

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, March 7, 2016

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

ACTION ITEMS

INDIVIDUAL ITEMS

3. Appoint New Trustee to the Board

OATH OF OFFICE

4. Rebekah Rhoades, Business Manager/District Clerk, will Administer the Oath of Office to the New Trustee – Troy Kelsey

BOARD MEETING

5. Recognition—FHS AP Government Class – “We the People” State Champions
6. Report—Student Representative
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.
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 8, 2016, Regular Board Meeting

APPROVAL OF CLAIMS

15. Claims

INDIVIDUAL ITEMS

16. Approve Issuing Contracts for the Certified Staff
17. Approve Issuing Contracts for the Certified and Classified Administrators
18. Set Elementary District Number One Levy Amount
19. Set Elementary Building Reserve Levy Election
20. Set High School Building Reserve Levy Election
21. Approve Certification for Indirect Cost Rates for FY 2016-2017
22. Approve Budget Amendment Proclamation for High School Retirement Fund Budget
23. Approve Awarding the Bid for the Boiler Replacement Project at Fergus High School to Davidco
24. Approve Additions to the Substitute List for the 2015-2016 School Year
25. Approve Personnel Report

ADJOURNMENT

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

03/07/2016

Agenda Item No.

3

ITEM TITLE: APPOINT NEW TRUSTEE TO THE BOARD

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 03/07/2016

SUMMARY:

The Board of Trustees needs to appoint Troy Kelsey as the new Trustee on the School Board to fill the position available due to the resignation of Trustee Barbara Thomas.

SUGGESTED ACTION: Appoint Troy Kelsey to the Board

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

4

ITEM TITLE: OATH OF OFFICE

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 03/07/2016

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will administer the Oath of Office to Troy Kelsey, newly appointed Trustee of the Lewistown Public Schools.

SUGGESTED ACTION:

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

5

ITEM TITLE: RECOGNITION—FHS AP GOVERNMENT CLASS – “WE THE PEOPLE” STATE
CHAMPIONS

Requested By: Board of Trustees **Prepared By:** Luke Brandon **Date:** 03/07/2016

SUMMARY:

The Board of Trustees would like to recognize and congratulate Luke Brandon, AP Government Teacher and the AP Government Students for being crowned the State Champions for the “We the People” contest held at the Capital in Helena.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

6

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Mikayla Comes **Date:** 03/07/2016

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:

FHS School Board Report

March 7, 2016

Mikayla Comes

Graduation Matters

- Planning for overnight college visit trip
- Bingo fundraiser March 8th at Doc's

Mentoring

- Large group will have an obstacle course
- Mentors will attend grade schools and eat lunch with their mentees

Student Council

- Planning a fundraiser for a water bottle filler in lobby
- Rescheduling MORP (reMORP) because of the power outage during the first one

Spanish Club

- Attended Language Days at U of M on Friday

Key Club

- Finished up the last pop shoot
- State Convention April 3-5

National Honor Society

- Recruiting new members for next year
- Collaborating with PTO for an event

F Club

- Getting a quote for the Fergus Hall of Fame in the lobby

BPA

- State- March 13-15; 7 members attending
- Member Summer Elmore is running for a State Office

FCCLA

- Gearing up for State

FFA

- Successful lunch put on for FHS staff in honor of National FFA Week
- Attending JAAM contest March 4-5
- State Veterinary Science contest March 11-12

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

7

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees **Prepared By:** Committee **Date:** 03/07/2016

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 2015-2016 School Year.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

**STANDING COMMITTEES OF THE BOARD
2015-2016 School Year**

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

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2015-2016 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Shelley Poss		Jennifer Thompson	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Communication Arts	1			X				
Science	1				X			
Health Insurance Program	2			X			X	
School Calendar	1				X			
Vocational Advisory Council	1	X						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

8

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

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 03/07/2016

SUMMARY:

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

SUGGESTED ACTION:

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

9

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 03/07/2016

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2016.

Attached are the Terms of Office Listing and the 2016 School Election Calendar.

Board members terms of office that are due to expire in 2016 include: Troy Kelsey, Phil Koterba, and Jennifer Thompson.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2016	Expire 2017	Expire 2018
SCHOOL DISTRICT #1	Troy Kelsey Phillip R. Koterba Jennifer Thompson	Kris Birdwell Shelley Poss Open	CJ Bailey Monte Weeden

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

_____ 3-year term (to expire in 2019)
_____ 3-year term (to expire in 2019)
_____ 1-year term (to expire in 2017)

Declaration of Intent Filed for Nomination of School Board Trustee:


Joey Kern	3-Year Term
Phil Koterba	3-Year Term
Jennifer Thompson	3-Year Term

SCHOOL ELECTIONS CALENDAR 2016

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
No earlier than 145 days, or later than 40 days before	Thursday, December 10 through Thursday, March 24	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with election administrator. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305	Declaration of Intent and Oath of Candidacy for Trustee Candidates District Classification Form
At least 70 days before	Tuesday, February 23	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none"> • Bond Elections are subject to additional requirements (see 20-9-422, MCA). • Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election. 	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203	Trustee Resolution – Regular School Election with Single Voting Locations Trustee Resolution – Regular School Election with Multiple Voting Locations Trustee Resolution – Other School Election with Single Voting Locations Trustee Resolution – Other School Election with Multiple Voting Locations
At least 67 days before (within 3 days of passage of the election resolution)	Friday, February 26	Last day to file resolutions for school election with county election administrator.	20-20-201(2)(a)	

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
At least 60 days before	Friday, March 4	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (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: http://opi.mt.gov/pdf/schoolfinance/ElecHB/MailBallot/WrittenPlan.pdf	13-19-205	Mail Ballot Written Plan, Timetable and Instructions
Not later than 5pm the day before ballot certification	Thursday, March 31 (by 5 p.m.)	Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)	
Not later than 5pm the day before ballot certification	Thursday, March 31 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent	20-3-305(2)(b)	Declaration of Intent and Oath of Candidacy for Write-In Candidates
No later than the 30th day before	Friday, April 1	Deadline to notify election judges of appointment.	13-4-101	
Not less than 30 days before	Friday, April 1	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425	
Not less than 30 days before	Friday, April 1	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313	Notice of Trustee Election Cancellation Certificate of Trustee Election by Acclamation

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not less than 30 th day before	Sunday, April 3	Deadline to publish notice of the close of regular registration. At least 30 days prior to the election, the election administrator shall publish notice of the close of regular registration and the availability of late registration. The notice must include when and where a voter may register and obtain a ballot. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places, 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.	13-2-301 20-20-204 20-20-311 20-20-312	Notice of Close of Regular Registration, Annual School Election Notice of Close of Regular Registration, Other School Election
Not more than 30 days before	Monday, April 4	Contact your county election administrator for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	13-13-212 20-20-312	
Not less than 10 days, or more than 40 days before	Thursday March 24 Through Saturday, April 23	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained. <ul style="list-style-type: none">• If the polling place has changed from the previous school election, that change must be referred to in the notice.• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204	Notice of Annual School Election, Mail Ballot Election Notice of Annual School Election, Poll Election Notice of Other School Election, Mail Ballot Election Notice of Other School Election, Poll Election
At least 20 days before	Wednesday, April 13	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none">• The ballot (with stubs removed)• Instructions for voting and returning the ballot• A secrecy envelope, free of an marks that would identify the voter• A self-addressed, return envelope with affirmation printed on the back of the envelope	13-13-214 20-20-401	Absentee Voter Materials

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Not before the 20 th day nor later than the 15 th day	Wednesday, April 13 through Monday, April 18	Mail ballots mailed. 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.	13-19-207	
Day before (By Noon)	Monday, May 2	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>** Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	13-13-211 13-13-214	Application for Absentee Ballot
Day before	Monday, May 2	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313	
Day before (between noon and 5pm)	Monday, May 2	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304	
Election Day 	Tuesday, May 3	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411	Display of Instructions for Electors Election Judges' Oath
No sooner than 3pm on the 6 th day after the election	Monday, May 9	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. 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.	13-15-107	Provisional Ballot Instructions
Following receipt of the tally sheets from all polls and within 15 days after the election	Wednesday, May 18	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	20-20-415 20-20-416	Certificate of Election of Trustee Canvass of Votes and Results

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation	Forms
Within 5 days after the official canvas	Monday, May 9 through Monday, May 23	Deadline for filing a petition for recount. 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.	13-16-201	Petition for Recount
Within 5 days of receipt of notice from the election administrator	Monday, May 9 through Monday, May 23	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	13-16-204 20-20-420	
Within 15 days of election	Wednesday, May 18	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321	School Board Organization
Within 15 days after receipt of certificate of election	Thursday, June 2	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101	
June 1	Wednesday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417	Trustee Resolution – Request for County to Conduct Elections

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

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

Additional References:

Sample forms can be found at this address:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7

Election Manual: http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7

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

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: <http://politicalpractices.mt.gov/default.mcp>.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

10

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 03/07/2016

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2016-2017 General Fund Budgets.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

11

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 03/07/2016

SUMMARY:

Below is the interest earned and distributed for January 2016:

Elementary \$796.47

High School \$652.53

Interest amounts were not available for February 2016 at the time of this posting.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana
BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

12

ITEM TITLE: REPORT—SUPERINTENDENT

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 03/07/2016

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
- ❖ FHS Band Concert—Tuesday, March 8, 2016—7:00 p.m.—FCPA
- ❖ County Spelling Bee—Tuesday, March 8, 2016—TBA—LJHS Auditorium
- ❖ State A Girls Basketball Tournament—March 10-12, 2016—Belgrade—TICKETS?
- ❖ FHS BPA—MT State Leadership Conference—March 13-15, 2016—Billings
- ❖ Adult Education Registration—Monday, March 14, 2016—12:00 Noon—CMEC
- ❖ Eastern A Choir Festival—March 14-15, 2016—Miles City (?)
- ❖ FHS Spring Sports Begin—Monday, March 14, 2016
- ❖ LJHS Band Concert—Tuesday, March 15, 2016—7:00 p.m.—LJHS Auditorium
- ❖ Fourth Grade Science Fair—Thursday, March 17, 2016—12:00-3:00 p.m.—Garfield
- ❖ CheerFest—Friday, March 18, 2016—TBA—FHS Fieldhouse
- ❖ CHANGE: First Grade Music Program—Thursday, March 24, 2016—7:00 p.m.—FCPA
- ❖ No School—Spring Break—Monday, March 28, 2016
- ❖ LJHS Track Season Begins—Tuesday, March 29, 2016
- ❖ Kindergarten Music Program—Thursday, March 31, 2016—6:00 p.m.—FCPA
- ❖ FHS Skills USA—State Conference—April 4-6, 2016—Havre
- ❖ Eagle Booster Club Meeting—Monday, April 4, 2016—7:00 p.m.
- ❖ Parent/Teacher Conferences—Tuesday, April 5, 2016—Evening Only
- ❖ Home Athletic Games/Meets:
 - SB vs. Glasgow—Tuesday, March 29, 2016—2:00/3:30/5:00 p.m.
 - TR—Central MT Invitational—Saturday, April 2, 2016—TBA

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

DO IT YOURSELF HOME IMPROVEMENTS *

Learn skills to complete home projects, including minor electrical & plumbing repairs, basic construction know-how, dry wall repairs, cut/install molding, tool use & safety, & how to make a material list for your project. Instructor: Ron Peevey. CMEC Construction Academy. Mons, 4 wks, Apr 11-May 2, 6-8:30 pm. Fee: \$65. No discounts.

FACEBOOK FOR BEGINNERS WORKSHOP *

This course will cover the basics of your Facebook profile. Includes setting-up your profile, page images, posting and how to add “Friends”. Instructor: LaVonne Limpus. Mon, April 11, 6-8:30 pm. CMEC Rm 2. Fee: \$20. No discounts

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: Cheryl Bannes. Weds, 3 wks, Apr 20-May 4, 7-8:15 pm. LJHS gym. Fee: \$35. No discounts.

WEED CONTROL FOR RESIDENTIAL AND SMALL PROPERTIES

Learn modern weed control methods for residential properties or properties 20 acres or less. Receive information dealing with current issues of weed control. Instructor: Brady Cannon. Weed District Bldg on Armory Road. Wed, May 4, 6-9pm. Fee: \$20.

ALTERNATIVE GARDENING – LEARN IT!

If you enjoy gardening or want to learn how to garden but don’t have time, energy, or land to plant a conventional garden, come learn unusual methods to grow your own produce. Discuss soil composition & best plant varieties. Instructor: Kathryn Baldwin. Krings Greenhouse. Weds, 2 wks, Apr 6-Apr 13, 6:30-8 pm. Fee: \$20

ALTERNATIVE GARDENING – BUILD IT!

Learn how to use and build unconventional devices for gardening. Including: hydroponics, earth-box style self-water totes, palette gardening, straw bales, vertical systems, & more. Discuss potting soil recipes & veggie container garden guide. Instructor: Kathryn Baldwin. Krings Greenhouse. Weds, 2 wks, Apr 20 & 27, 6:30-8pm. Fee: \$20

UNDERSTANDING PERENNIALS

Before you head to the greenhouse – which plants will grow best in your yard and this area? What does ‘full sun’ & ‘partial shade’ really mean? Should I be concerned if some of the leaves are yellow? Let Master Gardeners give you some tips to make your gardening more successful and enjoyable. Instructors: Mary Messina & Dana Leininger. Tues April 19, 6:30-8:30. CMEC Rm 2. Fee: \$15.

“HYPERTUFA” GARDEN STONES *

Create your own beautiful & lightweight garden stones. Hypertufa ages gracefully, collecting a patina of mosses & lichens. Other projects on display. Instructor: Bertie Brown. Mon, May 16, 6-8pm. CMEC Shop. Fee: \$15 + supply fee to instructor. No discounts.

DO IT YOURSELF DECK POTS & HANGING BASKETS *

You will do your own planting at the greenhouse & learn tips for making beautiful hanging baskets & deck pots. Cost of materials will vary, depending on project choice. Krings Greenhouse. Fee: \$20 + materials. No discounts.

CHOOSE ONE:

(1) Tue, May 31, 6:30-8:30 pm **(2)** Tue, Jun 7, 6:30-8:30 pm

WEIGHT LOSS YOGA

Power into traditional poses based on breathing techniques paired with postures. Combines breathing with faster, active movements as well as strength, flexibility and cardio. Tone all major muscle groups, build endurance, cultivate mental focus, & increase energy levels. All of which assist mind, body, & spirit for weight loss. Previous Yoga or Aerobic Experience preferred. Instructor: Loraine Day. Thurs, 4 wks, Apr 28-May 19, 5:30-6:45 pm. L-Fit. Fee: \$40. No discounts.

MEDITATION & STRESS REDUCTION TECHNIQUES

Learn how adrenaline affects the brain and the body. Relax using stress reduction and meditation techniques. Revive and renew in this workshop with Chris Tremain. Sat, May 7, 9 am-12 pm. CMEC. Fee: \$35. No discounts.

THE ChiRUNNING & ChiWALKING TECHNIQUE

Combines the inner focus and flow of T'ai Chi to improve balance, strength & cognition. Revolutionary movement technique reduces pain & increases joy, focus & mental clarity. Teaches correct posture, body sensing techniques, as well as energy conservation & relaxation skills. Instructor: Melissa Descheemaeker. Sat, June 4, 9:00-1:00 pm. FHS Track. Fee: \$30.

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 132 (2 sessions in the classroom, 1 session on the water). Mons, 3 wks, Apr 25-May 9, 6:30-8:30 pm. Fee: \$45 + equipment. No discounts.

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. Thurs, 3 wks, May 19-Jun 2, 6-7:30 pm. Fee: \$65. No discounts.

WATERCOLOR PAINTING * MUST REGISTER BY MONDAY MAR 28

Designed for those who are new to watercolor painting or those who once painted & want to refresh their skills. Enjoy step-by-step instruction that teaches successful painting techniques such as setting up, organizing the colors on a palette & brush control. Instructor: Clint Loomis. Clint Loomis Studio. Suns, 3 wks, Apr 10-Apr 24, 2:00-4:30 pm. Fee: \$50 + supply costs. No discounts.

FENG SHUI

Basic principles and applications of Feng Shui, the ancient art of Chinese placement, as a way to improve your health, increase your income, and boost your love life. Instructor: Dawn Harrell. Tues, 2 wks, April 12 & 19, 6:30-8pm. FHS 213. Fee: \$20

SCONES & CROISSANTS * Recipes & Taste-Testing!

We will make 3 or 4 types of scones in a totally non-conventional way. I will demonstrate my croissant techniques and the versatility of the dough for other pastries and treats. Instructor: Konnie Birdwell. Thur, Apr 7, 6-8:30 pm. FHS rm 117. Fee: \$20

ARTISAN BREADS IN 5 MINUTES A DAY *

Recipes & Taste-Testing! Fill your kitchen with irresistible aromas of a French Bakery every day with just five minutes of active preparation time. Taste some of the wonderful baked bread & prepare your own batch of dough to take home in your new bread basket that is part of your class fee. Instructor: Denise Seilstad. Thur, April 28, 6-8 pm. FHS rm 117. Fee: \$20

DUTCH OVEN COOKING * Meal served & recipes shared!

Hands-on workshop will use Dutch oven for preparing main dishes, bread, dessert & more! Great for campers, hunters & backyard barbecues! Instructors: Bertie Brown / Jennifer Saunders. Thu, May 12, 6-8 pm. CMEC Shop. Fee: \$25. No discounts.

GUITAR BASICS *

Guitar hiding in your closet & not sure how to get started? Dust it off & learn the terms, basic care, a few chords, & simple techniques to get going on your six-string adventure. Instructor: Dave Rummans. Mons, 4 wks, Apr 4-Apr 25, 6-7:30pm. FHS Library. Fee: \$45

WELDING CLASS *

Hands-on course for beginners & more advanced students. Processes covered will be SMAW (shielded metal-arc welding), GMAW (gas metal arc welding-MIG) & GTAW (gas tungsten arc welding-TIG) welding. Not for hobby use, job skills only. We are gathering names for a Spring class; details not available at press time. Call 535-9022 if interested in enrolling. No discounts.

INTRODUCTION TO AMERICAN PRAIRIE RESERVE

American Prairie Reserve is building the nation's largest nature reserve in your backyard, making Lewistown the gateway community to America's next great park. Join APR staff to learn more about the organization, its goals, and ways to enjoy the Reserve—including hunting, camping, hiking, biking, birding, wildlife watching and more. Weds Apr 6, 6-8pm. CMEC Rm 2. NO CHARGE.

FIRST AID / ADULT, INFANT & CHILD CPR *

A certified American Heart Association course with hands-on learning of life-saving techniques, choking & rescue breathing & practical first aid. CMMC Occupational Outreach. No discounts. **Choose one date: (First Aid/ CPR Combo Fee: \$50)**
Thu, Apr 14: First Aid, 6-9 pm Fee: \$30
Thu, Apr 28: Heart Saver CPR, 5:30-9 pm Fee: \$40
Thu, May 12: Healthcare Provider CPR, 5:30-9:30 pm. Fee: \$45

ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY DIPLOMA PREPARATION

For adults over 16 years old who are not enrolled in a regular school setting. Services include High School equivalency diploma exam (HiSET) & preparation, basic computer skills, math, reading, and writing reinforcement, including college and career readiness. Instructor: Paula Walker. CMEC. Start anytime; no charge. Tues, Weds & Thurs, 9 am-5 pm. Evenings by appointment.

*** Limited Enrollment**

ROOM LOCATION KEY: **FHS = Fergus High School**
LJHS = Lewistown Junior High School
CMEC = Cent MT Ed Center, Airport Road

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

13

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:** _____ **Date:** 03/07/2016

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

03/07/2016

Agenda Item No.

14

ITEM TITLE: MINUTES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 03/07/2016

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the February 8, 2016, 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						
Kelsey						
Koterba						
Poss						
Thompson						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**Lincoln Board Room
215 7th Avenue South
Lewistown, Montana 59457**

MONDAY, February 8, 2016

BOARD ROUNDTABLE DISCUSSION – LEA EXECUTIVE BOARD

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

REGULAR BOARD MEETING

CALL TO ORDER (6:35 p.m.)

1. **ROLL CALL**

TRUSTEES PRESENT:

Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, Shelley Poss, Jennifer Thompson

TRUSTEES ABSENT:

Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Margee Smith, Bobbie Atchison, Scott Dubbs, Chris Hildebrant, Paula Drissell, Jill Reed, Michelle Trafton, Matt Donaldson, Tim Majerus

OTHERS PRESENT:

Doreen Heintz-Lewistown News-Argus, Joe Zahler—KXLO/KLCM Radio, and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

3. **PRESENTATION—ASSESSMENTS, CURRICULUM DIRECTOR SCOTT DUBBS**

Scott Dubbs, Curriculum Director, presented information to the Board of Trustees regarding Assessments for the Lewistown Public Schools.

4. **REPORT—STUDENT REPRESENTATIVE**

Mikayla Comes, Student Representative to the Board, was not able to attend the meeting. A copy of her report was included in the agenda.

5. **REPORT—COMMITTEES OF THE BOARD**

Business Manager Rebekah Rhoades updated the Board on the bid process for the boilers at Fergus High School.

Advertise: February 13, 2016 and February 20, 2016

Contractor Walk-through: February 23, 2016

Bid Opening: Tuesday, March 1, 2016 at 2:00 p.m.

6. **CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.**

No items were discussed.

7. **REPORT—ELECTION INFORMATION**
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2016 School Election Calendar and advised them of the Trustee seats that will be up for election in 2016 – Phil Koterba and Jennifer Thompson. Troy Kelsey is the only applicant who submitted a letter of interest for the open Trustee seat on the Board. The Board decided with only one candidate that Kris Birdwell, Phil Koterba, Superintendent Butcher and Rebekah Rhoades will interview Mr. Kelsey prior to the next Board Meeting.
8. **REPORT—BUDGET UPDATE**
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees regarding some preliminary information regarding the 2016-2017 General Fund Budgets and the February 2016 student count results.
9. **REPORT—INVESTMENT**
No information was received.
10. **REPORT—SUPERINTENDENT**
Superintendent Jason Butcher shared with the Board a short video from the Junior High, which was developed for the Samsung Contest. Google Fest/Beyond the Chalk technology workshops that were provided for the staff at the January 18, 2016, PIR Training, were very successful. Due to deadlines with the trustee vacancy and other conflicts, the March 14, 2016, Board meeting has been changed to Monday, March 7, 2016. The Board was advised to let Superintendent Butcher know if they are interested in attending the upcoming State Wrestling Tournament and/or the Divisional Boys and Girls Divisional Basketball Tournaments. The Board also reviewed dates for upcoming events in the District. With the closure of the YBGR Group Home, Mr. Butcher advised that there are discussions regarding the CMLRCC continuing to operate the STAR classroom next year. Trustee Thompson congratulated the “We the People” AP Government class on their recent 1st Place.

PUBLIC PARTICIPATION

11. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**
There was no public input.

ACTION ITEMS MINUTES

12. **MINUTES OF THE JANUARY 11, 2016, REGULAR BOARD MEETING** – approved unanimously (Birdwell/Bailey).

APPROVAL OF CLAIMS

13. **CLAIMS** – the claims referenced in the 2015-2016 Bill Schedule and submitted through February 4, 2016, were approved unanimously (Birdwell/Thompson). The Finance Committee for January-March 2016 are Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, and Kris Birdwell.

INDIVIDUAL ITEMS

14. **APPROVE FIRST SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS REIMBURSEMENT** – approved unanimously (Birdwell/Bailey).
15. **APPROVE FIRST SEMESTER ELEMENTARY & HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT** – approved unanimously (Bailey/Poss).
16. **APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION** – approved unanimously (Thompson/Bailey).
17. **APPROVE 2016-2017 SCHOOL CALENDAR** – approved unanimously (Poss/Thompson).
18. **APPROVE 2017-2018 SCHOOL CALENDAR** – approved unanimously (Thompson/Poss).

19. ACTION ON OFFERING A RETIREMENT INCENTIVE – Trustee Bailey moved to approve the retirement incentive as proposed – See Exhibit A – approved unanimously (Bailey/Poss). Prior to the motion and approval, Superintendent Butcher explained to the Board that Certified Administrators hired after July 1, 1998, would also be eligible under this Retirement Incentive.
20. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2015-2016 SCHOOL YEAR – Substitute Teacher/Aide List—Kathleen Cameron, Candice McDermott, Sandra Mikeson, Nancy Osburn-Cauffman; Substitute School Food List—Roberta Yvette Hersel, Michele Kruckenberg – approved unanimously (Thompson/Bailey).
21. APPROVE PERSONNEL REPORT – See Exhibit B – (Thompson/Poss). CJ Bailey requested to remove Jeff Elliott and Jeff Friesen from the personnel report and vote on them separately.

Trustee Birdwell made a motion to approve removing Jeff Elliott and Jeff Friesen from the personnel report. Trustee Bailey seconded. A roll call vote was taken: Birdwell – yes, Poss – yes, Koterba – no, Bailey – yes, Thompson – no, Weeden – absent. Motion passed.

Trustee Thompson made a motion to approve Jeff Friesen and Jeff Elliott for their respective positions. Trustee Birdwell seconded. Superintendent Butcher was asked to describe the process used to select these candidates. A roll call vote was taken: Birdwell – yes, Poss – yes, Koterba – yes, Bailey – no, Thompson – yes, Weeden – absent. Motion passed.

The meeting entered executive session at 7:56 pm.

ADJOURNMENT

The meeting was called back into regular session at 8:25 p.m. and adjourned. The next regular meeting will be held at 6:00 p.m. on Monday, March 7, 2016, at the Lincoln Board Room.

PHIL KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**“EXHIBIT A”
PAGE 1 OF 3**

**LEWISTOWN PUBLIC SCHOOLS
EARLY RETIREMENT INCENTIVE
THREE-YEAR PLAN**

FEBRUARY 9, 2016

The Board of Trustees for the Lewistown Public Schools is offering a one-time retirement incentive plan to eligible certified personnel.* The plan is solely for certified personnel contracted by the Lewistown Public Schools and will be in effect through the 2017-2018 School Year.

I. CRITERIA FOR ELIGIBILITY

- A. The plan benefits are limited solely to certified contracted personnel who will receive a retirement benefit from the Montana Teachers Retirement System during the year of the plan participation.
- B. At the time of retirement, certified personnel who have been employed by the District for the last eight years and are eligible to retire under the Montana Teacher Retirement System as listed on page 2, shall be eligible to participate in the early retirement plan (hereinafter referred to as the Plan).
- C. Eligible personnel planning to retire at the end of the 2015-2016 School Year will have until March 1, 2016, to be a three-year participant. Eligible personnel planning to retire at the end of the 2016-2017 School Year will have until February 1, 2017, to be a two-year participant. And, eligible personnel planning to retire at the end of the 2017-2018 School Year will have until February 1, 2018, to be final year participant. Those who choose not to participate by the respective March 1st or February 1st deadlines are ineligible to be involved in this Plan. This Plan will be in effect only during the 2016 to 2018 school years and will not be available again. The Plan benefits expire on August 31, 2019, regardless of the option chosen.
- D. Certified personnel who elect to participate in the Plan shall submit their irrevocable resignation and acceptance of the Plan to the District Superintendent by the dates stated in section C.
- E. If any provision of this Plan in application of this agreement to any employee is held to be unenforceable or contrary to law then, in that event, the Board of Trustees shall have the option of voiding the Plan, thereby returning the employee to his or her former employment status, or enforcing the Plan to the extent permitted by law.
- F. The Board may offer as many incentives as it deems financially prudent.
- G. Participants will be considered on a seniority basis.

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

“EXHIBIT A”
PAGE 2 OF 3

ELIGIBILITY FOR A MONTANA TRS RETIREMENT BENEFIT

A member who has terminated TRS covered employment may apply for a retirement benefit provided:

1. The member has attained age 60 with at least five full years of creditable service, or;
2. The member has been credited with 25 or more years of creditable service, in which case they are eligible for full retirement regardless of age, or;
3. The member has part-time service in 25 or more fiscal years, in which case they are eligible for a regular retirement regardless of age, or;
4. The member has at least five years of creditable service and has attained the age of 50 (early retirement).

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

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

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

**“EXHIBIT A”
PAGE 3 OF 3**

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

_____ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District’s health insurance carrier.

_____ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month to the Retiree. This payment will be paid through payroll on the 15th of each month. All required payroll taxes will be withheld from each incentive payment.

Plan participants have the following three retirement options:

1. Retire effective the end of the 2015-2016 School Year by March 1, 2016, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2016, and ending August 31, 2019.
2. Retire effective the end of the 2016-2017 School Year by February 1, 2017, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2017, and ending August 31, 2019.
3. Retire effective the end of the 2017-2018 School Year by February 1, 2018, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2018, and ending August 31, 2019.

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

In the event of the Retiree’s death, this retirement incentive will become null and void.

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

NAME (**PRINTED**)

DATE

SIGNATURE

CENTRAL OFFICE USE:

Received By

Date

Time

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

**“EXHIBIT B”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: February 8, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
MURPHY, Jaime	Food Server / PM Kitchen Aide	Garfield Elementary School / Central Kitchen	Accept letter of resignation	February 8, 2016	See attached letter.
OSBURN-CAUFFMAN, Nancy	Paraprofessional	Lewistown Junior High School	Accept letter of resignation	February 3, 2016	See attached letter.
WATSON, Laure	Food Server/Cashier	Fergus High School	Approve appointment on schedule— FS Step 0 for up to 3.80 hours per day for the remainder of the 2015-2016 School Year (up to 81 days)	February 8, 2016	See attached hiring recommendation.
ELLIOTT, Jeff	Principal	Fergus High School	Approve appointment as per recommendation for the 2016-2017 School Year—\$79,522	February 8, 2016	See attached hiring recommendation.
FRIESEN, Jeff	Assistant Principal	Fergus High School	Approve appointment as per recommendation for the 2016-2017 School Year—\$67,500	February 8, 2016	See attached hiring recommendation.
FELLER, Vic HUDSON, Troy JOHNSON, Orin OLSON, Steve LEAR, Derek	Football Coaches	Fergus High School	Approve Out-of-State Travel to attend the Glazier Football Clinic in Reno, Nevada	March 3-7, 2016	See attached memo.
PARSONS, Suzi	Paraprofessional	Highland Park Elementary	Accept letter of resignation	February 12, 2016	See attached letter.

**“EXHIBIT B”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: February 8, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BIGLEN, Shelly	Food Server / Kitchen Aide	Lewis & Clark Elementary / Central Kitchen	Approve revision of contract to reflect change in duties—change from up to 6.50 hours per day to 7.25 hours per day	February 8, 2016	See attached memo.
JOHNSON, Bridgett	Paraprofessional	Lewistown Junior High School	Approve revision of contract to reflect change in duties—change from up to 6.50 hours per day for up to 2 days per week to up to 7.00 hours per day for up to 5 days per week for the remainder of the 2015-2016 (up to 80 days)	February 8, 2016	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

15

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth Date: 03/07/2016

SUMMARY:

Approve claims paid through March 3, 2016, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2016 include: Board Chair Phil Koterba, CJ Bailey, Kris Birdwell, and Jennifer Thompson.

*****Need to select new Finance Committee members for April - June 2016*****

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

16

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 03/07/2016

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified Staff for the 2016-2017 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified Staff

☒ **Additional Information Attached**

NOTES:

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

2016-2017 CERTIFIED STAFF				
EMPLOYEE	LOC	LANE	STEP	FTE
ARMSTAD, SANDRA J	FH	MA+30	Step 15	1.00
ARMSTRONG, CHAD A	JH	MA	Step 15	1.00
ARMSTRONG, GINA GEORGE	HP	BA+20	Step 15	1.00
BELL, AARYN D	GA	BA+10	Step 15	1.00
BOLING, AUDREY K	HP	BA+10	Step 10	1.00
BOWEN, DEANNA I	LC	BA+30	Step 10	1.00
BRANDON, LUKE A	FH	BA+30	Step 15	1.00
BRAULICK, DOUGLAS E	FH	BA	Step 11	1.00
BREIDENBACH, BRADLEY P	JH	BA+30	Step 15	1.00
BREIDENBACH, SHERRY J	FH	BA+20	Step 14	1.00
BUEHLER, DEEANN J	LC	MA+10	Step 15	1.00
BUEHLER, DYLAN C	LC	BA	Step 4 (1)	1.00
CHRISTENSEN, CHATEAU E	HP	BA	Step 4 (1)	1.00
CIRRINCIONE, MEGGAN M	FH	MA+10	Step 4	1.00
CLOUD, CHARLES T	LC	MA	Step 8	1.00
CLOUD, SARAH M	HP	MA+10	Step 12	1.00
COMES, JULIE B	GA	MA+30	Step 15	1.00
DANIELS, JAMES M	FH	BA	Step 15	0.519
DECOCK, ADRIENNA J	FH	BA	Step 4 (2)	1.00
DECOCK, BRENDON A	FH	BA	Step 6	1.00
DONALDSON, MATTHEW S	JH	BA+20	Step 4	1.00
DRISSELL, PAULA L	HP	MA	Step 15	1.00
DRIVDAHL, LOREN E	FH	BA+30	Step 15	1.00
DUNN, CANDICE	JH	BA+20	Step 15	1.00
DURBIN, KAREN L	FH	MA+10	Step 15	1.00
EIKE, MIRANDA D	JH	BA	Step 8	1.00
FELLER, VICTOR J	FH	MA+30	Step 15	1.00
FERGUSON, KRYSTAL R	JH	BA	Step 6	1.00
FLENTIE, SUSAN	JH	MA+30	Step 15	1.00
FOX, SANDRA A	LC	MA+30	Step 10	1.00
GEE, AMANDA D	HP	MA	Step 13	1.00
GILSKEY, LAURA A	GA	BA+30	Step 15	1.00
GREMAUX, CINDY R	LC	BA+30	Step 15	1.00
GRUENER, BRENDA L	HP	MA	Step 11	1.00
GUYER, EMMA L	HP	BA	Step 4 (1)	1.00
HENDERSON, TROY I	FH	MA+20	Step 13	1.00
HENSON, SARAH E	JH	BA+20	Step 6	1.00
HESER, HOLLY J	FH	BA+20	Step 15	1.00
HILDEBRANT, CHRISTOPHER B	FH	BA	Step 5	1.00
HUDSON, NANCY A	LC	BA+30	Step 15	1.00
HUDSON, TROY D	FH	BA+30	Step 15	1.00
IRWIN, KATHLEEN L	HP	BA+30	Step 12	1.00
JENNESS, ASHLEY D	HP	MA+10	Step 7	1.00

2016-2017 CERTIFIED STAFF				
EMPLOYEE	LOC	LANE	STEP	FTE
JENNI, AMANDA K	LC	BA	Step 6	1.00
JENSEN, JENNIFER L	GA	BA	Step 13	1.00
JOHNSON, ORIN W	HP	BA	Step 4 (2)	1.00
KIRSCH, ELIZABETH A	GA	BA	Step 13	1.00
LEAR, DEREK J	HP	BA	Step 4 (2)	1.00
LEE, KRISTA M	HP	MA	Step 6	1.00
LENSING, LYNN L	LC	MA+20	Step 15	1.00
LEWIS, DIANE	FH	BA	Step 15	1.00
LONG, JARED R	FH	MA+10	Step 8	1.222
LONG, LESLIE A	FH	MA	Step 12	1.00
LUND, CHELSEY A	JH	MA	Step 4 (3)	1.00
MAJERUS, TERESA M	JH	MA+10	Step 15	1.00
MANGOLD, MIKE T	FH	MA+10	Step 15	1.00
MCKINNEY, SARA L	GA	BA	Step 7	1.00
MILLER, BEVERLY K	JH	MA+30	Step 15	1.00
MILLER, JESSICA R	FH	MA	Step 4 (3)	1.00
MURAGIN, JEAN M	HP	BA	Step 5	1.00
MURNION, TARA L	HP	MA	Step 15	1.00
MURPHY, JILL E	GA	BA	Step 4	1.00
OLSON, STEVE J	FH	MA	Step 15	1.00
ORTMAN, KARL T	FH	MA+30	Step 5	1.00
ORTMAN, LAUREN L	JH	BA	Step 4 (3)	1.00
POUKISH, NATHAN J	HP	BA	Step 4 (2)	1.00
RICKL, JACALYN L	LC	MA+30	Step 15	1.00
RINALDI, LINDA M	FH	MA+30	Step 15	1.00
RUSSELL, JEFFREY L	LC	BA	Step 15	1.00
SCHWALLER, RACHAEL H	HP	BA+10	Step 4 (3)	1.00
SHELAGOWSKI, BRETT A	JH	BA+30	Step 10	1.00
SHELAGOWSKI, LISA M	GA	BA+10	Step 10	1.00
SMITH, MELANIE K	FH	MA+10	Step 15	1.00
SPARKS, BRIDGET K	HP	MA	Step 15	1.00
SPRAGGINS, KATHERINE A	JH	MA	Step 15	1.00
STANDLEY, SUSAN	GA	MA	Step 4 (1)	1.00
SULLIVAN, SARA A	GA	BA+10	Step 5	1.00
UDELHOVEN, LEXI L	GA	BA	Step 4 (2)	1.00
VALLINCOURT, JESSICA M	FH	MA	Step 4	1.00
VALLINCOURT, NOAH D	JH	MA+10	Step 4 (3)	1.00
VAUGHN, KERRY A	GA	MA+10	Step 5	1.00
WEICHEL, POLLY D	GA	BA+20	Step 13	1.00
WEINHEIMER, LEEANNE	HP	MA+10	Step 15	1.00
WELSH, DEVNEY M	HP	BA+10	Step 6	1.00
WHITNEY-REED, JILL M	LC	MA+30	Step 15	1.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

17

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR CERTIFIED AND CLASSIFIED ADMINISTRATORS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 03/07/2016

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified and Classified Administrators for the 2016-2017 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified and Classified Administrators

☒ **Additional Information Attached**

NOTES:

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

RECOMMENDED 2016-2017 SALARIES

CERTIFIED ADMINISTRATORS

Scott Dubbs	2015-2016 Level + Negotiated Percentage (2%)
Matt Lewis	2015-2016 Level + Negotiated Percentage (2%)
Tim Majerus	2015-2016 Level + Negotiated Percentage (2%)
Michelle Trafton	2015-2016 Level + Negotiated Percentage (2%)
Matt Ventresca	2015-2016 Level + Negotiated Percentage (2%)

RECOMMENDED 2016-2017 SALARIES

CLASSIFIED ADMINISTRATORS

Randy Barber	2015-2016 Level + Negotiated Percentage (2%)
Amie Friesen	2015-2016 Level + Negotiated Percentage (2%)
Bill Klapwyk	2015-2016 Level + Negotiated Percentage (2%)
Steve Klippenes	2015-2016 Level + Negotiated Percentage (2%)
Rebekah Rhoades	2015-2016 Level + Negotiated Percentage (2%)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

18

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 03/07/2016

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$39,920.69* WHICH IS APPROXIMATELY 3.33* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$4.50* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$8.99*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

☐ FOR the additional levy.

☐ AGAINST the additional levy.

*Maximum amounts. The Board may elect to request any amount up to this maximum.

SUGGESTED ACTION: Set Elementary District Number One Levy Election

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

19

ITEM TITLE: SET ELEMENTARY BUILDING RESERVE LEVY ELECTION

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 03/07/2016

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN ELEMENTARY BUILDING RESERVE LEVY IN THE AMOUNT OF \$98,000 PER YEAR FOR 10 YEARS AND BEING APPROXIMATELY 8.17 MILLS, FOR A TOTAL OF \$980,000, FOR THE PURPOSE OF MAJOR REPAIRS AND CAPITAL IMPROVEMENTS? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$11.03 AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$22.06.

- ☐ FOR the additional levy
- ☐ AGAINST the additional levy

SUGGESTED ACTION: Set Elementary Building Reserve Levy Election

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

20

ITEM TITLE: SET HIGH SCHOOL BUILDING RESERVE LEVY ELECTION

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 03/07/2016

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE A HIGH SCHOOL BUILDING RESERVE LEVY IN THE AMOUNT OF \$98,000 PER YEAR FOR 10 YEARS AND BEING APPROXIMATELY 7.54 MILLS, FOR A TOTAL AMOUNT OF \$980,000, FOR THE PURPOSE OF MAJOR REPAIRS AND CAPITAL IMPROVEMENTS? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$10.18 AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$20.36.

- ☐ FOR the additional levy.
- ☐ AGAINST the additional levy.

SUGGESTED ACTION: Set High School Building Reserve Levy Election

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

21

ITEM TITLE: APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY 2016-2017

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 03/07/2016

SUMMARY:

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY 2016-2017 grants. This approval allows the District to set aside a portion (this year, 4.11%) of its grant expenditures and use that amount to pay general costs related to grant administration.

SUGGESTED ACTION: Approve Certification for the Indirect Cost Rates for FY 2016-2017

☒ **Additional Information Attached**

NOTES:

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



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

CERTIFICATION FOR INDIRECT COST RATE

For FY 2016-2017

Due April 30, 2016

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

Proposed Restricted Indirect Cost Rate 4.11 % (Round to nearest hundredth (X.XX%) of a percent.)

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

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

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

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

I declare that the foregoing is true and correct.

Signature of District Superintendent or Board Chairperson		Street Address or P.O. Box	
		215 7th Avenue South	
Printed Name of Authorized Official		City	Zip Code
Phil Koterba		Lewistown	59457
Title		Date	
Board Chair			
Send completed form to: School Accounting and Budgeting Office of Public Instruction PO Box 202501 Helena, MT 59620-2501			

ACCEPTED AND APPROVED FOR THE SUPERINTENDENT OF PUBLIC INSTRUCTION BY:

Approved Rate for FY2017	Date Approved
	Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

22

ITEM TITLE: APPROVE THE BUDGET AMENDMENT PROCLAMATION FOR THE HIGH SCHOOL RETIREMENT FUND

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 03/07/2016

SUMMARY:

The Board of Trustees needs to approve the Budget Amendment Proclamation for the High School Retirement Fund as outlined on the attached document.

SUGGESTED ACTION: Approve the Budget Amendment Proclamation for the High School Retirement Fund

☒ **Additional Information Attached**

NOTES:

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

**BUDGET AMENDMENT PROCLAMATION
FERGUS HIGH SCHOOL DISTRICT #1
FERGUS COUNTY**

At a regular meeting of the board of trustees of Fergus High School District No. 1, Fergus County, Montana, held March 7, 2016, at 6:00 p.m. at the Lincoln Board Room, the following resolution was introduced:

WHEREAS, the trustees of Fergus High School District No.1, Fergus County, Montana, have made a determination that as a result of unforeseen circumstances, the district's budget for the High School Retirement Fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the High School Retirement Fund budget in the amount of \$85,000.00 is necessary under the provision of Section 20-9-161(6), MCA; for the purpose of meeting the financial needs of the District and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be the High School Retirement Fund reserve;

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No.1, Fergus County, Montana, proclaims a need for an amendment to the High School Retirement Fund budget for fiscal year 2016 in the amount of \$85,000 under Section 20-9-161(6), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of School District No.1, Fergus County, Montana, will meet at 6:00 p.m. at the Lincoln Board Room on April 11, 2016 for the purpose of considering and adopting the budget amendment.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

23

ITEM TITLE: APPROVE AWARDING BID FOR THE BOILER REPLACEMENT PROJECT AT FERGUS HIGH SCHOOL TO DAVIDCO

Requested By: Board of Trustees **Prepared By:** _____ **Date:** 03/07/2016

SUMMARY:

At 2:00 p.m. on Tuesday, March 1, 2016, Randy Barber, Maintenance Director, and Rebekah Rhoades, Business Manager/District Clerk, opened the sealed Bids for the Fergus High School Boiler Replacement Project located at 1001 Casino Creek Drive as advertised. Per discussion with Tom Scott of Design 3 Engineering, it is the recommendation to accept the following bid:

Contractor: Davidco

Base Bid #2 = \$186,500

Add Alternate #1 = \$8,260

Total Bid = 194,760

The Bid Tabulation sheet is attached for your review. All contractors listed attended the mandatory walk-through on February 23, 2016. Those without any bid information did not submit a bid by the 2:00 p.m. deadline on Tuesday, March 1, 2016.

SUGGESTED ACTION: Approve Awarding Bid for the FHS Boiler Replacement Project to Davidco

☒ **Additional Information Attached**

NOTES:

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

FERGUS HIGH SCHOOL BOILER ROOM REVISIONS
BID TAB
March 1, 2016

<u>CONTRACTOR</u>	<u>LICENSE</u>	<u>BID BOND</u>	<u>BASE BID #1</u>	<u>BASE BID #2</u>	<u>ADD ALT #1</u>	<u>ADD ALT #2</u>	<u>NOTES</u>
STAR SERVICE	1373	10%	\$166,000.00	\$202,000.00	\$10,800.00	\$41,765.00	Acknowledge receipt of Addendum #1
DAVIDCO	163881	10%	\$137,700.00	\$186,500.00	\$8,260.00	NO BID	Acknowledge receipt of Addendum #1
HIGH TEC BOILERMAKERS							
WILLIAMS PLUMBING	8395	10%	\$184,500.00	\$213,750.00	\$19,500.00	\$50,300.00	Acknowledge receipt of Addendum #1
LOENBRO PLUMBING & HEATING							
BIG SKY PLUMBING	7010	10%	\$196,200.00	\$220,600.00	\$19,400.00	\$47,200.00	Acknowledge receipt of Addendum #1
TRI COUNTY MECHANICAL							

Base Bid #1 - Install of 2 new high efficiency boilers

Base Bid #2 - Base Bid #1 + removal of heating loop and 1 set of pumps

Add Alternate #1 - New valve system on plate heat exchanger

Add Alternate #2 - Replacement of 2 existing pumps

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

24

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2015-2016 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Sandi Chamberlain Date: 03/07/2016

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2015-2016 School Year as listed below:

Substitute Teacher/Aide List:

Nancy Gentry
Austin Jones – Student Teacher (FHS)
Kristina Smith

Substitute School Food List:

Nancy Gentry

Substitute Custodian List:

Nancy Gentry

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2015-2016 School Year

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/07/2016

Agenda Item No.

25

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 03/07/2016

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						
Kelsey						
Koterba						
Poss						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: March 7, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ROGAN, Jean	Job Coach	Fergus High School	Accept letter of resignation	May 27, 2016	See attached letter.
FRADLEY, Barbara	Library Media Specialist	Lewis & Clark School Lewistown Junior High School	Accept letter of resignation	June 30, 2016	See attached letter.
MARSDEN, Bruce	Fourth Grade Teacher	Garfield Elementary School	Accept letter of resignation	June 30, 2016	See attached letter.
PAULSON, Stephen	Science Teacher	Lewistown Junior High School	Accept letter of resignation	June 30, 2016	See attached letter.
SLAGEL, Debra	Counselor	Fergus High School	Accept letter of resignation	June 30, 2016	See attached letter.
SMITH, Margaret	Kindergarten Teacher	Highland Park Elementary	Accept letter of resignation	June 30, 2016	See attached letter.
MAJERUS, Teresa	Assistant Track Coach	Lewistown Junior High School	Approve appointment on schedule— (0.050)	March 7, 2016	See attached memo.
RITCHEY, Mitch	Assistant Wrestling Coach	Lewistown Junior High School	Approve appointment on schedule— (0.050)	February 15, 2016	See attached memo.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: March 7, 2016

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
MILLER, Kirsten	Volunteer Softball Coach	Fergus High School	Approve appointment on a volunteer basis	March 7, 2016	See attached memo.
GRUENER, Matt GRUENER, Stephen JENSEN, Wendy	Volunteer Tennis Coaches	Fergus High School	Approve appointment on a volunteer basis	March 7, 2016	See attached memo.
REID, Bruce	Volunteer Track Coach	Fergus High School	Approve appointment on a volunteer basis	March 7, 2016	See attached memo.

Jean Rogan
131 Silver Dr.
Lewistown, MT. 59457

February 20, 2016

Mr. Feller, and Mr. Butcher:

Dear Jerry and Jason,

This letter is my official notification to you that my last day of work at Fergus High School will be May 27, 2016. On that day, I plan to retire.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for Lewistown Public Schools.

I have genuinely enjoyed my employment as a Job Coach and will miss it, my coworkers and my students when my retirement day comes.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition.

Please feel free to contact me if you need additional information.

Sincerely,



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

____ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier.

BF 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month to the Retiree. This payment will be paid through payroll on the 15th of each month. All required payroll taxes will be withheld from each incentive payment.

Plan participants have the following three retirement options:

1. Retire effective the end of the 2015-2016 School Year by March 1, 2016, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2016, and ending August 31, 2019.
2. Retire effective the end of the 2016-2017 School Year by February 1, 2017, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2017, and ending August 31, 2019.
3. Retire effective the end of the 2017-2018 School Year by February 1, 2018, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2018, and ending August 31, 2019.

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

In the event of the Retiree's death, this retirement incentive will become null and void.

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

Barbara Fradley
NAME (PRINTED)

2-9-16
DATE

[Signature]
SIGNATURE

CENTRAL OFFICE USE:


Received By

2-10-16
Date

10:25 AM
Time

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

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

 ~~X~~ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier.

_____ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month to the Retiree. This payment will be paid through payroll on the 15th of each month. All required payroll taxes will be withheld from each incentive payment.

Plan participants have the following three retirement options:

1. Retire effective the end of the 2015-2016 School Year by March 1, 2016, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2016, and ending August 31, 2019.
2. Retire effective the end of the 2016-2017 School Year by February 1, 2017, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2017, and ending August 31, 2019.
3. Retire effective the end of the 2017-2018 School Year by February 1, 2018, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2018, and ending August 31, 2019.

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

In the event of the Retiree's death, this retirement incentive will become null and void.

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

BRUCE J. Marsden
NAME (PRINTED)

2/19/16
DATE


SIGNATURE

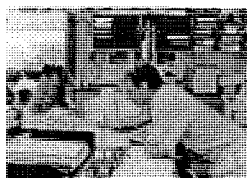
CENTRAL OFFICE USE:

Received By

Date

Time

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive



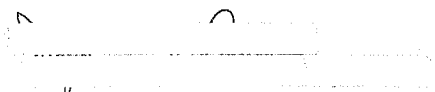
416 Virginia Street, Lewistown, Mt 59457
535-6056 and c-366-9996
dspaulson@midrivers.com

2/10/2016

Dear Mr. Butcher,

I never thought I would be writing this letter, but I think the day has come. In December of last year I started my 40th year in Education. I have never regretted my decision of going into education. It's been an incredible experience and I have never lost my enthusiasm for teaching science. With the Early Retirement Incentive passed by the School Board of \$500 per Month for the next 36 months, and turning 62 years old in May, it's time to write this letter of notification of Retirement. I have had 5 ½ years teaching at a parochial school in Great Falls, and 34 great years here in Lewistown as the 7th Grade Life Science Teacher, and it's time to retire. I have also enjoyed great years coaching both junior high and high school sports. With over 5000 kids passing through my class over the years, I would hope I have had an impact on some of their lives. It's hard to think about giving up a career that I truly love and have a passion for, but all good things need to come to an end. I have to make up some time with my kids and grandkids. They have been very patient with me over the years as I taught and coached and were unable to spend quality time with them. As much as I love teaching, I love my wife and family even deeper, and it's time to dedicate the rest of my life to them. I truly have worked with the greatest people in the world from Superintendents and School Boards, to Principals and Staff at both the Junior High and the High School, and staff throughout the Lewistown School District. It has been a Great Ride but it's time to turn this position over to the next generation.

Thank You,
Stephen J Paulson





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

- 10 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier.

2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month to the Retiree. This payment will be paid through payroll on the 15th of each month. All required payroll taxes will be withheld from each incentive payment.

Plan participants have the following three retirement options:

1. Retire effective the end of the 2015-2016 School Year by March 1, 2016, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2016, and ending August 31, 2019.

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

In the event of the Retiree's death, this retirement incentive will become null and void.

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

Stephen J Paulson
NAME (PRINTED)

DATE 2/10/2016

SIGNATURE

CENTRAL OFFICE USE:

Received By

2-10-16

Date _____

8:30 AM

Time

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

Debra K. Slagel
1201 West Boulevard
Lewistown, Montana 59457

Lewistown School District #1
Lincoln Building
Lewistown, Montana 59457

March 2, 2016

Dear School Board:

After 37 years in education, I have decided to be fully retired at the end of this school year.

I am grateful for my years as an educator in a wide range of capacities. First as a special education teacher in elementary settings, teacher of at-risk and severely emotionally disturbed children with both elementary and high school students, school to work coordinator, art teacher, and finally as high school counselor the past 17 years.

I have enjoyed the talented and caring co-workers and administrators I've had the pleasure of working with over the years. I feel sincerely blessed that I've had the opportunity to meet and work with the amazing young men and women that have graduated from Fergus High School. These individuals have opened my eyes and earned my respect.

Thank you for all the opportunities that I've had working for Lewistown School District #1!

Sincerely,

Debra K. Slagel

Margaret Smith

3245 Beaver Creek Road

Lewistown, MT 59457

February 12, 2016

(406) 350-1493

Lewistown School Board of Trustees

Lewistown Public Schools

Lewistown, MT 59457

Dear Lewistown School Board of Trustees,

It is with mixed emotions that I have decided to retire this year. I have enjoyed my 28 years of teaching, 13 of which were in Lewistown. Most of those years were in kindergarten, although I have taught all grades, and I like to think that I served my students and my districts well. However, there are other things I would like to do. Teaching is not an 8-hour-a-day, 5-days-a-week, 187-days-a-year career for me, and that has been my choice, but I am ready to have some more time to explore other interests.

I may be back at some point in some capacity and I hope that I will be welcomed at that time. I will miss the students and my fellow co-workers greatly and may need a "teacher fix" as a guest teacher or an aide. We will see what lies ahead.

I am grateful to have had the opportunity to serve the Lewistown School District and I truly appreciate the early retirement incentive that you have offered. Without it, I would not be able to retire this year. I have been very impressed with the enthusiasm and energy of the young people who have been hired by the district and I know that good works will be carried out!

Sincerely,



Margaret C. Smith

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

Xms 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier.

____ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month to the Retiree. This payment will be paid through payroll on the 15th of each month. All required payroll taxes will be withheld from each incentive payment.

Plan participants have the following three retirement options:

1. Retire effective the end of the 2015-2016 School Year by March 1, 2016, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2016, and ending August 31, 2019.
2. Retire effective the end of the 2016-2017 School Year by February 1, 2017, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2017, and ending August 31, 2019.
3. Retire effective the end of the 2017-2018 School Year by February 1, 2018, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2018, and ending August 31, 2019.

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

In the event of the Retiree's death, this retirement incentive will become null and void.

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

Margaret C. Smith
NAME (PRINTED)

2-15-16
DATE

[Signature]
SIGNATURE

CENTRAL OFFICE USE:

[Signature]
Received By

2-15-16
Date

11:15 AM
Time

*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

TO: Jason Butcher, Superintendent of Schools
FROM: Tim Majerus, Principal
DATE: March 2, 2016
RE: Extracurricular

Please recommend to the Board of Trustees the following individual(s) for extracurricular activities for the 2015-16 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Lewistown Junior High School:

Track

Teresa Majerus	Assistant	(0.050)	\$1596.95
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Wrestling

Mitch Ritchey	Assistant	(0.050)	\$1596.95
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FERGUS HIGH SCHOOL
Jim Daniels, Athletic Director
Jeff Elliott, Activities Director
Wendy Pfau, Athletic Secretary
(406) 535-2321 Fax: (406) 535-3835

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director
DATE: March 2, 2016
RE: Extracurricular Contract(s)

Please recommend to the Board of Trustees the following contract(s) for extracurricular activities for the 2015-2016 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Fergus High School:

Softball

Kirstin Miller

Volunteer Coach

Tennis

Matt Gruener

Volunteer Coach

Stephen Gruener

Volunteer Coach

Wendy Jensen

Volunteer Coach

Track

Bruce Reid

Volunteer Coach

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2015-2020 GOALS AND STRATEGIC OBJECTIVES

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

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2015-2020: *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

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

Goal Area 2: Facilities

Statement of Intended Outcome, 2015-2020: *Lewistown Public Schools continues to strive for a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

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

Goal Area 3: Community / Parental Engagement

Statement of Intended Outcome, 2015-2020: *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.
4. Utilize social media (i.e. Facebook, Twitter, etc.) to promote school activities and events to keep parents and interested community members informed.

Goal Area 4: Technology

Statement of Intended Outcome, 2015-2020: *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

Strategic Objectives:

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

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2015-2020: *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

Strategic Objectives:

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

Goal Area 6: Fiscal Management/Responsibility

Statement of Intended Outcome, 2015-2020: *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2017).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.

Conclusion:

Prior to June 30 of each fiscal year, the Board of Trustees will review these Goals and Strategic Objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

BOARD OF TRUSTEES

Barbara Thomas, Board Chair

CJ Bailey
Kris Birdwell
Phil Koterba
Shelley Poss
Jennifer Thompson
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR

A. Pupil Instruction

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

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

			Totals	2015-2016 Regular Board Meetings		
August 25-26	PIR		2.00	July	13	6:00 p.m.
October 15-16	Staff Development Days - Teachers Convention		2.00	Aug	10	6:00 p.m.
November 4-5	Parent Teacher Conferences (Evening on Nov 4, All Day on Nov 5)		1.50	Sept	14	6:00 p.m.
January 18	PIR		1.00	Oct	12	6:00 p.m.
April 5	Parent Teacher Conferences - Evening ONLY (Regular Day for Students)		0.50	Nov	9	6:00 p.m.
Floater	PIR		1.00	Dec	14	6:00 p.m.
			8.00	Jan	11	6:00 p.m.
				Feb	8	6:00 p.m.
				Mar	14	6:00 p.m.
				Apr	11	6:00 p.m.
				May	9	6:00 p.m.
				June	13	6:00 p.m.

C. Holidays / Vacations (Dates Inclusive)

September 7	Labor Day
October 15-16	Fall Vacation (Teachers - Convention)
November 5	Parent Teacher Conferences (Vacation Day for Students)
November 6	Vacation Day
November 25-27	Thanksgiving Vacation
December 23-January 1	Winter Break
January 18	PIR (Vacation day for Students)
March 28	Spring Break