

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room**

215 7<sup>th</sup> Avenue South  
Lewistown, Montana 59457

**MONDAY, March 12, 2018**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition – Scott Sparks, FHS Boys Basketball  
Presentation---“The Whole Child at Highland Park”, Principal Matt Ventresca,  
Presentation – Central Montana Medical Center, Dr. LaPage, EMT Class at FHS
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT’S REPORT**

9. Report—Election Information
10. Report—Budget Update
11. Report—Investment
12. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

14. Minutes of the February 12, 2018, Regular Board Meeting

**APPROVAL OF CLAIMS**

15. Claims

**INDIVIDUAL ITEMS**

16. Appoint Standing Committee for RIF Process as per Collective Bargaining Agreement
17. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition,  
Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for  
School Fiscal Year 2019
18. Approve Multi-District Agreement for Technology Services
19. Approve Additions to the Substitute List for the 2017-2018 School Year
20. Approve Personnel Report
21. 2<sup>nd</sup> Reading – Addition of Board Policy 5420F—ESSA Qualification Notification

**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/40>*

## **PUBLIC PARTICIPATION**

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

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

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

4

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

**ITEM TITLE:** PRESENTATION – Scott Sparks, FHS Boys Basketball; Matt Ventresca, Highland Park. “The Whole Child Strategies”, Dr. LaPage, CMMC, new National Certified EMT class at FHS

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_

**SUMMARY:**

Scott Sparks, Head Boys Basketball Coach, will introduce players and give perspective on this past season. Matt Ventresca, Highland Park Principal, will present strategies on “Educating the Whole Child” currently being emphasized at HP. Dr. LaPage, Central Montana Medical Center, will present on a new class next year at FHS in which students who complete the class can get nationally certified to be an EMT.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

# **Emergency Medical Technician**

**2018 / 2019**

## **Preparatory**

EMS Systems

Research

Workforce Safety and Wellness

Documentation

EMS System Communication

Therapeutic Communication

Medical / Legal and Ethics

## **General Education**

Anatomy and Physiology

Medical Terminology

Pathophysiology

Life Span Development

Public Health

## **Pharmacology**

Principles of Pharmacology

Medication Administration

Emergency Medications

## **Airway Management, Respiration and Artificial Ventilation**

Airway Management

Respiration

Artificial Ventilation

**Patient Assessment**

Scene Size-Up

Primary Assessment

History-Taking

Secondary Assessment

Monitoring Devices

Reassessment

**Medicine**

Medical Overview

Neurology

Abdominal and Gastrointestinal Disorders

Immunology

Infectious Disease

Endocrine Disorders

Psychiatric

Cardiovascular

Toxicology

Respiratory

Hematology

Genitourinary / Renal

Gynecology

Non-Traumatic Musculoskeletal Disorders

Diseases of the Eyes, Ears, Nose and Throat

Shock and Resuscitation

**TRAUMA**

Trauma Overview

Bleeding

Chest Trauma

Abdominal and Genitourinary Trauma

Orthopedic Trauma

Soft Tissue Trauma

Head, Facial, Neck and Spine Trauma

Nervous System Trauma

Special Considerations in Trauma

Environmental Emergencies

Multi-System Trauma

Obstetrics

Neonatal Care

Pediatrics

Geriatrics

Patients With Special Challenges

**EMS Operations**

Principles of Operating a Ground Ambulance

Incident Management

Multiple Casualty Incidents

Air Medical

Vehicle Extrication

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

5

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

**ITEM TITLE:** REPORT—STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** Tanner Trafton

**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:**

Hello Mrs. Peterson,

Here is my report for the meeting! Thank you and have a good evening!

1. BPA: bpa store has been open for over a month, they are heading to the State competition March 11th-13th
2. FCCLA: members are working on their STAR events for the State competition and will practice giving their presentations at the upcoming parent potluck
3. FFA: Their most recent competition was in Grass Range and they did well
4. HOW Club: N/A
5. YPR Club: N/A
6. Key Club: N/A
7. Book Club: Discussing novels of their choice and recommending books for each other and the library
8. Art Club: working on wildfire prevention art contest, zero hero design for PROM
9. Outdoors Club: N/A
10. Spanish Club: language day at U of M March 2nd
11. Science Olympiad: N/A
12. Robotics: N/A
13. Graduation Matters: N/A
14. National Honor Society: People are reporting hours for different community service events
15. F Club: N/A
16. Speech and Drama: N/A
17. Student Council: kindness week project that involves awareness for school violence/shootings
18. Central Montana Youth Mentoring: Ms. Woollet is no longer at the high school and mentors are reporting hours with their mentees.
19. Astronomy Club: N/A
20. Youth Alive: N/A
21. Ducks Unlimited: N/A
22. Skills USA: N/A
23. Gay-Straight Alliance: N/A
24. Model UN: going to another Model UN in May at MSUB
25. Film Club: N/A
26. Tech Club: learning to design in Google Sketch Ups to print their own creations



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/12/2018

Agenda Item No.

6

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 Estimated cost/fund source \_\_\_\_\_

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

7

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

**ITEM TITLE:** REPORT—COMMITTEES OF THE BOARD

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

---

**SUMMARY:**

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

Attached is the list for Standing Committees of the Board for the 2017-2018 School Year.

**SUGGESTED ACTION:** Informational

---

☒ **Additional Information Attached**

---

**NOTES:**

**STANDING COMMITTEES OF THE BOARD**  
**2017-2018 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**  
**2017-2018 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:								
Science	1					X		
Social Studies	1		X					
Health Insurance Program	2			X		X		
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	
Finance (January-March 2018)	3	X			X	X		

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

8

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_

**SUMMARY:**

Clay Morris, Section Chief from the DEA, flyer on dangers of drug use Community Forum.

NAIA National Tournament Tickets as part of Youth Impact Day, 2018

EOCM Board Meeting Agenda

Port Authority Meeting Agenda

OPI – Limited Funding for Students with Significant Needs, 2018 (Robot)

**SUGGESTED ACTION:**

☒ Additional Information Attached

**NOTES:**



# Central Montana Youth Challenge

Presents

## Clay Morris

Section Chief

Drug Enforcement Administration  
Office of Investigative Technology



**Date:** Tuesday March 13, 2018

**Time:** 10:00-11:00AM & 1:30-2:30PM

DEA **360** STRATEGY

**Location:**

Fergus Center for  
Performing Arts

1001 Casino Creek Dr.,  
Lewistown, MT 59457

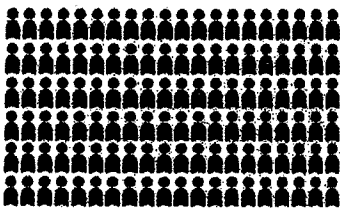
**Heroin/  
Prescription  
Opioid  
Overdose  
Epidemic:**

**144**

Drug overdose  
deaths per day

**63%**

of those deaths are  
pharmaceutical  
opioids or heroin  
related



Source: Center for Disease Control (CDC)

**Contact: Teresa Majerus  
Lewistown Junior High School  
406-535-5419**

Please plan to attend the **2018  
Spring Challenge Presentation** by  
**Clay Morris**, Section Chief with the  
Drug Enforcement Administration.  
Chief Morris will address the dangers  
of Opioid, Heroin, and Marijuana use  
with the youth of Central Montana.

\*Parents and community members  
Welcome!



**SCHEELS**

Presents:

**Youth Impact Day, 2018**

February 24, 2018

Greetings Superintendents, Principals, Teachers, AD's and Coaches,

The 2018 Wells Fargo NAIA DI Women's Basketball National Championship Tournament will take place March 14-20 at MetraPark in Billings. We are excited to offer your students the opportunity to attend this amazing tournament during Scheel's Youth Impact Day.

Through the generous support of Scheel's and MetraPark, students from southeast Montana school districts will receive free admission to the tournament. Here are a few details for your consideration:

- The Scheel's Youth Impact Day is Friday, March 16, 2018. Games are scheduled all day; see specific times in the schedule below.
- We would ask students to dress in your school's colors and to sit together in the arena during game(s). This is fantastic basketball.
- There will be 32 teams from NAIA colleges and universities from across the country including Montana teams in the Frontier Conference. There will be 31 games over the six-day tournament. More details at [www.NAIATournament.com](http://www.NAIATournament.com).
- The level of play in each game last year was highly competitive and an incredible demonstration of skill and sportsmanship by the players and coaches. Definitely a positive for the spectators.
- You are able to select the time that best fits your School's schedule and the students you feel would benefit from this opportunity; such as a team, grade level, or school wide.

We hope you and your students are able to take advantage of this opportunity. Please let me know by March 7<sup>th</sup>, if you would like to participate. I will follow up with a call/email to coordinate the specifics of bus drop-off, entrance, admission and parking at that time.

Contact Information we will need from you:

School:

School Contact:

Contact email:

Estimated Time of Arrival:

Approximate Number of Attendees:

Thank you,

**Colleen**

Colleen Sullivan

Scheel's Youth Impact Day, Chair

NAIA Women's Basketball Tournament Committee

[colleens1043@gmail.com](mailto:colleens1043@gmail.com)

(406) 261-2541

**SCHEELS**

Presents:

**Youth Impact Day, 2018**

**Friday, March 16 - Second Round Schedule:**

9:00 am

10:45 am

12:30 pm

2:15 pm

4:30 pm

6:15 pm

8:00 pm

9:45 pm

More information at: [www.NAIATournament.com](http://www.NAIATournament.com)

**EOCM BOARD MEETING**  
**\*\*THURSDAY, MARCH 8, 2018\*\***  
**Central MT Education Center**  
**12:00 Noon – 1:00 P.M.**

TO: EOCM Board Members

FROM: Rick Wright, President

DATE: March 2, 2018

RE: **EOCM BOARD MEETING**

**Please RSVP to Diane at 535-5570 if you are unable to attend the meeting.**

AGENDA

Thursday, March 8, 2018

1. Call to Order
2. Approval of January 11, 2018 Meeting Minutes (attached)
3. Treasurer's Report – Rebekah Rhoades
4. Unfinished Business
  - a. Construction Academy Update – Diane
  - b. Information on Skills Training meeting with Port Authority/ BillingsWorks – Diane/Thom
  - c. Update on Contacts with MSU and OCHE – Rick Wright and Diane
5. Director's Report – Diane
6. Other Business
7. Adjournment

**2017-2018 Meeting Dates on Thursdays from 12 Noon-1:00 p.m. at CMEC (subject to change):**

**September 21, 2017**

**November 9, 2017 (Annual Meeting)**

**January 11, 2018**

**March 8, 2018**

**May 10, 2018**

**No meetings during the summer months**



Those attending from BillingsWorks (an arm of Big Sky Economic Development) are:

- Karen Baumgart, Director of BillingsWorks.
- Lisa Skriner, Director of Workforce Development at MSU-B City College.
- Scott Anderson, Principle at the Billings Career Center.

Additionally, there may be a fourth person, an employer from the Billings area.

These folks are very excited about connecting with Central Montana, and the hope is that this gathering on March 16 continues and deepens our relationship with Big Sky Economic Development.

Our goals for March 16:

- Learn about what BillingsWorks is doing to help employers attract workers with the right sets of soft and hard skills, with time for Q&A with our guests. One thing we have learned in our visits with the Billings folks is that they and their employers face the same kinds of challenges with finding and hiring quality employees as we do.
- Briefly hear some local perspectives on what is happening here.
- Discuss what would and would not work in Central Montana and what steps we (the Port Authority, working with many others in the community) can take that would make a difference. Part of this discussion is what the state might do to assist us, something on which we have already taken steps to connect with state officials. The Billings folks would help us in this discussion with their experience and perspective, but this will be about our community developing ideas of what is possible and would help local employers and workers alike.

The schedule for March 16:

- 9:45 a.m. - Gather at Central Montana Education Center (former BLM building), 773 Airport Road.
- 10 a.m. - Welcome, introductions, schedule and goals.
- 10:15 a.m. - BillingsWorks overview. Background, structure, efforts, what has worked and what hasn't.
- 11 a.m. - Q&A. Questions for BillingsWorks folks and each other.
- 11:45 - Grab and eat lunch served by Central Montana Medical Center. We keep working.
- 12:00 - What can we do in Lewistown? Identify steps/actions we can do, on our own or with support from the state, that will make a difference for employers and current and potential workers here.
- 12:50 - Close, summary of discussion and next steps.
- 1 p.m. - Adjourn.

If you have any questions or suggestions, please contact:

Dave Byerly  
Cell (406-366-0131)  
byerlys@middrivers.com

Bret Carpenter  
Cell: (406-380-0343)  
bcarpenter@stockmanbank.com



Thom Peck <thom.peck@lewistown.k12.mt.us>

---

## Limited Funding for Students With Significant Needs 2018

3 messages

---

OPI <dkimmet2@mt.gov>

Mon, Mar 5, 2018 at 3:28 PM

Reply-To: dkimmet2@mt.gov

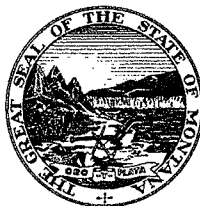
To: thom.peck@lewistown.k12.mt.us

Elsie Amtzen, Superintendent

PO Box 202501  
Helena, MT 59620-2501  
406.444.5643  
www.opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION  
STATE OF MONTANA

Putting Montana Students First **A<sup>+</sup>**



March 6, 2018

### Limited Funding for Students With Significant Needs

The Office of Public Instruction is making available limited funding for the costs of students with significant needs served by the public schools. The approval of the funding on each application is specific to the request and justification for that request.

The following link provides an overview of the program, definition of eligible districts and eligible students, allowable costs, definition of Priority I and Priority IA and Priority II, 2018 Application and Budget forms:

<http://opi.mt.gov/Portals/182/Page%20Files/Special%20Education/Significant%20Needs/Special%20Needs%20Combined.pdf>

If you have questions, please contact Dale Kimmet, Division of Special Education, 406-444-0742, or e-mail at [dkimmet2@mt.gov](mailto:dkimmet2@mt.gov).

Frank Podobnik  
Administrator  
Division of Special Education

Having trouble reading this email? View it in your browser.

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

9

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

**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 2018.

Attached are the Terms of Office Listing and the 2017-2018 School Election Calendar.

Board members terms of office that are due to expire in 2018 include: CJ Bailey and Monte Weeden.

**Based on the 2018-2019 Preliminary Budget Data Sheets received from OPI, neither the High School nor Elementary District are able to run a General Fund Levy. Therefore, the Business Manager/Clerk will be cancelling that portion of the election.**

**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:

	<b>Expire 2018</b>	<b>Expire 2019</b>	<b>Expire 2020</b>
<b>SCHOOL DISTRICT #1</b>	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Stephen Vantassel

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

\_\_\_\_\_ 3-year term (to expire in 2021)

\_\_\_\_\_ 3-year term (to expire in 2021)

**Declaration of Intents Filed for Nomination of School Board Trustee:**


Monte Weeden

CJ Bailey

## SCHOOL ELECTION CALENDAR 2018

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	<b>Thursday, December 14 through Thursday, March 29</b>	<b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with election administrator. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b>  <i>Candidate must be registered to vote at the time the Oath is filed.</i>	<a href="#">13-10-201</a>  <a href="#">20-3-305</a>
At least 70 days before	<b>Tuesday, February 27</b>	<b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) 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"><li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li><li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li></ul>	<a href="#">13-19-202</a> <a href="#">13-19-203</a> <a href="#">20-9-422</a> <a href="#">20-20-201</a> <a href="#">20-20-203</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, March 2</b>	<b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	<a href="#">20-20-201(2)(a)</a>
At least 60 days before	<b>Friday, March 9</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. 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: <a href="#">Mail Ballot Plan Timetable and Instructions</a>	<a href="#">13-19-205</a>
4 weeks preceding the close of regular registration	<b>Monday, March 12</b>	<b>Notice of close of regular registration.</b> 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.	<a href="#">13-2-301</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 5 (by 5 p.m.)</b>	<b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">20-3-305(3)(a)</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 5 (by 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent.</b>	<a href="#">20-3-305(2)(b)</a>
No later than the 30th day before	<b>Friday, April 6</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-101</a>

<b>Days From Election</b>	<b>Deadlines</b>	<b>Event</b> <b>(Special Instances Identified in Green)</b>	<b>MCA Citation</b>
Not less than 30 days before	<b>Friday, April 6</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not less than 30 days before	<b>Friday, April 6</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
30 days before any election	<b>Monday, April 9</b>	<b>Close of regular voter registration.</b> 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.	<a href="#">13-2-301</a>
Not more than 30 days before	<b>Monday, April 9</b>	<b>Contact your county election administrator</b> for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Day after Close of Regular Registration	<b>Tuesday, April 10</b>	<b>Start of Late Registration.</b> Late voter registrations 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.	<a href="#">13-2-304</a>
Not less than 10 days, or more than 40 days before	<b>Thursday March 29 Through Saturday, April 28</b>	<b>Notice of election is posted.</b> 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"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• 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.</li> </ul>	<a href="#">20-20-204</a>
At least 20 days before	<b>Wednesday, April 18</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed);</li> <li>• Instructions for voting and returning the ballot;</li> <li>• A secrecy envelope, free of an marks that would identify the voter; and</li> <li>• A self-addressed, return envelope with affirmation printed on the back.</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 18 through Monday, April 23</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 28 through Sunday, May 6</b>	<b>Absentee Ballot Counting Notice.</b> Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee ballots and the place and time that the absentee ballots will be counted on election day. <i>If the district publishes their notice of election on the 10<sup>th</sup> day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>
Day before (By Noon)	<b>Monday, May 7</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 7</b>	<b>Deliver certified copy of the lists of registered electors.</b> 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.	<a href="#">20-20-313</a>
Day before (between noon and 5pm)	<b>Monday, May 7</b>	<b>Late registration closed.</b> 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.	<a href="#">13-2-304</a>
Election Day 	<b>Tuesday, May 8</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 14</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. At that time election judges convene and a determination is made as to whether or not 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.	<a href="#">13-15-107</a>
Following receipt of the tally sheets from all polls and within 15 days after the election	<b>By Wednesday, May 23</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvas	<b>Monday, May 14 through Tuesday, May 29</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 14 through Tuesday, May 29</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>



<b>Days From Election</b>	<b>Deadlines</b>	<b>Event (Special Instances Identified in Green)</b>	<b>MCA Citation</b>
Within 15 days of election	<b>By Wednesday, May 23</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
June 1	<b>Friday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. 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.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>By Wednesday, June 7</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i> <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>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

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

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

#### **Additional References:**

Sample forms can be found at this address: [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**

03/12/2018

**Agenda Item No.**

10

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

**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 2018-2019 General Fund Budgets.

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

**NOTES:**

# **2018-2019 BUDGET PROJECTIONS**

## **As of 3/5/2018**

### **ELEMENTARY**

<b>2018-2019 Projected Budgets</b>	<b>\$6,281,294.57</b>	<b>w/out a vote</b>
	<b>\$6,281,294.57</b>	<b>w/a vote</b>
<b>2018-2019 Projected Expenses</b>	<b>\$6,389,117.84</b>	
<b>2018-2019 Projected Increases</b>	<b>\$48,300.00</b>	
<b>Over/Under Budget</b>	<b>(\$156,123.27)</b>	<b>w/out a vote</b>
	<b>(\$156,123.27)</b>	<b>w/a vote</b>

---

### **HIGH SCHOOL**

<b>2018-2019 Projected Budgets</b>	<b>\$3,273,592.13</b>	<b>w/out a vote</b>
	<b>\$3,273,592.13</b>	<b>w/a vote</b>
<b>2018-2019 Projected Expenses</b>	<b>\$3,407,554.77</b>	
<b>2018-2019 Projected Increases</b>	<b>\$52,986.00</b>	
<b>Over/Under Budget</b>	<b>(\$186,948.64)</b>	<b>w/out a vote</b>
	<b>(\$186,948.64)</b>	<b>w/a vote</b>

---

**These numbers include the 1.5% increase to salaries for all staff and 10% benefit increase for certified staff determined by Gaining.**

**The February Student Count resulted in a decrease in the elementary budget of \$17,484.30. The high school budget stayed the same as previously reported. The elementary budget uses the Current Year ANB and the high school budget uses the 3-Year Average ANB.**

**The official OPI spreadsheets resulted in a decrease in the elementary budget of \$13,307.90. The high school budget increased by an amount of \$17,048.66.**

**Reductions Included: Elimination of Silverback, Maintenance Supply Reductions, Curriculum Reductions, SRO (Grant Possibility)**

**Increases Included: Cut in Medicaid Funding (PET), Increase in Certified Staffing at JHS (.5fte), Work Comp Increase, Additional Para at HP, Possible 1-on-1 Para at FHS (Tuition Fund Decrease)**

**Unknowns: Retirement Savings, Staff Resignations, Health Insurance, Kindergarten Enrollment, SRSA Grant, Title I Funding**



# PRELIMINARY BUDGET DATA SHEET

## FY 2018-2019

**County:** 14 Fergus

**District:** 0258 Lewistown Elem

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (\*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2019 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2018-2019			3 Year Avg ANB		
*Budget Unit		ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
E1	LEWISTOWN K-6	700	99,013.00	3,852,170.00 +	677	96,407.00	3,727,155.80
M1	LEWISTOWN 7-8	162	104,212.00	1,149,511.50 +	180	104,212.00	1,276,425.00
2.	<b>* Direct State Aid</b>						2,326,593.20
3.	<b>Quality Educator</b>						227,532.91
4.	<b>At Risk Student</b>						29,781.44
5.	<b>* Indian Education For All</b>						18,757.12
6.	<b>American Indian Achievement Gap</b>						4,922.00
7.	<b>* Data For Achievement</b>						17,964.08
8.	<b>Special Education Funding (FY 2018-2019):</b>						
	NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
	<b>Special Education Block Grant Eligibility Status</b>						Yes
	<b>Special Education Block Grant Rates Per Current ANB</b>						
	Instructional Block Grant Rate [IBG]						150.57
	Related Services Block Grant Rate [RSBG]						50.19
	Threshold to Determine Disproportionate Costs						2.26750667
	<b>Special Education Allowable Cost Payments</b>						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						129,791.34
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						237,292.03
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						367,083.37
	<b>Prorated Cooperative Cost Payments (Members of Cooperatives Only)</b>						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						43,263.78
	<b>Required Local Match</b>						
* f(i).	District's Required Match for IBG [8a X 0.33]						42,831.14
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						14,277.05
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						57,108.19
	<b>Minimum Special Education Budget to Avoid Reversions</b>						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						186,899.53

County: 14 Fergus

District: 0258 Lewistown Elem

### Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2016-2017 Allowable Cost Expenditures Total K-12 Expenditures Prorated by FY 2016-2017 ANB	1,016,754.98	0.00	0.00
b. FY 2016-2017 Amount to Avoid Reversion	186,780.00	0.00	0.00
c. Reimbursement for Disproportionate Costs If (a-b) > 0 and a > (b * 2.26750667) then [a - (b * 2.26750667)] * 0.4	237,292.03	0.00	0.00

**9. FY 2018-2019 Budget Limits:**

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	4,994,104.98
c.	Maximum Budget Limit	6,281,294.57
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	6,281,294.57
* e.	Highest Budget With A Vote	6,281,294.57
* f.	Highest Voted Amount (9e-9d)	0.00

**10. Prior Year Information for Budgeting:**

a.	FY 2017-2018 BASE Budget	4,876,362.38
b.	FY 2017-2018 Maximum Budget	6,136,077.93
c.	FY 2017-2018 Budget Limit ANB	846
d.	FY 2017-2018 Adopted General Fund Budget	6,175,414.51
e.	Highest Levy Over-BASE Authorized Or Imposed Between FY 2013-2014 FY 2017-2018	1,299,052.13

**11. Debt Service Fund and County Retirement GTB:**

	Elementary	High School
<b>County</b>		
a.	Tax Year 2017 County Taxable Value	34,194,798
b.	FY 2017-2018 County ANB	1,142
c.	County Retirement Mill Value per ANB	67.18
<b>District</b>		
d.	Tax Year 2017 District Taxable Value	12,818,032
e.	FY 2017-2018 District Budget Limit ANB	846
f.	District Debt Service Mill Value per ANB	15.15
<b>Statewide</b>		
g.	Statewide Retirement Mill Value per ANB	31.69
h.	Facility Guaranteed Mill Value per ANB	78.21
		90.49

County: 14 Fergus

District: 0258 Lewistown Elem

**12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies**

<b>I. STATEWIDE GTB RATIO:</b>	<b>Elementary</b>	<b>High School</b>
a. Statewide Taxable Valuation (Tax Year 2017)***	2,837,043,937	2,837,043,937
b. FY 2017-2018 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	245,033,453.26	128,016,509.05
c. GTB Ratio: [(a) Divided by (b)] x 216%	25.01	47.87

<b>II. DISTRICT GTB SUBSIDY:</b>	<b>Elementary</b>	<b>High School</b>
a. Statewide GTB ratio (from c above)	25.01	N/A
b. FY 2017-2018 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	1,785,347.73	N/A
c. 40% of FY 2017-2018 District Special Education Allowable Cost Payment plus District Coop Cost Payment	165,458.06	N/A
d. District's FY 2018-2019 Guaranteed Tax Base (a) x [b + c]	48,789,652.81	N/A
e. District Taxable Valuation (Tax Year 2017)***	12,818,032	N/A
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2018-2019 GTB Subsidy Per BASE Mill [d - e] x 0.001	35,972.00	N/A

\*\*\* A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

**13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy**

	<b>Elementary</b>	<b>High School</b>	<b>K-12</b>
a. District State Major Maintenance Aid (SMMA) Allowable Amount	99,600.00		
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****	1.46		

\*\*\*\* State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.



# PRELIMINARY BUDGET DATA SHEET

## FY 2018-2019

**County:** 14 Fergus

**District:** 0259 Fergus H S

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (\*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2019 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2018-2019			3 Year Avg ANB		
*Budget Unit		ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
H1	FERGUS HS 9-12	359	312,636.00	2,529,693.50	366	312,636.00	2,578,378.50 +
2.	* Direct State Aid						1,292,283.48
3.	Quality Educator						102,503.06
4.	At Risk Student						9,474.72
5.	* Indian Education For All						7,964.16
6.	American Indian Achievement Gap						1,498.00
7.	* Data For Achievement						7,627.44
8.	<b>Special Education Funding (FY 2018-2019):</b>						
	NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
	<b>Special Education Block Grant Eligibility Status</b>						Yes
	<b>Special Education Block Grant Rates Per Current ANB</b>						
	Instructional Block Grant Rate [IBG]						150.57
	Related Services Block Grant Rate [RSBG]						50.19
	Threshold to Determine Disproportionate Costs						2.26750667
	<b>Special Education Allowable Cost Payments</b>						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						54,054.63
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						38,998.68
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						93,053.31
	<b>Prorated Cooperative Cost Payments (Members of Cooperatives Only)</b>						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						18,018.21
	<b>Required Local Match</b>						
* f(i).	District's Required Match for IBG [8a X 0.33]						17,838.03
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						5,946.01
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						23,784.04
	<b>Minimum Special Education Budget to Avoid Reversions</b>						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						77,838.67

County: 14 Fergus

District: 0259 Fergus H S

### Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2016-2017 Allowable Cost Expenditures Total K-12 Expenditures Prorated by FY 2016-2017 ANB	0.00	282,942.58	0.00
b. FY 2016-2017 Amount to Avoid Reversion	0.00	81,784.05	0.00
c. Reimbursement for Disproportionate Costs If (a-b) > 0 and a > (b * 2.26750667) then [a - (b * 2.26750667)] * 0.4	0.00	38,998.68	0.00

**9. FY 2018-2019 Budget Limits:**

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	2,579,360.90
c.	Maximum Budget Limit	3,224,206.71
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	3,273,592.13
* e.	Highest Budget With A Vote	3,273,592.13
* f.	Highest Voted Amount (9e-9d)	0.00

**10. Prior Year Information for Budgeting:**

a.	FY 2017-2018 BASE Budget	2,528,131.30
b.	FY 2017-2018 Maximum Budget	3,159,829.54
c.	FY 2017-2018 Budget Limit ANB	367
d.	FY 2017-2018 Adopted General Fund Budget	3,247,280.41
e.	Highest Levy Over-BASE Authorized Or Imposed Between FY 2013-2014 FY 2017-2018	764,332.20

**11. Debt Service Fund and County Retirement GTB:**

	Elementary	High School
<b>County</b>		
a.	Tax Year 2017 County Taxable Value	34,194,798
b.	FY 2017-2018 County ANB	1,142
c.	County Retirement Mill Value per ANB	29.94
<b>District</b>		
d.	Tax Year 2017 District Taxable Value	N/A
e.	FY 2017-2018 District Budget Limit ANB	N/A
f.	District Debt Service Mill Value per ANB	N/A
<b>Statewide</b>		
g.	Statewide Retirement Mill Value per ANB	31.69
h.	Facility Guaranteed Mill Value per ANB	36.67



County: 14 Fergus

District: 0259 Fergus H S

**12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies**

<b>I. STATEWIDE GTB RATIO:</b>	<b>Elementary</b>	<b>High School</b>
a. Statewide Taxable Valuation (Tax Year 2017)***	2,837,043,937	2,837,043,937
b. FY 2017-2018 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	245,033,453.26	128,016,509.05
c. GTB Ratio: [(a) Divided by (b)] x 216%	25.01	47.87

<b>II. DISTRICT GTB SUBSIDY:</b>	<b>Elementary</b>	<b>High School</b>
a. Statewide GTB ratio (from c above)	N/A	47.87
b. FY 2017-2018 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	N/A	1,003,985.48
c. 40% of FY 2017-2018 District Special Education Allowable Cost Payment plus District Coop Cost Payment	N/A	41,911.96
d. District's FY 2018-2019 Guaranteed Tax Base (a) x [b + c]	N/A	50,067,110.45
e. District Taxable Valuation (Tax Year 2017)***	N/A	13,941,741
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2018-2019 GTB Subsidy Per BASE Mill [d - e] x 0.001	N/A	36,125.00

\*\*\* A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

**13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy**

	<b>Elementary</b>	<b>High School</b>	<b>K-12</b>
a. District State Major Maintenance Aid (SMMA) Allowable Amount		51,700.00	
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****		1.65	

\*\*\*\* State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

11

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

**ITEM TITLE:** REPORT—INVESTMENT

**Requested By:** Superintendent    **Prepared By:** Rebekah Rhoades

**SUMMARY:**

Interest for February 2018 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**

03/12/2018

**Agenda Item No.**

12

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

**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.

- ❖ Staffing Update
- ❖ Reflection NASSP National Conference (Portrait of a Graduate)
- ❖ “Coffee with the Superintendent” & School Finance and State of LPS presentation
- ❖ “4 Questions” Community Outreach
- ❖ Parent/Teacher Conferences—Tuesday, March 27, 2018—Evening Only
- ❖ FHS Band Concert, Tuesday, March 13 at 7:00 p.m. - FCPA
- ❖ 4<sup>th</sup> Grade Music Program, Thursday, March 15 at 6:00 p.m. – FCPA
- ❖ MASS Spring Conference, March 19 & 20 at Helena
- ❖ Garfield Music Program, March 22 at 6:00 p.m. - FCPA
- ❖ Prom at FHS—March 24, 2018
- ❖ Parent/Teacher Conferences – Tuesday, March 27, 2018 – Evening Only
- ❖ FHS Skills USA State Convention, April 3-5 - Havre
- ❖ No School—Spring Break—Friday, March 30, 2018 and Monday, April 2, 2018
- ❖ Home Athletic Games/Meets:
  - 1<sup>st</sup> Day of Spring Sports (Boys & Girls Track, Boys & Girls Tennis, Softball),  
March 12th
  - District 8 Music Festival, March 13 & 14 – FCPA and FHS
  - SB v. Glasgow, March 29 at 3/5 p.m.
  - SB v. Havre, April 7 at 2/4 p.m.
  - SB Round Robin, April 13 & 14 TBA
  - FHS TR – Central MT Inv., April 7
  - FHS TR – FHS Twilight, April 10 at 3:30 p.m.
  - LJHS TR 1<sup>st</sup> Day, March 26, 2018

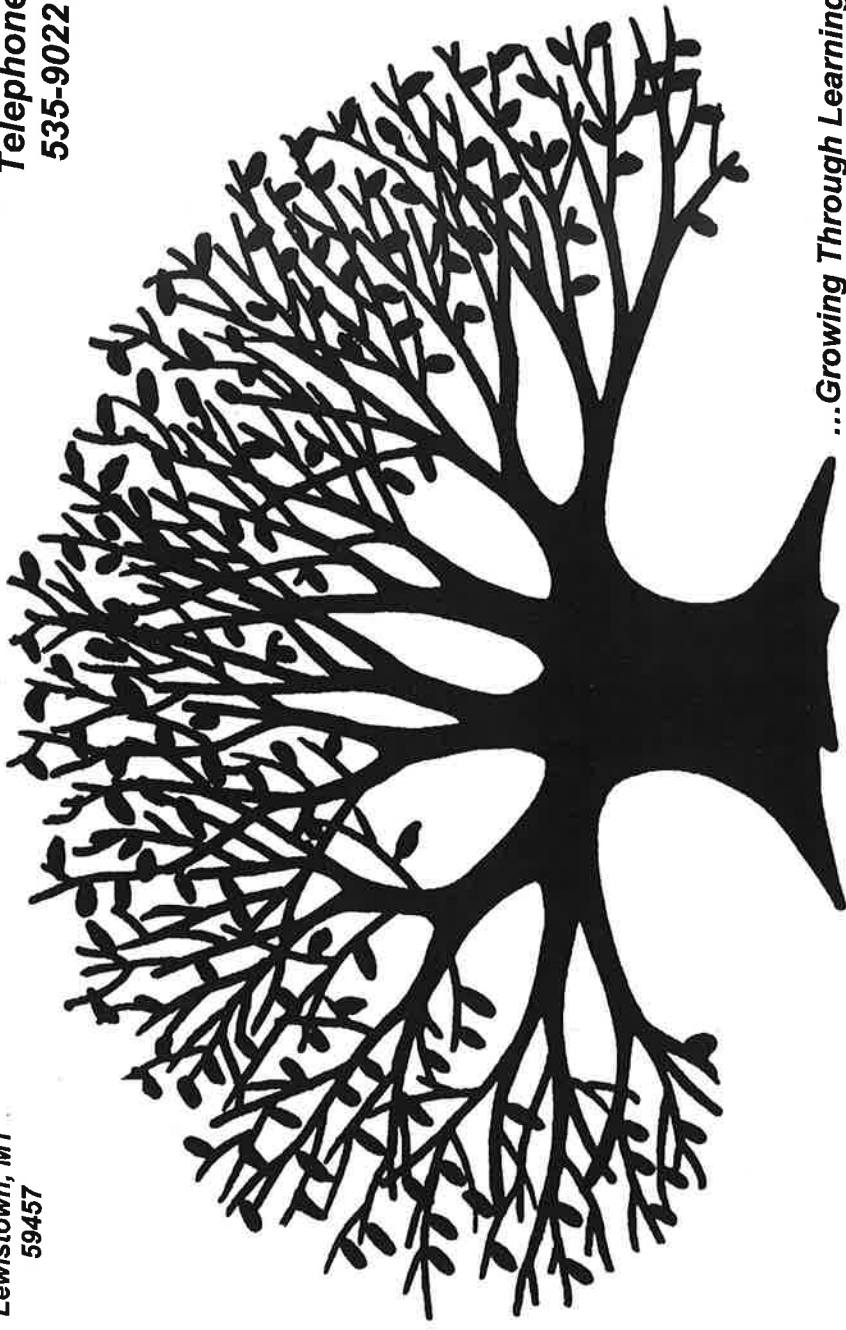
**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

Telephone  
535-9022

ADULT EDUCATION REGISTRATION:  
BEGINS MONDAY, MARCH 26<sup>th</sup> AT NOON

Central Montana  
Education Center  
773 Airport Road  
PO Box 1144  
Lewistown, MT  
59457



## 2018 SPRING SCHEDULE ADULT EDUCATION



### ADULT EDUCATION 2018 SPRING SCHEDULE

**REGISTRATION:**

Registration begins Monday, March 26, 12:00 noon - 5:00 p.m. and continues throughout the spring quarter. Registration will remain open until each class is filled. Participants may phone in to register for classes and fees may be mailed in, if necessary. No registration will be accepted prior to 12:00 noon, March 26. These classes are for adults, 16 years of age and older, please inquire as some exceptions may apply.

**FEES:**

Tuition is due at registration. Make checks payable to CMEC (Central Montana Education Center). Fees may be mailed to Central Montana Education Center, PO Box 1144, Lewistown, MT 59457. In some cases there are additional fees for supplies.

**REFUNDS:**

Anyone wishing to withdraw from a course must notify the Central Montana Education Center, 535-9022, (not your instructor) **no later than 24 hours** prior to the first class meeting. Leave a message on the answering machine after office hours. Refund of fees are as follows: 100% of fee 24 hours prior to first class meeting

50% of fee if canceled the day class begins or prior  
to second class meeting  
No refund of fee after second class meeting

ANY COURSES THAT ARE CANCELED BY THIS OFFICE WILL BE REFUNDED IN FULL.

Minimum enrollment is required for a course to be held, and the Central Montana Education Center may find it necessary to cancel a course. Those registered will be notified.

**FLY FISHING FOR BEGINNERS \***

Basics of fly fishing including gear selection, knots, fly selection, reading water, casting techniques, and basic stream ecology. Instructor: Clint Smith. FHS cafeteria. (2 sessions in the classroom / indoors and 1 session on the water). Tuesdays, 3 weeks, April 24, May 1 and May 8, 6:30-8:30 pm. Fee: \$45 plus your equipment.

**WEED CONTROL FOR RESIDENTIAL AND SMALL PROPERTIES**

Learn modern weed control methods for residential properties or properties of 20 acres or less. Receive information dealing with current issues of weed control. Instructor: Brady Cannon. Weed District Building on Armory Road. Wednesday, May 9, 6:00-9:00 pm. Fee: \$20

**COLORED PENCIL – A Jewel of an Art Medium \***

If you like working with clean precise jewel-like colors in full control of the design process, then join us for two sessions that will feature the beauty of colored pencils. You will work with materials that best show off your art. Learn how to work from bold to subtle gradations of color. Discover how to avoid common frustrations and what to do when problems arise. Instructor: Clint Loomis. Sundays, April 8 & 15, 1:30-4:30 pm. Clint Loomis Studio, 221 W. Main. Fee: \$50 with your supplies or \$60 to use class supplies.

**DRAFTING TECHNOLOGY AND DESIGN \***

Basic understanding of drafting includes lettering, sketching, proper use of equipment, creation & interpretation of construction documents, geometric construction, 3-D drawing techniques, print reading & drawing. Students will gain valuable hands-on experience with Auto CAD. Several projects will be completed relating to these topics. Instructor: Tim Tarplee. 4 weeks, Tuesday & Thursday, April 10 - May 3. 6:00-8:00 pm. FHS room 107. Fee: \$80

**POCKET GARDENING WITH PERENNIALS \***

Learn how to design, select, and place perennials for a beautiful, small site specific garden area. This class will teach you how to coordinate and consider plant foliage and bloom colors, textures, bloom times, light requirements, and the varying heights of the plants when they mature. Instructors: Master Gardeners, Mary Messina and Dana Leininger, and Alpine Floral. Saturday, May 5, 9:00-11:00 am. Alpine Floral, 302 E. Lake Avenue. Fee: \$20

**DO IT YOURSELF DECORATIVE PLANTERS \***

Create your own custom-made decorative planter using a cinder block, stencil and paint. This is a fun way to add color to your deck or back yard. Bring your own stencils or the instructor will share several designs to choose from. Thursday, May 3, 6:00-8:00 pm. CMEC Shop. Fee: \$20 plus \$5 for supplies paid to instructor at class.

**BASIC DOG OBEDIENCE \***

Course for beginning dogs, six months or older. Teaches the foundation commands for a well-behaved companion. Require proof of current rabies & distemper/ parvo vaccines at first class. Instructor: Christina Arndt. Wednesdays, 5 weeks, April 11 - May 9, 7:15-8:15 pm. LJHS Gym. Fee: \$35

**PUPPY CLASS \***

This puppy class is for puppies that are 8 weeks to 4 months old. It combines socialization, basic obedience, and behavior solutions. Training and socialization during this crucial time in your puppy’s life can prevent many future problems! Puppies must have had a minimum of two parvo-distemper vaccines in order to attend this class. Require proof of immunization records at the first class session. Instructor: Sarah Kolar. Wednesdays, 4 weeks, April 11 - May 2, 6:00-7:00 pm. LJHS Gym. Fee: \$30

**BEGINNING GOLF \***

For the person with little or no experience, this course will cover the fundamentals of the game and provide knowledge to get you started on the golf course. Practice balls and equipment provided. Instructor: Keithon Walter. Pine Meadows driving range. Thursdays, 3 weeks, May 3-17, 6:00-7:30 pm. Fee: \$65

**MEALS IN A MINUTE WITH A PRESSURE COOKER \***

**Recipes & Taste-Testing!** Do you have an electric pressure cooker, or you’re thinking about getting yourself one and wondering where to begin? Join us for an evening of fun, learning the basics of pressure cooking. These pots are ideal for people who need to prepare low cost, nutritious meals in a relatively short amount of time. We will prepare a few dishes in class, while learning all about these wonderful pots. Instructor: Denise Seilstad. FHS rm. 117. Thursday, April 12, 6:00-8:00 pm. Fee: \$20

**DUTCH OVEN COOKING \***

**Meal served & recipes shared!** Hands-on workshop will use Dutch oven for preparing main dishes, bread, desserts & more! Great for campers, hunters & backyard barbecues! Instructors: Bertie Brown & Phyllis Smith. CMEC Shop. Thursday, May 17, 6:00-8:00 pm. Fee: \$25

**CAKE DECORATING CLASSES AVAILABLE:**

Please inquire with our office if you are interested in the Cake 1 “Building Buttercream Skills” or the Cake 2 “Flowers and Cake Design” courses. Each are 8 hours of instruction. Dates and location to be determined. Instructor: Dorothy Swanson. Fees: \$50 + \$30 kit.

**ENERGETIC SELF-CARE**

Your body is made up of electro-magnetic energy. All experiences, thoughts & feelings are held in the cells of the body. Many times we merge with other’s energy (their thoughts & feelings) & experience them as our own. This class will teach you to take care of your body’s energy & clear anyone else’s. Participants will learn about the aura, chakras, and the importance of keeping a clear energy field. Instructor: Chris Tremain, Licensed Counselor. CMEC. Saturday, April 14, 9:00 am -12:00 pm & 1:00-2:30 pm. Fee: \$50

**ADULT, INFANT & CHILD CPR / FIRST AID \***

A certified American Heart Association course with hands-on learning of life-saving techniques, choking & rescue breathing & practical first aid. Instructors: CMMC Occupational Health Services. Prices include the class, card and book. **Choose one date:**

**Saturday, April 28th or Saturday, May 5th**  
**HEARTSAVER CPR: 8:30 am-12:00 pm FEE: \$55**  
**FIRST AID: 1:00-4:30 pm FEE: \$40**  
**COMBO CLASS (CPR & FIRST AID) FEE: \$75**

**TESTING CENTER**

\*High School Equivalency Diploma – HiSET  
\*College Placement Exams: AccuPlacer & MUSWA  
\*Proctoring exams for online college courses  
Fees vary. Please inquire at CMEC, call 535-9022.

\* Limited Enrollment

**ROOM LOCATION KEY:**

**FHS = Fergus High School**  
**LJHS = Lewistown Junior High School**  
**CMEC= Cent MT Ed Center, 773 Airport Road**

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

13

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

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

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_

**SUMMARY:**

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

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

14

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

**ITEM TITLE:** MINUTES

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

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the February 12, 2018, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

☒ **Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, February 12, 2018**

**REGULAR BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Jennifer Thompson, Phil Koterba, Stephen Vantassel  
(6:03pm), Jeff Southworth

TRUSTEES ABSENT:

Monte Weeden

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah  
Rhoades, Chris Hildebrant—LEA President, Bobbie Atchison, Vic Feller,  
Danny Wirtzberger, Angela Archuleta, Lee Stahl, Tom Wojtowitz, Tim  
Majerus, Matt Lewis, Jill Reed, Gina Armstrong, Paula Drissell

OTHERS PRESENT:

Doreen Heintz – Lewistown News Argus, Joe Zahler – KXLO Radio, Janet  
Grensten, Lynn Franz, Darren Crawford, Kendra Milfeldt, Joni Slaybaugh  
and other interested parties.

2. PLEDGE OF ALLEGIANCE

3. Motion to Set Agenda – Amended to move Item #13 in front of Item #3 Approved  
Unanimously (Birdwell/Bailey)

**PUBLIC PARTICIPATION (6:02pm)**

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

Janet Grensten addressed the Board regarding cuts to the budget and  
decision making in regards to those cuts, especially in regards to music.

Gina Armstrong, teacher, spoke on behalf of the Garfield Elementary staff in  
regards to Rachel Schwaller and her importance to the elementary music  
department.

Lynn Franz, parent, spoke on behalf of the discussions regarding the  
possibility of the elimination of the SRO (School Resource Officer) position  
and her support of keeping that position.

Darren Crawford, parent, spoke on behalf of Rachel Schwaller and her value  
as a thought invoking teacher.

Kendra Milfeldt, parent, expressed her concern regarding the cuts to music  
and believes that it will have a negative impact on the community.



Joni Slaybaugh, parent, shared her experience of the phenomenal education her child has received. Rachel Schwaller has made an impact not only at the school, but in community music programs.

5. Presentation—Reading Innovations at Lewis & Clark Elementary, Principal Danny Wirtzberger & Angela Archuleta and Speech & Drama Coach Lee Stahl and his students

Danny Wirtzberger and Angela Archuleta presented the happenings at Lewis & Clark for “I love to read month.”

Lee Stahl introduced the Speech and Drama team and his assistant coach, Paula Drissell. Speech and Drama just wrapped up their season and were complimented on a job well done, both in competition and representing Fergus High School in the public.

6. Report—Student Representative  
Tanner Trafton, Student Representative to the Board, was not able to attend the meeting.
7. Report—LEA  
Chris Hildebrant, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization. He also thanked the Board for the recent Gaining experience.
8. Report—Committees of the Board  
Calendar Committee and Gaining Committee have both met and will be discussed later in the agenda during their respective action items.
9. Calendar Items, Concerns, Correspondence, Etc.  
Superintendent Thom Peck shared a couple of documents he received with the Board.
10. Report—Election  
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2017 School Election Calendar and advised them of the Trustee seats that will be up for election in 2017 – Monte Weeden and CJ Bailey.
11. Report—Budget  
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2018-2019 school year.
12. Report—Investment  
Interest earned and distributed for January 2018, was reported with \$3,038.24 in the elementary funds and \$2,485.25 in the high school funds for a total of \$5,523.49.
13. Report—Superintendent  
Superintendent Peck summarized the four questions that he asked the Board when he initially began his employment and encouraged the Board to share the Vision that he has created from those answers within their circle of influence. The January PIR Day was successful and led by teachers. Mr. Peck spoke to the Board regarding the Energy Performance Contracting and choosing to utilize CTA Architects to redeem rebates and work on projects with local contractors instead. The FHS sound system has had several issues, so two companies will be coming to review the system and make recommendations. The District is consulting with Schoolhouse IT to assist with a review of the District’s technology and creation of a Tech Plan. Superintendent Peck also updated the Board on staffing and events taking place throughout the District.

## **ACTION ITEMS MINUTES**

14. Minutes of the January 8, 2018, Regular Board Meeting – Approved Unanimously (Birdwell/Bailey)

## **APPROVAL OF CLAIMS**

15. Claims – The claims referenced in the 2017-2018 Bill Schedule and submitted through February 9, 2018, were approved unanimously (Bailey/Thompson). The Finance Committee for January – March 2018 is Board Chair Phillip Koterba, CJ Bailey, Jennifer Thompson, Jeff Southworth.

## **INDIVIDUAL ITEMS**

16. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools – Approved Unanimously (Birdwell/Thompson)
17. Approve First Semester Claim for Individual Contract Bus Reimbursement – Approved Unanimously (Thompson/Bailey)
18. Approve First Semester Elementary & High School Claims for Bus Reimbursement – Approved Unanimously (Bailey/Thompson)
19. Approve Trustee Resolution Calling for an Election – Approved Unanimously (Bailey/Thompson)
20. Eliminate Board Policy – 4600 – Community Relations – Approved Unanimously (Birdwell/Bailey)
21. Approve First Reading – Addition of Board Policy 5420F—ESSA Qualification Notification – Approved Unanimously (Bailey/Thompson)
22. Decision and Ratification or Denial of the 2018-2020 Collective Bargaining Agreement – Approved Ratification Unanimously (Bailey/Vantassel)

Motion to amend Page 9, #7 under Discretionary Leave to read 9 Discretionary days – Approved Unanimously (Birdwell/Bailey)

23. Approve 2018-2019 School Calendar – Approved Unanimously (Bailey/Thompson)
24. Approve Additions to the Substitute List for the 2017-2018 School Year – Approved Unanimously (Birdwell/Bailey)
25. Approve Personnel Report with the addition of Orin Johnson to the Football out of state travel – See Exhibit A – Approved (Bailey/Thompson)

## **ADJOURNMENT**

The meeting was adjourned at 7:44 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, March 12, 2018, at the Lincoln Board Room.

---

**PHILLIP R. KOTERBA**  
**BOARD CHAIR**

---

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

**EXHIBIT 'A'**  
**LEWISTOWN PUBLIC SCHOOLS**  
**LEWISTOWN, MONTANA**

**Monday February 12, 2018**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>CURRICULUM TEAM</b>		School District #1	Approve appointment at \$17.50 per hour for the hours indicated per person on attachment	2/12/2018	Scott Dubbs	See memo.
<b>SCHAEFFER, Kathleen</b>	Bus Driver/Assistant to Transportation Director	Bus Barn	Accept Letter of Resignation	6/29/2018		See attached letter.
<b>PETERSON, Jennifer</b>	Administrative Secretary	Lincoln Building	Accept Letter of Resignation	3/9/2018		See attached letter.
<b>LANKUTIS, Terry</b>	Infinite Campus Director	Fergus High School	Accept Letter of Resignation	4/30/2018		See attached letter.
<b>WOOLETT, Angela</b>	Secretary	Fergus High School	Accept Letter of Resignation	2/16/2018		See attached letter.
<b>RINALDI, Linda</b>	Special Education Teacher	Fergus High School	Accept Letter of Resignation	5/31/2018		See attached letter.
<b>DRISSELL, Paula</b>	Resource Teacher	Garfield (Headstart)	Accept Letter of Resignation	5/31/2018		See attached letter.
<b>FELLER, Vic, HUDSON, Troy and LEAR, Derek</b>	Football Coaches	Fergus High School	Approve Out-of-State Travel to attend the Glazier Football Clinic in Reno, Nevada	2/12/2018	Jeff Elliott	See attached memo.
<b>WALLACE, Robert</b>	Head Wrestling Coach	Junior High School	Approve appointment on schedule--(.065 x \$33,231.00) \$2,160.02	2/12/2018	Tim Majerus	See attached memo.
<b>RITCHEY, Mitch</b>	Assistant Wrestling Coach	Junior High School	Approve appointment on schedule--(.050 x \$33,231.00) \$1,661.55	2/12/2018	Tim Majerus	See attached memo.

LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA

Monday February 12, 2018

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>ODERMANN, Robert</b>	School Bus Route Driver	Transportation	Approve appointment on schedule-- TRANSPORTATION +45 CEU's Step 6 for up to 4 hours per day for up to 64 days.	3/1/2018	Steve Klippenes	Replacing Phillip Montgomery

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/12/2018

Agenda Item No.

15

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees    Prepared By: LuAnn Schrauth

**SUMMARY:**

Approve claims paid through March 9, 2018, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2018 include: Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, and Troy Kelsey.

**\*\*\*Need to select new Finance Committee members for April - June 2018\*\*\***

**SUGGESTED ACTION:** Approve Claims as Presented

☐ Additional Information Attached

NOTES:

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

16

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

**ITEM TITLE:** Formation of RIF Committee as per Collective Bargaining Agreement

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

**SUMMARY:**

In compliance with the Collective Bargaining Agreement, Article IX, Section 8a and 8b: Standing Committee: A. The Board will appoint a standing committee to make recommendations to the Board in regard to an anticipated reduction in staff. This committee will consist of the superintendent, one (1) elementary administrator, one (1) secondary administrator, one (1) Board member, ex-officio, and one (1) elementary and one (1) secondary teacher, selected by the Association.

**SUGGESTED ACTION:**    Appoint Standing Committee

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/12/2018

Agenda Item No.

17

**ITEM TITLE:** APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION, ADULT EDUCATION, BUILDING RESERVE, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2019

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

**SUMMARY:**

The Board of Trustees needs to approve the attached resolution, per the requirements of Senate Bill 307 (SB307) implemented by law in the 2017 Legislative Session.

Many factors contribute to calculating the following year's budget and cannot be accurately predicted at this time. This Resolution is an **estimate** of increases in levies and will likely not be the amounts levied at the Budget Meeting held in August.

**SUGGESTED ACTION:** Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2019

☒ **Additional Information Attached**

**NOTES:**

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

## Resolution of Intent to Impose an Increase in Fund Levies

The Lewistown Public School District is committed to financial transparency. Nonvoted levies are an essential part of the budgeting process and this authority has been in place for many years. Senate Bill 307 (SB307), which was passed into law during the 2017 Legislative Session, requires the District to provide notice of its intent to increase nonvoted levies in the ensuing fiscal year. The Lewistown Public Schools Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2018:

LEWISTOWN ELEMENTARY SCHOOL DISTRICT								
Fund	2017-18 Actual Levies		2018-19 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 592,142	46.20	\$ 530,265	41.37	\$ (61,877)	(4.83)	\$ (6.52)	\$ (13.04)
General - OverBASE	\$ 1,299,052	101.35	\$ 1,287,190	100.42	\$ (11,862)	(0.93)	\$ (1.26)	\$ (2.52)
Transportation	\$ 395,514	30.86	\$ 384,060	29.96	\$ (11,454)	(0.90)	\$ (1.22)	\$ (2.44)
Bus Depreciation	\$ 66,900	5.22	\$ 66,900	5.22	\$ -	-	\$ -	\$ -
Tuition	\$ 85,892	6.70	\$ 85,607	6.68	\$ (285)	(0.02)	\$ (0.03)	\$ (0.06)
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 61,498	4.80	\$ 61,498	4.80	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Voted	\$ 98,000	7.65	\$ 98,000	7.65	\$ -	-	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 2,598,998</b>	<b>202.78</b>	<b>\$ 2,513,519</b>	<b>196.10</b>	<b>\$ (85,479)</b>	<b>(6.68)</b>	<b>\$ (9.03)</b>	<b>\$ (18.06)</b>

FERGUS HIGH SCHOOL DISTRICT								
Fund	2017-18 Actual Levies		2018-19 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 334,184	23.97	\$ 300,513	21.55	\$ (33,670)	(2.42)	\$ (3.27)	\$ (6.54)
General - OverBASE	\$ 710,611	50.97	\$ 694,231	49.80	\$ (16,379)	(1.17)	\$ (1.58)	\$ (3.16)
Transportation	\$ 158,138	11.34	\$ 169,522	12.16	\$ 11,384	0.82	\$ 1.11	\$ 2.22
Bus Depreciation	\$ 206,200	14.79	\$ 206,200	14.79	\$ -	-	\$ -	\$ -
Tuition	\$ 33,527	2.40	\$ 33,527	2.40	\$ -	-	\$ -	\$ -
Adult Ed	\$ 94,750	6.80	\$ 94,750	6.80	\$ -	-	\$ -	\$ -
Technology	\$ 54,165	3.89	\$ 54,165	3.89	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Permissive	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Voted	\$ 98,000	7.03	\$ 98,000	7.03	\$ -	-	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 1,689,574</b>	<b>121.19</b>	<b>\$ 1,650,909</b>	<b>118.42</b>	<b>\$ (38,665)</b>	<b>(2.77)</b>	<b>\$ (3.74)</b>	<b>\$ (7.48)</b>

**Impacts above are based on** current certified taxable valuations from the current school fiscal year. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August.

Along with the public notice requirement for nonvoted levies, SB307 allows for an additional levy in the Building Reserve Fund. Each school district may increase mills in their building reserve fund based on \$15,000.00 plus \$100 per ANB up to 10 mills. **The Trustees of Lewistown Public Schools have determined NOT to permissively levy in this fund due to the passage of a voted levy beginning in fiscal year 2017.**

DATED this 12th day of March, 2018.

\_\_\_\_\_  
Phillip Koterba, Board Chair

\_\_\_\_\_  
Rebekah Rhoades, Business Manager/Clerk



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

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

18

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

**ITEM TITLE:** APPROVE MULTI-DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

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

**SUMMARY:**

For the past several years, several Central Montana School Districts have been participating in a Technology Cooperative. Based in Lewistown, our Cooperative offers technology services to area school districts. Participation in the Cooperative is voluntary. Districts that choose to participate pay a fixed amount per ANB to the Lewistown School District to finance the Cooperative's activities.

The MTSBA-approved agreement is attached for the Board's review and approval. Once the Lewistown Board approves the document, original agreements will be distributed to each participating district for their counter-approval.

**SUGGESTED ACTION:** Approve Multi-District Agreement for Technology Services

☒ **Additional Information Attached**

**NOTES:**

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

## Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton Elementary School, Harlowton High School, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter "Districts").

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2018 to June 30, 2019. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

any Participating District may terminate its participation in the multi-district cooperative upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2018.

As agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Fergus High School (LE0259)  
Prime Agency

Lewistown Elementary (LE0258)  
Cooperating Agency

\_\_\_\_\_  
Board Chair, Prime Agency

\_\_\_\_\_  
Board Chair, Cooperating Agency

\_\_\_\_\_  
District Clerk, Prime Agency

\_\_\_\_\_  
District Clerk, Cooperating Agency

## **ATTACHMENT 'A'**

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

## Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton Elementary School, Harlowton High School, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter "Districts").

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2018 to June 30, 2019. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

any Participating District may terminate its participation in the multi-district cooperative upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2018.

As agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Fergus High School (LE0259)  
Prime Agency

Fergus High School (LE0259)  
Cooperating Agency

\_\_\_\_\_  
Board Chair, Prime Agency

\_\_\_\_\_  
Board Chair, Cooperating Agency

\_\_\_\_\_  
District Clerk, Prime Agency

\_\_\_\_\_  
District Clerk, Cooperating Agency



## **ATTACHMENT 'A'**

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/12/2018

Agenda Item No.

19

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2017-2018 SCHOOL YEAR

Requested By: Board of Trustees    Prepared By: Jennifer Peterson

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2017-2018 School Year as listed below:

Substitute Teacher/Aide List:

Emmylyn Bentley  
Edwin Sleater

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2017-2018 School Year

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/12/2018

**Agenda Item No.**

20

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

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

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

☒ **Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday March 12, 2018**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>FISCUS, Zabrea</b>	Technology Support Specialist	Lincoln Building	Approve contact extension for the remainder of 2017-2018 fiscal year---TECH SUPPORT SPECIALIST Step 0 for up to 8 hours per day for up to 74 days	3/14/2018	Scott Baldwin	
<b>ROGERS, Christy</b>	Administrative Secretary	Lincoln Building	Approve revision of contract---ADMIN SECRETARY + 15 Step 11+ for up to 8 hours per day for up to 84 days	3/6/2018	Thom Peck	Replacing Jennifer Peterson
<b>ELLIOTT, Jeff</b>	Principal	Fergus High School	Accept Letter of Resignation	6/30/2018		See attached letter.
<b>GIANNINI, Shelby</b>	Teacher	Garfield	Accept Letter of Resignation	5/31/2018		See attached letter.
<b>WISE, Jenna</b>	Custodian	Fergus High School	Accept Letter of Resignation	4/3/2018		See attached letter.
<b>KELSEY, Michael</b>	Head Track Coach	Junior High	Approve revision of contract--(.065 x 33,231.00) \$2,160.02	3/12/2018	Tim Majerus	See attached memo.
<b>BENTLEY, Emmylyn</b>	First Assistant	Junior High	Approve appointment on schedule--(.057 x 33,231.00) \$1,894.17	3/12/2018	Tim Majerus	See attached memo.
<b>MALY, Seth</b>	Assistant Tennis Coach	Fergus High School	Approve appointment on schedule--(.105 x 33,231.00) \$3,489.26	3/12/2018	Jim Daniels	See attached memo.
<b>ODERMANN, Robert</b>	Extra Duty Contract	Transportation	Activity Bus Driver/In-Town Driving/Fueling \$11.26 per hour	3/5/2018	Steve Klippenes	
<b>JAYNES, Ashton</b>	Food Server/PM Kitchen Aide	Highland Park/Central Kitchen	Approve appointment on schedule---FOOD SERVER/KITCHENAIDE Step 2 for up to 2.5 hours as food server and up to 3.00 hours as PM Kitchen Aide for up to 62 days	3/5/2018	Amie Friesen	See attached memo.
<b>HERSEL, Yvette</b>	Second Baker	Central Kitchen	Approve appointment on schedule---SECOND BAKER Step 0 for up to 3 hours per day for up to 64 days	3/1/2018	Amie Friesen	See attached memo.

LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA

Monday March 12, 2018

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BIGLEN, Shelly</b>	First Baker	Central Kitchen	Approve revision of contract---FIRST BAKER Step 2 for up to 7 hours per day for up to 64 days	3/1/2018	Amie Friesen	See attached memo.

February 13, 2018

Mr. Thom Peck, Superintendent

Lewistown Public Schools

Lewistown, MT

Dear Mr. Peck

It is with mixed emotions that I resign my position of Principal at Fergus High School. I have thoroughly enjoyed my time here, from being the vice principal to becoming the leader of this great school. The staff, students, community and board have always made me feel welcome and I know Fergus High School and Lewistown schools will continue to be one of the best districts in Montana. I would like to thank everyone for the opportunity to work in this district, but it is time for a new challenge in my life.

Sincerely,

Jeff Elliott

Shelby Giannini  
401 7<sup>th</sup> Ave S Apt 202  
Lewistown, MT 59457

Thom Peck  
Superintendent  
Lewistown Public Schools

Date: 02/09/2018

Dear Mr. Peck and Mr. Lewis,

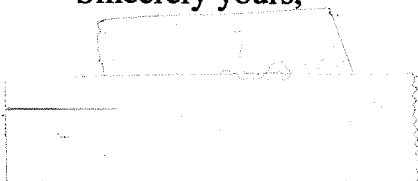
Please accept my resignation from my position as a First Grade Teacher at Garfield Elementary School for the purpose of relocation. My last day will be May 31, 2018.

I have very much enjoyed being a part of the Lewistown School District for my first few years of teaching and particularly the friends and colleagues of Garfield Elementary that I will truly miss. Thank you for the great experience and allowing me to be a part of such a wonderful group of people.

I wish you all the best.

If I can be of any assistance to you during the remainder of the school year, please let me know.

Sincerely yours,

A rectangular box containing a handwritten signature, likely of Shelby Giannini, in dark ink. The signature is somewhat stylized and cursive.

Shelby Giannini

cc: Matthew Lewis, Garfield Elementary School

Jenna Wise  
618 E Boulevard St  
Lewistown, MT 59457  
March 4, 2018

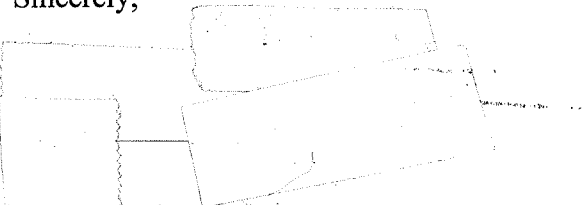
Randy Barber  
Lewistown Public Schools  
215 7<sup>th</sup> Ave S  
Lewistown, MT 59457

Dear Randy and Lewistown School Board,

Thank you for the opportunity to work for Fergus High School in Lewistown this past year and a half. However, I am hereby resigning from my position as a Custodian at Fergus High School, effective April 3, 2018. I am leaving this employment to explore other options.

Thank you for the experiences I have been offered while employed with the schools and for putting your trust in me as an employee.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jenna S. Wise', is written over a rectangular area that has been redacted with a white box.

Jenna S. Wise



# Lewistown Junior High

## Memorandum



**To:** Thom Peck, Superintendent  
**From:** Tim Majerus, Junior High School Principal *Tim Majerus*  
**Date:** March 7, 2018  
**Re:** LJHS Track

---

I'm making the following LJHS Track coaching recommendation for the 2018 season.

Michael Kelsey – Head Coach	0.065	\$2,160.02
Emmylyn Bentley - LJHS Track 1 <sup>st</sup> Assistant	0.057	\$1,894.17
Kamron Edwards – LJHS Assistant – 1	0.050	\$1,661.55



Jennifer Peterson &lt;jennifer.peterson@lewistown.k12.mt.us&gt;

---

**Re: Assistant Tennis Coach - FHS**

1 message

---

**Jim Daniels** <jdaniels@lewistown.k12.mt.us>

Wed, Mar 7, 2018 at 6:26 PM

To: Jennifer Peterson &lt;jennifer.peterson@lewistown.k12.mt.us&gt;, Diane Lewis &lt;dlewis@lewistown.k12.mt.us&gt;

Please put Seth Maley down as the Assistant tennis Coach for 2017-18

On Wednesday, March 7, 2018, Jennifer Peterson &lt;jennifer.peterson@lewistown.k12.mt.us&gt; wrote:

Good afternoon JD and Nycole,

Please send me an email with your recommendation for the position of Assistant Tennis Coach at FHS by tomorrow afternoon, Thursday, March 8, 2018. Thank so much.

Jennifer

--

Jennifer Peterson  
Administrative Secretary  
Lewistown Public Schools  
215 7th Avenue S.  
Lewistown, MT 59457406-535-8777 extension 110  
406-535-7292 fax



Jennifer Peterson <jennifer.peterson@lewistown.k12.mt.us>

---

## New Hire Info

1 message

**Amie Friesen** <amie.friesen@lewistown.k12.mt.us>

Thu, Mar 1, 2018 at 2:38 PM

To: Jennifer Peterson <jennifer.peterson@lewistown.k12.mt.us>, Bobbie Atchison <batchison@lewistown.k12.mt.us>, Rebekah Rhoades <rrhoades@lewistown.k12.mt.us>

Hello All,

Below are the new hires for School Foods including hours and positions pending Board approval:

Shelly Biglen  
First Baker  
5 days per week at Central Kitchen  
7 hours per day

Yvette Hersel  
Second Baker  
5 days per week at Central Kitchen  
3 hours per day

Ashton Jaynes  
Food Server  
5 days per week at Highland Park  
2.5 hours per day  
ALSO  
Kitchenaide  
5 days per week at Central Kitchen  
3.0 hours per day

--

**Amie Friesen**  
Lewistown Public Schools  
Food Service Director

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/12/2018

Agenda Item No.

21

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

ITEM TITLE: SECOND READING---BOARD POLICY #5420F –ESSA Qualification  
Notification

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the second reading of new Board Policy #5420F – ESSA Qualification Notification.

**SUGGESTED ACTION:**   Second Reading of Board Policy #5420F – ESSA Qualification Notification

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

**NOTES:**

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

## ESSA Qualification Notification

### ANNUAL NOTIFICATION – OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS

TO: \_\_\_\_\_ From: \_\_\_\_\_  
(Parents' Name) (School's Name)

Date: \_\_\_\_\_ Re: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Student's Name)

Dear Parent/Guardian,

Because Lewistown School District receives federal funds for Title I Programs as a part of Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) or paraprofessional(s), if applicable.

If you would like to request this information, please contact your Thom Peck, Superintendent by phone at 535-8777 ext. 112 or by email at [thom.peck@lewistown.k12.mt.us](mailto:thom.peck@lewistown.k12.mt.us)

Sincerely,

Thom J. Peck, Superintendent

## 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  
2017-2018 SCHOOL CALENDAR**

**A. Pupil Instruction**

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	24 --	Aug	25	2	First Week	Jan	22 --	Jan	26	5
Second Week	Aug	28 --	Sept	1	5	Second Week	Jan	29 --	Feb	2	5
Third Week	Sept	5 --	Sept	8	4	Third Week	Feb	5 --	Feb	9	5
Fourth Week	Sept	11 --	Sept	15	5	Fourth Week	Feb	12 --	Feb	16	5
Fifth Week	Sept	18 --	Sept	22	5	Fifth Week	Feb	19 --	Feb	22	4
Sixth Week	Sept	25 --	Sept	29	5	Sixth Week	Feb	26 --	Mar	2	5
Seventh Week	Oct	2 --	Oct	6	5	Seventh Week	Mar	5 --	Mar	9	5
Eighth Week	Oct	9 --	Oct	13	5	Eighth Week	Mar	12 --	Mar	16	5
Ninth Week	Oct	16 --	Oct	18	3	Ninth Week	Mar	19 --	Mar	23	5
Tenth Week	Oct	23 --	Oct	27	5						<b>44</b>
					<b>44</b>						
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct	30 --	Nov	1	3	First Week	Mar	26 --	Mar	29	4
Second Week	Nov	6 --	Nov	10	5	Second Week	Apr	3 --	Apr	6	4
Third Week	Nov	13 --	Nov	17	5	Third Week	Apr	9 --	Apr	13	5
Fourth Week	Nov	20 --	Nov	21	2	Fourth Week	Apr	16 --	Apr	20	5
Fifth Week	Nov	27 --	Dec	1	5	Fifth Week	Apr	23 --	Apr	27	5
Sixth Week	Dec	4 --	Dec	8	5	Sixth Week	Apr	30 --	May	4	5
Seventh Week	Dec	11 --	Dec	15	5	Seventh Week	May	7 --	May	11	5
Eighth Week	Dec	18 --	Dec	20	3	Eighth Week	May	14 --	May	18	5
Ninth Week	Jan	3 --	Jan	5	3	Ninth Week	May	21 --	May	25	5
Tenth Week	Jan	8 --	Jan	12	5	Tenth Week	May	29 --	May	31	3
Eleventh Week	Jan	16 --	Jan	19	4						<b>46</b>
					<b>45</b>						

**Totals**

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

August 22-23	PIR	2.00
October 19-20	Staff Development Days - Teachers Convention	2.00
November 1-2	Parent Teacher Conferences (Evening on Nov 1, All Day on Nov 2)	1.50
January 15	PIR	1.00
March 27	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
Floater	PIR	1.00
		<b>8.00</b>

**Holidays / Vacations (Dates Inclusive)**

**C.**

September 4	Labor Day
October 19-20	Fall Vacation (Teachers - Convention)
November 2	Parent Teacher Conferences (Vacation Day for Students)
November 3	Vacation Day
November 22-24	Thanksgiving Vacation
December 21-January 2	Winter Break
January 15	PIR (Vacation day for Students)
February 23	Vacation Day
March 30-April 2	Spring Break
May 28	Memorial Day