

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, October 10, 2022**

**REGULAR BOARD MEETING**

Meeting ID

[meet.google.com/ccw-qomy-dip](https://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 – (Senate) Student Body Officers Representing Lewis and Clark, Lewistown Jr. High School and Fergus High School and Senior Class Officers
5. Report – Student Representative
6. Report - LEA
7. Report—Committees of the Board
8. Discussion – Bond Update – Shane Swandal
9. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

10. Report—Investment
11. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

13. Minutes of the September 12, 2022, Regular Board Meeting

**APPROVAL OF CLAIMS**

14. Claims

**INDIVIDUAL ITEMS**

15. Approve Agreement between Lewistown Public Schools and the City of Lewistown 2022-2023
16. Approve First Reading – Board Policy 5314 – Substitutes
17. Approve First Reading – Board Policy 7329 – Petty Cash Funds
18. Approve First Reading – Board Policy 7625 – Use of Enhanced Tax Credit Receipts
19. Approve First Reading – Board Policy 3413 – Student Immunization
20. Approve First Reading – Board Policy 3416 – Administration of Medication
21. Approve Additions to the Substitute List for 2022-2023 School Year
22. 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**

10/10/2022

**Agenda Item No.**

4

**ITEM TITLE:** RECOGNITION OF THE STUDENT SENATE GROUP REPRESENTING LEWIS AND CLARK ELEMENTARY SCHOOL, LEWISTOWN JR. HIGH SCHOOL AND FERGUS HIGH SCHOOL

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

**SUMMARY:**

The Board of Trustees will recognize the Student Council (Senate) Group representing Lewis and Clark Elementary School, Lewistown Jr. High School and Fergus High School plus the Senior Class Officers at Fergus High.

**SUGGESTED ACTION:** Informational

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☐ **Additional Information Attached**

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**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

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

**ITEM TITLE:** REPORT—STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** Elsie Crouse

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

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☐ 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**

10/10/2022

**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.

Attached is the list for Standing Committees of the Board for the 2022-2023 School Year.

- The Building and Grounds Committee met on Friday, October 7<sup>th</sup> at 7:30 a.m.

**SUGGESTED ACTION:** Informational Report

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

**NOTES:**

# **STANDING COMMITTEES OF THE BOARD**

**2022-2023 School Year**

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

# **OTHER COMMITTEES WITH BOARD REPRESENTATION**

**2022-2023 School Year**

Committee	Number on Comm.	CJ Bailey	Whitney Brady	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth
Activities	3			X		X		X
Curriculum Committees:								
Music	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**

10/10/2022

**Agenda Item No.**

8

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

**ITEM TITLE:** DISCUSSION – BOND PROGRESS

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

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**SUMMARY:**

Shane Swandal – Hulteng - will present on the Elementary Bond Progress to the Board of Trustees.

**SUGGESTED ACTION:** Informational

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

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**NOTES:**



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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

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

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

**Requested By:** Board of Trustees    **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.

Great Falls College – Montana State University Dual Credit Spanish Agreement

MSU Northern Dual Credit Agreement for Writing 101 (Seniors), Writing 101 (Juniors), Advanced Math 121, Advanced American History, History 101 and History 102, Welding 110 and 111 and Advanced Biology

Smarter Balance Analysis Spring 2022

**SUGGESTED ACTION:**

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

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

10/10/2022

Agenda Item No.

10

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Interest earned and distributed for September 2022 was as follows:

Elementary	\$352.38
<u>High School</u>	<u>\$422.96</u>
Total	\$775.34

STIP Elementary Bond Interest for August 2022 was not available at the time of reporting.

**SUGGESTED ACTION:** Informational

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

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

11

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

**ITEM TITLE:** SUPERINTENDENT REPORT

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

**SUMMARY:**

Official Enrollment #'s for October Count Day  
TEAMS Report and Office of Civil Rights  
Homecoming Review – Pep Assembly/Parade., 289 Students attended Dance  
LJH “Kickoff” – October 13  
Music Curriculum/Staffing – October 17  
MCEL – October 19-21 in Missoula  
End of 1<sup>st</sup> Quarter – Friday, October 28<sup>th</sup> ...P/T Conferences (9 hours) November 1-3 (Gar. HP, L&C and LJH) FHS – November 7-9  
4<sup>th</sup> Grade Recorder Concert at HP – 8:45 a.m.  
MSU Rural Practicum Students (11) November 7-11  
Veteran's Day Assembly – Friday, November 11 @ LJH  
School Pictures Retakes – November 14-16  
Fire Prevention Week – October 10-14; School Bus Safety Week – October 17-21; Red Ribbon Week – October 24 – 28 and October is Principal Recognition Month  
Flu Shots Schedule – Last Week in October  
Lewistown is hosting an Infinite Campus User Group Training – November 3 at EOCM  
MTSS High School Forum – November 15 @ Great Falls

**Home/Post Season Athletic:**

DIVISIONAL XC – October 14 @ Sidney  
FHS FB v. Billings Central - October 14  
STATE XC – October 22 @ Missoula  
FHS VB v. Park County – October 25  
FB – 1<sup>st</sup> Round of Playoffs, October 29  
DIVISIONAL VB – November 3-5 @ Sidney  
FB – Quarterfinals – November 5  
STATE VB – November 10-12 @ MSU Bozeman  
FB – Semifinals – November 12  
FB – State Championship - November 19

**SUGGESTED ACTION:** Informational

☐ **Additional Information Attached**

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

12

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

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

**SUGGESTED ACTION:**

\_\_\_\_\_

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

\_\_\_\_\_

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

13

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

**ITEM TITLE:** MINUTES

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

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the September 12, 2022 Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, September 12, 2022**

**REGULAR BOARD MEETING**

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

**TRUSTEES PRESENT:**

Phil Koterba, Kris Birdwell, Zane Fulbright, Whitney Brady, Doreen Heintz

**TRUSTEES ABSENT:**

Jeff Southworth, CJ Bailey

**STAFF PRESENT:**

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades and others both in person and via Google Meet

**OTHERS PRESENT:**

Heidi Weber – KXLO Radio and other interested parties both in person and via Google Meet.

**AGENDA CHANGES**

3. MOTION TO SET AGENDA - Approved unanimously (Birdwell/Fulbright)

**PRESENTATIONS AND RECOGNITION OF GUESTS**

4. Recognition – Introduction of New Teachers  
New teachers for the 2022-23 school year were introduced to the Board.
5. Report—Student Representative  
Elsie Crouse, Student Representative to the Board, was not able to attend the meeting, but provided a written update to the Board of Trustees on activities at Fergus High School.
6. Report – LEA  
Luke Brandon, President of the Lewistown Education Association (LEA) was not at the meeting to report.
7. Report—Committees of the Board  
The Activities Committee met at the end of August. It was determined that Girls Softball/Boys Cross Country will be a sport included in the District finances. Trustee Fulbright requested that this be brought to the Board in November. Fundraising is being done by all sports to ensure a positive fund balance.
8. Discussion – Bond Update  
Superintendent Peck provided the Board the timeline of the various projects associated with the Bond. Shane Swanson with Hulteng, shared that the JHS Roof is nearing completion, the foundation and walls are in place at Lewis & Clark. The JHS addition project is out for bid currently. Phase II of Lewis & Clark has been pushed back due to necessary changes caused by budgetary needs.
9. Calendar Items, Concerns, Correspondence, Etc.  
Superintendent Peck shared the following with the Board of Trustees:

- Letter from Community Member regarding two trees at L&C
- OPI letter on Approval of Driver's Education Application
- MSU Pre-Practicum Rural Teacher Program and Cooperating Teachers
- Spring 2022 SBAC Scores as compared to State and previous years and a letter from Superintendent Artzen regarding assessments.

## **SUPERINTENDENT'S REPORT**

10. Report—Investment  
Interest earned and distributed for August 2022 was \$784.57 in the Elementary and \$1,001.05 in the High School for a total of \$1,785.62. STIP Bond Interest for July 2022 was 44,015.08.
11. Report—Superintendent  
Superintendent Thom Peck reported on first day enrollment for the District. Board Tours will take place on September 28, 2022. School Pictures will be taking place the last week of September. Board Members wanting to attend MCEL need to let Mr. Peck know if they plan to attend. MTSS grant implementation is taking place. The District is emphasizing school safety at the buildings this year. The Classified Salary survey has been completed by Associated Employers and a meeting to discuss findings will be taking place. Counseling and Music Curriculum are being reviewed. The modified 4-day week study committee will be meeting again. Mr. Peck updated the Board on dates and events taking place throughout the District.

## **PUBLIC PARTICIPATION**

12. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items  
There was no public participation.

## **ACTION ITEMS MINUTES**

13. Minutes of the August 8, 2022, Regular Board Meeting  
Minutes of the August 18, 2022, Special Board Meeting  
– Approved unanimously (Fulbright/Brady)

## **APPROVAL OF CLAIMS**

14. Claims -- the claims referenced in the 2022-2023 Bill Schedule and submitted through September 9, 2022, were approved unanimously (Birdwell/Koterba). The Finance Committee for October-December 2022 will be Board Chair Doreen Heintz, Whitney Brady, Jeff Southworth and Zane Fulbright.

## **INDIVIDUAL ITEMS**

15. Approve Disposal/Destruction of Documents per the State Record Retention Schedule – Approved unanimously (Birdwell/Fulbright)
16. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside the Lewistown Public Schools – Approved unanimously (Brady/Fulbright)
17. Approve Additions to the Substitute List for the 2022-2023 School Year with the addition of Sherry Sebek as a School Food Server Substitute – Approved unanimously (Fulbright/Brady)
18. Approve Personnel Report – Approved unanimously (Birdwell/Fulbright)

## **ADJOURNMENT**

The meeting was adjourned at 7:14 p.m (Heintz). The next regular meeting will be held at 6:00 p.m. on Monday, October 10, 2022, at the Lincoln Board Room.

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**DOREEN HEINTZ**  
**BOARD CHAIR**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

10/10/2022

Agenda Item No.

14

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees    Prepared By: Chris Gobble

**SUMMARY:**

Approve claims paid through October 7, 2022, as approved by the Finance Committee.

Members of the Finance/Claims Committee for October-December 2022 include: Board Chair Doreen Heintz, Jeff Southworth, Whitney Brady and Zane Fulbright

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

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



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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

15

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

**ITEM TITLE:** APPROVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE CITY OF LEWISTOWN 2022-2023

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

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**SUMMARY:**

The Board of Trustees needs to approve the agreement between Lewistown Public Schools and the City of Lewistown for 2022-2023.

**SUGGESTED ACTION:** Approve Agreement between Lewistown Public Schools and the City of Lewistown for 2022-2023

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☒ **Additional Information Attached**

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**NOTES:**

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

**AGREEMENT BETWEEN THE CITY OF LEWISTOWN AND SCHOOL  
DISTRICT NUMBER ONE FOR USE OF RECREATION FACILITIES  
AND EQUIPMENT**

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the **2022-2023** school year.

**FACILITIES**

The program may include, but shall not be limited to, the following kinds of recreational activities: basketball, volleyball, softball, soccer, floor hockey, badminton, snowshoeing, roller-skating, cross-country skiing and table tennis. Activities to take place at the Lewistown Civic Center or at any of the various outdoor city parks. The CITY hereby agrees that such facilities will be made available for use by the program participants and other school extracurricular activities, subject to scheduling parameters. In addition, activities may take place upon any property owned by the SCHOOL, provided, however, that such property or facilities are available for use and any such use is approved by the school.

**SUPERVISION/OPERATION**

Supervision and operation of the program shall include the following individuals and/or groups:

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for overall program supervision.
2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible for supervision of the day-to-day operation of the program. The Recreation Director shall become involved in scheduling, budgeting and direct supervision of the Buildings and Grounds Supervisor.
3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be an employee of the SCHOOL and shall be responsible for scheduling and supervision of SCHOOL maintenance equipment.

## **BUDGET**

The SCHOOL will be responsible for paying the sum of \$5,776.55 for the following items:

Rent	\$ 4,402.43
Recreation Director	\$ 560.30
Honorarium for Professional Assistance	\$ 333.54
Equipment	<u>\$ 480.28</u>
Total	\$ 5,776.55

The total amount shall be payable by the SCHOOL to the CITY upon execution of this Agreement. Thereupon, the CITY shall be responsible for administering payment of such funds in accordance with the items indicated above. The foregoing budget may be changed or modified by the parties in writing. In addition, the SCHOOL will provide maintenance equipment and operators as needed by the Recreational Director and approved by the buildings and grounds Supervisor at a charge of \$30.00 per hour.

## **TERM**

The term of this Agreement shall be for one year, commencing on July 1, 2022 and ending on June 30, 2023.

## **RELEASE/INDEMNIFICATION**

Each party expressly agrees to release, hold harmless and indemnify the other party from any liability, claims, losses, or demands arising out of the acts or omissions of their own employees or agents, provided, however, that such released party or their employees or agents have not contributed to such claims, loss or demand.

Dated this 6<sup>th</sup> day of September 2022.

**ATTEST:**

**CITY OF LEWISTOWN**

NIKKI BRUMMOND, City Clerk

HOLLY PHILLIPS, City Manager

**ATTEST:**

**SCHOOL DISTRICT NO. ONE**

REBEKAH RHOADES, Board Clerk

DOREEN HEINTZ, Board Chair

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

16

**ITEM TITLE:** APPROVE FIRST READING – BOARD POLICY 5314 – SUBSTITUTES

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of 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 First Reading – Board Policy 5314 – Substitutes

☒ **Additional Information Attached**

**NOTES:**

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

## Lewistown School District

### PERSONNEL

5314

#### Substitutes

The Board will regularly approve a list of acceptable substitutes for classified and certified staff that meet the guidelines as prescribed in this policy. Appearance on the substitute list authorizes the administration to call upon a substitute to temporarily work for the District, but does not guarantee employment.

All substitute employees will be required to undergo fingerprint and background checks. All substitute employees are subject to District Policies during their term of service to the District. All substitute employees shall abide by student and staff confidentiality standards during their term of service to the District.

#### Substitute Certified Staff

The Board authorizes the use of substitute teachers that appear on the list as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute. A substitute teacher may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days.

If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the board of trustees shall place a licensed teacher under contract or seek an emergency authorization of employment.

The Board annually establishes a rate of pay for substitute teachers. No fringe benefits are given to substitute teachers. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

~~The Board establishes the daily rate of pay for substitute teachers as follows: (effective July 1, 2006).~~

- ~~• \$65.00 per day for certified teachers (current or not) or a Master's degree or higher.~~
- ~~• \$60.00 per day for non-certified, degrees less than a Masters, and non-degreed.~~
- ~~• Additional \$5.00 per day after fifteen (15) days of service in the district during one school year and an active substitute from year to year.~~
- ~~• Minimum payment will be one half (1/2) day for up to four (4) hours. Any time over four (4) hours will be considered a full day.~~
- ~~• July 1, 2007, and every July 1<sup>st</sup> thereafter, extend same % increase as classified staff, then rounded to the nearest half dollar up or down.~~
- ~~• No fringe benefits are given to substitute teachers.~~

~~Certified substitutes will receive the additional Certified Paraprofessional stipend per hour when~~

~~substituting for classified positions.~~

### Substitutes for Classified Staff

The Board authorizes the use of substitute employees that appear on the list to replace classified employees who are temporarily absent. The principal shall arrange for the substitute to work for the absent employee. Under no condition is an employee to select or arrange for their own substitute.

Substitutes for classified positions will be paid by the hour and established by the Board annually. No fringe benefits are given to substitutes for classified positions.

Legal Reference: 10.55.716, ARM Substitute teachers  
10.57.107, ARM Emergency Authorization of Employment

### Policy History:

Adopted on: June 28, 2004  
Revised on: February 27, 2006  
Revised on: January 14, 2008  
Revised on: July 9, 2012  
Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

17

**ITEM TITLE:** APPROVE FIRST READING – BOARD POLICY 7329 – PETTY CASH FUNDS

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of 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 First Reading – Board Policy 7329 – Petty Cash Funds

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☒ **Additional Information Attached**

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**NOTES:**

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

## Lewistown School District

### FINANCIAL MANAGEMENT

7329

#### Petty Cash Funds

The use of petty cash funds shall be authorized for specific purchases only. Those purchases will include individual purchases of supplies and materials under the amount of Thirty-Five Dollars (\$35), postage, delivery charges, and freight. Individual personal reimbursements which exceed Thirty-Five Dollars (\$35) should not be made from petty cash funds. Petty cash accounts will be maintained as cash on hand, and the total dollar amount of each petty cash account will be limited to:

- ~~\$ 50 – Adult Education Office~~
- \$100 – District Business Office
- \$100 – ~~Elementary Buildings~~ – Highland Park, Garfield, Lewis & Clark (per building)
- \$100 – Highland Park, Garfield, Lewis & Clark – PTO Donation for student rewards (per building, as needed)
- \$100 – Lewistown Junior High School
- \$250 – School Food Service (\$100-Central Kitchen; \$75-Junior High; \$75-High School)
- \$400 – Fergus High School

Fergus High School and Lewistown Junior High School are further authorized to keep petty cash on hand for athletic events. These cash boxes will be limited to Six Hundred Dollars (\$1,200~~600~~) and Three Hundred Dollars (\$400~~300~~), respectively. Fergus High School is also authorized to keep a Four Hundred Dollar (\$600~~400~~) petty cash box on hand for concessions and other non-athletic events. The High School and Junior High School Secretary are authorized to temporarily request and hold an additional \$1,000 for large events (homecoming, playoff games, tournaments, etc).

Each administrator of a school or department with a petty cash fund account may appoint and designate a fund custodian to carry out the bookkeeping and security duties. Moneys which are not specifically petty cash moneys shall not be co-mingled with the petty cash fund. At the conclusion of each school year, all petty cash funds must be closed out and the petty cash vouchers (and cash on hand from buildings that do not remain open during the summer) returned to the Business Manager for processing.

The District Business Office shall be responsible for establishing the procedures involving the use and management of petty cash funds.

#### Policy History:

Adopted on: June 28, 2004  
Revised on: September 22, 2008  
Revised on: November 10, 2008  
Revised on: June 28, 2010  
Revised on: February 11, 2013



Revised on: October 14, 2013  
Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

18

**ITEM TITLE:** APPROVE FIRST READING – BOARD POLICY 7625 – USE OF ENHANCED TAX CREDIT RECEIPTS

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of NEW Board Policy 7625 as a result of the new enhanced tax credit being offered on a limited basis.

**SUGGESTED ACTION:** Approve First Reading – Board Policy 7625 – Use of Enhanced Tax Credit Receipts

☒ **Additional Information Attached**

**NOTES:**

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

## **Lewistown School District**

### **FINANCIAL MANAGEMENT**

7625

#### Use of Enhanced Tax Credit Receipts

On receiving a donation from an enhanced tax credit, the District shall seek preapproval, in a manner prescribed by the Department of Revenue (DOR), that the amount of tax credit sought by the taxpayer is available under the aggregate limit set in statute. Upon preapproval by the DOR, the District shall issue a receipt, in a form prescribed by the DOR, to each contributing taxpayer indicating the value of the donation received and documenting the preapproval of the credit.

The District shall use the funds received from an enhanced tax credit for innovative educational programs specified in law which are defined as:

- (a) transformational learning as defined in Section 20-7-1602, MCA;
- (b) advanced opportunity as defined in Section 20-7-1503, MCA;
- (c) any program, service, instructional methodology, or adaptive equipment used to expand opportunity for a child with a disability as defined in Section 20-7-401, MCA;
- (d) any courses provided through work-based learning partnerships or for postsecondary credit or career certification under Policy 2600; and
- (e) technology enhancements, including but not limited to any expenditure incurred for purposes specified in Section 20-9-533, MCA.

Legal Reference: Title 15, Chapter 30, Part 31, MCA- Tax Credit for Qualified Education Contributions

#### Policy History:

Adopted on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

19

**ITEM TITLE:** APPROVE FIRST READING – 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 revision to the referenced policy.

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

**SUGGESTED ACTION:** Approve First Reading – Board Policy 3413 – Student Immunization

☒ **Additional Information Attached**

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Brady						
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). 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). ~~Exemptions for religious reasons must be filed annually.~~ The statement for an exemption shall be maintained as part of the student's immunization record. 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.

The Superintendent 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 polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, Haemophilus Influenza Type "B", and tetanus vaccine and a conditional waiver for attendance has been completed.

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.

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

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**

10/10/2022

**Agenda Item No.**

20

**ITEM TITLE:** APPROVE FIRST READING – BOARD POLICY 3416 – ADMINISTRATION OF MEDICATION

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

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**SUMMARY:**

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

Information being deleted from these policies has been marked with a strikethrough; information being added has been written in **RED**.

**SUGGESTED ACTION:** Approve First Reading – Board Policy 3416 – Administration of Medication

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☒ **Additional Information Attached**

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**NOTES:**

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

## PERSONNEL

### Administration of Medication

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed by the student’s health care provider.

### ELEMENTARY SCHOOLS (K-6)

The Lewistown Public Schools require all medications to be given at home whenever possible. However, under certain circumstances, it is necessary for medication to be administered to a student during the school day. These circumstances may include, but are not limited to, treatment of chronic disabilities and/or illness. When a student requires medication to be administered at school, a parent may make arrangements to come to school to give the medication or the following procedures must be complied with regarding the administration of medication during the regular school day:

1. School personnel may not accept or supervise the administration of medication unless it is accompanied by a completed ~~Permission for Medication~~ **Medication Authorization** form. This form will specify:
  - A. demographic information on the student,
  - B. diagnosis,
  - C. type of medication,
  - D. dosage prescribed,
  - E. purpose of medication,
  - F. time for administration,
  - G. possible side effects,
  - H. anticipated number of days to be given at school (starting and ending date),
  - I. additional instructions for administering,
  - J. signature of physician/dentist, and
  - K. signature of parent/guardian
2. Students taking medication prescribed by a physician/dentist must present the medication in its original container to the principal, school nurse, or designee, with the required form signed by the physician/dentist and parent/guardian. This may require the issuance of duplicate bottles of medication authorized by the physician, one for home and one for school. Both bottles shall indicate the name and telephone



number of the pharmacy, the student's name, the physician's name, and the dosage to be given.

3416

Page 2 of 5

3. Students taking over-the-counter medication must present the medication in its original container to the principal, school nurse, or designee with the required form signed by parent/guardian. The school will not supply any patent medicine such as aspirin or Tylenol.
4. The initial dosage must be administered at home, in the physician's office, or hospital to avoid adverse reactions from occurring at school.
5. School personnel delegated by the school nurse to administer medication must:
  - A. be taught, supervised and evaluated for the performance of the delegated nursing task
  - B. routinely record:
    - 1) Time and date student took medication
    - 2) Medication not given and reason
    - 3) Signature
6. Parents are to be notified if:
  - a. medication not given and reason
  - b. any side effects or unusual symptoms
7. At parent/guardian request, the student may carry an inhaler or epi-pen with them, but must comply with procedures No.'s 1-4 and meet the Montana requirements to possess and/or self administer asthma or severe allergy medication.
8. School personnel reserve the right to review and deny all requests for medication administration during school hours based on completeness of compliance with these procedures or ability to provide the requested service.
9. All medication must be stored in a designated area that is to remain locked when not in use.

The Lewistown Public Schools assume no responsibility for the provision of any medications.

Permission to administer medication must be reauthorized at the start of a new school year by consent of parent/guardian and accompanying physician's order.

The school nurse or other authorized personnel will provide training to staff regarding the administration of medications and/or side effects of such pharmacological treatment.

### JUNIOR HIGH AND HIGH SCHOOL (7-12)

Junior High and High School students who are older and more mature should be responsible for taking of their own medication. Circumstances for self-administration will be specified by parent instructions on ~~Permission for Medication~~ **Medication Authorization** form.

### SPECIAL EDUCATION (K-12)

Special consideration will be given to students who are physically unable to take medications on their own, or whose level of functioning does not allow for him/her to be responsible to take their own medication.

As individual/children's needs may vary, it is requested that parent/guardian contact the school nurse, and specify on the ~~Permission for Medication~~ **Medication Authorization** form additional instructions for the administering of medication at school. The following procedures will be complied with for Special Education students:

1. The school must be provided with a completed and signed ~~Permission for Medication~~ **Medication Authorization** form from the parent/guardian and physician, noting any special instruction or assistance required to be brought to the attention of the school nurse and/or appropriate school personnel.
2. All other procedures identified under elementary schools will be in effect for special education students, including assuming the responsibility for taking their own medication with supervision as appropriate.

~~Policies 3416F (1-4) are samples of the Permission for Medication, Montana Authorization to Carry and Self-Administer Asthma Medication, Student Asthma Action Card, and Emergency Plan. These forms are considered a part of this policy.~~

### Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;

- Written authorization for self-administration of medication from a student's parent or guardian is on file; and
- A principal and appropriate teachers are informed that a student is selfadministering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

#### Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A written and signed authorization from the parents or guardians for selfadministration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.

- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours.

Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

#### Emergency Administration of Medication

In case of an emergency, a school nurse or trained delegate, exempt from the nursing license requirement under 37-8-103(1)(c), MCA, may administer emergency medication to any student in need thereof on school ground, in a school building, or at a school function, according to a standing order of an authorized physician or a student's private Healthcare Provider.

A building administrator or school nurse will enter any medication to be administered in an emergency or an individual student medication record and retain the documentation.

Pursuant to Montana Law (2-05-426) Lewistown Public Schools may maintain a stock supply of an opioid antagonist to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for an actual or perceived opioid overdose. The district shall adhere to the requirements as stated in the law.

Adopted: December 12, 1994  
Readopted: August 23, 2004  
Revised on: November 14, 2005  
Revised on: December 10, 2012

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

**BOARD AGENDA ITEM**

**Meeting Date**

10/10/2022

**Agenda Item No.**

21

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

**ITEM TITLE:** APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2022-2023 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 2022-2023 School Year as listed below:

Substitute Teacher/Aide List:

Brooke Seal  
Tara Shevela  
Darla Kolar  
Erin Martinez  
Westten Church  
Virginia Freemyer  
Christi Henderson

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2022-2023 School Year

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

10/10/2022

Agenda Item No.

22

☐ 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						
Southworth						
Brady						
Heintz						
Fulbright						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday October 10, 2022**

<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>
<b>ANDERSON, Elizabeth</b>	Receiving AP Clerk	Central Office	Approve appointment on schedule --PURCH/REC step 0 for up to 5 hours per day for up to 225 days.	10/11/2022	Rebekah Rhoades	Replacing Chris Gobble who replaced LuAnn Schrauth
<b>BLYTHE, Wyatt</b>	Head Wrestling Coach	Lewistown Jr. High School	Approve appointment - HEAD WRESTLING COACH, \$35,269.00 X 0.065 -\$2,292.49	10/11/2022	Paul Bartos/Jeff Friesen	Replacing Brendon DeCock
<b>CONRAD, Cassidy</b>	Food Server	Fergus High School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 1 up to 19 hours per week.	10/11/2022	Amie Friesen	Revised Contract
<b>DECOCK, Brendon</b>	Head Wrestling Coach	Lewistown Jr. High School	Accept Verbal Resignation	10/4/2022	Paul Bartos/Jeff Friesen	
<b>GOBBLE, Chris</b>	Purchasing AP Clerk	Central Office	Approve appointment on schedule --PURCH/REC+45 step 11+ for up to 8 hours per day for up to 225 days.	10/11/2022	Rebekah Rhoades	Replacing LuAnn Schrauth
<b>MIHLFELD, Kendra</b>	Volunteer - Mentor Program	Fergus High School	Approve appointment - VOLUNTEER	10/11/2022	Chris Guglielmo and Paul Bartos	
<b>MOWDY, Rhonda</b>	Food Server	Garfield Elementary School, Lewistown Jr. High School, Fergus High School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0 , up to 20.5 hours per week.	10/11/2022	Amie Friesen	Revised Contract
<b>PHILLIPS, Jaymie</b>	Girls Basketball Coach	Lewistown Jr. High School	Approve appointment - GIRLS BASKETBALL FIRST ASSISTANT COACH, \$35,269.00 x 0.062 - \$1,939.80	10/11/2022	Paul Bartos/Jeff Friesen	Replacing Brooke Zeiler
<b>STANDLEY, Emily</b>	Ski Club Advisor	Lewistown Jr. High School	Approve appointment - SKI CLUB ADVISOR, \$35,269.00 x 0.015 -\$529.04	10/11/2022	Paul Bartos/Jeff Friesen	Replacing Lora Poser-Brown

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday October 10, 2022**

<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>
<b>VINCENT, Megan</b>	Teacher	Fergus High School	Approve out-of-district travel to attend the FCCLA National Fall Conference in Columbus, OH	11/11/2022 thru 11/13/2022	Chris Guglielmo and Paul Bartos	See Attached Letter
<b>WILLIAMS, Debra</b>	Second Cook/Baker	Central Kitchen	Approve appointment on schedule -- SECOND COOK/BAKER Step 11+ , for up to 4 hours per day for up to 20 hours per week.	10/11/2022	Amie Friesen	Revised Contract





Christy Rogers &lt;crogers@lewistown.k12.mt.us&gt;

**Fwd: FCCLA Travel Question**

1 message

**Rebekah Rhoades** <rrhoades@lewistown.k12.mt.us>

Tue, Sep 13, 2022 at 2:08 PM

To: Christy Rogers &lt;crogers@lewistown.k12.mt.us&gt;

Will you please add this out of District Travel to the October Agenda? I have already responded to Megan, so no need to email her. Thanks!

## COLUMBUS, OH | NOVEMBER 11 - 13, 2022

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

From: **Megan Vincent** <megan.vincent@lewistown.k12.mt.us>

Date: Tue, Sep 13, 2022 at 12:41 PM

Subject: FCCLA Travel Question

To: Rebekah Rhoades &lt;rrhoades@lewistown.k12.mt.us&gt;

Hi Rebekah,

Our FCCLA State Officer, Ellie Fulbright, and I are hoping to attend the FCCLA National Fall Conference in Columbus, Ohio. Information for it is posted here: <https://fcclainc.org/attend/national-fall-conference>. I have requested Perkins funds for my travel expenses.

When I serve as a chaperone, does this type of travel still require board approval? If so, when is our next chance to get on the agenda?

Thanks!

Megan

--

**Megan A. Vincent**

Family &amp; Consumer Sciences (FCS) Teacher | FCCLA Chapter Adviser

Fergus High School, Lewistown, MT

406-535-2321 ext. 6117



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Rebekah Rhoades  
Business Manager/District Clerk  
Lewistown Public Schools  
215 7th Ave South  
Lewistown, MT 59457

406-535-8777 x1116

406-535-7292 (fax)

AUGUST 2022						
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SEPTEMBER 2022						
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OCTOBER 2022						
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JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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MAY 2023						
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JUNE 2023						
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JULY 2023						
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30	31					












## PIR DAYS (Pupil Instruction-Related)

August 22	New Staff Orientation
August 29-30	All Staff Orientation/PIR
October 20-21	Staff Development Days Teachers Convention (Billings)
Oct 31-Nov 11	Parent-Teacher Conferences Schedules vary by school PIR November 3rd No school November 3rd-4th
March 27-31	Parent-Teacher Conferences Schedules vary by school Full school days for students
May 15	PIR Day

## HOLIDAYS & VACATIONS

No School for Teachers or Students

September 5	Labor Day
November 4	Vacation Day
November 23-25	Thanksgiving Vacation
Dec 23 - Jan 2	Winter Break
February 24	Vacation Day
April 10	Easter Vacation
May 29	Memorial Day

	New Teacher Orientation
	First/Last Day of School  K-4 First Day
	End of Quarter
	Quarter Mid-Term
	End of Semester (2nd & 4th quarters)
	School Dismissed at 1:30 pm
	FHS Graduation Day
	PIR Day (No School for Students)
	Vacation Day (Day Off/No School)
	Paid Holiday (Day Off/No School)
	Flex Day (No School for Students)

PUPIL INSTRUCTION (INCLUDING FLEX DAYS)

First Semester					88 days	Second Semester					91 days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug 31	to	Sept 2	3		First Week	Jan 23	to	Jan 27	5	
Second Week	Sept 6	to	Sept 9	4		Second Week	Jan 30	to	Feb 3	5	
Third Week	Sept 12	to	Sept 16	5		Third Week	Feb 6	to	Feb 10	5	
Fourth Week	Sept 19	to	Sept 23	5		Fourth Week	Feb 13	to	Feb 17	5	
Fifth Week	Sept 26	to	Sept 30	5		Fifth Week	Feb 20	to	Feb 23	4	
Sixth Week	Oct 3	to	Oct 7	5		Sixth Week	Feb 27	to	March 3	5	
Seventh Week	Oct 10	to	Oct 14	5		Seventh Week	March 6	to	March 10	5	
Eighth Week	Oct 17	to	Oct 19	3		Eighth Week	March 13	to	March 17	5	
Ninth Week	Oct 24	to	Oct 28	5		Ninth Week	March 20	to	March 24	5	
					40						44
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct 31	to	Nov 2	3		First Week	March 27	to	March 31	5	
Second Week	Nov 7	to	Nov 11	5		Second Week	April 3	to	April 7	5	
Third Week	Nov 14	to	Nov 18	5		Third Week	April 11	to	April 14	4	
Fourth Week	Nov 21	to	Nov 22	2		Fourth Week	April 17	to	April 21	5	
Fifth Week	Nov 28	to	Dec 2	5		Fifth Week	April 24	to	April 28	5	
Sixth Week	Dec 5	to	Dec 9	5		Sixth Week	May 1	to	May 5	5	
Seventh Week	Dec 12	to	Dec 16	5		Seventh Week	May 8	to	May 12	5	
Eighth Week	Dec 19	to	Dec 22	4		Eighth Week	May 16	to	May 19	4	
Ninth Week	Jan 3	to	Jan 6	4		Ninth Week	May 22	to	May 26	5	
Tenth Week	Jan 9	to	Jan 13	5		Tenth Week	May 30	to	June 2	4	
Eleventh Week	Jan 16	to	Jan 20	5							47
					48						
											Total Days 179

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 22	New Staff Orientation	
	August 29-30	All Staff Orientation/PIR	2.0
	October 20-21	Staff Development Days <i>Teachers Convention</i>	2.0
	Oct 31-Nov 11	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>No school November 3rd &amp; 4th</i>	1.5
	March 27-31	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>Full school days for students</i>	.5
	May 15	PIR Day	1.0
		Floating PIR Day	<u>1.0</u>
			<b>8.0</b>

HOLIDAYS & VACATIONS	Dates Inclusive	September 5	Labor Day
		November 4	Vacation Day
		November 23-25	Thanksgiving Vacation
		Dec 23-Jan 2	Winter Break
		February 24	Vacation Day
		April 10	Easter Vacation
		May 29	Memorial Day
		July 4	Vacation Day (12-mo employees)