

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, April 8, 2019

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance
3. Recognition—Fergus High School FCCLA and Advisor, Sue Nefzger
4. Report—Student Representative
5. Report—LEA
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.
8. Report—Election Information
9. Report—Budget Update
10. Report—Investment
11. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

13. Minutes of the March 11, 2019, Regular Board Meeting
Minutes of the March 25, 2019 Special Board Meeting

APPROVAL OF CLAIMS

14. Claims

INDIVIDUAL ITEMS

15. Second Reading---Board Policy 1000 ---Legal Status and Operation
16. Second Reading---Eliminate Board Policy ---1100--- Organization
17. Second Reading---Board Policy 1310—Adoption and Amendment of Policies
18. Second Reading---Board Policy 3226---Bullying/Harassment/Hazing/Intimidation/ Menacing
19. Second Reading---Board Policy 6121F District Organization--Organizational Chart
20. Second Reading ---Board Policy 6110F Formal Superintendent Evaluation Form
21. Approve Inter-local Agreement between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative
22. Approve Certification for Indirect Cost Rates for FY 2019-2020
23. Approve 2019-2020 Classified Salary Matrix
24. Approve Additions to the Substitute List for the 2019-2020 School Year
25. Approve Personnel Report

ADJOURNMENT

*A hard copy of the complete Agenda is available at the LPS Central Office
or on the Lewistown Public Schools Website:
<http://www.lewistown.k12.mt.us/content/266>*

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

3

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL FCCLA,

Requested By: Board of Trustees **Prepared By:** Sue Nefzger

SUMMARY:

The Board of Trustees would like to recognize and congratulate Sue Nefzger, FCCLA Advisor, and members of the Fergus High School FCCLA team for their success at the FCCLA State Leadership Conference.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

4

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Libbey Fried-Jenness

SUMMARY:

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

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

5

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees **Prepared By:** LEA Representative

SUMMARY:

The Lewistown Education Association (LEA) would like to update the Board of Trustees on the activities and happenings for their organization.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

6

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

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

SUMMARY:

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

Attached is the list for Standing Committees of the Board for the 2019-2020 School Year.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

STANDING COMMITTEES OF THE BOARD
2018-2019 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Building & Grounds	3	X		X				X
Insurance Risk Committee	2		X			X		
Transportation	3		X		X			X

OTHER COMMITTEES WITH BOARD REPRESENTATION
2018-2019 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Fine Arts, Library, Technology, Guidance, Health Enhancement	2		X			X		
Health Insurance Program	2			X		X		
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	
Policy Review	3	X	X			X		

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

7

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

2019 OPI Accreditation Status reports

Legislative Updates

MTSBA Policy Notes

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

8

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2019.

Attached are the Terms of Office Listing and the 2019 School Election Calendar.

Board members terms of office that are due to expire in 2019 include: Phil Koterba and Jennifer Thompson.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2019	Expire 2020	Expire 2021
SCHOOL DISTRICT #1	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Stephen Vantassel	CJ Bailey Monte Weeden

School District #1 Two -- Three (3) Year Terms:

_____ 3-year term (to expire in 2022)

_____ 3-year term (to expire in 2022)


Declaration of Intents Filed for Nomination of School Board Trustee:

Phillip R. Koterba
Jennifer Thompson

SCHOOL ELECTION CALENDAR 2019

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 13 through Thursday, March 28	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 26	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) 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 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none">• Bond Elections are subject to additional requirements (see 20-9-422, MCA).• Request for a mail ballot election 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.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, March 1	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 8	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: Mail Ballot Plan Timetable and Instructions	13-19-205
4 weeks preceding the close of regular registration	Monday, March 11	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 4 (by 5 p.m.)	Last day trustee candidates may withdraw from the election. 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.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 4 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election).	20-3-305(2)(b)
No later than the 30th day before	Friday, April 5	Deadline to notify election judges of appointment.	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 5	Election administrator certifies ballot. 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 for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 5	Election by Acclamation and Cancellation of Election - Notice. 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. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <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>	20-3-313
30 days before any election	Monday, April 8	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 8	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 9	Start of Late Registration. Late voter registration starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 28 Through Saturday, April 27	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location 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; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none">• 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.	20-20-204
At least 20 days before	Wednesday, April 17	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none">• The ballot (with stubs removed);• Instructions for voting and returning the ballot;• A secrecy envelope, free of marks that would identify the voter; and• A self-addressed, return envelope with affirmation printed on the back.	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 17 through Monday, April 22	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), 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.	13-19-207

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	Saturday, April 27 through Sunday, May 5	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Day before (By Noon)	Monday, May 6	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 6	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (between noon and 5pm)	Monday, May 6	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304
Election Day 	Tuesday, May 7	ELECTION DAY. 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). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 13	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 15 days after the election	By Wednesday, May 22	Trustees canvass the votes, issue certificates of election, and publish results. 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.	20-20-415 20-20-416
Within 5 days after the official canvas	Monday, May 13 through Tuesday, May 28	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding $\frac{1}{4}$ 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.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 13 through Tuesday, May 28	Deadline for convening the School Recount Board. 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.	13-16-204 20-20-420
Within 15 days of election	By Wednesday, May 22	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
June 1	Friday, May 31	Deadline for trustees to request county election administrator to conduct school elections for next year. 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. The request must be made by a resolution of the board of trustees. 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.	20-20-417
Within 15 days after receipt of certificate of election	By Wednesday, June 5	Candidate completes and files Oath of Office 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> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

[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: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

NOTE: Candidates for trustee positions 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 are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

9

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2019-2020 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

2019-2020 BUDGET PROJECTIONS As of 4/8/2019

ELEMENTARY

2018-2019 Final Budget	\$6,281,294.57	
2019-2020 Projected Budgets	\$6,466,207.33	w/out a vote
	\$6,510,845.45	w/a vote
2019-2020 Projected Expenses	\$6,519,740.30	
Over/Under Budget	(\$53,532.97)	w/out a vote
	(\$8,894.85)	w/a vote
Levy Amount (5/7/19 Election)	\$44,638.12	
FY19 Budget vs FY20 Budget	\$184,912.76	increase w/out a vote
	\$229,550.88	increase w/a vote

HIGH SCHOOL

2018-2019 Final Budget	\$3,273,592.13	
2019-2020 Projected Budgets	\$3,261,895.32	w/out a vote
2019-2020 Projected Expenses	\$3,308,843.74	
Over/Under Budget	(\$46,948.42)	w/out a vote
FY19 Budget vs FY20 Budget	(\$11,696.81)	increase w/out a vote

The numbers above include the following:

2% increase to salaries for all staff

8.5% health insurance increase

Additional Pre-ETS Funding (approx. \$50,000) at FHS

Final ANB/Enrollment sent to OPI

Retirements (approx. \$34,000 elem and \$11,000 hs)

Unknowns: Staff Resignations*, Kindergarten Enrollment, Title I Funding

Other Considerations: Certified Staffing at JHS (increase in enrollment), Paraprofessional needs

*Resignations could save up to \$9,000 more in High School and \$18,000 more in Elementary

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

10

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for March 2019 was not available at the time of posting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

11

ITEM TITLE: REPORT—SUPERINTENDENT

Requested By: Superintendent **Prepared By:** Superintendent

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-March 26th
- ❖ TalentEd Update
- ❖ Principal's Cup
- ❖ Spring Sports Numbers
- ❖ Academic Excellence for Winter Sports GPA
- ❖ Central Montana Foundation Scholarship Reader – April 17 @ 9 a.m. FHS
- ❖ April Testing – SBAC and MAP Testing
- ❖ ACT Testing – April 2 – 100% attendance/participation
- ❖ Kindness Project and Ambassador Program – April 10th 10 a.m./2 p.m.
- ❖ Kinder Screening April 10-11 – approx.. 90+
- ❖ Maintenance – Fire Panels and Summer Maintenance
- ❖ Crisis Response Team, SRO Training and ALICE Training
- ❖ FFA State Convention Results
- ❖ District 8 Music Festival — April 12 & 13, 2019, FCPA
- ❖ ACE Cybersecurity and Curriculum Coop presentation – April 15th
- ❖ Autism presentation – April 15th 5-7 pm – Lincoln Building Board Room
- ❖ MSU Job Fair – April 24 – Mr. Lewis, Mr. Dubbs, and Mr. Majerus
- ❖ Tourney Committee – Bid on 2020 and 2021 “B/C” State Softball Tourney
- ❖ 3rd Grade Music Concert – April 16 @ 6:00 p.m. – FCPA
- ❖ L&C Band Concert – April 30 @ 7:00 p.m. - FCPA
- ❖ Fergus High & Junior High Band Concert – May 2, 2019 at FCPA at 7:00 pm
- ❖ STATE Solo & Ensemble – Billings – May 3-4, 2019
- ❖ Fergus High & Junior High Choir Concert – May 7, 2019at FCPA at 7:00 pm
- ❖ Home Athletic Games/Meets:
 - TR – FHS Twilight Meet, Tuesday, April 9, 2019—3:30 p.m.
 - SB – Fergus Round-Robin Tourney, April 12-13 TBA
 - SB – Park, 1/3 pm April 19
 - TNS – Park & Havre, April 19 TBA
 - SB – Havre, 2/4 pm April 23
 - TR – Fergus Invite, April 27 TBA

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

12

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

13

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the March 11, 2019, Regular Board Meeting
- Minutes of the March 25, 2019 Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

MONDAY, March 11, 2019

REGULAR BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
CJ Bailey, Kris Birdwell, Jeff Southworth, Monte Weeden, Stephen Vantassel
(via phone), Jennifer Thompson (arrived 6:05pm)
TRUSTEES ABSENT:
Phil Koterba
STAFF PRESENT:
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon—LEA President, Bobbie Atchison, Christy Rogers, Jeff Friesen, Tim Majerus, Karen Durbin, Scott Dubbs, Kyle Trafton, Matt Donaldson, Kim Miller, Yvette Hersel, Karl Ortman, Danny Wirtzberger, Meggan Cirrincione, Amie Friesen, Teresa Majerus
OTHERS PRESENT:
Charlie Dennison – Lewistown News Argus, Libbey Fried-Jenness – Student Representative to the Board, Dave Byerly, Natalie Sibbett, James Aldrich, Mitch Perryman, Shari Martin, Bee Penrose, Amanda Duncan, Whitney Brady, Dinell Hinman, Benjamin Phillips and other interested parties.
2. PLEDGE OF ALLEGIANCE
3. Motion to Set Agenda with Addition of Out of State Travel Request for Susie Flentie on 4/1/19 and 4/2/19 in the Personnel Report – Approved Unanimously (Birdwell/Weeden)
4. Recognition of Jr. High School Boys Basketball Team and Coaches (6:05 PM)
Coaches Kyle Trafton and Matt Donaldson presented their 7th and 8th grade basketball teams and the successes of their season, both on and off the court.
5. Recognition of Fergus County Spelling Bee First Place Winners
Mr. Peck and Scott Dubbs recognized Skylar Rutton and Avery Sparks for winning the local spelling bee and stated that they will be competing in the State Spelling Bee.
6. Recognition of Geography Bee First Place Winners
Mr. Peck and Scott Dubbs recognized Gavin Thomas and Kieran Netburn for winning the local Geography Bee. They have both taken a written exam and have both qualified for the State Geography Bee.
7. Presentation – Fergus County Port Authority Workforce Committee

Jeff Friesen, Fergus High School Principal, and Dave Byerly, Port Authority, presented on behalf of the Port Authority's work to hire a Workforce Coordinator for the community. They requested a 2-year commitment for funding of \$14,000 each year through the Adult Ed Fund. As a result, the School District would have representation on the Board that oversees this person.

8. Presentation – Fergus High School Think Tank Group
Karen Durbin, FHS Counselor, introduced members of the Think Tank Committee. Graydon Sanders, Zarius McGowen, Clayton Elmore and Josie Friesen presented information regarding the goal of Think Tank to bring more focus to positivity at Fergus High School, increase school pride, build each other up, and work together with the staff. This group has already put a link on the FHS website where students can recognize each other and a separate link where they can report bullying.
9. Presentation – HiSet Option Update
Tim Majerus, FHS Principal, updated the Board on the HiSet Option that was implemented this Fall. Three students are currently taking this option and striving to obtain their High School diploma.
10. Report—Student Representative
Libbey Fried-Jenness, Student Representative, updated the Board on activities at Fergus High School.
11. Report—LEA
Luke Brandon, LEA President, updated the Board on activities and happenings with the Lewistown Education Association. Four LEA members will be sent as representative to the State Convention.
12. Report—Committees of the Board
The Insurance Committee met on February 27, 2019 to discuss changing vendors for our Flexible Spending and Health Savings Accounts. The group has decided to move to Aflac, pending the answers to a few questions. Our self-insured dental plan is healthy and we were able to take a premium “holiday” in November 2018. The Insurance Committee will be meeting again on Wednesday, March 20th at 4:00pm.

The Building & Grounds Committee met on February 27, 2019 to discuss the proposal from CTA Architects. It is the recommendation to the Board to move forward with the Facility Assessment Plan to be completed by June, 30, 2019. The District is also moving forward with installing fans in the gymnasium at Fergus High School. Jason updated the Board on other projects throughout the District

The Policy Committee met on February 18, 2019 to review policies in need of updating. Those policies are listed below for first reading.
13. Calendar Items, Concerns, Correspondence, Etc.
Thom provided the Board with updated Spring schedules and Administrator's 20 day plans.

SUPERINTENDENT'S REPORT

14. Report—Election Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2019 School Election Calendar and advised them of the Trustee seats that will be up for election in 2018 – Phil Koterba and Jennifer Thompson.

15. Report—Budget Update
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2019-2020 school year.
16. Report—Investment
Interest for February 2019 was reported as \$3,856.52 in the Elementary and \$3,159.06 in the High School for a total of \$7,015.58.
17. Report—Superintendent
Superintendent Peck updated the Board on staffing throughout the District. Mr. Peck shared information on Legislation affecting school funding. A review of the reunification process at Fergus High school on Monday, March 4, 2019 due to the threat was shared. The missed time due to the evacuation will be made up during the Core Flex period. The District is moving towards using an online application for District hiring. Mr. Peck discussed the research being done in regards to self-contained special education classrooms. There is now an open mic time at FHS in the Library every Wednesday. Mr. Peck complimented the music department at Fergus High School for being flexible and combining their band and choir concerts. The Board was updated on various dates/events taking place throughout the District. CJ Bailey also thanked the police department for their response to the threat. Stephen Vantassel also made the recommendation to thank the Mormon church for allowing use of their building.

PUBLIC PARTICIPATION

18. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Denell Hinman expressed her frustration regarding the way that the threat was handled in regards to her son.

Dan Metcalf shared his concern about how his children were bullied at Fergus High School.

Natalie Sibbett spoke in regards to her concern that students are being affected negatively by the bullying at the high school.

James Aldrich, student at Fergus, shared his concern regarding how Fergus High School is handling bullying incidents.

Benjamin Phillips, Emergency Services Coordinator, thanked the police department for all they did during the threat. He also shared the option for Nixel to be used in the school as an alert system for emergency notification.

Shari Martin shared her opinion that staff is not supporting all students and does not believe that student concerns are being addressed.

Brittney “Bee” Primrose shared that she does not believe that the bully reporting system is working and that her concerns are not being addressed.

Amanda Duncan shared that her concerns of bullying at Fergus High School and chose to send her child to another school district.

Mitch Perryman commended the evacuation procedures used last week. He stressed the need to communicate and requested that all schools use Nixel to communicate with parents.

Kim Miller, teacher, expressed that safety of students is of the utmost importance and that all individuals will put their heads together to solve the bullying problem.

Abigail Jones, independent journalist, stated that she supports factual journalism and requested that others that would like their voice heard to contact her.

ACTION ITEMS MINUTES

19. Minutes of the February 11, 2019, Regular Board Meeting
Minutes of the February 11, 2019, Special Board Meeting
Approved Unanimously (Thompson/Birdwell)

APPROVAL OF CLAIMS

20. Claims – The claims referenced in the 2018-2019 Bill Schedule and submitted through March 8, 2019, were approved unanimously (Weeden/Thompson). The Finance Committee for January – March 2019 is Board Chair Phillip Koterba, CJ Bailey, Jennifer Thompson, Stephen Vantassel. New Finance Committee – Board Chair Phillip Koterba, Jennifer Thompson, Kris Birdwell, Jeff Southworth.

INDIVIDUAL ITEMS

21. First Reading---Board Policy 1000 --- Legal Status and Operation – Approved Unanimously (Thompson/Birdwell)
22. First Reading---Eliminate Board Policy ---1100--- Organization – Approved Unanimously (Thompson/Birdwell)
23. First Reading---Board Policy 1310—Adoption and Amendment of Policies – Approved Unanimously (Thompson/Weeden)
24. First Reading---Board Policy 3226---Bullying/Harassment/Hazing/Intimidation/Menacing – Approved Unanimously (Birdwell/Weeden)
25. First Reading---Board Policy 6121F District Organization--Organizational Chart – Approved Unanimously (Thompson/Weeden)
26. First Reading---Board Policy 6110F Formal Superintendent Evaluation Form – Approved Unanimously (Thompson/Weeden)
27. Approve Issuing Contracts for Certified Staff – Approved Unanimously (Birdwell/Southworth)
28. Approve Non-Renewal of Non-Tenured Certified Staff Contract of Andy Heck without Cause – Approved Unanimously (Birdwell/Southworth)
29. Approve Non-Renewal of Non-Tenured Certified Staff Contract of Kenton Cripps without Cause – Approved Unanimously (Weeden/Thompson)
30. Approve contract with CTA Architects for Services Related to a Facility Assessment – (Southworth/Weeden) no vote taken, will be addressed at next meeting
Postpone the approval of the contract until a reference to the scope of work is defined – Approved Unanimously (Birdwell/Thompson)
31. Set Elementary District Number One Levy Amount – Approved Unanimously (Thompson/Birdwell)
32. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2020 – Approved Unanimously (Thompson/Birdwell)

33. Approve Multi-District Agreement for Technology Services – Approved Unanimously (Birdwell/Southworth)
34. Approve Additions to the Substitute List for the 2018-2019 School Year – Approved Unanimously (Weeden/Thompson)
35. Approve Personnel Report with the amendment to include out of state travel for Susie Flentie – See Exhibit A – Approved Unanimously (Birdwell/Thompson)

ADJOURNMENT

The meeting was adjourned at 8:32 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, April 8, 2019, at the Lincoln Board Room.

CJ BAILEY
BOARD VICE CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday March 11, 2019

<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>
BENTLEY, Emmylyn	Head Track Coach	Junior High	Approve appointment on schedule--(.065 x \$33,729.00) \$2,192.39	3/25/2019	Scott Dubbs	
BUEHLER, DeeAnn	Elementary Teacher	Lewis and Clark and Highland Park	Accept Letter of Resignation	5/31/2019	See attached letter	
CLOUD, Charles	Library Media Arts Teacher	Lewis and Clark and Jr. High	Accept Letter of Resignation	5/31/2019		See attached letter
FRANCIS, Chad	Bus Driver	Transportation	Accept Letter of Resignation	2/25/2019		See attached letter
GATZ, Brian	Volunteer Tennis Coach	Fergus High		3/11/2019	Jim Daniels	
GATZ, Tricia	Volunteer Tennis Coach	Fergus High		3/11/2019	Jim Daniels	
GRUENER, Matt	First Assistant Tennis Coach	Fergus High	Approve appointment on schedule--(.105 x \$33,729.00) \$3,541.55	3/11/2019	Jim Daniels	
MIKAT, Gregory	Bus Driver	Bus Barn	Approve appointment on schedule--TRANS Step 0 for up to 4.5 hours per day for up to 56 days	3/11/2019	Steve Klippenes	Replacing Chad Francis
MILLER, Beverly Kim	Junior High Teacher	Junior High	Accept Letter of Resignation	5/31/2019		See attached letter
ROGERS, Chelsey	Special Education Teacher	Fergus High	Accept Letter of Resignation	5/31/2019		See attached letter
SOUCY, Trevor	Volunteer Track Coach	Fergus High		3/11/2019	Susan Flentie	

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Thursday, March 25, 2019

SPECIAL BOARD MEETING

CALL TO ORDER (6:00 P.M.)

1. **ROLL CALL**

TRUSTEES PRESENT:

Jennifer Thompson, Stephen Vantassel, Jeff Southworth, Kris Birdwell,
CJ Bailey, Monte Weeden

TRUSTEES ABSENT:

Board Chair Phil Koterba,

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Jeff Friesen, Teresa Majerus, Karen Durbin, Amie Friesen, Matt Lewis, Bobbie Atchison, Melanie Smith, Sherry Breidenbach, Leslie Long, Chelsey Rogers, Danny Wirtzberger, Meggan Cirrincione, Kim Miller, Jessica Miller, Scott Dubbs

OTHERS PRESENT:

Robert Pfund – KXLO Radio, Charlie Denison – Lewistown News Argus, Denell Hinman, Izaiah Cady, Harold Cady, Amber Wargo, James Aldrich and other interested parties

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

EXECUTIVE SESSION

3. Board Vice Chair CJ Bailey called for an Executive Session at 6:01 p.m. to conduct a student expulsion hearing stating that the individual's right to privacy clearly exceeds the public's right to know. The Board reconvened in open session at 6:08pm.

OPEN SESSION – EXPULSION HEARING

Trustee Bailey stated that student, Izaiah Cady, waived his rights to privacy.

Trustee Bailey, outlined how the proceedings will follow. Each party was asked the number of witnesses speaking on their behalf. Izaiah Cady and Denell Hinman stated they would have two witnesses. Tim Majerus, Principal, shared that there had no witnesses. Trustee Bailey asked each party to present the documents they would use during the hearing. The documents provided by the school Administration are on file at the District Office.

Principal, Tim Majerus, and Vice Principal, Jeff Friesen presented the Administration's evidence for expulsion along with a timeline of events. Denell Hinman and Izaiah Cady then presented their version of the facts regarding the allegation of

violation of Policy 3225 and recommendation for expulsion. The Board asked questions of the Mr. Majerus, Mr. Friesen, Izaiah Cady and Mrs. Hinman about the presentations. The Board then engaged in a discussion about the matter. After discussion concluded, the Board reached consensus on the issue and a motion was made.

ACTION ITEMS

INDIVIDUAL ITEMS

4. Trustee Thompson made a motion that there is sufficient evidence to support the allegation of violation of Policy 3225. Birdwell seconded. Approved Unanimously.

Izaiah stood and stated that the meeting is over and he and his family left the meeting.

Trustee Vantassel made a motion to support the Administration's recommendation for expulsion for one school year. Thompson seconded. Approved unanimously.
5. Approve Contract with CTA Architects – Approved Unanimously (Birdwell/Weeden)
6. Approve Personnel Report as amended with the Jondie Rianda as a BA +10 Step 4 (Actual Step 0), Molly Ward replacing Andy Heck and Bridget Metcalf replacing Derek Lear – See Exhibit A - Approved Unanimously (Thompson/Birdwell)

PUBLIC PARTICIPATION

7. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Teresa Majerus, Chair for the Central Montana Youth Challenge, organizes events to bring an awareness to students to make positive life choices. She stated that an inspirational speaker is coming to all JHS and FHS students, along with other schools in the area, to the Fergus Center for Performing Arts. All Board Members are invited.

James Aldrich thanked the Board for listening to everything that was said during the meeting and previous meeting. He stated he wants to make Fergus High better and is disappointed with the decision made earlier for expulsion.

Karen Durbin, FHS Counselor, expressed that she wants to make the school a better place and will continue to work hard to do so.

ADJOURNMENT

The meeting was adjourned at 9:25 p.m. (Bailey – unanimous).

CJ BAILEY
BOARD VICE CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, March 25, 2019

<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>
BENTLEY, Emmylyn	Elementary Teacher	Lewis and Clark School	Approve appointment on schedule--BA Step 4 (Actual Step 3) 1.0 FTE	7/1/2019	Danny Wirtzberger	Replacing Jeff Russell who replaced Jill Reed
LEAR, Derek	Elementary Physical Education Teacher	Garfield & Lewis & Clark Schools	Approve appointment on schedule -- MA Step 5 - 1.0 FTE	7/1/2019	Danny Wirtzberger/Matt Ventresca	Replacing DeeAnn Buehler
LOGAN, Sandra	Custodian	Fergus High School	Accept letter of resignation	4/1/2019	Tim Majerus	See Attached Letter
MANE, Janine	Food Server/Kitchen Aide	School Food	Accept letter of resignation	3/15/2019	Amie Friesen	See Attached Letter
METCALFE, Bridget	Elementary Teacher	Highland Park School	Approve appointment on schedule --BA Step 5 -1.0 FTE	7/1/2019	Matthew Ventresca	Replacing Jennifer Jensen who replaced Derek Lear
PARKER, Julianna	Second Assistant Track Coach	Jr. High School	Approve appointment on schedule--(.05 x \$33,729.00) \$1,686.45	3/25/2019	Scott Dubbs	Replacing Mariah Patterson
PATTERSON, Mariah	First Assistant Track Coach	Jr. High School	Approve appointment on schedule--(.057 x \$33,729.00) \$1,922.55	3/25/2019	Scott Dubbs	Change status from Second Assistant Coach 2018 - Replaced Emmylyn Bentley
RIANDA, Jondie	Industrial Arts Teacher	Fergus High School	Approve appointment on schedule--BA + 10 Step 4 (Actual Step 0) 1.0 FTE	7/1/2019	Tim Majerus	Replacing Kenton Cripps
STEFFILENO, Nicholas	English Teacher	Fergus High School	Approve appointment on schedule--BA Step 4 (Actual Step 0) 1.0 FTE	7/1/2019	Tim Majerus	Replacing Holly Heser
VAUGHN, Teresa	Family and Consumer Science Teacher	Fergus High School	Approve appointment on schedule--MA Step 9 - 1.0 FTE	7/1/2019	Tim Majerus	Replacing Sue Nefzger

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, March 25, 2019

<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>
WARD, Molly	Elementary Teacher	Highland Park School	Approve appointment on schedule--BA Step 4 (Actual Step 0) 1.0 FTE	7/1/2019	Matthew Ventresca	Replacing Andy Heck

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

14

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** LuAnn Schrauth

SUMMARY:

Approve claims paid through April 5, 2019, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2019 include: Board Chair Phil Koterba, CJ Bailey, Jeff Southworth and Monte Weeden.

SUGGESTED ACTION: Approve Claims as Presented

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

15

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

ITEM TITLE: SECOND READING—BOARD POLICY #1000 –Legal Status and Operation

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy # 1000 –Legal Status and Operation and consider 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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1000

Legal Status, Operation and Organization

The legal name of this District is Lewistown School District No. 1 of Fergus County, State of Montana. The District is classified as a class one district and is operated according to the laws and regulations pertaining to a class one district.

The Board of Trustees of the School District #1 is the governmental entity established by the State of Montana to plan and direct all aspects of the District's operations, to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

To achieve its primary goal of providing each child with a basic system of free quality education as 15 required by Montana Law, the Board shall exercise the full authority granted to it by the laws of the 16 state. Its legal powers, duties, and responsibilities are derived from the Montana Constitution and 17 state statutes and administrative rules.

~~In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.~~

The policies of the Board define the organization of the Board and the manner of conducting its official business. The policies of the District are modified/updated from time to time to reflect the operation of the District. ~~The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.~~

All handbooks approved by the Board are regarded as and given the same significance as District 24 policy

Legal Reference: § 20-3-323, MCA District policy and record of acts 29
 § 20-3-324, MCA Powers and duties
 § 20-6-101, MCA Definition of elementary and high school districts
 § 20-6-201, MCA Elementary district classification
 § 20-6-301, MCA High school district classification
 § 20-9-309, MCA Basic system of free quality public elementary and 34
 secondary schools defined – identifying educationally relevant factors –
 establishment of funding formula 36 and budgetary structure – legislative
 review
 Article X, Section 8, MT Constitution

Policy History:

Adopted on: June 28, 2004

Reviewed on: February 18, 2019

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

16

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

ITEM TITLE: SECOND READING—ELIMINATE BOARD POLICY #1100 –ORGANIZATION

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #1100 –Legal Status and Operation and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1100

Organization

The legal name of this District is Lewistown School District No. 1, Fergus County, State of Montana. The District is classified as a class one district and is operated according to the laws and regulations pertaining to a class one district.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.

Legal References:	' 20-3-324, MCA	Powers and duties
	' 20-6-101, MCA	Definition of elementary and high school districts
	' 20-6-201, MCA	Elementary district classification
	' 20-6-301, MCA	High school district classification

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

17

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

ITEM TITLE: SECOND READING—BOARD POLICY #1310 –ADOPTION AND AMENDMENT OF POLICIES

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy # 1310 –Adoption and Amendment of Policies and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1310

District Policy

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Policy proposals shall first be referred to the Superintendent. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the second (2nd) reading. The final vote for adoption shall take place not earlier than at the second (2nd) reading of the particular policy.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

Policy Manuals

~~The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.~~

~~Proposals for new policies or changes to existing policies shall be referred to the Superintendent for detailed study prior to consideration by the Board.~~

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

Waiver of Policies

On a case-by-case basis and under exceptional circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies and an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

Administrative Procedures

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

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: 20-3-323, MCA
10.55.701, ARM

District policy and record of acts
Board of Trustees

Policy History:

Adopted on: June 28, 2004

Reviewed on: February 18, 2019

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

18

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

ITEM TITLE: SECOND READING—BOARD POLICY #3226 –BULLYING/HARASSMENT/HAZING/INTIMIDATION/MENACING

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3226 – Bullying/Hazing/Intimidation/Menacing and consider 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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

STUDENTS

3226

Page 1 of 2

Bullying/Harassment/Hazing/Intimidation/Menacing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, hazing, intimidation, or menacing by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

Definitions:

- 1) "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
- 2) "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- 3) "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- 4) ~~"Bullying, harassment, intimidation, or menacing" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:~~
 - ~~• Physically harming a student or damaging a student's property;~~
 - ~~• Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;~~
 - ~~• Creating a hostile educational environment.~~
- 4) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe,

or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a) Physically harming a student or damaging a student's property;
- b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c) Creating a hostile educational environment, or;
- d) Substantially and materially disrupts the orderly operation of a school.

5) "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

Reporting:

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of bullying, harassment, hazing, intimidation, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Exhaustion of administrative remedies:

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

Responsibilities:

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences:

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the

Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation:

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 3225F Harassment Reporting Form for Students

Legal Reference: § 20-5-207, MCA “Bully-Free Montana Act”
§ 20-5-208, MCA Definition
§ 20-5-209, MCA Bullying of student prohibited
§ 20-5-210, MCA Enforcement – exhaustion of administrative remedies
10.55.701(2)(f), ARM Board of Trustees
10.55.719, ARM Student Protection Procedures
10.55.801(1)(d), ARM School Climate

Policy History:

Adopted on: June 28, 2004

Revised on: October 9, 2006

Reviewed on: February 18, 2019

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

19

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

ITEM TITLE: SECOND READING—BOARD POLICY #6121F –DISTRICT ORGANIZATION—
ORGANIZATIONAL CHART

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy # 6121F –District Organization/Organizational Chart and consider 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

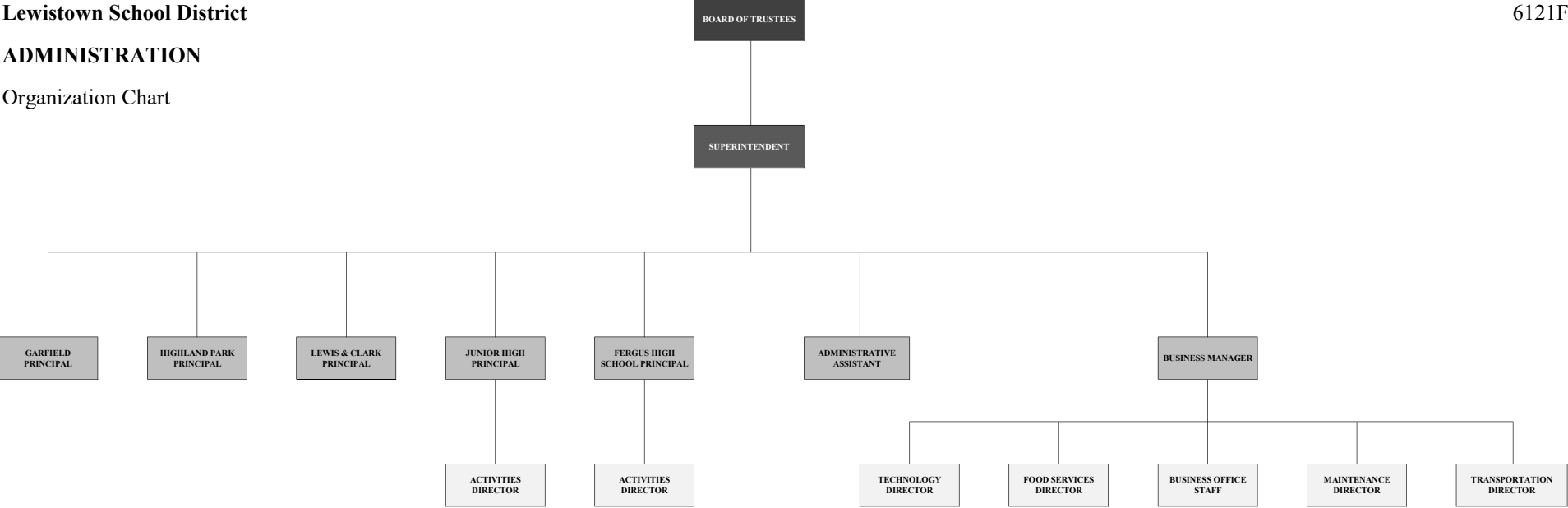
☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District
ADMINISTRATION
Organization Chart

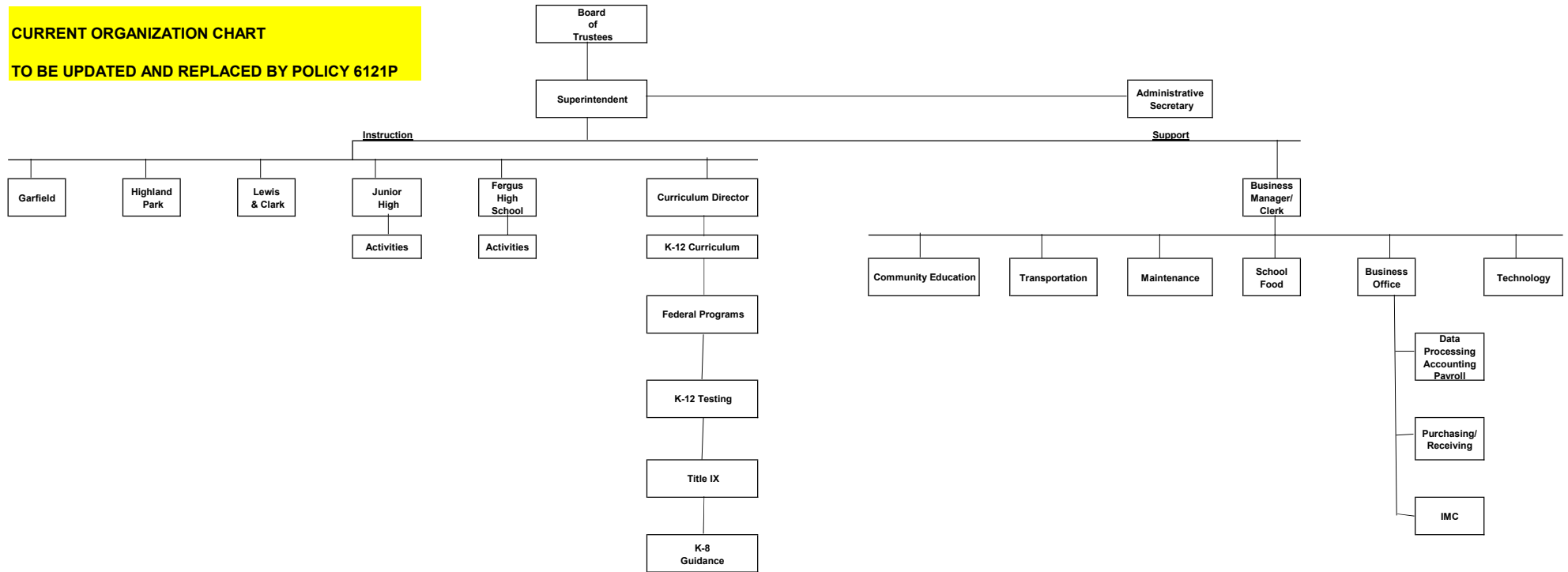
6121F



Adopted on:

CURRENT ORGANIZATION CHART

TO BE UPDATED AND REPLACED BY POLICY 6121P



LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

20

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

ITEM TITLE: SECOND READING—BOARD POLICY #6110F –FORMAL SUPERINTENDENT EVALUATION FORM

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #6110F –Formal Superintendent Evaluation Form and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FORMAL SUPERINTENDENT EVALUATION FORM**Superintendent:** _____**Fiscal Year:** _____

PURPOSE: This evaluation is being conducted to provide the Superintendent with the School Board's assessment of their strengths and weaknesses relative to performance as the Superintendent of this School District. It is the intent that this instrument will serve to provide the Superintendent with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/ Superintendent working relationship and the achievement of their mutual goal: To make the School District the most effective it can be.

PROCESS: Each Board Member shall complete this evaluation form individually, and each form shall be signed and dated. A designee of the Board Chair shall prepare a composite evaluation form complete with comments. A copy of that composite shall be provided to the Superintendent at the earliest possible time after completion, and executive session designated for discussion of the evaluation.

At the conclusion of the executive session, one composite evaluation form, after being signed by the Superintendent and the Board Chair, shall be placed in the personnel file of the Superintendent. All other existing composites shall be destroyed by the Board Chairperson.

KEY TO THE RATING SCALE: (5 is the highest rating; 1 is the lowest rating)

- (NK) No knowledge, unable to evaluate.
- (5) Performance exceeds job requirements.
- (4) Performance is above average.
- (3) Performance is satisfactory.
- (2) Action should be taken to improve performance.
- (1) Performance does not meet job requirements.

I. RELATIONSHIP WITH THE BOARD:

- | | | |
|----|---|------------------------|
| A. | Keeps the Board adequately informed of activities, progress, and problems. | NK 5 4 3 2 1 |
| B. | Keeps the Board adequately informed of their activities. | NK 5 4 3 2 1 |
| C. | Facilitates the decision-making process for the Board by making sound recommendations for Board action. | NK 5 4 3 2 1 |
| D. | Follows up on all problems and issues brought to their attention. | NK 5 4 3 2 1 |
| E. | Is receptive to Board Member ideas and suggestions. | NK 5 4 3 2 1 |
| F. | Accepts criticism as constructive suggestion for improvement. | NK 5 4 3 2 1 |

Comments :

II. MANAGEMENT SKILLS AND ABILITIES (GENERAL/FISCAL):

A.	Understands and complies with District policies and goals.	NK	5	4	3	2	1
B.	Prepares all necessary reports and keeps accurate records.	NK	5	4	3	2	1
C.	Demonstrates a thorough knowledge and understanding of the education field.	NK	5	4	3	2	1
D.	Expresses ideas clearly and fluently, both verbally and in writing.	NK	5	4	3	2	1
E.	Prepares a balanced budget which is realistic and in good format.	NK	5	4	3	2	1
F.	Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year's end.	NK	5	4	3	2	1

Comments:

III. RELATIONSHIP WITH STAFF:

A.	Hires and retains competent staff to ensure the best service to students.	NK	5	4	3	2	1
B.	Encourages and facilitates staff development.	NK	5	4	3	2	1
C.	Understands the work of the staff and the problems that arise.	NK	5	4	3	2	1
D.	Encourages staff initiative and participation in planning and decision-making.	NK	5	4	3	2	1
E.	Delegates appropriate tasks to capable personnel.	NK	5	4	3	2	1
F.	Maintains open, concerned, and congenial relations with staff.	NK	5	4	3	2	1
G.	Assesses the performance of employees fairly and reasonably.	NK	5	4	3	2	1

Comments:

IV. PUBLIC RELATIONS:

A.	Effectively represents the District to other organizations and the public in a positive and professional manner.	NK	5	4	3	2	1
B.	Participates with statewide districts and in statewide activities.	NK	5	4	3	2	1

Comments:

V. PROFESSIONAL AND PERSONAL ATTRIBUTES:

A.	Participates in professional activities and associations.	NK	5	4	3	2	1
B.	Tries to improve competencies in his professional field.	NK	5	4	3	2	1
C.	Projects a professional demeanor.	NK	5	4	3	2	1
D.	Is willing to spend whatever time necessary to meet the responsibilities of the position of Superintendent.	NK	5	4	3	2	1
E.	Performs adequately in stressful situations, retaining objectivity and self-control.	NK	5	4	3	2	1
F.	Displays a positive attitude towards his responsibilities.	NK	5	4	3	2	1

Comments:

VI. GENERAL QUESTIONS:

- A. What impressed you the most about the Superintendent's performance this past year?
- B. In what areas has the Superintendent shown exceptional improvement?
- C. What specific recommendations do you have for the Superintendent to improve performance?
- D. Do you have any additional comments regarding the Superintendent that have a bearing on this evaluation?

Evaluator's Signature

Date

Superintendent's Signature

Date

FORMAL SUPERINTENDENT EVALUATION FORM

Superintendent: _____ **School Year:** _____

Purpose: ~~This evaluation is being conducted to provide the Superintendent with the Board of Trustees' assessment of his performance. It is the intent of this instrument to serve as a guide for change and improvement. Further, this instrument will serve as a catalyst to strengthen the Board/Superintendent relationship and the achievement of district goals.~~

Process: ~~Each Board member will complete this evaluation form individually and bring it to the executive session scheduled following the _____, _____, Board Meeting. During that session, any member can request more information in order to complete the evaluation. The Superintendent will also have the opportunity to present pertinent information the Board may not have. After the Board members have turned in their individual evaluation forms, the Board Chair will prepare a composite evaluation, complete with comments. The Superintendent will receive a copy of the composite evaluation.~~

~~The composite evaluation form, signed by the Superintendent and the Board Chair, will be placed in the Superintendent's personnel file. The signed individual forms, used as source documents for the composite, shall be given to the Superintendent for his use.~~

COMPONENTS OF EFFECTIVE ADMINISTRATION

1. ~~Serves as chief executive officer of the School Board.~~

~~(Refer to Superintendent's Job Description Sections A and F)~~

~~Rating: _____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Proposes and implements policies of the School Board.~~
- ~~• Reports to the School Board about the status of programs, personnel and operations of the district.~~
- ~~• Facilitates the decision-making process for the Board by making sound recommendations for Board action which are consistent with the district's vision, mission statements and Board goals.~~
- ~~• Communicates as liaison between the School Board and school personnel.~~
- ~~• Informs the School Board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education.~~
- ~~• Prepares and distributes notices and agendas of meetings to the School Board.~~
- ~~• Keeps School Board adequately informed of the Superintendent's activities, particularly those activities affecting the functioning of the school district.~~
- ~~• Attends meetings of the Board and takes part in deliberations, but does not vote.~~
- ~~• Ensures the filing of all reports required by statute or regulation.~~

2. ~~Acts as the educational leader of the schools.~~

~~(Refer to Superintendent's Job Description Sections B, D, G, K, and M)~~

~~Rating: _____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Supervises all administrative staff.~~
- ~~• Oversees planning and evaluation of curriculum and instruction.~~
- ~~• Devises procedures for adopting textbooks and other instructional materials for approval by the School Board.~~
- ~~• Visits schools on a regular basis.~~
- ~~• Maintains a current knowledge of developments in curriculum and instruction through continuing education.~~
- ~~• Supervises staff development.~~
- ~~• Keeps the public informed about modern educational practices, educational trends, and the practices and problems of the school district.~~
- ~~• Administers and supervises the educational program of the district.~~
- ~~• Shows respect in dealing with the public, Board and district staff.~~

3. ~~Directs community relations activities.~~

~~(Refer to Superintendent's Job Description Section L)~~

Rating: ~~_____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~_____ Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district.~~
- ~~• Responds to concerns expressed in the community.~~
- ~~• Maintains contacts with the news media.~~
- ~~• Maintains a recognized presence in community activities.~~
- ~~• Involves the community in planning and problem solving for the schools.~~
- ~~• Represents the district with other school systems, social institutions, business firms, government agencies and the general public.~~

4. ~~Oversees staff personnel management.~~

~~(Refer to Superintendent's Job Description Section E)~~

~~Rating: _____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Organizes recruitment of personnel.~~
- ~~• Assigns personnel to schools and offices.~~
- ~~• Ensures administration of personnel policies and programs.~~
- ~~• Implements an evaluation process for all personnel.~~
- ~~• Maintains up-to-date job descriptions for all personnel.~~
- ~~• Encourages staff initiative and participation in planning and decision making.~~

5. ~~Oversees student personnel services.~~

~~(This item is not in the Superintendent's Job Description)~~

~~Rating: ~~_____ Exceeds expectations~~~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Ensures adequate student record system.~~
- ~~• Implements policies and programs relating to behavior and discipline of students.~~
- ~~• Oversees programs for health and safety of students.~~
- ~~• Communicates as liaison between schools and community social agencies.~~

6. Oversees financial management

(Refer to Superintendent's Job Description Sections H and I)

Rating: _____ Exceeds expectations

_____ Meets expectations

_____ Does not meet expectations

_____ **Comments (Including suggestions for improvement and commendations):**

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Prepares and proposes a balanced district budget in accordance with the law.~~
- ~~• Approves and directs, in accordance with the law and regulations of the Board, purchases and expenditures within the limits of the budget.~~
- ~~• Maintains a complete and accurate inventory of district assets.~~
- ~~• Reports to the School Board on financial condition of the schools.~~
- ~~• Establishes procedures for procurement of equipment and supplies.~~

~~7. Oversees facilities management.~~

~~(Refer to Superintendent's Job Description Section J)~~

~~Rating: _____ Exceeds expectations~~

~~_____ Meets expectations~~

~~_____ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Prepares long and short range plans for facilities and sites.~~
- ~~• Ensures the maintenance of school property and safety of personnel and property.~~
- ~~• Inspects school property on a regular basis.~~
- ~~• Supervises utilization of school property in accordance with Board policy.~~
- ~~• Monitors any construction, renovation and demolition of school facilities.~~
- ~~• Represents the school before local or state agencies controlling building requirements or providing financing for buildings.~~

~~*Please rate the Superintendent's performance and his efforts to accomplish the Board's adopted goals. (In the future we will insert District Goals.)*~~

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

21

ITEM TITLE: APPROVE INTER-LOCAL AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

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

SUMMARY:

The Board of Trustees needs to approve the Inter-local Agreement as attached between Lewistown Public Schools and Central Montana Learning Resource Center Cooperative (CMLRCC) to define and describe the relationship of the parties with respect to the services provided.

SUGGESTED ACTION: Approve Interlocal Agreement between Lewistown Public Schools and CMLRCC

☒ **Additional Information Attached**

NOTES:

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

**INTERLOCAL AGREEMENT
FOR THE
ESTABLISHMENT OF A SPECIAL
EDUCATION COOPERATIVE**

THIS AGREEMENT, Made and entered into, with a start date of July 1, 2019 between and among:

AYERS COLONY ELEMENTARY SCHOOL DISTRICT
DEERFIELD COLONY ELEMENTARY SCHOOL DISTRICT
DENTON SCHOOL DISTRICT
GEYSER SCHOOL DISTRICT
GRASS RANGE SCHOOL DISTRICT
HARLOWTON SCHOOL DISTRICT
HOBSON SCHOOL DISTRICT
JUDITH GAP SCHOOL DISTRICT
KING COLONY ELEMENTARY SCHOOL DISTRICT
LAVINA SCHOOL DISTRICT
LEWISTOWN SCHOOL DISTRICT
MELSTONE SCHOOL DISTRICT
MOORE SCHOOL DISTRICT
ROUNDUP SCHOOL DISTRICT
ROY SCHOOL DISTRICT
RYEGATE SCHOOL DISTRICT
SPRING CREEK COLONY ELEMENTARY SCHOOL DISTRICT
STANFORD SCHOOL DISTRICT
WINIFRED SCHOOL DISTRICT
WINNETT SCHOOL DISTRICT

WHEREAS, the School Districts desire to offer full services to persons requiring special education (said persons defined in 20-7-401 MCA) and to all children with disabilities residing with said School Districts; and

WHEREAS, The School Districts desire to provide these Special Education Services in compliance with all applicable State and Federal Laws and Regulations; and

WHEREAS, Sections 20-7-451 through 20-7-456 MCA, provide that School Districts may contract with one another to establish a cooperative to perform all Special Education Administrative Services, activities and undertakings that the School Districts entering into the Agreement are authorized by law to perform;

NOW, THEREFORE, The parties hereto hereby ESTABLISH A SPECIAL EDUCATION COOPERATIVE, pursuant to the following mutual covenants and promises:

**I. COOPERATIVE'S POWERS, DUTIES
AND
RESPONSIBILITIES**

1. The Cooperative shall provide instructional services as contracted and related services defined as speech/language pathology, audiology, occupational therapy, physical therapy, orientation and mobility, early identification and assessment of disabilities, psychological services and supplemental counseling to all School Districts who are parties to this Agreement.
2. The Cooperative shall comprehensively evaluate referred children, following appropriate pre-referral procedures, who are suspected of being children with disabilities as defined in I.1 (20-7-401 MCA) when School Districts do not employ personnel qualified to conduct the component of the comprehensive evaluation.
3. The Cooperative shall use Evaluation Teams (ET) to identify children with disabilities.
4. The Cooperative shall use Instructional Teams (IT) to plan and develop an Individualized Educational Program (IEP) for each child requiring the services of this Cooperative.
5. The Cooperative shall provide all the support or related services specified in I.1 required by the IEP developed under I.4.
6. The Cooperative shall advise School Districts on decisions pertaining to least restrictive alternative settings.
7. The Cooperative shall assure due process for all children with disabilities, including the appointment of surrogate parents, if necessary.
8. The Cooperative shall provide Special Education services to all persons with disabilities between the ages of three years and nineteen years inclusive, as defined by school district attendance policy, who reside within the School Districts that are parties to this Agreement. Comprehensive evaluations are available for birth through two year old children providing the evaluations are necessary to determine eligibility for Special Education services commencing on their third birthday. Further, the Cooperative, after evaluation of persons, inclusive, nineteen years of age through twenty-one years of age, may offer services to those persons who would benefit from Special Education services providing that the specific School District offers services to nineteen through twenty-one year old students.

9. The Cooperative shall at least annually perform the Child Find activities required of participating School Districts by State and Federal statute.

II. POWERS OF THE COOPERATIVE

1. To sue and be sued, complain and defend, in its Cooperative name.
2. To purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, hold, own, improve, use and otherwise deal in and with real or personal property, or any interest therein, wherever situated.
3. To sell, convey, mortgage, pledge, lease, exchange, transfer, and otherwise dispose of all or any part of its property and assets.
4. To make contracts and incur liabilities, borrow money at such rates of interest as the Cooperative determines reasonable.
5. To conduct its affairs, carry on its operations, and have offices in this State.
6. To make and alter, by Resolution of the Board of the Cooperative, by-laws governing the calling and conducting of meetings, appointment of a Director, and the internal operating procedures of the Board of the Cooperative.

III. ORGANIZATION OF THE COOPERATIVE

1. COOPERATIVE'S NAME: The name of this Special Education Cooperative shall be the Central Montana Learning Resource Center Cooperative (CMLRCC).
2. DURATION OF CMLRCC'S EXISTENCE: The duration of CMLRCC is perpetual.
3. CMLRCC MANAGEMENT BOARD: All terminations of employment of CMLRCC staff, expenditures of funds, provision of Special Education Services and implementation of policy shall be determined by the Management Board.
4. The Management Board shall consist of nine representatives, one representative shall be appointed from the Lewistown School District, one representative shall be appointed from the Harlowton School District, and one representative shall be appointed from the Roundup School District; and, one representative shall be chosen at large from each of the six participating counties by the Superintendent of Schools of each County, said representatives shall be appointed to one-year terms.
5. Each representative identified in III.4 shall have one vote.

6. The CMLRCC Management Board shall recruit and employ a Director.
7. CMLRCC shall employ sufficient qualified staff to provide services contemplated by this Agreement.
8. CMLRCC shall employ only those persons whose qualifications equal or exceed the qualifications required under Montana Laws and Rules for Special Education.
9. The Management Board shall meet as necessary, but not less than quarterly.
10. The Management Board shall:
 - a. Set policy to be implemented by the Director.
 - b. Comprehensively review the performance of CMLRCC at least annually.
 - c. Review the financial management of CMLRCC at least annually.
 - d. Set and approve the CMLRCC fiscal budget.
 - e. The Management Board shall have the power to make contracts. No such contract shall be entered into by CMLRCC for a term in excess of one year, with the exception of the Director's contract which may have a term limit of three years. Any temporary employment agreement of less than twelve months for less than five hundred dollars may be entered into at the discretion of the Director and will be reported to the Management Board at the first Board meeting following the date of the contract.

IV. FINANCIAL ADMINISTRATION

1. The CMLRCC Business Office shall act as its own fiscal agent, pursuant to Section 20-9-701, et. Seq., MCA.
2. The Business Manager and Director shall establish a non-budgeted Interlocal Cooperative Fund for the purpose of the financial administration of the Interlocal Cooperative Agreement. All revenues received, including Federal, State or other types of grant payments in direct support of the agreement and the financial support provided by cooperating agencies, shall be deposited in such fund. All financial support of the agreement contributed by a member district may be transferred to the Interlocal Cooperative Fund from any fund maintained by such District by Resolution of the Trustees and District warrant. Moreover, the Superintendent of the Office of Public

Instruction may transfer directly to CMLRCC the State and Federal portion of any participating member district's budgeted costs for contracted Special Education Services. Any such transfer to the Interlocal Cooperative fund shall be used to finance those expenditures under the Agreement which is comparable to those that are permitted by law to be made out of the fund from which the transfer was made. No transfer shall be made from the miscellaneous federal programs fund without the express approval of the Superintendent of the Office of Public Instruction.

3. All expenditures in support of the Interlocal Cooperative Agreement shall be made from the Interlocal Cooperative Fund established by CMLRCC and administered by the Business Office.
4. The Management Board shall have the sole power to expend funds from the Interlocal Cooperative Fund.
5. The member districts shall transfer those sums received by them in direct support of this agreement to the Interlocal Cooperative Fund. Each district shall be responsible to provide, at a minimum, the matching dollars that are necessary for the instructional services match and related services block grant.
6. Instructional services from CMLRCC shall be paid for by the member districts to CMLRCC from their instructional service block grant dollars. The amount will be determined by the Director and approved by the Management Board on an annual basis.
7. The Federal Application for Part B and Preschool funds will be submitted by the CMLRCC Director on behalf of member districts.
8. A financial audit by an independent auditor shall be ordered each year to assure proper expenditure procedures.

V. TERMINATION OF MEMBERSHIP IN CMLRCC

Each member district agreeing to the terms of this agreement shall remain a member of CMLRCC for a minimum of three (3) years. Unless membership is requested to be dropped by October 1 of the current fiscal school year, the member district's commitment will automatically extend for three (3) fiscal years. Each member district's commitment to membership in CMLRCC is effective with the signature on this Interlocal Agreement. A member district intending to withdraw must provide notification of intent to withdraw three (3) fiscal years in advance of the withdrawal date.

VI. ADDITION OF A DISTRICT TO CMLRCC

1. Any non-member school district within the geographic boundary of CMLRCC will be notified annually, by certified or registered letter with signed, returned receipt or by personal notification with a signed receipt, no later than October 1 with the opportunity to join the CMLRCC for the ensuing three (3) fiscal years.
2. Non-member districts who wish to join CMLRCC must respond within sixty (60) days of notification for the opportunity to participate.
3. CMLRCC shall allow the addition of a non-member district within the geographic boundaries of CMLRCC in accordance with the State statute. Such addition shall only be allowed at the regular December board meeting of the Management Board. Notice of application to add a non-member district shall be given to all Management Board Members at least ten (10) days prior to the regular December board meeting.

VII. APPLICATION TO JOIN CMLRCC SHALL CONTAIN:

1. The district's name.
2. Anticipated required services.
3. District's proposed budget for contracted Special Education Services.
4. Application must be signed by the Board of Trustees' Chairperson of the applying District.

CMLRCC may contract with any District during the Fiscal Year to provide Special Education Services, if available, to a non-member district. Any such contract entered into shall comply with the terms and conditions stated herein and shall be for compensation determined reasonable by CMLRCC.

VIII. TERMINATION OF CMLRCC

CMLRCC may be terminated by majority vote of the Management Board. Such vote shall only be held at the regular March board meeting of the Management Board. Any member of the Management Board may propose termination. Notice of intention to propose termination shall be sent to each member by the member proposing termination at least ten (10) days prior to the regular March meeting.

If the Management Board should terminate CMLRCC, the termination shall be effective at the end of the fiscal year in which the termination occurs. During the period from the termination until the end of the fiscal year, CMLRCC shall windup its affairs. All property in the possession of CMLRCC and owned by any member district shall be returned as soon as reasonably possible to the owner-district. Any property owned by CMLRCC shall be liquidated. All moneys in the possession of CMLRCC-owned property liquidation shall be distributed to the member districts by the following formula:

Contribution of Member District-Contribution of All Districts x All Remaining Cooperative Moneys.

IX. TERMINATION OF INSTRUCTIONAL SERVICES

It is further agreed that those member districts receiving instructional services (i.e., direct teacher support from CMLRCC) will notify CMLRCC by March 1 of the current fiscal year of their intent to continue services and to provide the necessary financial assistance to maintain the instructional staff. If notification is not received by March 1, the member district's commitment to the instructional services will be automatically renewed for the following fiscal year.

If any member district, who is not currently receiving instructional services, wishes in subsequent years to receive instructional services, that member district must notify CMLRCC of the potential need by February 1 and confirm or rescind the request by March 1 of the previous year and have Management Board approval prior to those services being provided. The member district is then obligated for costs for provision of the instructional services consistent with the calculation determined in IV.6 of the Financial Administration of CMLRCC.

X. REVIEW BY THE SUPERINTENDENT OF THE OFFICE OF PUBLIC INSTRUCTION

This Interlocal Agreement shall be submitted to the Superintendent of the Office of Public Instruction of the State of Montana for review and approval. This agreement shall not be in effect until such approval is obtained, and the agreement is recorded with the Superintendent of the Office of Public Instruction of the State of Montana.

XI. TEACHER TENURE

1. Whenever a teacher has been elected by the offer and acceptance of a contract for the fourth consecutive year of employment by CMLRCC in a

position requiring teacher certification, except as a director or a specialist, the teacher shall be deemed to be re-elected from year to year thereafter as a tenured teacher at the same salary and in the same comparable position of employment as that provided by the last executed contract with such teacher unless the Management Board resolve, by majority vote of their membership, to terminate the services of the teacher in accordance with XI.2.

2. In accordance with 20-7-456, MCA:
 - a. Teachers, who have tenure rights with a member district of CMLRCC and are employed by CMLRCC, do not lose their tenure with their district.
 - b. Non-tenured teachers employed by CMLRCC acquire tenure with CMLRCC in the same manner as prescribed in 20-4-203, and the provisions of 20-4-204 through 20-4-207 are applicable to teachers employed by CMLRCC.
 - c. Tenure for a teacher employed by CMLRCC is acquired only with CMLRCC and not with a member district of CMLRCC.
 - d. For the purposes of tenure of a teacher employed by CMLRCC, contract renewals may not be used to limit the teacher's progress toward tenure status.

XII. TERMINATION OF TENURE TEACHER SERVICES

1. Whenever the Management Board resolve to terminate the services of a tenure teacher under the provision of XI.1, the CMLRCC Management Board Chairperson shall, before April 1, notify the teacher of such termination in writing by Certified or Registered letter with a signed, returned receipt or by personal notification with a signed receipt.
2. Any tenured teacher, who received Notice of Termination, may request in writing, within ten days after the receipt of such Notice, a written statement declaring clearly and explicitly specific reason(s) for the termination of his or her services. The Director shall supply such statement within ten (10) days of the request.
3. Within ten (10) days after the tenured teacher receives the statement for reason(s) for termination, he or she may request in writing a hearing before the Management Board to reconsider the termination action. When a hearing is requested, the Management Board shall conduct such a hearing and reconsider its termination action within ten (10) days after the receipt of the request for the hearing. If the Management Board affirms its decision

to terminate, the tenured teacher may appeal the decision to the Superintendent of the Office of Public Instruction.

4. Subsequently, either the tenured teacher or the Management Board may appeal the decision of the Superintendent of the Office of Public Instruction to the appropriate District Court in the State of Montana.

The undersigned authorized representative of the participating school district indicates by his/her signature, agreement to the terms of the Central Montana Learning Resource Center Cooperative (CMLRCC) July 1, 2019 Inter-local Agreement.

Board Chairperson

School District

Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

22

ITEM TITLE: APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY 2019-2020

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

SUMMARY:

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY 2019-2020 grants. This approval allows the District to set aside a portion (this year, 4.02%) 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 2019-2020

☒ **Additional Information Attached**

NOTES:

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



Office of Public Instruction
Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501

CERTIFICATION FOR INDIRECT COST RATE
For FY 2019-2020

Due April 30, 2019

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 4.02 % (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.

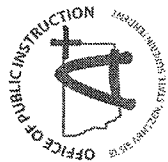
I declare that the foregoing is true and correct.

Signature of District Superintendent or Board Chairperson	Street Address or P.O. Box	
	215 7th Avenue South	
Printed Name of Authorized Official	City	Zip Code
PHILLIP KOTERBA	Lewistown	59457
Title	Date	
BOARD CHAIR		

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:

Approved Rate for FY2020	Date Approved
	Signature



Schedule A - Restricted Indirect Cost Rate For FY2019-20 Using FY18 Expenditures

14 Fergus 0420 Lewistown Public Schools

0258 Lewistown Elem

Expenditure Function	Total Expenditures (A)	Direct and Unallowable Costs (B)	Indirect Costs (C)	Excluded Costs		
				Capital Outlay (D)	Debt Financing (E)	Foods/ Other (F)
1XXX Instruction	4,755,376.95	4,748,830.95	0.00	6,546.00	0.00	0.00
21XX Support Services - Students	236,322.31	236,322.31	0.00	0.00	0.00	0.00
221X Improvement of Instruction Services	103,821.20	103,821.20	0.00	0.00	0.00	0.00
222X Educational Media Services	190,989.46	183,241.96	0.00	7,747.50	0.00	0.00
23XX Support Services - General Administration	143,625.58	143,625.58	0.00	0.00	0.00	0.00
24XX Support Services - School Administration	618,756.18	618,756.18	0.00	0.00	0.00	0.00
25XX Support Services - Business	361,557.72	45,796.71	315,761.01	0.00	0.00	0.00
26XX Operation and Maintenance of Plant Services	783,434.38	783,434.38	0.00	0.00	0.00	0.00
27XX Student Transportation Services	578,258.91	458,490.58	0.00	119,768.33	0.00	0.00
31XX Food Services	689,910.03	340,975.84	0.00	0.00	0.00	0.00
34XX Extracurricular - Activities	6,657.64	6,657.64	0.00	0.00	0.00	0.00
35XX Extracurricular - Athletics	58,390.27	58,390.27	0.00	0.00	0.00	0.00
62XX Resources Transferred to Other School Districts or Cooperatives	204,563.15	0.00	0.00	204,563.15	0.00	0.00
Totals	8,731,663.78	7,728,343.60	315,761.01	338,624.98	0.00	0.00
Direct Costs Reclassified Indirect Costs	XXXXXXXXXX			XXXXXXXXXX	XXXXXXXXXX	XXXXXX
Direct or Indirect Costs Reclassified as Excluded	XXXXXXXXXX					
Adjusted Totals	8,731,663.78					

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Indirect Cost Rate For FY2019-20 Using FY18 Expenditures

14 Fergus 0420 Lewistown Public Schools

0259 Fergus H S

Expenditure Function	Total Expenditures (A)	Direct and Unallowable Costs (B)	Indirect Costs (C)	Excluded Costs		
				Capital Outlay (D)	Debt Financing (E)	Foods/ Other (F)
1XXX Instruction	1,953,313.51	1,952,915.03	0.00	398.48	0.00	0.00
21XX Support Services - Students	133,548.14	133,548.14	0.00	0.00	0.00	0.00
221X Improvement of Instruction Services	34,889.44	34,889.44	0.00	0.00	0.00	0.00
222X Educational Media Services	153,684.41	130,441.91	0.00	23,242.50	0.00	0.00
23XX Support Services - General Administration	164,070.54	164,070.54	0.00	0.00	0.00	0.00
24XX Support Services - School Administration	393,459.08	393,459.08	0.00	0.00	0.00	0.00
25XX Support Services - Business	246,719.21	31,894.44	214,824.77	0.00	0.00	0.00
26XX Operation and Maintenance of Plant Services	640,169.53	640,169.53	0.00	0.00	0.00	0.00
27XX Student Transportation Services	512,798.59	230,086.51	0.00	282,712.08	0.00	0.00
31XX Food Services	28,867.66	28,675.27	0.00	0.00	0.00	0.00
33XX Community Services	5,494.19	5,494.19	0.00	0.00	0.00	0.00
34XX Extracurricular - Activities	52,740.11	52,740.11	0.00	0.00	0.00	0.00
35XX Extracurricular - Athletics	168,362.35	168,362.35	0.00	0.00	0.00	0.00
4XXX Facilities Acquisition and Construction Services	14,004.35	0.00	0.00	14,004.35	0.00	0.00
62XX Resources Transferred to Other School Districts or Cooperatives	11,055.77	0.00	0.00	11,055.77	0.00	0.00
Totals	4,513,176.88	3,966,746.54	214,824.77	331,413.18	0.00	0.00
Direct Costs Reclassified Indirect Costs	XXXXXXXXXX			XXXXXXXXXX	XXXXXXXXXX	XXXXXX
Direct or Indirect Costs Reclassified as Excluded	XXXXXXXXXX					
Adjusted Totals	4,513,176.88					

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Indirect Cost Rate For FY2019-20 Using FY18 Expenditures

Line A

LE 0258 Lewistown Elem
LE 0259 Fergus H S

	2020 Calculated Rate	2020 Reclassified Rate*	Requested Reclassified Rate**
Indirect/Direct	315,761.01 / 7,728,343.60	4.09%	
Indirect/Direct	214,824.77 / 3,966,746.54	5.42%	

Line B Preliminary Indirect Cost Rates

LE	2016	2017	2018	2019	2020
0258 Lewistown Elem	0.0408	0.0411	0.0413	0.0405	4.09%
0259 Fergus H S	0.0408	0.0411	0.0413	0.0405	5.42%

Line C Approved Indirect Cost Rates

LE	2016	2017	2018	2019	2020
0258 Lewistown Elem	0.0408	0.0411	0.0413	0.0405	
0259 Fergus H S	0.0408	0.0411	0.0413	0.0405	

Line D Higher of Preliminary or Approved Indirect Cost Rates

LE	2016	2017	2018	2019	2020
0258 Lewistown Elem	0.0408	0.0411	0.0413	0.0405	
0259 Fergus H S	0.0408	0.0411	0.0413	0.0405	

Line E Five Year Average with 5% Discount

LE	2020	LE Reclassified Rate
0258 Lewistown Elem	3.89%	
0259 Fergus H S	4.14%	

Line F Average of LE's contained under one School System Code (SS)

0420 Lewistown Public Schools

Your Preliminary Rate by School System (SS) is:

This same rate is applied to both EL and HS in the same SS

2020	SS Reclassified Rate
4.02%	

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Indirect Cost Rate For FY2019-20 Using FY18 Expenditures

* Reclassified Rate Line A: Calculate the Reclassified Rate by reclassifying allowable expenditures from direct to indirect. Then calculate by applying the following formula to each LE. Indirect/Direct.

** "Requested Reclassified Rate" column is intended as space to calculate the adjusted indirect cost rate due to reclassification of expenditures.

Line B: This is a copy of the Calculated Rate using TFS expenditures.

Line C: Enter the requested Reclassified Rate (based on reclassifying TFS expenditures) by LE from Line A.

Line D: Copy the higher value by LE from Lines B or C.

Line E: Apply the following formula: Average (all values by LE in Line D) * .95. Do this once for the Elem and once for the HS.

Line F: Average together the results from Line E.

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.

Montana Automated Education Financial and Information Reporting System

12/18/2018 3:14:28 PM PRD rptIndirectCostRateScheduleA

Page 4 of 4

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

23

ITEM TITLE: APPROVE 2019-2020 CLASSIFIED STAFF SALARY MATRIX

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

SUMMARY:

The Board of Trustees needs to approve the attached salary matrix for the 2019-2020 Fiscal Year for the Classified Staff. This matrix reflects the 2% increase that the certified staff also received.

SUGGESTED ACTION: Approve 2019-2020 Classified Staff Salary Matrix

☒ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
FY2019-20 CLASSIFIED PAY MATRIX
April 8, 2019

FY19 NEGOTIATED INCREASE: 2.0%

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	14.19	14.62	15.05	15.48	15.90	16.33	16.75	17.61	17.61	17.61	17.61	18.46
ADMIN SECRETARY+15	14.62	15.05	15.48	15.90	16.33	16.75	17.18	18.03	18.03	18.03	18.03	18.88
ADMIN SECRETARY+30	15.05	15.48	15.90	16.33	16.75	17.18	17.61	18.46	18.46	18.46	18.46	19.31
ADMIN SECRETARY+45	15.90	16.33	16.75	17.18	17.61	18.03	18.46	19.31	19.31	19.31	19.31	20.16
COMPUTER TECH/PAYROLL	17.92	18.46	19.00	19.54	20.08	20.61	21.15	22.23	22.23	22.23	22.23	23.30
COMPUTER TECH/PAYROLL+15	18.46	19.00	19.54	20.08	20.61	21.15	21.69	22.76	22.76	22.76	22.76	23.83
COMPUTER TECH/PAYROLL+30	19.00	19.54	20.08	20.61	21.15	21.69	22.23	23.30	23.30	23.30	23.30	24.38
COMPUTER TECH/PAYROLL+45	20.08	20.61	21.15	21.69	22.23	22.76	23.30	24.38	24.38	24.38	24.38	25.45
FIRST COOK/BAKER	11.80	12.14	12.48	12.83	13.16	13.51	13.85	14.53	14.53	14.53	14.53	14.53
FIRST COOK/BAKER+15	12.14	12.48	12.83	13.16	13.51	13.85	14.19	14.88	14.88	14.88	14.88	14.88
FIRST COOK/BAKER+30	12.48	12.83	13.16	13.51	13.85	14.19	14.53	15.22	15.22	15.22	15.22	15.22
FIRST COOK/BAKER+45	13.16	13.51	13.85	14.19	14.53	14.88	15.22	15.90	15.90	15.90	15.90	15.90
FOOD SERVER/KITCHEN AIDE	11.12	11.38	11.66	11.93	12.20	12.20	12.20	12.20	12.20	12.20	12.20	12.20
FOOD SERVER/KITCHEN AIDE+15	11.38	11.66	11.93	12.20	12.46	12.46	12.46	12.46	12.46	12.46	12.46	12.46
FOOD SERVER/KITCHEN AIDE+30	11.66	11.92	12.20	12.46	12.72	12.72	12.72	12.72	12.72	12.72	12.72	12.72
FOOD SERVER/KITCHEN AIDE+45	12.19	12.46	12.74	12.99	13.26	13.26	13.26	13.26	13.26	13.26	13.26	13.26
HOT LUNCH VAN	12.91	13.20	13.50	13.80	14.09	14.09	14.09	14.09	14.09	14.09	14.09	14.09
HOT LUNCH VAN+15	13.20	13.50	13.80	14.09	14.39	14.39	14.39	14.39	14.39	14.39	14.39	14.39
HOT LUNCH VAN+30	13.50	13.80	14.09	14.39	14.69	14.69	14.69	14.69	14.69	14.69	14.69	14.69
HOT LUNCH VAN+45	14.09	14.39	14.69	14.98	15.28	15.28	15.28	15.28	15.28	15.28	15.28	15.28
IMC TECH	12.93	13.30	13.68	14.05	14.44	14.79	15.18	15.18	15.18	15.18	15.18	15.18
IMC TECH+15	13.30	13.68	14.05	14.44	14.79	15.18	15.55	15.55	15.55	15.55	15.55	15.55
IMC TECH+30	13.68	14.05	14.44	14.79	15.18	15.55	15.94	15.94	15.94	15.94	15.94	15.94
IMC TECH+45	14.44	14.79	15.18	15.55	15.94	16.30	16.68	16.68	16.68	16.68	16.68	16.68
MAINT I	9.19	9.53	9.86	10.21	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56
MAINT I+15	9.53	9.86	10.21	10.56	10.90	10.90	10.90	10.90	10.90	10.90	10.90	10.90
MAINT I+30	9.87	10.21	10.56	10.89	11.22	11.22	11.22	11.22	11.22	11.22	11.22	11.22
MAINT I+45	10.56	10.89	11.23	11.56	11.91	11.91	11.91	11.91	11.91	11.91	11.91	11.91
MAINT II	12.91	13.23	13.55	13.87	14.20	14.51	14.84	15.49	15.49	15.49	15.49	16.12
MAINT II+15	13.23	13.55	13.87	14.20	14.51	14.84	15.16	15.81	15.81	15.81	15.81	16.46
MAINT II+30	13.55	13.87	14.20	14.52	14.84	15.16	15.49	16.13	16.13	16.13	16.13	16.78
MAINT II+45	14.20	14.52	14.84	15.16	15.49	15.81	16.13	16.78	16.78	16.78	16.78	17.42
MAINT III	13.24	13.57	13.90	14.22	14.56	14.90	15.22	15.89	15.89	15.89	15.89	16.55
MAINT III+15	13.57	13.90	14.22	14.56	14.90	15.22	15.55	16.22	16.22	16.22	16.22	16.88
MAINT III+30	13.90	14.22	14.56	14.90	15.22	15.55	15.89	16.55	16.55	16.55	16.55	17.20
MAINT III+45	14.56	14.90	15.22	15.55	15.89	16.22	16.55	17.21	17.21	17.21	17.21	17.88
MAINT IV	13.79	14.13	14.48	14.83	15.17	15.51	15.85	16.54	16.54	16.54	16.54	17.23
MAINT IV+15	14.13	14.48	14.83	15.17	15.51	15.85	16.20	16.89	16.89	16.89	16.89	17.58
MAINT IV+30	14.48	14.83	15.17	15.51	15.85	16.20	16.54	17.23	17.23	17.23	17.23	17.92
MAINT IV+45	15.17	15.51	15.85	16.20	16.54	16.89	17.23	17.92	17.92	17.92	17.92	18.62
MAINT V	18.75	19.22	19.69	20.15	20.62	21.09	21.56	22.50	22.50	22.50	22.50	23.44
MAINT V+15	19.22	19.69	20.15	20.62	21.09	21.56	22.03	22.97	22.97	22.97	22.97	23.91
MAINT V+30	19.69	20.15	20.62	21.09	21.56	22.03	22.50	23.44	23.44	23.44	23.44	24.36
MAINT V+45	20.62	21.09	21.56	22.03	22.50	22.97	23.44	24.37	24.37	24.37	24.37	25.31
MAINT VI	21.02	22.07	23.13	24.18	25.23	26.28	27.33	27.33	27.33	27.33	27.33	27.33
MAINT VI+15	22.07	23.13	24.18	25.23	26.28	27.33	28.38	28.38	28.38	28.38	28.38	28.39
MAINT VI+30	23.13	24.18	25.23	26.28	27.33	28.38	29.43	29.43	29.43	29.43	29.43	29.43
MAINT VI+45	24.18	25.23	26.28	27.33	28.38	29.43	30.48	30.48	30.48	30.48	30.48	30.49
MECH I	16.86	17.28	17.70	18.12	19.01	19.89	20.13	20.60	20.60	20.60	20.60	21.07
MECH I+15	17.28	17.70	18.12	18.54	19.43	20.31	20.55	21.02	21.02	21.02	21.02	21.49
MECH I+30	17.70	18.12	18.54	18.96	19.85	20.73	20.97	21.44	21.44	21.44	21.44	21.90
MECH I+45	18.35	18.78	19.20	19.62	20.51	21.39	21.63	22.09	22.09	22.09	22.09	22.56
PARA EDUCATOR	10.91	11.18	11.46	11.73	12.01	12.27	12.55	12.55	12.55	12.55	12.55	12.55
PARA EDUCATOR+15	11.72	11.99	12.27	12.53	12.82	13.09	13.36	13.36	13.36	13.36	13.36	13.36
PARA EDUCATOR+30	12.07	12.34	12.61	12.89	13.16	13.44	13.71	13.71	13.71	13.71	13.71	13.71
PARA EDUCATOR+45	12.78	13.04	13.32	13.59	13.86	14.13	14.41	14.41	14.41	14.41	14.41	14.41
PARA EDUCATOR+CERT	13.47	13.73	14.02	14.29	14.56	14.83	15.11	15.11	15.11	15.11	15.11	15.11
PURCH/REC	15.97	16.44	16.91	17.39	17.87	18.35	18.83	19.79	19.79	19.79	19.79	20.75
PURCH/REC+15	16.44	16.91	17.39	17.87	18.35	18.83	19.31	20.28	20.28	20.28	20.28	21.22
PURCH/REC+30	16.91	17.39	17.87	18.35	18.83	19.31	19.79	20.75	20.75	20.75	20.75	21.70
PURCH/REC+45	17.87	18.35	18.83	19.31	19.79	20.28	20.75	21.70	21.70	21.70	21.70	22.66
SECOND COOK/BAKER	11.60	11.93	12.28	12.61	12.95	13.29	13.62	14.30	14.30	14.30	14.30	14.30
SECOND COOK/BAKER+15	11.93	12.28	12.61	12.95	13.29	13.62	13.96	14.63	14.63	14.63	14.63	14.63
SECOND COOK/BAKER+30	12.28	12.61	12.95	13.29	13.62	13.96	14.30	14.96	14.96	14.96	14.96	14.96
SECOND COOK/BAKER+45	12.95	13.29	13.62	13.96	14.30	14.63	14.97	15.64	15.64	15.64	15.64	15.64
SECRETARY	12.76	13.14	13.53	13.91	14.30	14.67	15.05	15.82	15.82	15.82	15.82	16.59
SECRETARY+15	13.14	13.52	13.91	14.30	14.67	15.05	15.44	16.21	16.21	16.21	16.21	16.97
SECRETARY+30	13.52	13.91	14.30	14.67	15.05	15.44	15.82	16.59	16.59	16.59	16.59	17.35
SECRETARY+45	14.30	14.67	15.05	15.44	15.82	16.21	16.59	17.36	17.36	17.36	17.36	18.12
TRANSPORTATION	16.56	16.90	17.23	17.56	17.89	17.89	17.89	17.89	17.89	17.89	17.89	17.89
TRANSPORTATION+15	16.90	17.23	17.56	17.89	18.23	18.23	18.23	18.23	18.23	18.23	18.23	18.23
TRANSPORTATION+30	17.23	17.56	17.89	18.22	18.56	18.56	18.56	18.56	18.56	18.56	18.56	18.56
TRANSPORTATION+45	17.89	18.23	18.54	18.88	19.21	19.21	19.21	19.21	19.21	19.21	19.21	19.21
WORK EXPERIENCE DRIVER	10.49	10.75	11.01	11.28	11.53	11.81	12.06	12.06	12.06	12.06	12.06	12.06
WORK EXPERIENCE DRIVER+15	11.27	11.53	11.80	12.05	12.31	12.58	12.84	12.84	12.84	12.84	12.84	12.84
WORK EXPERIENCE DRIVER+30	11.60	11.86	12.13	12.39	12.64	12.91	13.17	13.17	13.17	13.17	13.17	13.17
WORK EXPERIENCE DRIVER+45	12.27	12.53	12.80	13.05	13.33	13.58	13.85	13.85	13.85	13.85	13.85	13.85
SCHOOL NURSE (RN)	19.78	20.37	20.96	21.56	22.15	22.74	23.34	23.34	23.34	23.34	23.34	23.34
SCHOOL NURSE (RN)+15	20.37	20.96	21.56	22.15	22.74	23.34	23.93	23.93	23.93	23.93	23.93	23.93
SCHOOL NURSE (RN)+30	20.96	21.56	22.15	22.74	23.34	23.93	24.52	24.52	24.52	24.52	24.52	24.52
SCHOOL NURSE (RN)+45	22.15	22.74	23.34	23.93	24.52	25.12	25.71	25.71	25.71	25.71	25.71	25.71

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

24

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2018-2019 SCHOOL YEAR

Requested By: Board of Trustees **Prepared By:** Christy Rogers

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2018-2019 School Year as listed below:

Substitute Teacher
Amanda Yarger

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2018-2019 School Year

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2019

Agenda Item No.

25

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
<i>Board Action</i>						
Bailey						
Birdwell						
Southworth						
Koterba						
Vantassel						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday April 8, 2019

<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>
CASALE, Nikki	Elementary Teacher	Garfield School	Accept Letter of Resignation	5/31/2019	Matt Lewis	
EIKE, Mandy	Family and Consumer Science Teacher	Jr. High School	Accept Letter of Resignation	5/31/2019	Scott Dubbs	
RAMEY, Thomas	Custodian	Garfield School	Accept Letter of Resignation	4/5/2019	Jason Fry	
TOBIN, Stephanie	Paraprofessional	Garfield School	Accept Verbal Resignation	3/14/2019	Matt Lewis	
WICHMAN, Nicole	English Teacher	Jr. High School	Approve appointment on schedule-BA+20 Step 9 1.0 FTE	7/1/2019	Scott Dubbs	Replace Kim Miller
	Custodian					

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.

LEWISTOWN PUBLIC SCHOOLS

2018-2019 SCHOOL CALENDAR

A. Pupil Instruction

First Semester						90 Days	Second Semester						89 Days
FIRST QUARTER						DAYS	THIRD QUARTER						DAYS
First Week	Aug	23	--	Aug	24	2	First Week	Jan	24	--	Jan	25	4
Second Week	Aug	27	--	Aug	31	5	Second Week	Jan	28	--	Feb	1	5
Third Week	Sept	4	--	Sept	7	4	Third Week	Feb	4	--	Feb	8	5
Fourth Week	Sept	10	--	Sept	14	5	Fourth Week	Feb	11	--	Feb	15	5
Fifth Week	Sept	17	--	Sept	21	5	Fifth Week	Feb	18	--	Feb	21	4
Sixth Week	Sept	24	--	Sept	28	5	Sixth Week	Feb	25	--	Mar	1	5
Seventh Week	Oct	1	--	Oct	5	5	Seventh Week	Mar	4	--	Mar	8	5
Eighth Week	Oct	8	--	Oct	12	5	Eighth Week	Mar	11	--	Mar	15	5
Ninth Week	Oct	15	--	Oct	17	3	Ninth Week	Mar	18	--	Mar	22	5
Tenth Week	Oct	22	--	Oct	26	5							43
						44							
SECOND QUARTER						DAYS	FOURTH QUARTER						DAYS
First Week	Oct	29	--	Nov	2	5	First Week	Mar	25	--	Mar	28	4
Second Week	Nov	5	--	Nov	7	3	Second Week	Apr	1	--	Apr	5	5
Third Week	Nov	12	--	Nov	16	5	Third Week	Apr	8	--	Apr	12	5
Fourth Week	Nov	19	--	Nov	20	2	Fourth Week	Apr	15	--	Apr	17	3
Fifth Week	Nov	26	--	Nov	30	5	Fifth Week	Apr	23	--	Apr	26	4
Sixth Week	Dec	3	--	Dec	7	5	Sixth Week	Apr	29	--	May	3	5
Seventh Week	Dec	10	--	Dec	14	5	Seventh Week	May	6	--	May	10	5
Eighth Week	Dec	17	--	Dec	21	5	Eighth Week	May	13	--	May	17	5
Ninth Week	Jan	3	--	Jan	4	2	Ninth Week	May	20	--	May	24	5
Tenth Week	Jan	7	--	Jan	11	5	Tenth Week	May	28	--	May	31	4
Eleventh Week	Jan	14	--	Jan	18	5							45
						47							
													Totals
													179

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

August 21-22	PIR	2.00
October 18-19	Staff Development Days - Teachers Convention	2.00
November 7-8	Parent Teacher Conferences	1.50
<i>(Evening on Nov. 7 from 4:00-7:00 pm; All Day Nov. 8)</i>		
January 21	PIR	1.00
March 26	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
1 Floating PIR		1.00
		8.00

C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24 - January 2	Winter Break
January 21	PIR (Vacation day for Students)
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day