

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Wednesday, March 2, 2022**

**SPECIAL BOARD MEETING**

Meeting ID

[meet.google.com/gbe-vicj-iyn](https://meet.google.com/gbe-vicj-iyn)

Phone Numbers

[\(US\)+1 402-848-0238](tel:(US)+14028480238)

PIN: 565 577 292#

**CALL TO ORDER (5:00 P.M.)**

**BOARD OF TRUSTEES**

1. Roll Call
2. Pledge of Allegiance

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

4. Approve Additional Bus Stop at 494 US Highway 191
5. Approve General Contractor - Sletten Construction for the Elementary District Bond
6. Approve Renewal Application for Variance of Standards at Highland Park
7. 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:

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/02/2022

Agenda Item No.

3

☐ 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: \_\_\_\_\_

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/02/2022

Agenda Item No.

4

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

ITEM TITLE: APPROVE ADDITIONAL BUS STOP AT 494 US HIGHWAY 191

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve an additional bus stop at 494 US Highway 191

**SUGGESTED ACTION:**    Approve Additional Bus Stop at 494 US Highway 191

☐ Additional Information Attached

NOTES:

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/02/2022

**Agenda Item No.**

5

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

**ITEM TITLE:** APPROVE GENERAL CONTRACTOR/CONSTRUCTION MANAGER FOR ELEMENTARY BOND CONSTRUCTION

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

**SUMMARY:**

The Board of Trustees needs to approve the General Contractor/Construction Manager – Sletten Construction - for the Elementary Bond Construction.

**SUGGESTED ACTION:**    Approve General Contractor for the Elementary Bond Construction

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☒ **Additional Information Attached**

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**NOTES:**

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

Lewistown Public Schools  
RFP for GC/CM Selection  
Feb-22

Category	Maximum Points	Sletten	Swank					
Presentation and interview	100	100.00	0.00	0.00	0.00		0.00	0.00
Project approach, including:	100	95.13	100.00	0.00	0.00		0.00	0.00
Pricing	100	100.00	99.94	0.00	0.00		0.00	0.00
<b>TOTAL</b>		<b>295.13</b>	<b>199.94</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

COMMITTEE SCORING SUMMARY

(ONLY TOP TWO of Pricing + Project Approach TO INTERVIEW)

<b>Interview 100 Points</b>	<b>Sletten</b>	<b>Swank</b>	<b>0</b>				
Member 1	97						
Member 2	99						
Member 3	100						
Member 4	100						
Member 5	94						
Member 6	98						
Member 7	95						
Average	97.57	0.00		0.00	0.00		0.00
Normalized	100.00	0.00					
<b>Project Approach 100 Points</b>	<b>Sletten</b>	<b>Swank</b>	<b>0</b>	<b>0</b>			
Member 1	87	88					
Member 2	94	97					
Member 3	90	89					
Member 4	87	86					
Member 5	98	99					
Member 6	75	100					
Member 7	94	98					
Average	89.29	93.86	0.00	0.00	0.00		0.00
Normalized	95.13	100.00	0.00				
<b>Pricing 100 Points</b>	<b>Sletten</b>	<b>Swank</b>	<b>0.000</b>				
From RFP GMRC Worksheet	100.00	99.94	0.00		0.00		0.00
<b>AVERAGE RATING</b>	<b>295.129</b>	<b>199.940</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>0.000</b>
<b>FINAL RANKING</b>	<b>1</b>						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/02/2022

Agenda Item No.

6

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

**ITEM TITLE:** APPROVE RENEWAL APPLICATION FOR A VARIANCE OF STANDARDS AT HIGHLAND PARK ELEMENTARY

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

**SUMMARY:**

The Board of Trustees needs to approve the Renewal Application for a Variance of Standards Application at Highland Park Elementary to meet the staffing and library time accreditation standards. Highland Park meets the standards by going to the City of Lewistown Library each day.

**SUGGESTED ACTION:**    Approve Variance of Standards Application

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☒ **Additional Information Attached**

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**NOTES:**

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

## **VARIANCES TO STANDARDS APPLICATION**

### **Renewal Application (three years)**

**Purpose:** [ARM 10.55.604\(4\)](#) "Following the second year of implementation of a variance to standards, the school district shall provide evidence to the Superintendent of Public Instruction that the methods selected by the district implement, meet, or exceed results that could have been achieved under established standards."

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**DUE DATE:**

**First Monday in March**

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**COUNTY:** Fergus

**DISTRICT:** Lewistown School District #1

**LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:**

**Highland Park Elementary**

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1. **Standard(s) for which a variance is requested, e.g., 10.55.709. If there is a program delivery standard, be sure to list it as well, e.g., 10.55.1801.**

10.55.709 Library Media Specialist FTE for Highland Park School



- 2. Provide evidence that local community stakeholders were involved in the consideration and development of the proposed renewal variance application. Community stakeholder groups include parents, community members, and students as applicable.**

Parents, community members, Lewistown City Library and students have been involved in the initial and now the renewal application for variances of standards. Lewistown Public Schools has a very good relationship with the City Library and its patrons.

- 3. Provide evidence local school stakeholders were involved in the consideration and development of the proposed renewal variance application. School stakeholder groups include trustees, administrators, teachers and classified school staff.**

Lewistown School Board of Trustees, all Elementary Principals, Elementary Teachers, including the Elementary Library/Media Specialist, and Classified Staff have all worked together with the Lewistown City Library. We have really relied on the City Library to meet accreditation standards with our Library staffing and have enjoyed the Library Patrons reading to our kids. This relationship has been invaluable to our Highland Park students.

4. **Attach Board of Trustee meeting minutes that show the Board of Trustees approved the application for a renewal variance at an official, properly noticed meeting.**
5. **Reflection upon initial variance:**
  - a. **Describe the specific measurable objectives that were listed in the initial variance application that demonstrated how the proposed variance was to meet or exceed the results under the current standard(s).**

The extra time in the City Library has exceeded the current Library/Media Standards. Highland Park students get to enjoy another library with multiple resources and we even have our retired community read to our kids. The City Librarian has been amazing in helping our kids research and take advantage of the resources that our school library does not have. This has been an incredible partnership with the City of Lewistown and Lewistown Public Schools.

- b. **Provide a summary of the evidence or data gathered to demonstrate that the initial variance meets or exceeds results that could have been achieved under the established standard.**

The extra time for Highland Park students in the City Library have exceeded the results outlined under the established standard. Highland Park students have been introduced to another library with many resources that our school library does not have. In addition, many of our students take advantage of the City Library's resources in the summer and on weekends that without that exposure, they may never had known. All of our Highland Park students and most of their parents, have their City of Lewistown Library Pass.

- c. **After reflection on the initial variance, describe any adjustments that need to be made to meet the specific needs of the students in the school(s).**

We have made adjustments to actually increase our time at the City Library and we have added a paraprofessional to help our Special Needs students during their time in the City Library. The Lewistown City Library Staff has established strong relationships with the students and staff at Highland Park.

6. **Provide a statement of the mission and goals of this proposed renewal variance.**

The mission and goals of this renewal variance is to meet accreditation standards for staffing and library time for our Highland Park Elementary students. Another goal is provide a different library experience for our students so they can enjoy the City Library on weekends and in the summer months. The City Library has additional staff and volunteers that create a life-long learning experience.

7. **List specific measurable objectives that demonstrate the proposed renewal variance will meet or exceed the results under the current standard(s).**

The measurable objectives of increased library staffing and library time in the City Library for all Highland Park Students for one hour each week in addition to their library time at Highland Park will exceed the results under the current standard(s).

**8. What data or evidence will be gathered to document progress toward meeting the measurable objectives of the renewal variance?**

Highland Park students are provided an additional one hour each week of library time under the tutelage of the City of Lewistown Library staff and volunteers. We collect data on the library activities and resources that students receive at the City of Lewistown Library. This exceeds the measurable objectives of the renewal variance.

**9. In what way does this variance meet the specific needs of the students in the school(s)?**

This variance meets or exceeds the specific needs of students at Highland Park by providing additional library time and staffing at the City of Lewistown Library.

**10. Describe how and why the proposed variance would be:**

**a. Workable**

Every school day, we bus one classroom to the City of Lewistown Library in the morning and afternoon. In this manner, we easily exceed the standards for accreditation. The City Library is about 5 blocks from Highland Park so this arrangement is very workable.

**b. Educationally sound.**

We believe our kids are receiving an even better educationally sound practice because they are exposed to another library with additional resources that can be accessed in the summer and on weekends in addition to the normal school library time.

- c. **Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.2101.**

This renewal application for variance of standards aligns with 10.55.709 Library Media Specialist FTE.

- d. **Where applicable, aligned with content standards under ARM Chapters 53 and 54.**  
NA

**Required school district signatures:**

Board Chair Name: \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail the signed form to:**

**Accreditation and Educator Preparation Division  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501**

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**OPI USE ONLY**

Superintendent of Public Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approve ☐ Deny

Board of Public Education Chair: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approve ☐ Deny

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/02/2022

Agenda Item No.

7

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees    Prepared By: Christy Rogers

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:**    Approve All Items

☒ Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Wednesday March 2, 2022**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>GUGLIELMO, Chris</b>	Principal	Fergus High School	Approve appointment on schedule --FERGUS HIGH PRINCIPAL Matrix MA Step 1 for the 2022-2023 school year for up to 222 days	7/1/2022	Thom Peck	Replacing Tim Majerus
<b>KONERT, Shawna</b>	Paraprofessional	Highland Park Elementary School	Approve appointment on schedule --PARA EDUCATOR Step 7 for up to 7.5 hours per day for up to 64 days	2/24/2022	Matthew Ventresca	Return to position after resignation



## **School District #1 Mission Statement:**

***Excellence Today, Success Tomorrow***

## **Core Values of the Lewistown Public Schools:**

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

PUPIL INSTRUCTION	First Semester				89 days	Second Semester				90 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 25	to	Aug 27	3	First Week	Jan 18	to	Jan 21	4
	Second Week	Aug 30	to	Sept 3	5	Second Week	Jan 24	to	Jan 28	5
	Third Week	Sept 7	to	Sept 10	4	Third Week	Jan 31	to	Feb 4	5
	Fourth Week	Sept 13	to	Sept 17	5	Fourth Week	Feb 7	to	Feb 11	5
	Fifth Week	Sept 20	to	Sept 24	5	Fifth Week	Feb 14	to	Feb 18	5
	Sixth Week	Sept 27	to	Oct 1	5	Sixth Week	Feb 21	to	Feb 24	4
	Seventh Week	Oct 4	to	Oct 8	5	Seventh Week	Feb 28	to	March 4	5
	Eighth Week	Oct 11	to	Oct 15	5	Eighth Week	March 7	to	March 11	5
	Ninth Week	Oct 18	to	Oct 20	3	Ninth Week	March 14	to	March 17	4
	Tenth Week	Oct 25	to	Oct 29	5					42
					45					
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Nov 1	to	Nov 3	3	First Week	March 21	to	March 25	5
	Second Week	Nov 8	to	Nov 12	5	Second Week	March 28	to	April 1	5
	Third Week	Nov 15	to	Nov 19	5	Third Week	April 4	to	April 8	5
	Fourth Week	Nov 22	to	Nov 24	3	Fourth Week	April 11	to	April 15	5
	Fifth Week	Nov 29	to	Dec 3	5	Fifth Week	April 19	to	April 22	4
	Sixth Week	Dec 6	to	Dec 10	5	Sixth Week	April 25	to	April 29	5
	Seventh Week	Dec 13	to	Dec 17	5	Seventh Week	May 2	to	May 6	5
	Eighth Week	Dec 20	to	Dec 22	3	Eighth Week	May 10	to	May 13	4
	Ninth Week	Jan 3	to	Jan 7	5	Ninth Week	May 16	to	May 20	5
	Tenth Week	Jan 10	to	Jan 14	5	Tenth Week	May 23	to	May 27	5
					44					48
										Total Days 179

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

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



