee and the School District. Certified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration unless there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding that specifically governs instead of the policy.

Work Schedule and Assignment of Duties for Classified Staff

In accordance with the individual employment contracts issued to classified staff, the District reserves the right to change employment conditions affecting an employee's duties, schedule, assignment, or supervisor. The District shall notify the employee in writing of any change in their workday or duties. Classified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration.

Personal Conduct

This policy in no way limits or adjusts the School District's expectations for staff conduct. All applicable district policies and handbook provision governing staff conduct remain in full effect

Student Services

Students shall have access to regular instructional services whether their instruction is provided in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of School District Policy or concern about student health, well-being, or safety to their supervisor for review and referral. Students receiving instruction in an offsite or online setting are governed by all applicable laws, including the staff obligation to report suspected child abuse or neglect.

Compensation and Benefits

Staff shall continue to earn regular compensation and benefits during the period of declared public health emergency. Payroll dates and schedules are not affected by an applicable public health emergency.

Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar ~~for the remainder of the 2020-2021 school year~~ unless there is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

Cross Reference: Policy 1905 - Student, Staff and Community Health and Safety
 Policy 1906 – Student Instruction
 Policy 5140 – Classified Assignment
 Policy 5210 – Assignments and Transfers
 Policy 5221 – Work Day
 Policy 5232 – Abused and Neglected Child Reporting
 Policy 5255 – Disciplinary Action
 Policy 5223 – Personal Conduct
 Policy 5012 – Sexual Harassment
 Policy 5015- Bullying and Intimidation
 Policy 5130 – Staff Health
 Policy 5230 – Prevention of Disease Transmission
 Policy 5222 – Evaluation of Certified and Classified Staff

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

Personnel Use of Leave

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to inform School District staff about leave options. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

District Leave

School District staff may utilize accumulated leave granted in accordance with Montana law, District policy, a Collective Bargaining Agreement, or applicable Memorandum of Understanding through the regular procedures governing the type of leave requested.

~~Staff members not covered by a memorandum of understanding are eligible for one week of paid sick leave capped at 40 hours in addition to that leave provided by federal law, district policy, or employment contract. The employee may utilize the 40 hours of additional leave during the 2020-2021 school year in the event the employee satisfies the criteria for Emergency Paid Sick Leave under the Families First Coronavirus Response Act and as outlined in this policy.~~

Federal Law Controls Federal Leave Provisions

The Board of Trustees has adopted this policy and related forms on the referenced date based on the law and available federal and state guidance as of the date of such adoption. Federal and state guidance can change following adoption of this policy and forms. To the extent that any subsequently adopted guidance or federal regulation or other controlling interpretation of the law results in a conflict between such guidance, regulation or controlling interpretation and this policy or forms, the provisions of the guidance, regulation or controlling interpretation controls to the extent of any such conflict. The School District shall take reasonable steps to ensure that staff are notified of any change in guidance or federal regulation or other controlling interpretation of the law that creates a conflict with any provision of this policy or forms.

~~Emergency Paid Sick Leave~~

~~In accordance with Federal law, employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis or, after April 1, 2021, has received a first or second dose of COVID-19 vaccine and is experiencing side effects resulting from the vaccination that prevent the employee from working.~~

~~Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine in accordance with a Federal, State, or local government order or advice of a health care provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.~~

~~Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F1 – Emergency Paid Sick Leave~~

~~Emergency Family Medical Leave~~

~~Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two thirds the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.~~

~~Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F2 – Emergency Family Medical Leave.~~

~~Legal Reference: – Families First Coronavirus Response Act~~

Cross Reference: ~~Policy 1910F1 – Emergency Paid Sick Leave Form~~
 ~~Policy 1910F2 – Emergency Family Medical Leave Form~~
 Policy 1909 – Human Resources and Personnel
 Policy 5321 – Leaves of Absence
 Policy 5328 – Family Medical Leave Act
 Policy 5329 – Long Term Illness
 Policy 5330 – Maternity and Paternity Leave
 Policy 5334 - Vacations

Policy History:

Adopted on: 5/11/2020

Revised on: 7/13/2020

Revised on: 9/14/2020

Revised on: 4/12/2021

Terminated on:

Lewistown School District

COVID-19 Emergency Measures

1911

School District Budget Adoption, Amendment and Audit

The period of the school fiscal year affected by the declared public health emergency shall be the longer of the portion of the school fiscal year covered by an emergency declared by the President, Congress, Governor, Montana Legislature, State or County Health Department or the portion of the school fiscal year identified in the board's declaration of an emergency. The School District shall avail itself of all flexibilities allowed by law, rule, or regulation and shall be otherwise governed by the school finance laws and rules of the state of Montana. The School District shall comply with auditing requirements and reserves the authority to assert its rights to manage school district funds or seek state and federal funds in a manner consistent with the full flexibility available under all applicable laws.

Legal Reference: Article X, section 8 Montana Constitution
 Title 20, Chapter 9, Part 8, Montana Code Annotated

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

School District Elections Rescheduled Due to Emergency

The County Superintendent may cancel the School District's election due to an emergency declared by the Governor. As soon as convenient after the declaration of a state of emergency or disaster is terminated, the trustees of the district shall set a new date for the election. Notice of such election shall be published for 7 consecutive days in a newspaper of general circulation in the district and posted for 7 days at district polling places. All applicable deadlines governing school election procedures in Montana law shall be reset and calculated based on the date of rescheduled election.

Legal Reference: Section 20-20-108, MCA - Rescheduling Of School Election Canceled Due To
 Declaration Of State Of Emergency Or Disaster
 Title 20, Chapter 20, MCA

Policy History:

Adopted on: July 13, 2020
Reviewed on: April 12, 2021
Revised on: June 14, 2021
Terminated on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

29

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

ITEM TITLE: MOVE TO DECLARE AN UNFORESEEN EMERGENCY IN ACCORDANCE WITH TITLE 20, CHAPTER 9, PART 8, MCA 29

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

SUMMARY:

MTSBA has issued advice for districts to adopt a new declaration of emergency specifically for the school district if a board of trustees has declared a state of emergency that expired on June 30, 2021. A district operating under an emergency has greater flexibility to better preserve funding if it falls short of the minimum aggregate hours of instruction while also preserving the board's authority under the emergency policies. The authorization for a declaration of emergency is found in Model Emergency Policy 1907 as outlined in Title 20, chapter 9, part 8, MCA.

****The vote on this item was postponed at the July 12, 2021 and August 9, 2021 Board Meeting****

SUGGESTED ACTION: Consideration of Declaration of Unforeseen Emergency in accordance with Title 20, chapter 9, part 8, MCA

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/20219

Agenda Item No.

30

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

ITEM TITLE: APPROVE CONTRACT FOR CONSULTING SERVICES WITH DICK ANDERSON CONSTRUCTION

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

SUMMARY:

The Board of Trustees needs to approve the contract for consulting services with Dick Anderson Construction for the purpose of improving messaging and community events for the upcoming School Bond Election.

SUGGESTED ACTION: Approve Contract for Consulting Services with Dick Anderson Construction

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

PROFESSIONAL SERVICES CONTRACT

This Contract is entered into this 13th day of September, 2021, by and between Lewistown School District, Lewistown, Montana, hereinafter referred to as the “OWNER” and Dick Anderson Construction, Inc., hereinafter referred to as “CONSULTANT.” The OWNER hereby employs CONSULTANT to perform necessary duties as the OWNER’s Construction CONSULTANT.

SCOPE OF PROFESSIONAL SERVICES TO BE PROVIDED:

CONSULTANT agrees to perform, in a professional, timely manner, all of the duties, both expressed and implied, that relate to the following scope of services for the construction of the OWNER’s expanded school and related facilities (“the Project”):

- a) Act as the OWNER’s CONSULTANT in providing advisory support services for preliminary planning and cost estimating, and pre-construction, construction and post occupancy phases of the Project;
- b) Provide guidance on critical time path needs for assigned projects;
- c) Attend, conduct, and assist the OWNER at Project meetings, including meetings with the architect/engineer, contractor(s), consultants, and the OWNER.
- d) Facilitate open communications among all parties, to help to avoid adversarial interaction and to promote a sense of trust and teamwork in order to accomplish the execution of the Project and to see that the Project is completed at the lowest possible cost and with the highest degree of quality and workmanship that are consistent with the plans and specifications for the Project;
- e) Attend and advise of meetings with the OWNER, and community;
- f) Review and analyze previous master plan documents
- g) Assist in conceptual design options (new build vs. remodel/addition)
- h) Provide conceptual cost estimates
- i) Provide renderings and 3D modeling as needed
- j) Participation and support for public outreach and stakeholder entities
- k) Participation in Lewistown School District #1 planning exercises
- l) Participation in presentations to the public and School Board
- m) General assistance in process/programing in support of District’s effort to secure funding
- n) Provide detailed planning
- o) Work for and on behalf of the OWNER, will protect the OWNER’s interest and will ensure that the construction documents are adhered to for the duration of the Project;

SCOPE OF OWNER'S RESPONSIBILITIES:

To complement the scope of work of the CONSULTANT, and expedite the overall Project, the OWNER acknowledges that it has certain tasks and responsibilities, including:

- a) The OWNER shall provide to CONSULTANT complete information regarding the OWNER's knowledge and complete requirements for the Project. The OWNER shall be responsible for the accuracy and completeness of all reports, data, and other information furnished pursuant to this paragraph. CONSULTANT may use and rely on information furnished by the OWNER in performing services under this agreement, and on the reports, data and other information furnished by OWNER to the Project Architect and related design professionals ("Architect"). CONSULTANT will advise the OWNER if it believes any information provided by the OWNER is incomplete or appears to be inaccurate.
- b) The OWNER shall examine information submitted by CONSULTANT and shall render decisions pertaining thereto as soon as reasonable possible as to not delay critical decisions and impact Project time constraints. CONSULTANT shall advise the OWNER if any information or decision is needed by a specific date or within a particular time frame.
- c) The OWNER shall furnish required information and approvals and perform its responsibilities and activities in a timely manner to facilitate orderly progress of the work in cooperation with CONSULTANT and consistent with this agreement and in accordance with the planning and scheduling requirements and budgetary constraints of the Project. CONSULTANT shall advise the OWNER if a decision is needed by a specific date or within a particular time frame.
- d) The OWNER shall designate in writing an officer, employee or other authorized CONSULTANT to act on behalf of the OWNER with respect to the Project. This CONSULTANT shall have the authority to approve changes in the scope of the Project as provided for herein and shall be available during working hours and as often as may be required to render decisions and to furnish information in a timely manner. The designee of the OWNER is Thom J. Peck, Superintendent.

LIMITATIONS:

Nothing in this agreement shall be construed to mean that CONSULTANT assumes any of the responsibilities or duties of a Contractor or the Architect. The Contractor will be solely responsible for construction means, methods, techniques, sequences and procedures used in the construction for the Project, and for the safety of its personnel, property and its operations and for performing in accordance with the contract between the OWNER and the Contractor. The Architect is solely responsible for the overall design requirements and design criteria of the Project and shall perform in accordance with the agreement with the OWNER. CONSULTANT's services shall be rendered compatibly and in cooperation with the services provided by the Contractor and Architect under the agreements with the OWNER. It is not intended that the services of the Contractor and Architect and CONSULTANT be competitive or duplicative, but rather be complementary. CONSULTANT will be entitled to rely upon the Contractor and Architect for the proper performance of services undertaken by them pursuant to

the agreements with the OWNER. CONSULTANT's duty under this Agreement is to the OWNER.

TERM:

The term of this Contract will formally commence **September 20**, 2021, and terminate at a time to be determined by mutual written agreement between the OWNER and CONSULTANT, but not later than the full and final completion of the Project to the satisfaction of the OWNER.

Either party reserves the right to terminate this Contract at any time for the other parties' failure to perform their respective responsibilities. Should either party desire to terminate this Contract for the other parties' failure to perform their responsibilities, the terminating party shall provide a minimum of thirty (30) days written notice to the other party defining the failure of performance, and the other party shall have thirty (30) days following the receipt of the written notice to cure such failure before any additional action is taken.

RATE OF COMPENSATION: \$5,000

COMPENSATION – TRAVEL AND REIMBURSABLE EXPENSES:

No travel or reimbursable expenses are contemplated. Any payment for reimbursable expenses or travel shall be made only on prior written application for a reimbursable amount and on prior approval of OWNER.

PAYMENT FOR SERVICES AND REIMBURSABLE EXPENSES:

CONSULTANT shall submit monthly invoices within 10 days after end of each month for services performed during the prior month, and the OWNER agrees to remit payment for these invoices within 15 days after receipt. Payments due and payable to CONSULTANT which are unpaid for more than 30 days from the date of the invoice shall bear interest at the legal rate from the due date, compounded annually. In addition, CONSULTANT may, after giving a 30 day written notice to the OWNER, suspend services under this Contract until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

OBLIGATION FOR FEES UPON TERMINATION:

Upon any termination of this Contract, OWNER shall pay to CONSULTANT all amounts due and payable to CONSULTANT as of the date of termination unless the OWNER raises dispute concerning CONSULTANT's performance of its obligation contained in this Contract.

INDEPENDENT CONTRACTOR:

CONSULTANT is an independent contractor and not an employee or partner of the OWNER. CONSULTANT agrees to perform the labor and terms of this Contract as an independent contractor and nothing herein contained shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be in any way construed to constitute that CONSULTANT, or any of its agents or employees, are the employees of the OWNER for any purpose, or to be recipients of any benefits, pensions, insurance plans, payroll taxes, worker's compensation or State or Federal withholding taxes.

WORKER'S COMPENSATION:

CONSULTANT agrees to provide all required worker's compensation coverage for its agents and employees during the term of this Contract.

INSURANCE:

CONSULTANT will maintain general liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. In addition, CONSULTANT will maintain errors and omissions (Professional Liability) coverage of \$2,000,000.

The OWNER shall be responsible for purchasing and maintaining its own liability insurance. CONSULTANT, as an agent of the OWNER, shall be named as an additional insured on any insurance policy obtained by the OWNER and the subsequent contractors for the Project. CONSULTANT will require the CONTRACTOR and contractors for the Project to be aware of this provision and that it be included in the applicable contracts.

INDEMNITY:

Each party hereto expressly agrees to hold harmless and indemnify the other, its officials, employees, and agents from liability, loss, or damage(s), including costs and reasonable attorney's fees for defense of the same that either party may suffer as a result of the other's negligent acts, errors, or omissions, or the negligent acts, errors, or omissions of each other's agents or employees in the performance of each party's obligations under this Contract.

NO OBLIGATION TO THIRD PARTIES:

None of the responsibilities and obligations of CONSULTANT under this Agreement shall in any way or in any manner be deemed to create any liability of CONSULTANT to, or any rights in, any person or entity other than the OWNER.

LEGAL REMEDIES:

Any claim, dispute or other matter in question arising out of or related to this Contract shall be subject to mediation as a condition precedent to litigation. The request for mediation shall be made in writing. The parties may, but are not obligated, to agree that mediation shall be conducted by the rules and procedures to which they and their selected mediator(s) agree, the mediator's fee and any filing fees shall be paid in equal shares by the parties to the mediation. The mediation shall be held at a place and time agreed to by the OWNER and CONSULTANT. Any claim, dispute or other matter in question arising out of or related to this Contract, but not resolved by mediation shall be subject to litigation in the Montana District Court Eighteenth Judicial District. This contract is governed by the laws of Montana.

ASSIGNMENT:

CONSULTANT shall not delegate or assign any of the services covered by this Contract without the express written consent of the OWNER.

MISCELLANEOUS:

- a) OWNER prohibits all weapons, alcohol, tobacco, nicotine and forms of discriminatory or harassing behavior on OWNER's property. This prohibition extends to CONSULTANT's forces, agents, employees, subcontractors and sub-subcontractors. The weapon prohibition applies whether or not the owner thereof has a permit for a concealed weapon. CONSULTANT shall enforce the OWNER's alcohol-free, drug-free, tobacco-free, harassment-free, discrimination-free and weapon-free policies and zones. CONSULTANT shall require all employees, while on OWNER's property, to refrain from committing any criminal conduct, using tobacco products, possessing or drinking alcoholic beverages, possessing or using illegal drugs or any controlled substance, carrying weapons, speaking profane and/or offensive language, or engaging in any inappropriate or discriminatory behavior or interactions with students and employees. OWNER's designee will make final decisions regarding compliance with these expectations. Any individual found by OWNER to have violated these restrictions is subject to permanent removal from the site, at OWNER's request.
- b) All of CONSULTANT's covered employees will complete a screening process that includes a criminal history and child protective service background check prior to their employment. Proof of successful completion of background check for each employee that will be present on OWNER's property will be provided to the OWNER prior to commencement of services. Any covered employee that has not successfully completed a background check will not be permitted on school property. CONSULTANT will not assign any covered employee with a disqualifying criminal history work at the school. If CONSULTANT receives information that a covered employee has a reported disqualifying criminal history, then CONSULTANT will immediately remove the covered employee from the site and notify the OWNER in writing within three business days. If the OWNER

objects to the assignment of any covered employee on the basis of the covered employee's criminal history record information, then CONSULTANT agrees to discontinue using that covered employee to provide services as part of this Agreement. CONSULTANT will take precautions to ensure that employees with criminal history will not be present on OWNER's property. CONSULTANT will ensure that these precautions or conditions continue throughout the time services are provided.

For the purposes of this subsection, "covered employees" means employees, agents or subcontractors of CONSULTANT who has or will have continuing duties related to the services to be performed as part of this Agreement on OWNER's property and has or will have direct contact with OWNER's students. OWNER will decide what constitutes direct contact with OWNER's students. "Disqualifying criminal history" means any conviction or other criminal history information designated by the OWNER's policy that would normally render a potential OWNER employee unfit to work in a public school within the OWNER's school district. Copies of written OWNER's School District policies are available upon request.

- c) CONSULTANT represents and warrants the following to the OWNER (in addition to the other representations and warranties contained in the Agreement):
 - that it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to complete the work and perform its obligations under the Agreement;
 - that it is able to timely complete the duties under this Agreement and perform its obligations hereunder and has sufficient experience and competence to do so;
 - that it is authorized to do business in Montana and properly licensed by all necessary governmental, public, and quasi-public authorities having jurisdiction over it, the work, or the site; and
 - that the execution of the Agreement and its performance thereof are within its duly-authorized powers.
- d) CONSULTANT shall not use the image or likeness of OWNER's facilities or OWNER's official logo or emblem and any other trademark, service mark, or copyrighted or otherwise protected information of OWNER, without OWNER's prior written consent. CONSULTANT shall not have any authority to advertise or claim that OWNER endorses CONSULTANT's services, without OWNER's prior written consent.
- e) The parties acknowledge that, as a public entity in the State of Montana, OWNER and entities contracting with OWNER must comply with the open records and open meeting laws of the Montana.

MODIFICATIONS:

Neither any change or modification of this Contract nor any waiver of any term or condition hereof shall be valid or binding on the parties hereto, unless such change, modification, or waiver shall be in writing and signed by the party to be bound thereby.

EXTENT OF AGREEMENT:

This Contract constitutes the full and complete contract between the OWNER and CONSULTANT. The provisions herein relating to the terms and conditions of this Contract supersede any and all prior agreements, resolutions, practices, policies, rules and regulations concerning terms and conditions inconsistent with these provisions. Any modifications to this Contract shall be made in writing signed by both parties. Any provisions of this Contract found to be null and void does not constitute nullification of the remaining terms and conditions of this Contract.

IN WITNESS WHEREOF:

The parties hereby set their hands and seals this day of _____, 2021:

Lewistown School District #1
Lewistown, Montana

By: _____
Chairman of Board of Trustees

By: _____
Authorized Representative

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

31

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

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

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

SUMMARY:

The Board of Trustees needs to approve the attached request for out-of-district student attendance.

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

☒ **Additional Information Attached**

NOTES:

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

OUT OF DISTRICT STUDENTS 2021-2022

Student	Grade	District of Residence	District of Choice
BJ	1	King Colony	Lewistown Elementary
BK	3	King Colony	Lewistown Elementary
BL	K	King Colony	Lewistown Elementary
BM	3	Roy	Lewistown Elementary
BN	1	Roy	Lewistown Elementary
BO	7	Grass Range	Lewistown Elementary
BP	11	Grass Range	Lewistown Elementary
BQ	K	Roy	Lewistown Elementary
BR	4	King Colony	Lewistown Elementary
BS	5	King Colony	Lewistown Elementary
BT	3	Grass Range	Lewistown Elementary
BU	11	Moore	Lewistown Elementary

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

32

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2021-2022 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Christy Rogers

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2021-2022 School Year as listed below. *(All approved substitutes are approved pending the results of their background check):

Substitute Teacher

Esther Wilson

Substitute School Food

Dennie Ellestad

Donna Paulson

Teela James

Substitute Bus Driver

April Duggins

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

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/13/2021

Agenda Item No.

33

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday September 13, 2021

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
ALDERINK, Andrea	Paraprofessional	Lewis and Clark Elementary	Approve appointment on schedule --PARA EDUCATOR - Step 0 for up to 7.5 hours per day for up to 175 days	9/7/2021	Danny Wirtzberger	Replacing Jeff Sanders
ARMSTRONG, Chad	Driver Education Instructor	Fergus High School	Approve appointment at \$28.00 per hour as needed for behind- the-wheel driving instruction	August 30, 2021 - May 27, 2022	Thom Peck	Chad will be assisting in the behind-the-wheel driving instruction
BALDWIN, Kylie	Paraprofessional	Lewis and Clark Elementary	Approve appointment on schedule --PARA EDUCATOR - Step 0 for up to 7.5 hours per day for up to 181 days	8/30/2021	Danny Wirtzberger	Replacing KC Bowen
BLACKADAR, Lesley	Food Server/Kitchen Aide	Lewis and Clark Elementary School	Approve appointment on schedule--FOOD SERVER - Step 6 for up to 1 hour per day for 186 days	8/25/2021	Amie Friesen	
DERHEIM-SMITHSON, Helen	Paraprofessional and Food Server	Garfield Elementary School	Approve appointment on schedule --PARA EDUCATOR - Step 0 for up to 5.5 hours per day and FOOD SERVER/KITCHEN AIDE for up to 2.5 hours per day for up to 186 days	9/7/2021	Matt Lewis and Amie Friesen	Replacing Chiara Vanderbeek and Samantha Williams
FISK, Shannon	Special Ed Supervising Teacher	Jr. High School	Approve appointment at \$22.50 per hour as needed for acting as the supervising teacher for the Lead Para in the STAR classroom at the JHS	August 20, 2021 - May 27, 2022	Thom Peck	
GARLINGHOUSE, Mackenzie	STAR Room Paraprofessional	Jr. High School	Approve appointment on schedule--STAR ROOM PARA - Step 0 for up to 7.5 hours per day for up to 187 days	8/23/2021	Jeff Jeff Friesen	
GOBBLE, Cassi	Special Ed Supervising Teacher	Jr. High School	Approve appointment at \$22.50 per hour as needed for acting as the supervising teacher for the Lead Para in the 7th Grade Special Education classroom at the JHS	August 20, 2021 - May 27, 2022	Thom Peck	
KNUTSON, Nancy	Food Server/Kitchen Aide	Lewis & Clark Elementary School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0 for up to 4.5 hours per day for up to 187 days per year	8/23/2021	Amie Friesen	Replacing Lesley Blackadar

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday September 13, 2021

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
LONG, Jared	Teacher	Fergus High School	Approve out-of-district travel to attend the National Association of Agriculture Educators Conference 11-3-21 to 12-4-21 in New Orleans.	9/13/2021	Tim Majerus	See Attached Letter
LOWER, Holly	Paraprofessional	Highland Park Elementary Schhol	Approve appointment on schedule --PARA EDUCATOR - Step 0 for up to 7.5 hours per day for up to 186 days	8/23/2021	Matthew Ventresca	Replacing Darla Kolar
MCGOWAN, Tina	Food Server/Kitchen Aide	Highland Park Elementary Schhol	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0 for up to 2.5 hours per day for up to 186 days	8/23/2021	Amie Friesen	Replacing Kathy Gaines
PEARSON, Kameron	Paraprofessional	Fergus High School	Accept Letter of Resignation	8/24/2021	Tim Majerus	See Attached Letter
SANFORD, John	Volunteer Football Coach	Fergus High School		8/2/2021	8/23/2021	
SCHWEDE, Jill	STAR Supervising Teacher	Jr. High School	Approve appointment at \$22.50 per hour as needed for acting as the supervising teacher for the Lead Para in the STAR classroom at the JHS	August 20, 2021 - May 27, 2022	Thom Peck	New
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTR CURRICULAR ASSIGNMENTS	Jr. High School and Fergus High School	Approve appointment on schedule as recommended		Jeff Friesen and Paul Bartos	See Attached List

School District Number 1 Trustees,

My name is Jared Long and I am the Agriculture Education Instructor/FFA Advisor at Fergus High School. I am seeking your approval to travel to the National Association of Agriculture Educators Conference November 30th through December 4th in New Orleans, LA. Dr. Dustin Perry at MSU asked if I would co present two topics with him. The first is the results of a 5 year safety initiative for agriculture educators we recently completed and the second is a series of project plans to assist early career teachers in the welding and woods labs. Your approval would be sincerely appreciated.

Best Regards,

Jared Long

FHS Ag. Ed. Inst.



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

Fwd: Resignation

1 message

Tim Majerus <tmajerus@lewistown.k12.mt.us>
To: Christy Rogers <crogers@lewistown.k12.mt.us>

Wed, Sep 1, 2021 at 12:49 PM

Tim Majerus

Fergus High School Principal
Lewistown, Montana
"Home of the Golden Eagles"

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

From: **Kameron Pearson** <kameron.pearson@lewistown.k12.mt.us>
Date: Tue, Aug 24, 2021 at 8:45 PM
Subject: Resignation
To: Tim Majerus <tmajerus@lewistown.k12.mt.us>

To Whom It May Concern,

I would like to start by saying, thank you to Lewistown Public Schools and the Fergus High School Administrators for giving me the opportunity to work with you. I enjoyed my 2 years working with a wide range of highschool students. Though the past two years didn't go as planned, I still enjoyed my time and it even gave me more of an opportunity to get to know the staff better, during closure. I never knew Kim Wiegert was such a hoot! Lots of laughs had while painting the office 2 years ago.

With that being said, I am writing this letter as my resignation from working in the LPS. Again, thank you all for the opportunity and best wishes on the upcoming school year! Be safe!

Kameron Pearson

--

Kameron K. Pearson

STUDENT ACTIVITY EXTRA-CURRICULAR CONTRACT **RECOMMENDATIONS**

Junior High School

Michael Vanek - Football - Assistant - .050 - \$1,763.45
Derek Lear – Elementary Coordinator - .065 - \$2,292.49

Fergus High School

Steve Foran – Girls Basketball – First Assistant - .110 - \$3,879.59
Rayna Phelps – Cheerleaders – Assistant - .074 - \$2,609.91
Thomas Webb – Field Prep - \$700.00
Chase Auger – Jazz Band Director - .040 - \$1,410.76
Mike Mangold – Softball – Head Coach - .125 - \$4,408.63
Kirsten Miller – Softball – Assistant - .085 - \$2,997.87
Matt Gruener – Tennis – Head Coach - .145 - \$5,114.01
Tessa Gatz – Tennis – Assistant - .105 - \$3,703.25
Steve Olson – Track & Field – Head Coach - .145 - \$5,114.01
Vic Feller – Track & Field – First Assistant - .105 - \$3,703.25
Gary Cecrle – Track & Field – Assistant - .085 - \$2,997.87

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

PUPIL INSTRUCTION

First Semester

89 days

Second Semester

90 days

FIRST QUARTER

DAYS

First Week	Aug 25	to	Aug 27	3
Second Week	Aug 30	to	Sept 3	5
Third Week	Sept 7	to	Sept 10	4
Fourth Week	Sept 13	to	Sept 17	5
Fifth Week	Sept 20	to	Sept 24	5
Sixth Week	Sept 27	to	Oct 1	5
Seventh Week	Oct 4	to	Oct 8	5
Eighth Week	Oct 11	to	Oct 15	5
Ninth Week	Oct 18	to	Oct 20	3
Tenth Week	Oct 25	to	Oct 29	5

45

THIRD QUARTER

DAYS

First Week	Jan 18	to	Jan 21	4
Second Week	Jan 24	to	Jan 28	5
Third Week	Jan 31	to	Feb 4	5
Fourth Week	Feb 7	to	Feb 11	5
Fifth Week	Feb 14	to	Feb 18	5
Sixth Week	Feb 21	to	Feb 24	4
Seventh Week	Feb 28	to	March 4	5
Eighth Week	March 7	to	March 11	5
Ninth Week	March 14	to	March 17	4

42

SECOND QUARTER

DAYS

First Week	Nov 1	to	Nov 3	3
Second Week	Nov 8	to	Nov 12	5
Third Week	Nov 15	to	Nov 19	5
Fourth Week	Nov 22	to	Nov 24	3
Fifth Week	Nov 29	to	Dec 3	5
Sixth Week	Dec 6	to	Dec 10	5
Seventh Week	Dec 13	to	Dec 17	5
Eighth Week	Dec 20	to	Dec 22	3
Ninth Week	Jan 3	to	Jan 7	5
Tenth Week	Jan 10	to	Jan 14	5

44

FOURTH QUARTER

DAYS

First Week	March 21	to	March 25	5
Second Week	March 28	to	April 1	5
Third Week	April 4	to	April 8	5
Fourth Week	April 11	to	April 15	5
Fifth Week	April 19	to	April 22	4
Sixth Week	April 25	to	April 29	5
Seventh Week	May 2	to	May 6	5
Eighth Week	May 10	to	May 13	4
Ninth Week	May 16	to	May 20	5
Tenth Week	May 23	to	May 27	5

48**Total Days 179**

PUPIL INSTRUCTION-RELATED DAYS (PIR)

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

HOLIDAYS & VACATIONS *Dates Inclusive*

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