

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LEWISTOWN JUNIOR HIGH SCHOOL**  
914 West Main Street  
Lewistown MT 59457

**MONDAY, November 10, 2014**

**BOARD ROUNDTABLE DISCUSSION – JUNIOR HIGH STAFF**

**LJHS FACS ROOM – 5:30 P.M. TO 6:30 P.M.**

**REGULAR BOARD MEETING – LJHS ART ROOM**

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

1. Roll Call
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Report—Student Representative
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.
6. Discussion—Possible Retirement Incentive

**SUPERINTENDENT'S REPORT**

7. Other Items

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

9. Minutes of the October 13, 2014, Regular Board Meeting

**APPROVAL OF CLAIMS**

10. Claims

**INDIVIDUAL ITEMS**

11. Approve Request for Extension of Lewistown Public Schools Bus Route 8
12. Approve Agreement between Lewistown Public Schools and the City of Lewistown
13. Approve Out-of-District Student Attendance Agreement Requests for Placement in the Lewistown Public Schools
14. Approve the Architectural and Engineering Services Proposal from A&E Architects for the Lewistown Public Schools Bus Barn Addition and Remodel
15. Approve Additions to the Substitute List for the 2014-2015 School Year
16. 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

11/10/2014

Agenda Item No.

3

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees    Prepared By: Jessica Kindzerski    Date: 11/10/2014

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/10/2014

Agenda Item No.

4

☐ 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: 11/10/2014

**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.

The **Activities Committee** will report on the meeting from Tuesday, October 21, 2014. During that meeting the Girl's Softball/Boy's Cross Country Group asked to come and address the Board as a whole about the possible funding of these programs.

**SUGGESTED ACTION:** Informational Report

☒ 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

11/10/2014

Agenda Item No.

5

☐ 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: 11/10/2014

**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						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

11/10/2014

**Agenda Item No.**

6

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

**ITEM TITLE:** DISCUSSION—POSSIBLE RETIREMENT INCENTIVE

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_    **Date:** 11/10/2014

**SUMMARY:**

The Board of Trustees will discuss the possibility of offering a retirement incentive for the certified staff.

**SUGGESTED ACTION:** Informational

☐ 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**

11/10/2014

**Agenda Item No.**

7

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

**ITEM TITLE:** OTHER ITEMS

**Requested By:** Superintendent    **Prepared By:** Superintendent    **Date:** 11/10/2014

**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.

- ❖ Parent/Teacher Conferences
- ❖ Lt. Governor Angela McLean Visit
- ❖ Montana Quality Education Coalition (MQEC) Membership Drive
- ❖ Superintendent's Evaluation—December 8, 2014
- ❖ LJHS Veteran's Day Presentation—Tuesday, November 11, 2014—2:00 p.m.
- ❖ FFA—John Deere AG Expo— November 13-14, 2014—Bozeman
- ❖ VB—State Class A Tournament—November 13-15, 2014—TBA —Bozeman
- ❖ BBB/GBB/WR—First Day of Practice—Thursday, November 20, 2014
- ❖ Lewis & Clark Band & Choir Concert—Tuesday, November 25, 2014—7:00 p.m.—FCPA
- ❖ No School—November 26-28, 2014—Thanksgiving Vacation
- ❖ Eagle Booster Meeting—Monday, December 1, 2014—7:00 p.m.
- ❖ FCCLA Chapter Meeting—Tuesday, December 2, 2014—6:30 p.m.
- ❖ FHS Band Concert—Thursday, December 4, 2014—7:00 p.m.—FCPA
- ❖ Blue/Gold Scrimmages—Friday, December 5, 2014

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

**From:** Dianne Burke [mailto:[dburke@mqec.org](mailto:dburke@mqec.org)]  
**Sent:** Tuesday, November 4, 2014 10:01 AM  
**To:** [jbutcher@lewistown.k12.mt.us](mailto:jbutcher@lewistown.k12.mt.us)  
**Subject:** Montana Quality Education Coalition - FY15 Membership

Hello Jason,

As we gear up for the 2015 Legislative Session, the Montana Quality Education Coalition is conducting its fall membership drive. MQEC is the “Constitutional Guardian” of public school funding, and since 2001 we’ve been advocating for, pursuing, and defending the need for adequate funding for Montana’s public school students. During the 2013-2014 school year, Montana public schools received an average of \$839/student in additional funding due to MQEC’s efforts in the legislature and the courts. Privatization efforts promise to target public school funding in the upcoming Legislative Session, and a unified voice is critical to our success in 2015.

I’ve sent a separate MQEC newsletter that contains more detailed information about MQEC’s value and history that you can share with your board, and you can also access the newsletter [using this link](#). Please consider joining your colleagues this year as members in MQEC. Your 2015 dues statement is attached to this email.

If I can answer any questions for you, please do not hesitate to contact me.

I look forward to adding your district to our FY15 membership roster!

Sincerely,

Dianne

**Dianne Burke | Executive Director | Montana Quality Education Coalition**  
P. O. Box 993 | Helena, MT 59624 | [dburke@mqec.org](mailto:dburke@mqec.org) | [www.mqec.org](http://www.mqec.org)  
Voice: [406-449-4594](tel:406-449-4594)



**PO Box 993  
Helena MT 59624**

# Fiscal Year 2015 Membership Dues

**Bill To:**

**Mr. Jason Butcher**  
**Lewistown Public Schools**  
**215 7th Avenue South**  
**Lewistown, MT 59457**

**Date:** 11/1/2014

Date	Description	Amount
10/01/2014	MQEC Membership - Fiscal Year 2015	2,500.00

**Amount Due: \$2,500.00**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/10/2014

Agenda Item No.

8

☐ 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: 11/10/2014

**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:**

	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

11/10/2014

Agenda Item No.

9

☒ 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: 11/10/2014

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the October 13, 2014, 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**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, October 13, 2014**

**REGULAR BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Barb Thomas, CJ Bailey, Jeremy Bristol, Phil Koterba, Shelley Poss, Jennifer Thompson

TRUSTEES ABSENT:

Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Margee Smith, Scott Dubbs, Matt Ventresca, Bobbie Atchison, Nancy Mattheis

OTHERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance

**BOARD OF TRUSTEES**

3. INTRODUCTION—LEVI TALKINGTON, SCHOOL RESOURCE OFFICER

Superintendent Jason Butcher introduced Levi Talkington, the new School Resource Officer (SRO) for the Lewistown Public Schools for the 2014-2015 School Year.

4. INTRODUCTION—MATT VENTRESCA, GARFIELD ELEMENTARY SCHOOL PRINCIPAL

Superintendent Jason Butcher introduced Matt Ventresca who was hired as the Principal at Garfield Elementary School.

5. PRESENTATION—CENTRAL OFFICE UPDATE

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board of Trustees some of the changes and updates that have occurred at the Business Office over the last couple of years.

6. REPORT—STUDENT REPRESENTATIVE

Jessica Kindzerski was unable to make the meeting. A hard copy of report was included in the agenda.

7. REPORT—COMMITTEES OF THE BOARD

The Transportation Committee met September 30, 2014. The Committee's recommendation for Architect plans will be put forward for approval later in this meeting. The Activities Committee (Shelley Poss and CJ Bailey) will meet on Tuesday, October 21, 2014, at 7:00 a.m. to discuss the Girls Softball/Boys Cross Country Program. Jeremy Bristol will also attend this meeting, as he was on the Board when the program was initially set up.

8. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

## **SUPERINTENDENT'S REPORT**

### **9. REPORT—INVESTMENT**

Interest earned and distributed for September 2014, was reported with \$269.65 in the elementary funds and \$209.90 in the high school funds for a total of \$479.55.

### **10. OTHER ITEMS**

Superintendent Jason Butcher presented the Trustees with the October 2014 Enrollment Count. Mr. Butcher shared with the Board about the assembly with VJ Smith, Motivational Speaker. FCCLA is going to partner with the Community Cupboard for a food drive competition at each of the schools starting October 20, 2014. Board Tours have been scheduled for Tuesday, November 4, 2014. MCEL is scheduled for October 15-17, 2014, in Billings. The Board also reviewed dates for upcoming events in the District. Roundtables will begin at the November Board Meetings with the first being at the Junior High School.

## **PUBLIC PARTICIPATION**

### **11. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD**

There was no public input.

## **ACTION ITEMS**

### **MINUTES**

### **12. MINUTES OF THE SEPTEMBER 8, 2014, REGULAR BOARD MEETING – approved unanimously (Bailey/Thompson).**

### **APPROVAL OF CLAIMS**

### **13. CLAIMS – the claims referenced in the 2014-2015 Bill Schedule and submitted through October 9, 2014, were approved unanimously (Koterba/Bailey). The Finance Committee for October-December 2014 are Board Chair Barb Thomas, Phil Koterba, CJ Bailey, and Monte Weeden.**

### **INDIVIDUAL ITEMS**

### **14. APPROVE RECOMMENDATION FROM THE TRANSPORTATION COMMITTEE TO ACCEPT A&E ARCHITECT'S PLANS FOR THE REMODEL OF THE NEW BUS BARN – With the change that the plans will include outbuilding door additions and if there is a significant change in cost due to the doors a special meeting will be held – approved unanimously (Thompson/Bailey).**

### **15. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Bristol/Koterba).**

### **16. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2014-2015 SCHOOL YEAR – Substitute Teacher/Aide List—Darlene Beaudry, Kathy Berberet, Sheila Dyck, Derree Kamp, Suzi Parson, Tomas Robinson; Substitute School Food List—LaVonne (Foss) Wilson – approved unanimously (Thompson/Poss).**

### **17. APPROVE PERSONNEL REPORT – See Exhibit A – With the change that Kelly Henderson is hired to work for up to 7.5 hours per day – approved unanimously (Poss/Thompson).**

## **ADJOURNMENT**

The meeting was adjourned at 7:10 p.m. The next regular meeting will be held on November 10, 2014, at 6:30 p.m. at the Lewistown Junior High School (Bristol – unanimous).

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

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

**“EXHIBIT A”  
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** October 13, 2014

<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, Kelly</b>	Paraprofessional	Lewistown Junior High School	Approve appointment on schedule— PARA Step 0+CERT up to <del>7.00</del> 7.50 hours per day	October 13, 2014	See attached memo.
<b>LONG, Jared BOYCE, Kim GOBBLE, Chris POSS, Rick 9 Students</b>	FFA Advisor Adult Chaperone Adult Chaperone Adult Chaperone	Fergus High School	Approve Out-of-State Travel to attend the National FFA Convention in Louisville, KY	October 25, 2014 – November 2, 2014	See attached letter.
<b>DECOCK, Adrienna MANGOLD, Mike SHELAGOWSKI, Brett</b>	Science Bowl / Science Olympiad Co-Advisors	Fergus High School	Approve appointment on schedule— (0.055 -- \$1,722.21) \$574.07 Each	October 13, 2014	See attached memo.
<b>LEO, Kristine</b>	Head Speech & Drama Coach	Fergus High School	Approve appointment on schedule— (0.110)	October 13, 2014	See attached memo.
<b>POUKISH, Nathan</b>	Assistant Speech & Drama Coach	Fergus High School	Approve appointment on schedule— (0.075)	October 13, 2014	See attached memo.
<b>WILSON, Ryan</b>	Volunteer Speech & Drama Coach	Fergus High School	Approve appointment on a volunteer basis	October 13, 2014	See attached memo.
<b>LEO, Kristine</b>	First Grade Teacher	Highland Park Elementary School	Approve request to pursue a Master’s Degree in Educational Leadership	October 13, 2014	See attached letter.

**“EXHIBIT A”  
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** October 13, 2014

<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>PETERSEN, Kelcy</b>	Cheerleading Coach	Lewistown Junior High School	Approve appointment on schedule—(0.030)	October 13, 2014	See attached memo.
<b>WOJTOWICK, Tom</b>	Accompanist	Fergus High School	Approve appointment on schedule— PARA Step 0 for up to 15.00 hours per week for the remainder of the 2014-2015 School Year	October 13, 2014	See attached memo.
<b>SPOJA, Mary Helen</b>	Accompanist	Lewistown Junior High School	Approve appointment on schedule— PARA Step 6 for up to 3.0 hours per day for up to two days per week for the remainder of the 2014-2015 School Year	October 13, 2014	See attached memo.
<b>HENSLEY, Dan</b>	Custodian	Fergus High School	Accept letter of resignation	October 15, 2014	See attached letter.
<b>WATT, Darleen</b>	Paraprofessional	Lewistown Junior High School	Accept resignation via email message to Principal Tim Majerus	September 30, 2014	See attached message.
<b>CARTER, Austin</b>	Technology Support Specialist	School District #1	Approve appointment on schedule— COMPUTER TECH Step 0 for up to 8.0 hours per day for up to 90 days	September 23, 2014 – January 26, 2015	See attached hiring recommendation.

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/10/2014

**Agenda Item No.**

10

☒ **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:** 11/10/2014

**SUMMARY:**

Approve claims paid through November 6, 2014, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2014 include: Board Chair Barb Thomas, CJ Bailey, Phil Koterba, and Monte Weeden.

**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**

11/10/2014

**Agenda Item No.**

11

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

**ITEM TITLE:** APPROVE REQUEST FOR EXTENSION OF LEWISTOWN PUBLIC SCHOOLS BUS ROUTE 8

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 11/10/2014

**SUMMARY:**

The Board of Trustees needs to approve the recommendation from Steve Klippenes, Transportation Director, to grant the request from Scott and Nicole Wichman for the extension of Bus Route 8.

**SUGGESTED ACTION:** Approve Request for Extension of Lewistown Public Schools Bus Route 8

☒ **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						



# Memorandum

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**To:** Lewistown Public Schools Board of Trustees  
**From:** Steve Klippenes, Transportation Supervisor  
**Date:** October 24, 2014  
**Re:** Bus Route Extension Request

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Scott and Nicole Wichman, who live at 3737 Wolverine Road have requested that we extend our bus route to their house. They have two children: one in first grade and the other in third grade. The children would have to walk a half a mile to the bus. This location has a large turn around area and the Wichmans would keep the snow plowed. This extension to the route would add 1 mile in the morning and 2.4 miles in the afternoon. I would like to recommend that we make this addition to Route 8. There is enough time on this route that would allow for this extension.



Google earth

feet  
meters



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

**BOARD AGENDA ITEM**

**Meeting Date**

11/10/2014

**Agenda Item No.**

12

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

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

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 11/10/2014

**SUMMARY:**

The Board of Trustees needs to approve the agreement between the Lewistown Public Schools and the City of Lewistown to define and describe the rights and obligations of the parties with respect to the operations of a recreational program for the 2014-2015 School Year. This agreement includes a 1.5% increase for an overall total increase of \$73.55.

**SUGGESTED ACTION:** Approve Agreement between Lewistown Public Schools and the City of Lewistown

☒ **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						

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

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the **2014-2015** school year.

**FACILITIES**

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

**SUPERVISION/OPERATION**

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

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for overall program supervision.

2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible for supervision of the day-to-day operation of the program. The Recreation Director shall become involved in scheduling, budgeting and direct supervision of the Buildings and Grounds Supervisor.

3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be responsible for scheduling and supervision of SCHOOL maintenance equipment.

## **BUDGET**

The SCHOOL will be responsible for paying the sum of \$4,976.95 for the following items:

Rent	\$3,793.04
Recreation Director	\$ 482.75
Honorarium for Professional Assistance	\$ 287.36
Equipment	<u>\$ 413.80</u>
Total	\$4,976.95

The total amount shall be payable by the SCHOOL to the CITY upon execution of this Agreement. Thereupon, the CITY shall be responsible for administering payment of such funds in accordance with the items indicated above. The foregoing budget may be changed or modified by the parties in writing. In addition, the SCHOOL will provide maintenance equipment and operators as needed by the Recreational Director and approved by the Buildings and Grounds Supervisor at a charge of \$26.00 per hour.

## **TERM**

The term of this Agreement shall be for one year, commencing on July 1, 2014 and ending on June 30, 2015.

## **RELEASE/INDEMNIFICATION**

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

Dated this 20<sup>th</sup> day of October, 2014.

**ATTEST:**

**CITY OF LEWISTOWN**

\_\_\_\_\_  
NIKKI BRUMMOND, City Clerk

\_\_\_\_\_  
KEVIN MYHRE, City Manager

**ATTEST:**

**SCHOOL DISTRICT NO. ONE**

\_\_\_\_\_  
REBEKAH RHOADES, Board Clerk

\_\_\_\_\_  
BARBARA THOMAS, Board Chair

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/10/2014

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS

**Requested By:** Board of Trustees    **Prepared By:** Jason Butcher    **Date:** 11/10/2014

**SUMMARY:**

The Board of Trustees needs to approve the following requests for out-of-district students to attend the Lewistown Public Schools as indicated below. The districts of residence are Moore Public Schools and Winifred Public Schools.

Sean Zimmer  
Kylie Zimmer  
Anna Zimmer  
1855 Taylor Road  
Moore MT 59457

3<sup>rd</sup> Grade  
6<sup>th</sup> Grade  
8<sup>th</sup> Grade

Garfield Elementary  
Lewis & Clark Elementary  
Lewistown Junior High

Travis K. McAlpin  
Bryce P. Denton  
745 Armells Road  
Hilger MT 59451

4<sup>th</sup> Grade  
8<sup>th</sup> Grade

Garfield Elementary  
Lewistown Junior High

**SUGGESTED ACTION:** Approve Out-of-District Student Attendance Agreement Requests for Placement in the Lewistown Public Schools

☐ 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**

11/10/2014

**Agenda Item No.**

14

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

**ITEM TITLE:** APPROVE THE ARCHITECTURAL AND ENGINEERING SERVICES PROPOSAL FROM  
A&E ARCHITECTS FOR THE LEWISTOWN PUBLIC SCHOOLS BUS BARN ADDITION  
AND REMODEL

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 11/10/2014

**SUMMARY:**

The Board of Trustees needs to approve the Architectural and Engineering Services Proposal from A&E Architects for the Lewistown Public Schools Bus Barn Addition and Remodel located at 716 Crowley Avenue. A&E Architects' proposal is attached for your review.

**SUGGESTED ACTION:** Approve the Architectural and Engineering Services Proposal from A&E Architects for the Lewistown Public Schools Bus Barn Addition and Remodel

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

**NOTES:**

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



November 4, 2014

Mr. Paul Stengel  
*Maintenance Director*  
**Lewistown Public Schools**  
215 7th Avenue South  
Lewistown, MT 59457  
Via email: pstengel@lewistown.k12.mt.us

**Re: LPS Bus Barn Addition & Remodel**  
**Construction Documents, Bidding & Construction Administration**  
Architectural & Engineering Services Proposal

Dear Paul:

Thank you for allowing us the opportunity to present a proposal for the A/E services to modify the existing Torgerson Tractor Supply facility and design a metal building addition to the north end. We hope to move the project forward quickly now that Option 5A was approved by the School Board. With the information we have gained from you and what is included in the drawings for Option 5A, following is our proposal:

Scope of Work:

Coordinate with Local and State code authorities to construct the remodel of the existing shop facility, out-building, and new addition on the north end of the shop building.

1. Provide drawings to show architectural and engineering elements necessary for the construction of the above components, constructed and finished to be similar to the existing building.
2. Coordinate with metal building manufacturer to provide documents for construction of pre-engineered metal building.
3. Construction drawings suitable for building permit, complying with all applicable Local, State and Federal building codes.
4. Specifications for construction materials to be used.
5. Project Manual containing contractual documents and bidding/negotiation procedures and obligations.
6. Identify elements to be provided "by Owner", such as signage, on the design drawings to facilitate coordination of utilities and construction activities.
7. GC/Subcontractor bidding should occur in early winter of 2015 to allow construction to start in spring of 2015. Either a negotiated or traditional bidding approach could be used.

Proposed Services:

- Basic Design Services –Construction Documents, only. Schematic Design and Design Development drawings have been completed prior to this proposal
  - Construction Cost Estimates -Provided by A&E at the end of the construction drawing phase.
- Project Management Services – Bidding & Negotiation and Construction Administration consultation for questions arising during construction, code authority coordination, bidding assistance, and shop drawing review.

Appropriate engineering disciplines would be included in all above phases and are included in the fees listed later in this document. We have proposed to use Con'Eer Engineering for M/P/E work, and Whitten Borges PC for structural work for this project. A&E has a long history of successful projects with these firms over the past 40 years.

All documents would be produced in AutoCAD 2014. PDF electronic files would be used for printing and archival purposes.

608 N. 29TH ST.

BILLINGS, MT 59101

PH 406.248.2633

FAX 406.248.2427

222 N. HIGGINS AVE.

MISSOULA, MT 59802

PH 406.721.5643

FAX 406.721.1887

428 E. MENDENHALL

BOZEMAN, MT 59715

PH 406.698.5932

[www.aearchitects.com](http://www.aearchitects.com)

Lewistown Public Schools  
Bus Barn Addition & Remodel

Architecture/Engineering Services Proposal  
A&E Architects, P.C.

### Proposed Fees:

A&E's professional services are typically based upon (1) anticipated disciplines (people) required to address the requirements of the project, (2) depth of work or analysis that may not be completely or clearly defined, (3) number of hours anticipated for each member of the team for the duration of the project (an assumption based upon #2 above, (4) hourly rates of each team member (varies according experience, home base salary structure, and firm's overhead rate), and (5) direct expenses. For this project, we expect the team from the Billings office to consist of Ric Heldt, AIA, ACHA Principal (Planner/Designer/Management), Chad Schreiner and/or Ben Lombardozi, Senior AIT (Project Manager), and Joe Richardson (CADD).

Civil engineering, surveying or geotechnical investigation is not included in our fees, as a specific need for that service does not seem necessary at this point. However, should the need arise, A&E will coordinate with those engineers and surveyors in an appropriate fashion. Hazardous materials abatement should not be necessary in the existing building per the property inspection report you have given A&E. If hazardous materials do become an issue, A&E Architects would coordinate with an appropriate specialist, contracted directly to you, to document the necessary abatement measures during the construction process.

### Fee Basis:

#### Arch. & Engineering Construction Documents, Estimate & Project Manual:

Architectural:	\$ 12,100	
Structural:	\$ 7,000	
Mechanical/Electrical:	\$ 5,500	
CONST. DOCS. SUBTOTAL:		\$ 24,600

#### Bidding, Negotiation, Contracts & Code Authority Submittal:

Architectural:	\$ 1,600	
Structural:	\$ 0	
Mechanical/Electrical:	\$ 1,000	
BID & NEGOT. SUBTOTAL:		\$ 2,600

#### Construction Administration (Submittal Reviews, RFI's, Pay Applications, etc.)

Architectural:	\$ 6,300	
Structural:	\$ 1,500	
Mechanical/Electrical:	\$ 1,000	
CONST. ADMIN. SUBTOTAL:		\$ 8,800

TOTAL PROFESSIONAL FEES: \$ 36,000

#### On-site Trips

Const. docs: 1 On-site Coordination/Verification Trip (Arch & Mech):	\$ 1,650
Pre-bid Site Meeting (Arch Only):	\$ 750
Architectural On-site Inspection (per trip, as requested):	\$ 750
Mech/Elec on-site Inspection (per trip, as requested):	\$ 900

Our fees are billed on a percentage of completion basis, monthly, with payment due 30 days from invoicing and 12% interest per annum added to any invoices 60 days past due. For any additional services that may arise, we would either negotiate a lump sum fee for such services or rely on current hourly rates for personnel, if necessary. Any additional fees would be approved by the Owner prior to commencement of the design work. Current hourly rates are as follows:

Principal	\$160	Ric Heldt
Jr. Principal	\$135	
Senior Architect	\$110	
Preservation Architect	\$105	
Associates	\$105	
Designer	\$100	
Architect	\$ 95	
Construction Administrator	\$ 90	

Senior AIT	\$ 85	Chad Schreiner / Ben Lombardoizzi
AIT	\$ 80	
CADD Tech	\$ 80	Joe Richardson
Clerical	\$ 70	Deidra Halvari

Printing and mailing is not included in the above professional fees, but would be billed at our cost as "reimbursables" without any markup. We estimate reimbursable costs for this project, not including City Plan Review or Building Permit Fees, to be about \$2,000, with about 80% of that cost for printing the construction drawings and project manual. Typical reimbursable costs might also include:

Mileage	\$0.56 /Mile or Gov't Allowable Rate
Airline Fees	At Current Rate
Per Diem	\$ 50 /day
Web conferencing	No Charge
Video conferencing	No Charge
Tele-conferencing	No Charge
Shipping	At Current Rate
In-house Prints for Owner Use	\$1.00 Per SF for B&W sheet
	\$2.00 per SF (color sheet)
	\$0.10 /page b&w 8x11
	\$1.00 /page color 8x11
	\$0.20 /page b&w 11 x 17
	\$2.00 /page color 11 x 17

At this point, I only foresee one additional site visit for final field verification to coordinate engineering systems, then one visit for an on-site pre-bid meeting. Any other site visits would be billed as stated in our fee breakdown (above), per trip. We plan to conduct any design review meetings via web conference using GoTo Meeting or our in-office HD Videoconferencing, both with graphic presentation ability and at no cost to the client.

Availability:

Our firm is working on other projects that fulfill the time of approximately 80% of our capacity through January, which leaves adequate capacity to take on this project. We are available to begin this effort immediately.

Anticipated Project Schedule:

A&E recognizes the benefit and necessity to conduct thorough Owner/User design review meetings, and to allow the Owner/User to have their own time to develop input in the process. Therefore, the schedule proposed below may change somewhat pending Owner/User review and input timeframes:

- Proposal Acceptance / Owner-Architect Contract Development by 11/14/2014
- Engineering criteria coordination with Paul Stengel complete by 11/28/2014
- Construction Documents complete by 1/5/2015 – 1 web/video meeting & 1 on-site verification
- Bidding & Negotiation complete by 1/27/2015 – 1 pre-bid on-site meeting
- Contract Development complete by 2/13/2015 (formulate standard AIA contract)
- Shop processing & materials procurement begins on 2/16/2015
- On-site Construction starts 4/6/2015, with presumed duration of approximately 4 to 7 months

Professional Liability Insurance:

A&E maintains the following insurance coverage for claims which may arise in the performance of the services outlined in this agreement:

General Liability
\$1,000,000 each occurrence
\$2,000,000 aggregate
\$1,000,000 personal injury aggregate
\$10,000 Medical Expense Each Claim

**Automobile Liability**

Including the loading and unloading thereof with limits of: Bodily Injury and Property Damage Liability, \$1,000,000 each accident

**Workers' Compensation**

To the full extent as required by applicable law; and Employer's Liability

Insurance \$500,000 bodily injury by accident, each employee; \$500,000 bodily injury by disease, each employee; and \$500,000 aggregate, bodily injury by disease.

**Professional Liability**

From and after the date hereof for a period of at least three (3) years following the date of substantial completion of the Architect's services, under this Agreement, the architect shall maintain a noncancellable errors and omissions insurance policy (the "Policy" insuring the Architect and Architect's Subconsultants with limits of insurance of at least \$2,000,000 per claim and in the aggregate with respect to claims made against the Architects or Architect's Subconsultants for negligent acts, errors or omissions of or attributable to the Architect or Architect's Subconsultants in the performance of such services, including prior acts, which amount shall not, however, be construed as a limitation of the liability of the Architect with respect to the services to be performed under or pursuant to this Agreement. The insurance herein provided may allow for a reasonable deductible amount up to a maximum deductible of \$45,000.

A&E is very excited about this opportunity to work with Lewistown Public Schools to continue with a long-term relationship. I have really enjoyed working with you, Steve, and the rest of the staff in Lewistown Public Schools. We are prepared to discuss more detail or answer any questions you have at your earliest convenience. Please let us know if we can provide any additional information to help keep this project moving.

Sincerely,

**A&E Architects, PC**



Ric Heldt, AIA, ACHA, ASAI  
Principal

If this proposal meets with Owner's approval, please complete the approval portion below and return one (1) original copy or scan and email to A&E. This Proposal may be withdrawn or amended if not executed within thirty (30) days of the date of this Proposal.

Authorized Signature:

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Title / Position of Signer:

---

Organization:

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Date:

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LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/10/2014

Agenda Item No.

15

☐ 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: 11/10/2014

**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:

Lee Stahl  
Brett Thackeray

Substitute Bus Driver List

Lee Stahl

Substitute Custodian List

Shelley Perlichek  
Chanoknan (Phen) Samudwech

Substitute School Food List:

Shelley Perlichek  
Laurie Wolgast

**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
<b><i>Board Action</i></b>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/10/2014

Agenda Item No.

16

☐ 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: 11/10/2014

**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:** November 10, 2014

<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>ARMSTRONG, Chad</b>	Driver Education Instructor	Fergus High School	Approve appointment at \$20.00 per hour as needed for behind-the-wheel driving instruction	August 27, 2014 – June 4, 2015	Chad is teaching a section of Driver's education during each semester at Fergus High School. Driving time for students will be after normal school hours.
<b>MCCONNELL, Dave</b>	Driver Education Instructor	Fergus High School	Approve appointment at \$20.00 per hour as needed for behind-the-wheel driving instruction	August 27, 2014 – June 4, 2015	Dave will only be assisting in the behind-the-wheel driving instruction.
<b>DEFFINBAUGH, Gary</b>	Custodian	Fergus High School	Approve appointment on schedule—MAINT II Step 0 for up to 8.0 hours per day for up to 260 days per year (167 days for the remainder of 2014-2015 FY)	November 10, 2014	See attached hiring recommendation.
<b>MARCINIAK, Raymond "Levi"</b>	Paraprofessional	Lewistown Junior High School	Approve appointment on schedule—PARA Step 0+CERT for up to 8.0 hours per day for up to 148 days for the remainder of the 2014-2015 School Year	October 21, 2014	See attached hiring recommendation.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Gary Deffinbaugh

For:

Job Title Custodian

Classification MAINT II

Step 0

Work location Fergus High School

Date Effective November 10, 2014

Days per yr/Hrs per day 260 days per year / 8 hours per day  
(167 days for remainder of 2014-2015 FY)

SELECTION COMMITTEE: Joel Bennett

Dan Konert

Paul Stengel

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on November 10, 2014.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**HIRING RECOMMENDATION**

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Raymond Levi Marciniak

For:

Job Title Paraprofessional

Classification PARA

Step Step 0 + CERT

Work location Lewistown Junior High School

Date to begin work October 21, 2014

Days per yr/Hrs per day 148 days per year / 8.00 hours per day

SELECTION COMMITTEE: Tim Majerus

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

\_\_\_\_\_  
Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on November 10, 2014.

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