

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Highland Park Elementary – Gymnasium**  
1312 7<sup>th</sup> Avenue North  
Lewistown MT 59457

**MONDAY, February 9, 2015**

**BOARD ROUNDTABLE DISCUSSION – HIGHLAND PARK STAFF**

**5:30 P.M. TO 6:30 P.M.**

**REGULAR BOARD MEETING**

**CALL TO ORDER (6:30 p.m.)**

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Presentation—Lewistown Junior High School, Samsung Contest
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

7. Report—2013-2014 Audit Results
8. Report—Election Information
9. Report—Budget Update
10. Report—Investment
11. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

13. Minutes of the January 12, 2015, Regular Board Meeting

**APPROVAL OF CLAIMS**

14. Claims

**INDIVIDUAL ITEMS**

15. Second Reading—Board Policy #3210 – Equal Education, Nondiscrimination, and Sex Equity
16. Approve First Semester Claim for Individual Contract Bus Reimbursement
17. Approve First Semester Elementary & High School Claims for Bus Reimbursement
18. Approve Trustee Resolution Calling for an Election
19. Approve Certification for Indirect Cost Rates for FY 2015-2016
20. Approve Process for Sale of Bus Barn Building Located at 401 Stratosphere Drive, Lewistown, Montana
21. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
22. Approve Additions to the Substitute List for the 2014-2015 School Year
23. Approve Personnel Report

**ADJOURNMENT**

### **PUBLIC PARTICIPATION**

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

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

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

### **CONSENT GROUP ITEMS**

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—LEWISTOWN JUNIOR HIGH SCHOOL, SAMSUNG CONTEST

Requested By: Board of Trustees    Prepared By: Steve Paulson    Date: 02/09/2015

**SUMMARY:**

Steve Paulson and Susan Flentie, Junior High Science Teachers, will share a video and presentation that will be submitted as part of the Samsung "Solve for Tomorrow" Contest.

Paulson and Flentie, along with students from LJHS, created a three minute video outlining the project and submitted it to the National Judging Panel. Fifteen national finalists will be chosen out of the 51 remaining projects – one from each state and the District of Columbia. If the Big Spring Watershed project is chosen as one of the 15, Paulson and Flentie will go to Washington, D.C. to present the project to the judges. Five national winners will be selected out of this process, with the public choosing one during an online voting period. The 15 national finalists will be named on February 15, 2015.

**SUGGESTED ACTION:** Informational

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

NOTES:

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



*December 12, 2014 in Special Events News*

## **51 Schools Nationwide Named State Winners in the \$2 Million SAMSUNG Solve for Tomorrow Contest**

One school in every state and Washington, D.C. will be awarded \$20,000\* in technology to support STEM learning

**RIDGEFIELD PARK, N.J., December 12, 2014** - Samsung today announced the 51 state winners in the [Solve for Tomorrow](#) Contest, a nationwide competition to raise enthusiasm for science, technology, engineering and math (STEM) by challenging students and teachers to tackle critical issues across the country. One school in each state, and the District of Columbia, will each receive \$20,000\* in technology - including a Samsung GALAXY Camera™ 2, ATIV Book 9 laptop and Adobe Elements software - to complete the next phase of the competition.

The 51 state winners, listed below, were chosen from a pool of more than 3,100 teachers for their use of STEM skills to address issues that affect their lives and their regions. Topics ranged from water pollution to air quality to public health epidemics. To become a state winner, the teachers submitted lesson plans that illustrated how they would execute their ideas.

"We believe that applying science, technology, engineering and math to real-world challenges can be a powerful tool to engage youth in STEM subjects," said **Ann Woo, director of Corporate Citizenship for Samsung Electronics North America**. "We congratulate this year's state winners on their creative ways to help improve their communities while teaching the leaders of tomorrow. We look forward to watching as their projects evolve."

In the next phase of the contest, the state winners will work with students to bring the ideas to life. The teams will create videos of their projects, and in February, 15 of the teams will be named national finalists. Following the announcement, the national finalists will present their projects to a live panel of judges in March. Five national grand prize winners will then be selected by a panel of judges, Samsung employees and public online voters.

Additionally, three special awards will be given to contestants in the 51 state winner pool for their pioneering use of math, environmental innovation or civic engagement by DIRECTV, the National Environmental Education Foundation and Digital Promise, respectively.

During the competition, approximately \$2 million\* of prizes will be presented by Samsung, Adobe, DIRECTV, Fortune, PBS TeacherLine, the National Environmental Education Foundation and Digital Promise. In addition to technology, each teacher who entered the contest received a professional development class from PBS TeacherLine.

The Samsung Solve for Tomorrow Contest was created in 2010 to encourage innovation while addressing the technology gap in classrooms across the country. The competition is a Samsung Solve for Tomorrow initiative which aims to engage students nationwide in active, hands-on STEM learning. Since 2010, Samsung has invested more than \$17 million in support of STEM education to schools, students and teachers across the United States.

The 51 state winners are:

STATE	CITY	SCHOOL NAME
Alabama	Moulton	Lawrence County High School
Alaska	Ketchikan	Revilla Alternative Jr./Sr. High School
Arizona	Phoenix	Clarendon School
Arkansas	Norman	Caddo Hills High School
California	San Jose	Downtown College Prep
Colorado	Littleton	Rocky Heights Middle School
Connecticut	Stratford	David Wooster Middle School
Delaware	Camden	Caesar Rodney High School
Florida	Niceville	Niceville High School
Georgia	Lawrenceville	Moore Middle School
Hawaii	Ewa Beach	James Campbell High School
Idaho	Ammon	Sandcreek Middle School
Illinois	Streamwood	Streamwood High School
Indiana	Gary	Frankie Woods McCullough Academy
Iowa	Bloomfield	Davis County Middle School
Kansas	Junction City	Junction City High School
Kentucky	Stanton	Powell County High School
Louisiana	Winnfield	Winnfield Senior High School
Maine	Wells	Wells High School
Maryland	Frederick	Monocacy Middle School

Massachusetts	New Bedford	Global Learning Charter Public School
Michigan	Freeland	Freeland Elementary School
Minnesota	Babbitt	Northeast Range High School
Mississippi	Picayune	Nicholson Elementary
Missouri	Festus	Festus Middle School
Montana	Lewistown	Lewistown Junior High School
Nebraska	Fremont	Fremont Middle School
Nevada	Reno	Galena High School
New Hampshire	Bow	Bow High School
New Jersey	Northfield	Northfield Community Middle School
New Mexico	Taos	Taos Middle School
New York	Cherry Plain	Berlin Jr./Sr. High School
North Carolina	Charlotte	Myers Park High School
North Dakota	Carson	Grant County Middle School
Ohio	Cedarville	Cedar Cliff Schools
Oklahoma	Yukon	Yukon High School
Oregon	Portland	Mt. Tabor Middle School
Pennsylvania	Erie	Northwest Pennsylvania Collegiate Academy
Rhode Island	Westerly	Westerly High School
South Carolina	Summerville	Ashley Ridge High School
South Dakota	Lead	Lead-Deadwood High School
Tennessee	Columbia	Spring Hill High School
Texas	Dallas	Hillcrest High School
Utah	Salt Lake City	West High School
Vermont	Essex Junction	Essex High School

Virginia	Centreville	Bull Run Elementary School
Washington	Vancouver	Hudson's Bay High School
Washington, D.C.	Washington	Imagine Hope Community Charter School
West Virginia	Charleston	Andrew Jackson Middle School
Wisconsin	Barneveld	Barneveld School District
Wyoming	Meeteetse	Meeteetse Schools

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

4

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Heather Wiegert    Date: 02/09/2015

**SUMMARY:**

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

Heather is unable to attend this meeting but has provided a report for your review.

**SUGGESTED ACTION:** Informational

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

NOTES:

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

# **FHS SCHOOL BOARD REPORT**

Heather Wiegert

February 9, 2015

## **Spanish Club**

- Just finished their chocolate fundraiser, raising money to attend the Language Day at the University of Montana in March
- Having a taco bar at lunch Friday, February 13, 2015

## **Academic World Quest**

- Attending World Quest competition in Missoula—February 24, 2015

## **Principal's Cup**

- Quiz bowl group
- Practicing for competition in March

## **FCCLA**

- Preparing for state convention
- Selling sweetheart cookies to fundraise for convention

## **Key Club**

- Pop shoots at basketball games during halftime
- Served at Hospice Fundraiser
- Preparing Blessings in a Backpack

### **FFA**

- Several competitions coming up within the next few weeks
- FFA week February 9-13, 2015
- Preparing lunch for the teachers Thursday, February 12, 2015

### **BPA**

- Fundraising with Valentine's Day Crush Pops and magazines for State trip

### **Skills USA**

- Fundraising with concessions for welding competition in March and State competition in April

### **F Club**

- In process of getting bids on awards for new Fergus Hall of Fame

### **Science Bowl**

- Start practices next week every Thursday after school

### **Science Olympiad**

- Fundraising for trip to Omaha, Nebraska, for National Competition

### **Outdoors Club**

- Planning outdoor activities, such as a possible snow-shoe hike

## **Student Council**

- Winter Spirit Week February 2-6, 2015
- Monday – Ugly Sweater Day  
Tuesday – Tacky Tourist Day  
Wednesday – Favorite Movie Character Day  
Thursday – Class Color Day  
    Freshman – Orange  
    Sophomore – Green  
    Junior – Purple  
    Senior – Red  
Friday – Blackout
- Pep assembly Friday
- MORP Dance Friday night

## **AP Government**

- Attended “We The People” competition in Helena and placed 3<sup>rd</sup>

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee    Date: 02/09/2015

**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 2014-2015 School Year.

**SUGGESTED ACTION:** Informational

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

NOTES:

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

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

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

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

6

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

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

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_    Date: 02/09/2015

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

**NOTES:**

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
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**LEWISTOWN PUBLIC SCHOOLS**  
**Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2015

**Agenda Item No.**

7

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

**ITEM TITLE:** REPORT—2013-2014 AUDIT RESULTS

**Requested By:** Superintendent    **Prepared By:** Rebekah Rhoades    **Date:** 02/09/2015

**SUMMARY:**

Paul Strom and Associates completed the audit for FY2013-2014 and I am pleased to report that the auditors did not note any findings or material weaknesses in our financial statements or internal control processes.

Mr. Paul Strom has attended the Lewistown Public Schools Board meeting in the past to present the audit and answer any questions you may have. Because we did not have any findings, however, I did not ask him to travel from Billings to attend our meeting. That said, if you do have questions, I would be happy to invite Mr. Strom to an upcoming meeting.

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

**SUGGESTED ACTION:** Informational Report

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

**NOTES:**

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

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

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January 26, 2015

Board of Trustees  
Lewistown School District No. 1  
Fergus County  
Lewistown, Montana 59457

Re: Letter of Transmittal for Audit of FY 2014

We have audited the basic financial statement of Lewistown School District No. 1, and submit our report and other comments as follows: The audit was a Single Audit as required by The Montana Single Audit Act of 1991.

1. DISTRIBUTION OF AUDIT REPORTS:

The reports will be distributed as follows:

Reports submitted to the District

<u>Copies</u>	<u>Distributed To</u>
1	Clerk
1	Superintendent
1	Local Newspaper*
1	Public Inspection Copy
<u>4</u>	

\* See Paragraph 3 for new advertising requirements.

Reports submitted to other Agencies

<u>Copies</u>	<u>Distributed To</u>
3	Local Government Services
1	County Attorney
1	County Superintendent
<u>5</u>	
1	Office Public Instruction - electronic

2. GENERAL COMMENTS ABOUT THE AUDIT:

Overall the District's records and accounting system are in great condition. The Clerk/Business Manager and staff should be commended for a job well done.

### 3. ADVERTISING OF AUDIT REPORTS:

The Montana Single Audit Act (Chapter 489, Laws of 1991) materially revised the responsibilities for publishing local government audit reports. Effective July 1, 1992, each audited School District will be required to send a copy of their annual or biennial audit reports to a newspaper of general circulation in their area. Because of this requirement, we have provided you with an additional copy of the audit report.

In addition, this law requires each audited School District to send to their appropriate newspaper for publication a statement to the effect that the audit report is on file in its entirety, open to public inspection, and that the District will send a copy of the audit report to any interested person upon request.

Publication is required to be done 30 days after you receive the audit report

Please find attached a sample of a letter to your local newspaper requesting the advertisement and a sample of the standard advertisement required for schools.

It was a pleasure working with the district staff and we are looking forward to working with you again next year.

If there are any questions on any matter covered above, please call 252-2765.

Sincerely,

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

8

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

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent    Prepared By: Rebekah Rhoades    Date: 02/09/2015

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2015.

Attached are the Terms of Office Listing and the 2015 School Election Calendar.

Board members terms of office that are due to expire in 2015 include: CJ Bailey, Jeremy Bristol, and Monte Weeden.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

	Motion	Second	Ave	Nay	Abstain	Other
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LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

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

	<b>Expire 2015</b>	<b>Expire 2016</b>	<b>Expire 2017</b>
<b>SCHOOL DISTRICT #1</b>	Jeremy Bristol Monte Weeden CJ Bailey	Phillip R. Koterba Jennifer Thompson	Shelley Poss Barb Thomas (Open Seat)

**School District #1 One (1) - Two (2) Year Term and Two (2) - Three (3) Year Terms:**

\_\_\_\_\_ 2 year term (to expire in 2017)

\_\_\_\_\_ 3 year term (to expire in 2018)


\_\_\_\_\_ 3 year term (to expire in 2018)

**Petitions Filed for Nomination of School Board Trustee:**

# SCHOOL ELECTIONS CALENDAR 2015

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 135 days, or later than 40 days before	<b>Sunday, December 21 through Thursday, March 26</b>	<b>Trustee candidates file for election.</b> Nomination Petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b>  <i>Candidate must be registered to vote at the time the petition is filed.</i>	<a href="#">20-3-305</a> <a href="#">20-3-344</a>
Within 5 days of becoming a candidate	<b>Friday, December 26 through Tuesday, March 31</b>	<b>Contact the Montana Commissioner of Political Practices (MCPP)</b> office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more. The filing of C-1-A is required within 5 days of becoming a candidate.	<a href="#">13-37-206</a> <a href="#">13-37-201</a>
At least 70 days before	<b>Tuesday, February 24</b>	<b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	<a href="#">13-19-202</a> <a href="#">13-19-203</a>
At least 60 days before	<b>Friday, March 6</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election.	<a href="#">13-19-205</a>
At least 40 days before	<b>Thursday, March 26</b>	<b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 25 days before the election). The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a> , MCA).	<a href="#">20-20-201</a> <a href="#">20-20-203</a> <a href="#">20-9-422</a>
At least 38 days before	<b>Friday, March 27</b>	<b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">20-3-305</a>
At least 35 days before	<b>Tuesday, March 31</b>	<b>Last day to file resolutions for school election with county election administrator.</b>	<a href="#">20-20-201(2)</a>
No later than the 30th day before	<b>Friday, April 3</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-102</a>
30 days before	<b>Monday, April 6</b>	<b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	<a href="#">20-20-311</a> <a href="#">20-20-312</a>
30 days before	<b>Monday, April 6</b>	<b>Absentee ballots must be available for bond elections.</b> If the bond election is to be held on a date other than the regular school Election Day in May, ballots must be available 30 days before.	<a href="#">20-9-426</a>

<b>Days From Election</b>	<b>Deadlines</b>	<b>Event (Special Instances Identified in Green)</b>	<b>MCA Citation</b>
Not more than 30 days before	<b>Monday, April 6</b>	<b>Contact your county election administrator</b> for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Not less than 20 days, or more than 30 days before	<b>Sunday April 5 through Wednesday, April 15</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained.  If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	<a href="#">20-20-204</a>
No later than 26 days before	<b>Thursday, April 9 (By 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b>	<a href="#">13-10-211(3)</a>
Not less than 25 days before	<b>Friday, April 10</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
Not less than 25 days before	<b>Friday, April 10</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not before the 25 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Friday, April 10 through Monday, April 20</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>
At least 20 days before	<b>Wednesday, April 15</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"><li>• The ballot (with stubs removed)</li><li>• Instructions for voting and returning the ballot</li><li>• A secrecy envelope, free of any marks that would identify the voter</li><li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li></ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Day before	<b>Monday, May 4 (By Noon)</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>** Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 4</b>	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	<a href="#">20-20-313</a>
Election Day 	<b>Tuesday, May 5</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
Following receipt of the tally sheets from all polls and within 15 days after election	<b>Wednesday, May 20</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvas	<b>Monday, May 11 through Monday, May 25</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 11 through Monday, May 25</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>
Within 15 days of election	<b>Wednesday, May 20</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
12 days before and 20 days after	<b>Thursday, April 23 through Monday, May 25</b>	<b>Filing Report:</b> Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices.	<a href="#">13-37-226(4)</a>
June 1	<b>Monday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>Thursday, June 4</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent.  <i>**Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

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

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

**Additional References:**

Sample forms can be found at this address:

[http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

Election Manual: [http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1\\_7](http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

MT Secretary of State's Office: <http://sos.mt.gov/Elections/index.asp>

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

9

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent    Prepared By: Rebekah Rhoades    Date: 02/09/2015

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2015-2016 General Fund Budgets.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

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    Date: 02/09/2015

**SUMMARY:**

Below is the interest earned and distributed for January 2015:

Elementary      \$1,687.06

High School      \$1,259.65

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2015

**Agenda Item No.**

11

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 02/09/2015

**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.

- ❖ Retirements and Staffing – Interview Teams
- ❖ February 2015 Student Enrollment Count
- ❖ Legislative Update
  - MTSBA Caucus – February 23, 2015
  - Day of Advocacy – March 16, 2015
- ❖ Upcoming Tournament Passes – State Wrestling and BBB/GBB Divisionals
- ❖ Student Teacher for Second Semester—Jayme Robins with Jennifer Jensen at Garfield
- ❖ Board Roundtable—Monday, March 9, 2015—LEA Executive Board—5:30 p.m.
- ❖ FHS Jazz Night—Tuesday, February 10, 2015—7:00 p.m.—FCPA
- ❖ WR—State All Class Tournament—February 13-14, 2015—Billings
- ❖ Eastern A Band Festival—February 16-17, 2015—Glendive
- ❖ LJHS WR—First Day of Practice—Monday, February 16, 2015
- ❖ Third Grade Music Program—Tuesday, February 17, 2015—7:00 p.m.—FCPA
- ❖ LJHS Band Concert—Thursday, February 19, 2015—7:00 p.m.—LJHS Auditorium
- ❖ Second Grade Music Program—Thursday, February 26, 2015—7:00 p.m.—FCPA
- ❖ BBB/GBB—Central A Divisional Tournament—February 26-28, 2015—Great Falls
- ❖ No School—Friday, February 27, 2015—Vacation Day
- ❖ FHS FFA—Conrad Crops & Mechanics—Saturday, February 28, 2015
- ❖ Skills USA—1<sup>st</sup> Job Interview Competition—Sunday, March 1, 2015
- ❖ Fergus County Spelling Bee—Monday, March 2, 2015—7:00 p.m.—LJHS Auditorium
- ❖ FHS Band Concert—Tuesday, March 3, 2015—7:00 p.m.—FCPA
- ❖ FHS BPA—MT State Leadership Conference—March 8-10, 2015—Billings
- ❖ Spring Sports Begin—Monday, March 9, 2015
- ❖ Home Athletic Games/Meets:
  - GBB vs. Browning—Saturday, February 14, 2015—3:00/4:30/6:00 p.m.
  - LJHS WR—Invitational—Saturday, March 7, 2015—TBA

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS																				
Enrollment History																				
February 2, 2015																				
Grade	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014	Fall 2014	Winter 2014	Spring 2015
Pre-K	7	6	6	17	8	15	3	4	4	5	0	0								
Kindergarten	114	112	94	92	92	95	73	72	85	86	98	98	87	89	98	99	101	97	96	95
1st Grade	97	98	107	103	91	91	89	90	72	74	82	84	95	97	85	88	86	95	95	95
2nd Grade	90	92	95	94	101	101	90	88	90	99	75	75	81	79	95	97	95	82	82	83
3rd Grade	97	100	95	95	97	96	99	99	82	81	99	99	72	75	82	82	83	94	96	95
4th Grade	87	88	96	92	93	95	93	94	102	101	85	83	103	104	73	73	74	75	77	78
5th Grade	90	92	86	88	89	87	96	97	92	94	99	94	82	86	101	102	101	78	79	79
6th Grade	108	108	93	92	92	87	86	86	89	90	95	99	97	97	84	82	80	98	97	96
7th Grade	113	111	110	109	91	90	89	92	90	94	93	94	100	101	91	91	94	79	81	82
8th Grade	115	114	108	110	105	106	77	78	93	93	90	90	90	90	103	103	103	98	98	94
9th Grade	116	111	111	109	106	107	103	98	79	79	95	91	88	89	89	89	90	98	98	97
10th Grade	106	104	108	104	108	105	100	98	97	97	81	74	94	91	88	86	87	89	87	88
11th Grade	115	109	104	102	96	99	105	106	100	100	93	85	78	76	85	83	82	85	83	80
12th Grade	99	97	99	99	101	101	94	93	102	97	96	95	88	88	73	73	73	82	81	81
	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014	Fall 2014	Winter 2014	Spring 2015
K-6	683	690	666	656	655	652	626	626	612	625	633	632	617	627	618	623	620	619	622	621
7-8	228	225	218	219	196	196	166	170	183	187	183	184	190	191	194	194	197	177	179	176
9-12	436	421	422	414	411	412	402	395	378	373	365	345	348	344	335	331	332	354	349	346
Grand Total	1347	1336	1306	1289	1262	1260	1194	1191	1173	1185	1181	1161	1155	1162	1147	1148	1149	1150	1150	1143

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2015

**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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 02/09/2015

**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:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

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    Date: 02/09/2015

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the January 12, 2015, 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						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lewis & Clark Elementary – Gymnasium  
212 Crystal Drive  
Lewistown MT 59457**

**MONDAY, January 12, 2015**

**BOARD ROUNDTABLE DISCUSSION – LEWIS & CLARK STAFF**

**5:30 P.M. TO 6:30 P.M.**

**REGULAR BOARD MEETING**

**CALL TO ORDER (6:40 p.m.)**

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Barb Thomas, CJ Bailey, Phil Koterba, Shelley Poss,  
Jennifer Thompson, Monte Weeden

TRUSTEES ABSENT:

Jeremy Bristol

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk  
Rebekah Rhoades, Sandi Chamberlain, Margee Smith—LEA President,  
Scott Dubbs, Michelle Trafton, Darcy Zanto, Jacalyn Rickl, Paula  
Drissell, Theresa Majerus, Tim Majerus, Ashley Jenness, Bobbie  
Atchison, Bruce Marsden, and Chris Hildebrant

OTHERS PRESENT:

Chris Rice – CMLRCC Director, Doreen Heintz—News Argus, Joe  
Zahler—KXLO/KLCM Radio, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance

**BOARD OF TRUSTEES**

3. INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

The New Student Representative, Heather Wiegert, was unable to attend  
the meeting. Luke Brandon, Student Council Advisor, asked to  
reschedule the introduction for the February 9, 2015, Board meeting.

4. REPORT—STUDENT REPRESENTATIVE

No report was submitted.

5. DISCUSSION—FULL-TIME COUNSELOR AT LEWISTOWN JUNIOR HIGH  
SCHOOL

The Board of Trustees discussed the request for a full-time counselor at  
Lewistown Junior High School starting in the 2015-2016 School Year.  
Superintendent Jason Butcher reported that the budget outlook for next  
year does not allow for adding any positions at this time. Theresa Majerus,  
School Counselor for grades 5-8, mentioned the possibility of creating a  
work group to look for a way to restructure the counseling program. Mrs.  
Majerus would appreciate consideration of adding FTE's to the counselor  
position in the future.

5. DISCUSSION—FULL-TIME COUNSELOR AT LEWISTOWN JUNIOR HIGH SCHOOL (Continued)  
Currently the State Standard for Counselors is one (1) FTE for every 400 students – Lewistown Public Schools is currently in compliance with this standard. Jason suggested that Ashley and Theresa discuss recommendations with their building Principals prior to meeting with the Board to present any changes.
6. REPORT—COMMITTEES OF THE BOARD  
The Transportation Committee met on Thursday, January 8, 2015. Details of this meeting were discussed under Individual Action Item #23.
7. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.  
No items were discussed.

#### **SUPERINTENDENT'S REPORT**

8. REPORT—ELECTION INFORMATION  
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2015 School Election Calendar and advised them of the Trustee seats that will be up for election in 2015 – CJ Bailey, Jeremy Bristol, and Monte Weeden.
9. REPORT—BUDGET UPDATE  
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees regarding some preliminary information regarding the 2015-2016 General Fund Budgets.
10. REPORT—INVESTMENT  
Interest earned and distributed for December 2014, was reported with \$4,157.55 in the elementary funds and \$2,995.84 in the high school funds for a total of \$7,153.39.
11. OTHER ITEMS  
Superintendent Jason Butcher talked to the Board regarding the recent snow day on Tuesday, January 6, 2015. Because the schools are okay with the hours required by OPI, this day will not be rescheduled. The evening PIR scheduled for January 8, 2015, was also cancelled due to weather and will be rescheduled for a later date. Mr. Butcher reported on the Exit/Post Graduate Survey for Fergus High School. Jim and Cindy Moodie and Ed and Joyce Eck were publicly acknowledged and thanked by the Superintendent and the Board for their generous donations. An anonymous donation was also given towards the purchase of a new scoreboard at the FHS Football field. The 2015 MHSA Annual Meeting will be held on Monday, January 19, 2015, in Kalispell. Jason reviewed some of the main discussion points and decisions that will be made during this meeting. The Roundtable discussion with the Highland Park Elementary School staff is scheduled for Monday, February 9, 2015, at 5:30 p.m. The regular Board meeting will follow at 6:30 p.m. The Board also reviewed dates for upcoming events in the District. Jason provided a short legislative update.

#### **PUBLIC PARTICIPATION**

12. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD  
Monte Weeden shared that Eric Redfield invited the Board of Trustees to the Mechanics Competition at Fergus High School on Saturday, January 31, 2015.

**ACTION ITEMS  
MINUTES**

13. MINUTES OF THE DECEMBER 8, 2014, REGULAR BOARD MEETING – approved unanimously (Poss/Thompson).

**APPROVAL OF CLAIMS**

14. CLAIMS – the claims referenced in the 2014-2015 Bill Schedule and submitted through January 8, 2015, were approved unanimously (Thompson/Koterba). The Finance Committee for January-March 2015 are Board Chair Barb Thomas, CJ Bailey, Phil Koterba, and Jennifer Thompson.

**INDIVIDUAL ITEMS**

15. DISCUSSION AND POSSIBLE ACTION ON OFFERING A RETIREMENT INCENTIVE – Trustee Phil Koterba made a motion to offer a one-time Retirement Incentive of \$500/month for two (2) years either to be paid in cash or towards Health Insurance to Certified Teachers with an acceptance deadline of 5:00 p.m. on Monday, February 16, 2015 – seconded by Trustee Monte Weeden – approved unanimously (Koterba/Weeden).
16. FIRST READING—BOARD POLICY #3210 – EQUAL EDUCATION, NONDISCRIMINATION, AND SEX EQUITY – approved unanimously (Weeden/Bailey).
17. SECOND READING AND ADOPTION—BOARD POLICY #3310 – STUDENT DISCIPLINE – approved unanimously (Weeden/Bailey).
18. SECOND READING AND ADOPTION—BOARD POLICY #3311 – FIREARMS AND WEAPONS – approved unanimously (Bailey/Poss).
19. SECOND READING AND ADOPTION—BOARD POLICY #4332 – CONDUCT ON SCHOOL PROPERTY – approved unanimously (Poss/Thompson).
20. SECOND READING AND ADOPTION—BOARD POLICY #5225 to #8225 – TOBACCO FREE POLICY – approved unanimously (Weeden/Koterba).
21. SECOND READING AND ADOPTION—BOARD POLICY #5334P – VACATIONS – approved unanimously (Bailey/Poss).
22. APPROVE CONTRACT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE (CMLRCC) FOR SPECIAL EDUCATION SERVICES FOR THE STAR PROGRAM – approved unanimously (Weeden/Thompson).
23. APPROVE CALL FOR BIDS FOR REMODEL AND ADDITION TO BUS BARN BUILDING LOCATED AT 716 CROWLEY AVENUE IN LEWISTOWN, MT – The Transportation Committee met on Thursday, January 8, 2015, to discuss the Airport Board's request for "Right of First Refusal" and also the updates on the Architect Plans from A&E Architects, the new fire suppression requirements and the underground pipes from the Boeing days. The Committee also discussed the options for the Call for Bids —Trustee Monte Weeden made a motion for the Call for Bids with a Base Bid plus two (2) alternates, seconded by Trustee Phil Koterba – approved unanimously (Weeden/Koterba).
24. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2014-2015 SCHOOL YEAR – Substitute Teacher/Aide List—Ryan Kepler, Jim Vallincourt; Substitute Custodian List—Jim Vallincourt – approved unanimously (Bailey/Poss).
25. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Poss/Thompson).

## **ADJOURNMENT**

The meeting was adjourned at 7:50 p.m. The next regular Board meeting will be held on February 9, 2015, at 6:30 p.m. at Highland Park Elementary School (Koterba – unanimous).

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**BARBARA THOMAS**  
**BOARD CHAIR**

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

**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** January 12, 2015

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>HENDERSON, Jodi</b>	Paraprofessional	Garfield Elementary School	Accept letter of resignation	January 13, 2015	See attached letter.
<b>HUTCHINS, Mandie</b>	Paraprofessional	Garfield Elementary School	Approve appointment on schedule— PARA Step 6+CERT for up to 7.50 hours per day for up to 105 days (Remainder of 2014-2015 School Year)	January 05, 2015	See attached memo.
<b>CARTER, Austin</b>	Technology Support Specialist	School District #1	Approve contract extension for the remainder of the 2014-2015 Fiscal Year—COMPUTER TECH Step 0 for up to 8.0 hours per day for up to 111 days	January 27, 2015	See attached memo.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

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: LuAnn Schrauth    Date: 02/09/2015

**SUMMARY:**

Approve claims paid through February 5, 2015, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2015 include: Board Chair Barb Thomas, CJ Bailey, Phil Koterba, and Jennifer Thompson.

**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						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

15

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

ITEM TITLE: SECOND READING—BOARD POLICY #3210 – EQUAL EDUCATION.  
NONDISCRIMINATION AND SEX EQUITY

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 02/09/2015

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #3210 -- Equal Education, Nondiscrimination and Sex Equity and consider the adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption of Board Policy #3210 -- Equal Education,  
Nondiscrimination and Sex Equity

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

**NOTES:**

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

# SECOND READING

Lewistown School District

STUDENTS

3210

Page 1 of 2

## Equal Education, Nondiscrimination and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. ~~Any student may file a discrimination grievance using the procedure that follows this policy.~~

No student shall, on the basis of sex or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX's sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity, 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 discrimination or intimidation should be directed to the District Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Complaint Procedure (Board Policy #3215).

In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator and will be carried in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability, in violation of state and federal law.

Cross Reference:	Board Policy #3215	Uniform Complaint Procedure
Legal Reference:	Art. X, Sec. 7, 49-2-307, MCA	Montana Constitution - Nondiscrimination in education Discrimination in education

24.9.1001, et seq., ARM      Sex discrimination in education  
Title IX of the Education 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  
OCR's Questions and Answers on Title IX and Sexual Violence:  
<http://www2.ed.gov/about/offices/list/ocr/docs/qa-2-14-4-title-ix.pdf>  
No Child Left Behind Act of 2001 (P.L. 107-110)

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

16

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

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

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 02/09/2015

**SUMMARY:**

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

**SUGGESTED ACTION:** Approve Claim for Individual Contract Bus Reimbursement

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

**NOTES:**

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



# TR-5 Individual Contract Reimbursement Claim 1st Semester 2014-2015

14 Fergus  
0259 Fergus H S

08/27/2014-01/23/2015

Contract #	Shared	Family Name	Daily Rate	Isolation	Days		Total Reimbursement
					Transported	Reimbursed	
20067	False	Reimers, Sherry	0.70	No	78.0	78.0	54.60 *
Total Individual Contract Reimbursement							54.60

Board Chair

Signature

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2015

**Agenda Item No.**

17

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

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

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 02/09/2015

**SUMMARY:**

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

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

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

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

**NOTES:**

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



# TR-6 Bus Route Reimbursement Claim 1st Semester 2014-2015 08/27/2014-01/23/2015

14 Fergus  
0258 Lewistown Elem

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	67.00	103.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	88.0	88.0	9,534.42
2	67.00	90.8	1.80	James E. Pearson	4DRBWAAAR09A668040	88.0	88.0	9,636.42
3	67.00	56.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	88.0	88.0	4,490.39
4	67.00	80.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	88.0	88.0	8,490.24
5	67.00	64.0	1.57	Lee M. Lantzer	4DRBWAAAR57A322014	88.0	88.0	5,924.30
6	67.00	75.5	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	88.0	88.0	6,054.01
7	67.00	54.2	1.36	Albert C. White	4DRBWAAARX5A977833	88.0	88.0	4,346.06
8	67.00	44.0	1.80	Frank B. Burns	4DRBWAAN1EB481987	88.0	88.0	4,669.63
9	67.00	108.0	0.95	Leslie W. Leap	4DRBUAAL1FB033528	88.0	88.0	6,049.30
11	100.00	47.0	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	67.0	67.0	4,282.64
<b>Total Bus Route Reimbursement</b>								<b>63,477.41</b>

Board Chair

Signature



**TR-6**  
**Bus Route Reimbursement Claim**  
**1st Semester 2014-2015**  
**08/27/2014-01/23/2015**

**14 Fergus**  
**0259 Fergus H S**

Route #	Miles		Rate	Driver	VIN	Days		Total
	%	Per Day				Claimed	Reimbursed	Reimbursement
1	33.00	103.0	1.57	Cindy L. Noel	4DRBWAAN8DB356001	88.0	88.0	4,696.06
2	33.00	90.8	1.80	James E. Pearson	4DRBWAAAR09A668040	88.0	88.0	4,746.30
3	33.00	56.0	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	88.0	88.0	2,211.69
4	33.00	80.0	1.80	Wayne R. Lelek	4DRBWAAAR76A214251	88.0	88.0	4,181.76
5	33.00	64.0	1.57	Lee M. Lantzer	4DRBWAAAR57A322014	88.0	88.0	2,917.94
6	33.00	75.5	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	88.0	88.0	2,981.83
7	33.00	54.2	1.36	Albert C. White	4DRBWAAARX5A977833	88.0	88.0	2,140.60
8	33.00	44.0	1.80	Frank B. Burns	4DRBWAAN1EB481987	88.0	88.0	2,299.97
9	33.00	108.0	0.95	Leslie W. Leap	4DRBUAAL1FB033528	88.0	88.0	2,979.50
<b>Total Bus Route Reimbursement</b>								<b>29,155.65</b>

**Board Chair**

Signature

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

18

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

ITEM TITLE: APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION

Requested By: Board of Trustees    Prepared By: Jason Butcher    Date: 02/09/2015

**SUMMARY:**

The Board of Trustees needs to approve the Trustee Resolution Calling for an Election.

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by March 26, 2015.

**SUGGESTED ACTION:** Approve Trustee Resolution Calling for an Election

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

**NOTES:**

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

## **TRUSTEE RESOLUTION CALLING FOR AN ELECTION**

BE IT RESOLVED, the Board of Trustees for School District No. One, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the fifth day of May, 2015, which date is not less than forty (40) days after the passage of this resolution.

The election will be held by mail ballot and the Fergus County Clerk and Recorder will administer the election. Voters must return their mail ballots to the Fergus County Courthouse by 8:00pm on May 5, 2015.

The purpose of the election is to elect two (2) trustees for a three-year term and one (1) trustee for a two-year term. Approval of an additional levy to operate and maintain the High School District General Fund and approval of an additional levy to operate and maintain the Elementary School District General Fund will also be requested. Additionally, the approval of the continuation of a Building Reserve levy in the High School District and the approval of the continuation of a Building Reserve levy in the Elementary School District, both for the purpose of major repairs and capital improvements, will be requested. If it is later determined that any portion of the election is not required, the Board of Trustees authorizes the election administrator to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The Board of Trustees hereby directs the Fergus County Clerk and Recorder to appoint election judges as needed for the mail ballot election.

BE IT FURTHER RESOLVED, that the Clerk of the School District is hereby directed to notify the Fergus County Clerk and Recorder of the date of holding said election, and request him/her to close registration, notify the judges, and to prepare and furnish election materials as required by law.

No further proceedings were conducted relating to the election.

\_\_\_\_\_  
Barbara Thomas  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Rebekah Rhoades  
Print Name of District Clerk

\_\_\_\_\_  
Signature of District Clerk

DATED this 9<sup>th</sup> day of February, 2015.

20-20-201, MCA

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2015

**Agenda Item No.**

19

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

**ITEM TITLE:** APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY 2015-2016

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 02/09/2015

**SUMMARY:**

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY15 grants. This approval allows the District to set aside a portion (this year, 4.08%) of its grant expenditures and use that amount to pay general costs related to grant administration.

**SUGGESTED ACTION:** Approve Certification for the Indirect Cost Rates for FY 2015-2016

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

**NOTES:**

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



Office of Public Instruction  
Denise Juneau,  
Superintendent  
PO Box 202501  
Helena, MT 59620-2501

**CERTIFICATION FOR INDIRECT COST RATE**  
For FY 2015-2016

Due April 30, 2015

SS #	School System (SS) Name	County #	County	LE's Included
0420	Lewistown Public Schools	14	Fergus	EL 0258 Lewistown Elem HS 0259 Fergus H S K12

**Proposed Restricted Indirect Cost Rate** 4.08 % (Round to nearest hundredth (X.XX%) of a percent.)

INSTRUCTIONS: Complete and submit with one copy of each application for Indirect Cost Rate. A single application by School System (SS) should be submitted for the elementary and high school district. A copy of this certification will be returned upon approval of your rate.

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish the final indirect cost rate for the periods indicated above are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted in allocating costs as indicated in the attached Predetermined Indirect Cost Allocation - Schedule A.

(2) All costs included in the proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. In addition, similar types of costs have been accounted for consistently and the Office of Public Instruction will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

<b>Signature of District Superintendent or Board Chairperson</b>	<b>Street Address or P.O. Box</b>	
	215 7th Avenue South	
<b>Printed Name of Authorized Official</b>	<b>City</b>	<b>Zip Code</b>
	Lewistown	59457
<b>Title</b>	<b>Date</b>	

Send completed form to:  
School Accounting and Budgeting  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**ACCEPTED AND APPROVED FOR THE SUPERINTENDENT OF PUBLIC INSTRUCTION BY:**

<b>Approved Rate for FY2016</b>	<b>Date Approved</b>
	<b>Signature</b>

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/09/2015

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE PROCESS FOR SALE OF BUS BARN BUILDING LOCATED AT 401  
STRATOSPHERE DRIVE, LEWISTOWN, MONTANA

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 02/09/2015

**SUMMARY:**

The Board of Trustees needs to approve the process for the sale of the bus barn building located at 401 Stratosphere Drive, Lewistown, MT, 59457, as outlined on the attachment.

**SUGGESTED ACTION:** Approve the Process for the Sale of the Bus Barn Building Located at 401 Stratosphere Drive, Lewistown, MT, 59457

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

**NOTES:**

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

## **Lewistown Public Schools Bus Barn Property Sale Process (401 Stratosphere Drive)**

Below is the process that will be used in collecting bids and opening bids to sell Lewistown School District #1 property that is located at 401 Stratosphere Drive, Lewistown, MT 59457.

This sale is for ONLY the building in *as-is condition* at 401 Stratosphere Drive. The land that the building sits on is owned by the Lewistown Municipal Airport. Final approval of the sale will be made by the Airport Board and all tenants must be aviation related. The Airport Board requires a yearly land lease payable to the Lewistown Municipal Airport. Any questions regarding the land lease or what is considered “aviation related,” contact Airport Manager, Jerry Moline, at 535-3264.

### **Bidding Process**

1. Lewistown School District #1 will accept bids on the building in either of two ways:
  - **Private-Party:** Bids must be received in the Lincoln Building Central Office by 3:00PM on Wednesday, April 1, 2015
  - **Organizations subject to Open Meeting Laws:** Bids must be received in the Lincoln Building Central Office by 5:00pm on Wednesday, April 1, 2015.
2. All bids must be submitted in a sealed envelope to the Lewistown School District #1 office at 215 7<sup>th</sup> Ave South, Lewistown, MT 59457.

Bids must include the following:

- Bid Price
- Name of Individual Bidding
- Address
- Phone Number

3. The minimum bid price is \$185,000 (based on an appraisal done in 2007).
4. All bids will be opened at 12:00PM on Thursday, April 2, 2015.
5. The sale will be awarded to the highest bidder above the minimum bid price.

### **Post-Bid Information**

1. The winning bid will be brought to the next Airport Board Meeting for approval.
2. Earnest money of \$10,000 will be due upon acceptance of offer and Airport Board Approval.
3. The buyer and seller will each pay 50% of the closing costs.
4. Possession of the building will take place after the “New Bus Barn” is completed.
5. Closing will take place on or before July 31, 2015 with the option for the School District to lease back until completion of the “New Bus Barn.”

### **Other Information**

An appraisal for this property was completed on 6/17/2014. The appraised value of the property is \$250,000.

A copy of the appraisal is available at the District Office for viewing.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

21

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

ITEM TITLE: APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS  
PROPERTY

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 02/09/2015

**SUMMARY:**

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell/Dispose of Surplus Property as stated on the attached notice.

**SUGGESTED ACTION:** Approve Notice of Resolution of intent to Sell/Dispose of Surplus Property

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

**NOTES:**

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

## **NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY**

**WHEREAS**, certain personal property owned by School District Number One and High School District Number One, Fergus County, Montana, has been determined by the Board of Trustees of said School Districts to be obsolete surplus, and unsuitable for school purposes because it is out of date and not usable, being described as follows:

**BUS BARN BUILDING, 401 STRATOSPHERE DRIVE, LEWISTOWN, MT 59457**

**WHEREAS**, an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

**THEREFORE BE IT RESOLVED** that the Trustees of said School Districts authorize the sale and disposal of the above listed property.

**BE IT FURTHER RESOLVED** that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

**DONE** at Lewistown, Montana, this 9th day of February, 2015.

**ATTEST:**

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**BARBARA THOMAS, CHAIR  
BOARD OF TRUSTEES  
SCHOOL DISTRICT NUMBER ONE  
HIGH SCHOOL DISTRICT NUMBER ONE**

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**REBEKAH RHOADES  
BUSINESS MANAGER/CLERK  
SCHOOL DISTRICT NUMBER ONE  
HIGH SCHOOL DISTRICT NUMBER ONE**

**To be published in the News Argus on February 28, 2015**

**P.O. #**

### **BIDDING INFORMATION**

Interested parties may stop by Lewistown Public Schools at 215 7<sup>th</sup> Ave South, Lewistown, MT 59457, for a printed copy of the specifications required to submit a bid. If you would like the bid specification sheet mailed or emailed to you, please call 535-8777 x 110.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

22

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2014-2015 SCHOOL YEAR

Requested By: Board of Trustees    Prepared By: Sandi Chamberlain    Date: 02/09/2015

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2014-2015 School Year as listed below:

Substitute Teacher/Aide List:

Janelle Fulbright  
Beverly Myers

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2014-2015 School Year

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/09/2015

Agenda Item No.

23

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 02/09/2015

**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						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** February 9, 2015

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>LEWIS, Matt</b>	Principal	Highland Park Elementary School	Approve Out-of-State Travel to attend the NAESP National Leaders Conference in Washington DC	February 22-25, 2015	See attached letter.
<b>ASHLEY, Richard Dean</b>	Delivery Van Driver	School District #1	Accept letter of resignation	Within 2-4 weeks, TBD	See attached letter
<b>LUTKE, Susan</b>	First Grade Teacher	Highland Park Elementary School	Accept letter of resignation	June 30, 2015	See attached letter.
<b>ROCHE, Newell</b>	Social Studies Teacher	Fergus High School	Accept letter of resignation	June 30, 2015	See attached letter.
<b>STIVERS, Germaine</b>	Second Grade Teacher	Highland Park Elementary School	Accept letter of resignation	June 30, 2015	See attached letter.
<b>ZANTO, Darcy</b>	Title I Teacher	Highland Park Elementary School	Accept letter of resignation	June 30, 2015	See attached letter.
<b>FELLER, Vic HUDSON, Troy OLSON, Steve ASHLEY, Dean LEAR, Derek JOHNSON, Orin</b>	Football Coaches	Fergus High School	Approve Out-of-State Travel to attend the Glazier Football Clinic in Reno, Nevada	March 5-8, 2015	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** February 9, 2015

<i><b>EMPLOYEE NAME</b></i>	<i><b>POSITION</b></i>	<i><b>LOCATION</b></i>	<i><b>RECOMMENDED ACTION</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>COMMENTS</b></i>
<b>FLENTIE, Susan PAULSON, Stephen</b>	Science Teachers	Lewistown Junior High School	Approve Out-of-State travel to Washington, D.C. for the Samsung “Solve for Tomorrow” Contest	March ??, 2015	If chosen as one of the 15 National Finalists, Suzie and Steve will need to travel to D.C. to present their project to the judges.
<b>GAYLE, Meghan</b>	Paraprofessional	Lewistown Junior High School	Approve appointment on schedule— PARA Step 0+CERT for up to 7.0 hours per day for up to 90 days	January 27, 2015	See attached memo.



# Highland Park Elementary School

1312 7<sup>th</sup> Avenue North

Lewistown, Montana 59457

Phone: (406)535-2555 • Fax: (406)535-4617



---

Matthew Lewis, Principal

Lanna Schoenfelder, Secretary

January 8, 2015

Dear Lewistown School Board:

As the Principal of Highland Park Elementary School and the State Representative of the Montana Association of Elementary and Middle School Principals I am submitting an out of state leave request to attend the NAESP National Leaders Conference in Washington DC. This conference runs from February 22<sup>nd</sup> through February 25<sup>th</sup> with expenses being paid for by the Montana Association of Elementary and Middle School Principals. This is a great professional development opportunity which also gives principals from Montana the chance to visit with our Senators and Representative on Capitol Hill.

Thank you for your consideration.

Sincerely,

Matthew Lewis

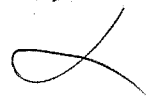
“Watch Us SOAR!”

2/2/2015

Amie;

I will be terminating my employment with the Lewistown schools in a minimum of two weeks or a maximum of four weeks

Richard Dean Ashley

A handwritten signature in black ink, appearing to be 'Richard Dean Ashley', written in a cursive style.

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

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

**II. PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2015, and ending on August 31, 2017.
- X 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2015, with the final payment on August 15, 2017. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2015.

Susan M. Lutke      DATE 1/27/15

SIGNATURE [Signature]

CENTRAL OFFICE USE:      [Signature]      27 Jan 15      4:20 PM  
Received By      Date      Time

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

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

**II. PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

- \_\_\_\_\_ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2015, and ending on August 31, 2017.
- X 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2015, with the final payment on August 15, 2017. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2015.

Newell R. Roche  
NAME (PRINTED)

1-19-2015  
DATE

\_\_\_\_\_  
SIGNATURE

CENTRAL OFFICE USE: 0 n n n n  
Received By

1-20-15  
Date

3:45 p.m.  
Time

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

(1) A member who has been in the retirement system for at least 5 years and who has attained the age of 55 is eligible for an early retirement under subsection (1) must have ten years of service to the retirement system and must file a written request for an early retirement allowance must be determined as prescribed in the system. The allowance will be reduced using actuarially equivalent amounts based on the most recent actuarial valuation of the system.

retirement has been  
has attained 55 is  
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II. PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)

1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2015, and ending on August 31, 2017.



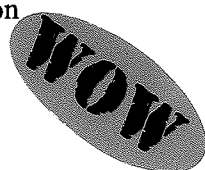
MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2015, with the final payment on August 15, 2017. All required payroll taxes will be withheld from each incentive payment.



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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2015.



Germaine Stivers DATE

SIGNATURE

*[Handwritten signature]*

Jan. 20, 2015

CENTRAL OFFICE USE:

Received By

Jan 15 9:30 AM  
Date Time



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

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

**II. PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

- \_\_\_\_\_ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2015, and ending on August 31, 2017.
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I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2015.

Darcy C. Zanto  
NAME (PRINTED)

02-04-15  
DATE

*[Signature]*  
SIGNATURE

CENTRAL OFFICE USE: *[Signature]*  
Received By

2-4-15  
Date

4:35 pm  
Time

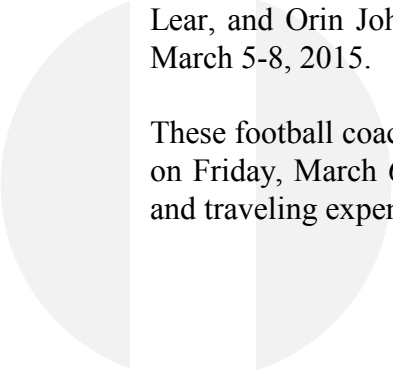


# Memorandum

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**To:** Board of Trustees, Lewistown Public Schools  
**Cc:** Jason Butcher, Superintendent  
**From:** Jerry Feller, FHS Principal  
**Date:** January 12, 2015  
**Re:** Out-of-State Travel Request

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This memo is written in support of an out-of-state travel request for Head Football Coach Vic Feller and Assistant Football Coaches Troy Hudson, Steve Olson, Dean Ashley, Derek Lear, and Orin Johnson to attend the Glazier Football Clinic scheduled in Reno, Nevada, March 5-8, 2015.

These football coaches would miss a half day of school on Thursday, March 5 and a full day on Friday, March 6, 2015. The cost of the clinic will be taken out of the football budget and traveling expenses and lodging will be paid for by the coaches.

# Memorandum

**To:** Jason Butcher, Superintendent  
**From:** Tim Majerus, Principal  
**Date:** January 27, 2015  
**Re:** Hiring Recommendation

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Following is a hiring recommendation for a One-on-One Paraprofessional at Lewistown Junior High School:

Meghan Gayle

PARA Step 0+CERT

Up to 7 hours per day for the remainder  
of the 2014-15 School Year (90 Days)

Thank you for your consideration of this request.

Tim Majerus  
Principal

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**2010-2015 GOALS AND STRATEGIC OBJECTIVES**

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

**Goal Area 1: Measurable Student Achievement**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

**Strategic Objectives:**

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

**Goal Area 2: Facilities**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools continues to strive for a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

**Strategic Objectives:**

1. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

**Goal Area 3: Community / Parental Engagement**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

**Strategic Objectives:**

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

**Goal Area 4: Technology**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

**Strategic Objectives:**

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

**Goal Area 5: Highly Qualified Staff**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

**Strategic Objectives:**

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators, and staff. They are part of the planning and assessment of these opportunities.

## **Goal Area 6: Fiscal Management/Responsibility**

**Statement of Intended Outcome, 2010-2015:** *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

### **Strategic Objectives:**

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2015).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to June 30, 2015, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

## School District #1 Mission Statement:

*Excellence Today, Success Tomorrow*

### Core Values of the Lewistown Public Schools:

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

**BOARD OF TRUSTEES**

Barbara Thomas, Board Chair

CJ Bailey  
Jeremy Bristol  
Phil Koterba  
Shelley Poss  
Jennifer Thompson  
Monte Weeden

**LEWISTOWN PUBLIC SCHOOLS**  
**2014-2015 SCHOOL CALENDAR**

**A. Pupil Instruction**

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	27 --	Aug	29	3	First Week	Jan	26 --	Jan	30	5
Second Week	Sept	2 --	Sept	5	4	Second Week	Feb	2 --	Feb	6	5
Third Week	Sept	8 --	Sept	12	5	Third Week	Feb	9 --	Feb	13	5
Fourth Week	Sept	15 --	Sept	19	5	Fourth Week	Feb	16 --	Feb	20	5
Fifth Week	Sept	22 --	Sept	26	5	Fifth Week	Feb	23 --	Feb	26	4
Sixth Week	Sept	29 --	Oct	3	5	Sixth Week	Mar	2 --	Mar	6	5
Seventh Week	Oct	6 --	Oct	10	5	Seventh Week	Mar	9 --	Mar	13	5
Eighth Week	Oct	13 --	Oct	15	3	Eighth Week	Mar	16 --	Mar	20	5
Ninth Week	Oct	20 --	Oct	24	5	Ninth Week	Mar	23 --	Mar	27	5
Tenth Week	Oct	27 --	Oct	31	5						44
					45						

SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	3 --	Nov	5	3	First Week	Mar	30 --	Apr	2	4
Second Week	Nov	10 --	Nov	14	5	Second Week	Apr	7 --	Apr	10	4
Third Week	Nov	17 --	Nov	21	5	Third Week	Apr	13 --	Apr	17	5
Fourth Week	Nov	24 --	Nov	25	2	Fourth Week	Apr	20 --	Apr	24	5
Fifth Week	Dec	1 --	Dec	5	5	Fifth Week	Apr	27 --	May	1	5
Sixth Week	Dec	8 --	Dec	12	5	Sixth Week	May	4 --	May	8	5
Seventh Week	Dec	15 --	Dec	19	5	Seventh Week	May	11 --	May	15	5
Eighth Week	Jan	5 --	Jan	9	5	Eighth Week	May	18 --	May	22	5
Ninth Week	Jan	12 --	Jan	16	5	Ninth Week	May	26 --	May	29	4
Tenth Week	Jan	20 --	Jan	23	4	Tenth Week	Jun	1 --	Jun	4	4
					44						46

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

August 25-26	PIR	2.00
October 16-17	Staff Development Days - Teachers Convention	2.00
November 5-6	Parent Teacher Conferences (Evening on Nov 5, All Day on Nov 6)	1.50
January 19	PIR	1.00
March 31	Parent Teacher Conferences - Evening ONLY (Regular Day for Students)	0.50
Floater	PIR	1.00
		<b>8.00</b>

2014-2015		
Regular Board Meetings		
July	14	6:00 p.m.
Aug	11	6:00 p.m.
Sept	8	6:00 p.m.
Oct	13	6:00 p.m.
Nov	10	6:00 p.m.
Dec	8	6:00 p.m.
Jan	12	6:00 p.m.
Feb	9	6:00 p.m.
Mar	9	6:00 p.m.
Apr	13	6:00 p.m.
May	11	6:00 p.m.
June	8	6:00 p.m.

**C. Holidays / Vacations (Dates Inclusive)**

September 1	Labor Day
October 16-17	Fall Vacation (Teachers - Convention)
November 6	Parent Teacher Conferences (Vacation Day for Students)
November 7	Vacation Day
November 26-28	Thanksgiving Vacation
December 22-January 2	Winter Break
January 19	PIR (Vacation Day for Students)
February 27	Vacation Day
April 3-6	Spring Break
May 25	Memorial Day