

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

FERGUS HIGH SCHOOL
1001 Casino Creek Road
Lewistown MT 59457

MONDAY, November 9, 2015

BOARD ROUNDTABLE DISCUSSION – FERGUS HIGH STAFF

FHS LIBRARY – 5:30 P.M. TO 6:30 P.M.

REGULAR BOARD MEETING – FHS LIBRARY

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Presentation—Margee Smith, Montana State Reading Council
4. Report—Student Representative
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

7. Report—Investment
8. Report—2014-2015 Audit Results
9. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

11. Minutes of the October 12, 2015, Regular Board Meeting
12. Minutes of the October 20, 2015, Special Board Meeting

APPROVAL OF CLAIMS

13. Claims

INDIVIDUAL ITEMS

14. Approve Out-of-District Student Attendance Agreement Requests for Placement in the Lewistown Public Schools
15. Approve Adopting High School General Fund Budget Amendment
16. Approve Audit Contract for FY16-FY18
17. Approve Additions to the Substitute List for the 2015-2016 School Year
18. 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

11/09/2015

Agenda Item No.

3

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

ITEM TITLE: PRESENTATION—MARGEE SMITH, MONTANA STATE READING COUNCIL

Requested By: Board of Trustees Prepared By: Margee Smith Date: 11/09/2015

SUMMARY:

Last year, Margee Smith, HP Kindergarten Teacher, was awarded a “Classroom Teacher Grant” in the amount of \$1,000 from the Montana State Reading Council. Margee would like to share with the Board of Trustees information about what she did, why she did it, and the end results.

The mission of the Montana State Reading Council (MSRC) is to provide a foundation of leadership and support to educators as they promote lifelong literacy. Margee Smith is currently the President of this organization.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Heather Wiegert Date: 11/09/2015

SUMMARY:

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FHS School Board Report

November 9, 2015

Heather Wiegert

FFA

- National Conference was October 24-November 1
- Mechanics team received a Silver Medal – Finishing 22nd out of 43

FCCLA

- District Conference was November 3
- Officers were elected:
 - President – Siri Pederson
 - 2nd Vice President – Lissy Southworth
 - Parliamentarian – Shay Barnes
 - Secretary/Treasurer – Jada Hartman
- 42 members attended
- Working on their pie sales

F Club

- Still working on gold card parking – people parking there that aren't supposed to be

Spanish Club

- Starting fundraisers for trip to Missoula for Language Days in the spring.
- Selling chocolate

Key Club

- Helped with “Trunk or Treat”
- Trick or Treated for Unicef

Art Club

- Fundraising for trip to Missoula for Montana Arts Interscholastic (MAI) - April 22-23
- 2 days of Art Festivities

Science Olympiad

- Starting practices
- Have picked out events for State – November 24 at MSU
- 15 members
- Taking a Junior High team as well

Model UN

- Brooke Gardner, Hayden Ziolkowski, Agape Setu, and Parker Errecart will attend this conference in Missoula on November 23-24 and will represent Saudi Arabia

Mentoring

- Second group event will be November 9 at Garfield
- Students will learn how to make healthy snacks

BPA

- Electing officers and working on recruitment

Youth Alive

- Did a fun day at lunch -- Had games and cookies in the lobby
- Planning a lunch on November 12

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 11/09/2015

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 Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

STANDING COMMITTEES OF THE BOARD
2015-2016 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2015-2016 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Shelley Poss	Barb Thomas	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

11/09/2015

Agenda Item No.

6

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 11/09/2015

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

7

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 11/09/2015

SUMMARY:

Below is the interest earned and distributed for October 2015:

Elementary \$

High School \$

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

8

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

ITEM TITLE: REPORT—2014-2015 AUDIT RESULTS

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 11/09/2015

SUMMARY:

Paul Strom and Associates completed the audit for FY2014-2015. The auditors did note two findings or material weaknesses in our financial statements or internal control processes. Both will be corrected and summaries of the findings and our responses are attached.

The auditor has attended the Lewistown Public Schools Board meeting in the past to present the audit and answer any questions you may have. Because we had Trustee Phil Koterba attend the exit interview with Mr. Hayes in October, I did not ask him to travel from Helena to attend our meeting. That said, if you do have questions, I would be happy to invite Mr. Hayes to an upcoming meeting.

The audit report will be posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view. A copy of the audit will also be available at the meeting for your convenience.

SUGGESTED ACTION: Informational Report

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

NOTES:

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

STROM & ASSOCIATES, PC
Certified Public Accountants
P.O. Box 1980
Billings, Montana 59103

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Lewistown School District No. 1
Fergus County
Lewistown, Montana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Lewistown School District No. 1 as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Lewistown School District No. 1's basic financial statements and have issued our report thereon dated October 26, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Lewistown School District No. 1's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies as item 2015-001.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lewistown School District No. 1's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs Or schedule of findings and responses as item 2015-002.

Lewistown School District No. 1's Response to Findings

The School District's response to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Strom & Associates, P.C.

STROM & ASSOCIATES, PC
Billings, Montana
October 26, 2015

STROM & ASSOCIATES, PC
Certified Public Accountants
P.O. Box 1980
Billings, Montana 59103

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND
REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
OMB CIRCULAR A-133

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Lewistown School District No. 1
Fergus County
Lewistown, Montana

Report on Compliance for Each Major Federal Program

We have audited Lewistown School District No. 1's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Lewistown School District No. 1's major federal programs for the year ended June 30, 2015. Lewistown School District No. 1's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Lewistown School District No. 1's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Lewistown School District No. 1's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Lewistown School District No. 1's compliance.

Opinion on Each Major Federal Program

In our opinion, Lewistown School District No. 1's, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015

Report on Internal Control Over Compliance

Management of Lewistown School District No. 1, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Lewistown School District No. 1's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Lewistown School District No. 1's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, non-compliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Strom & Associates, P.C.

STROM & ASSOCIATES, PC
Billings, Montana
October 26, 2015

LEWISTOWN SCHOOL DISTRICT NO. 1

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the year-ended June 30, 2015

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor, Strom & Associates, PC, has issued an unmodified opinion on Lewistown School District No. 1's financial statements as of and for the year ended June 30, 2015.
2. Our audit disclosed one significant deficiencies in internal controls and none that are considered to be material weaknesses relating to internal controls over financial reporting and its operation.
3. Our audit disclosed a noncompliance which was not material to the financial statements of Lewistown School District No. 1.
4. Our audit disclosed no significant deficiencies that are considered to be material weaknesses relating to internal controls over major federal awards programs.
5. The auditor, Strom & Associates, PC, has issued an unmodified opinion on Lewistown School District No. 1's compliance with major federal awards programs as of and for the year ended June 30, 2015.
6. The audit disclosed no audit findings which are required to be reported under section .510 of OMB Circular A-133.
7. The major program for Lewistown School District No. 1 for the year ended June 30, 2015 was

CFDA Number	Name of Federal Program or Cluster
84.010	Title I Grants to Local Education Agencies - Part A, Improving Basic Programs
8. The threshold used to distinguish between Type A and type B programs was \$300,000. Lewistown School District No. 1 has Title I Grants to Local Education Agencies - Part A, Improving Basic Programs as a Type A program.
9. This School District does qualify as a low risk audit client.

B. Findings relating to the financial statements which are required to be reported in accordance with "Governmental Auditing Standards."

There were no findings or recommendations in the prior audit report. The following are finding and recommendations for fiscal year ended June 30, 2015.

2015-001 Student activity internal controls:

Criteria: Government auditing standards require internal controls to be in place which allow employees to prevent or detect misstatements on a timely basis. Proper documentation of disbursements and receipts is necessary for monitoring internal controls.

Condition: Controls over student activities receipts and disbursements are not operating effectively.

Effect: Lack of invoices on disbursements and lack of documentation what should have been collected on deposits impedes employee's ability to prevent or detect failures in internal control on a timely basis.

Context: During testing of student activity disbursements we found the following:

- 1) Documentation of ticket sales does not include ending tickets for adequate documentation of how many tickets were sold.
- 2) Of 48 receipts reviewed, one was found to be deposited two weeks after collection.
- 3) Of 48 receipts reviewed, three were found to not have any documentation to support the amount of money collected.
- 4) Of 55 disbursements reviewed, two were found to have no invoice supporting the disbursement.

Cause: Documentation was not properly included with some high school student activity receipts and disbursements.

Recommendation: We recommend the following:

- 1) Ticket sales documentation should include both the beginning and ending tickets attached to the cash count sheet.
- 2) Deposits should be made timely (generally within a week) of collection
- 3) All receipts should include documentation showing what should have been collected along with what was collected.
- 4) All disbursements should be required to be supported by invoices.

LEWISTOWN SCHOOL DISTRICT NO. 1

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)

For the year-ended June 30, 2015

Auditee Response:

1. Documentation of ticket sales does not include ending tickets for adequate documentation of how many tickets were sold (both JHS and FHS Activities). Recommend ticket sales documentation should include both the beginning and ending tickets attached to the cash count sheet.

DISTRICT RESOLUTION: Both beginning and ending tickets will be documented on gate sales.

2. Of 48 Receipts, one was found to be deposited two weeks after collection (FHS Activities). Recommend deposits be made timeline (generally within one week) of collection.

DISTRICT RESOLUTION: Deposits will be done in a timely manner, within 1 week of collection. Business Manager will assist the FHS Secretary in getting deposits to the bank if the Secretary is unable to get to the bank.

3. Of 48 receipts reviewed, three were found to not have any documentation to support the amount of money collected (FHS Activities). Recommend all receipts include documentation showing what should have been collected along with what was collected.

DISTRICT RESOLUTION: The following documentation practices will be put into place – Tickets will be used for all raffle sales, copies of fundraising forms will be included with the deposit, sign off sheets will be used for fundraisers involving the selling of pre-received products. All receipts will be given to the secretary by the Advisor in a Receipt Envelope. If documentation is not adequate, the Advisor will be expected to obtain sufficient documentation prior to the FHS Secretary receiving the funds for deposit.

4. Of 55 disbursements reviewed, two were found to have no invoice supporting the disbursement (FHS Activities). Recommend all disbursements be required to be supported by invoices.

DISTRICT RESOLUTION: No payment will be made without an invoice present showing the exact dollar amount owed.

2015-002 Sick Leave Liability Compliance:

Criteria: 1979 Attorney General Opinion – Volume Number 38 – Opinion Number 20 states

- “HELD:
1. Non-teaching employees of school districts and post secondary vocational technical centers are entitled to vacation and sick leave benefits under Title 2, Chapter 18, Part 6, MCA.
 2. Title 2, Chapter 18, Part 6, MCA, establishes maximum and minimum benefits which may not be varied through collective bargaining or other negotiation.”

MCA 2-18-618. Sick leave. (1) A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals... (6) Except as otherwise provided in 2-18-1311, an employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave.

Condition: Starting in fiscal year 2015 non-teaching employees with eight or more years of service are allowed to receive 30% of the accumulated sick leave balances upon separation from service.

Effect: Non-compliance with MCA 2-18-618

Context: The school district adopted policy for the lump-sum payment upon termination for classified employees that states “...Upon termination a classified employee that has worked the qualifying period and has less than 8 consecutive years of service in the District will be paid a lump sum payment equal to twenty-five percent (25%) of accumulated sick leave. A classified employee with 8 or more consecutive years of service in the District will be paid a lump sum payment equal to thirty percent (30%) of accumulated sick leave.

Cause: The school district was unaware the provision of MCA 2-18-618 were a maximum and a minimum.

Recommendation: We recommend the School District comply with Montana Code Annotated.

LEWISTOWN SCHOOL DISTRICT NO. 1

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)

For the year-ended June 30, 2015

Auditee Response:

Criteria: 1979 Attorney General Opinion – Volume Number 38 – Opinion Number 20 states

“HELD: 1. Non-teaching employees of school districts and post secondary vocational technical centers are entitled to vacation and sick leave benefits under Title 2, Chapter 18, Part 6, MCA.
2. Title 2, Chapter 18, Part 6, MCA, establishes maximum and minimum benefits which may not be varied through collective bargaining or other negotiation.”

MCA 2-18-618. Sick leave. (1) A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals...(6) Except as otherwise provided in 2-18-1311, an employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave.

Condition: Starting in fiscal year 2015 non-teaching employees with eight or more years of service are allowed to receive 30% of the accumulated sick leave balances upon separation from service.

DISTRICT RESOLUTION: Per legal advice to the School District, the policy allowing for 30% payout will be changed starting in FY2017. It is the intent to change the policy to allow those hired prior to June 30, 2016 to continue to receive the 30% sick leave payout if they have been employed by the District for at least 8 years. Anyone hired after July 1, 2016, no matter the length of employment, will be eligible to receive only the 25% payout per MCA. Because contracts for FY2016 have already been issued and signed our legal advisors have stated that it would be detrimental to the District to remove that benefit at this time, as a complaint to Wage and Hour is more likely to occur.

C. Findings and questioned costs for Federal awards, as defined in section .510 (a) of OMB Circular A-133.

The audit disclosed no findings or questioned costs relating to federal awards as defined in section .510 (a) of OMB Circular A-133 in the prior audit report or for the fiscal year ended June 30, 2015.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

9

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 11/09/2015

SUMMARY:

Time is provided on the agenda for the Superintendent to discuss with the Board any calendar items, concerns, correspondence, future agenda items, and announcements.

- ❖ Parent/Teacher Conferences
- ❖ New Website
- ❖ Task Force
- ❖ Gaining Training—Thursday, November 12, 2015—9:00 a.m.
- ❖ Superintendent's Evaluation—December 14, 2015—Following Regular Board Meeting
- ❖ LJHS Veteran's Day Presentation—Wednesday, November 11, 2015—2:00 p.m.
- ❖ VB—State Class A Tournament—November 12-14, 2015—TBA —Bozeman
- ❖ District 8 Honor Band & Choir Festival—Monday, November 16, 2015—Lewistown
- ❖ BBB/GBB/WR—First Day of Practice—Thursday, November 19, 2015
- ❖ No School—November 26-28, 2015—Thanksgiving Vacation
- ❖ Lewis & Clark Band & Choir Concert—Tuesday, December 1, 2015—7:00 p.m.—FCPA
- ❖ FHS Band Concert—Thursday, December 3, 2015—7:00 p.m.—FCPA
- ❖ Blue/Gold Scrimmages—Friday, December 4, 2015
- ❖ Eagle Booster Meeting—Monday, December 7, 2015—7:00 p.m.
- ❖ FHS Choir Concert—Tuesday, December 8, 2015—7:00 p.m.—FCPA
- ❖ LJHS Choir Concert—Thursday, December 10, 2015—7:00 p.m.—LJHS Auditorium
- ❖ BBB/GBB (FR/JV)—FHS Showcase—December 10-12, 2015—TBA

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

10

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 11/09/2015

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

11 - 12

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 11/09/2015

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 12, 2015, Regular Board Meeting
- Minutes of the October 20, 2015, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, October 12, 2015

REGULAR BOARD MEETING

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

1. **ROLL CALL**

TRUSTEES PRESENT:

Board Chair Barb Thomas, CJ Bailey, Kris Birdwell, Phil Koterba, Shelley Poss, Jennifer Thompson, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Margee Smith, Bobbie Atchison, Paul Stengel

OTHERS PRESENT:

Doreen Heintz-Lewistown News-Argus, Joe Zahler—KXLO/KLCM Radio, Chris Rice – CMLRCC Director, and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. **REPORT—STUDENT REPRESENTATIVE**

Student Representative, Heather Wiegert, was unable to attend the Board meeting. A hard copy of her report was passed out at the meeting.

4. **REPORT—COMMITTEES OF THE BOARD**

The Transportation Committee met on September 16, 2015, with Holly Phelps from the City of Lewistown to discuss the need for a curb and gutter at the new bus barn location on Crowley Ave. Holly allowed the school to have 2 years to complete the curb and gutter project and the Committee determined that the project will be completed no later than June 30, 2017. The Transportation Committee will be meeting again October 13, 2015, at 12:00 p.m. to meet with the Airport Board.

The Building & Grounds Committee met on September 21, 2015, to discuss the Board's 20-year plan in regards to facilities planning. Two projects were identified to begin in the near future – replacement of the boilers in the high school and replacement of the windows at the Junior High School. The Committee also discussed the need to consider running a Building Reserve Levy in the spring.

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

Trustee CJ Bailey attended the Big Timber/Glasgow game and heard many complaints from out of town fans that it was difficult to find the football field. Trustee Bailey is wondering if we can add signage and will be contacting Kevin Myhre at the City to see if it was part of the analysis that was done a few years ago.

SUPERINTENDENT'S REPORT

6. REPORT—INVESTMENT

Interest earned and distributed for September 2015, was reported with \$501.17 in the elementary funds and \$431.56 in the high school funds for a total of \$932.73.

7. OTHER ITEMS

Superintendent Jason Butcher shared with the Board of Trustees the enrollment numbers for the official October 2015 count. From the Spring 2015 count the enrollment is up by 50 students. Interviews for the open Paraprofessional position at Highland Park Elementary were conducted today. Other positions that need to be filled include: Technology Support Specialist and Maintenance Director. Business Manager Rebekah Rhoades reported on the recent audit that was performed for the 2014-2015 Fiscal Year. Official results of the audit will be sent by Paul Strom and Associates once the report has been completed. The Board discussed again about developing a Task Force to promote the next Levy election. The Lewistown Junior High School will submit an entry for the Samsung "Solve for Tomorrow" Contest. MCEL will be taking place this week. School Board Tours are scheduled for Tuesday, November 3, 2015. The first staff Roundtable will be taking place on November 9, 2015 at 5:30 p.m. Gaining Training has been scheduled for Thursday, November 12, 2015 at 9:00 a.m. The first Gaining Committee meeting will follow the training at the end of that day. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

9. MINUTES OF THE SEPTEMBER 14, 2015, REGULAR BOARD MEETING – approved unanimously (Weeden/Birdwell).

APPROVAL OF CLAIMS

10. CLAIMS – the claims referenced in the 2015-2016 Bill Schedule and submitted through October 8, 2015, were approved unanimously (Bailey/Thompson). The Finance Committee for October-December 2015 is Board Chair Barb Thomas, Monte Weeden, Shelley Poss, and Jennifer Thompson.

INDIVIDUAL ITEMS

- 11. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Poss/Weeden).**
- 12. APPROVE LEWISTOWN JUNIOR HIGH SCHOOL STUDENT ACTIVITY ACCOUNTS FOR EXPEDITION YELLOWSTONE AND SCIENCE OLYMPIAD – approved unanimously (Bailey/Poss).**
- 13. APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY ACCOUNT FOR EAGLE WEAR – approved unanimously (Birdwell/Koterba).**
- 14. APPROVE HIGH SCHOOL GENERAL FUND BUDGET AMENDMENT PETITION AND PROCLAMATION – Approved a Budget Amendment in the amount of \$8,937.76 – approved unanimously (Koterba/Bailey).**
- 15. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2015-2016 SCHOOL YEAR – Substitute Teacher/Aide—Katherine Monroe, John Rose, Kimberly Snyder – approved unanimously (Weeden/Birdwell).**
- 16. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Poss/Weeden).**

ADJOURNMENT

The meeting was adjourned at 6:36 p.m. The next regular scheduled Board meeting will be held on November 9, 2015, at 6:30 p.m. at the Fergus High School Library (Koterba – unanimous).

BARBARA THOMAS
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**“EXHIBIT A”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 12, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
HENSLEY, Dan	Custodian	Highland Park Elementary	Approve appointment on schedule—MAINT II Step 1 for up to 8.00 hours per day for up to 199 days for the remainder of the 2015-2016 Fiscal Year	September 28, 2015	See attached hiring recommendation. Dan worked previously as a custodian at FHS.
NORVELL, Mycheille	Secretary	CMEC	Approve appointment on schedule—SEC Step 0 for up to 7.00 hours per day for up to 184 days for the remainder of the 2015-2016 Fiscal Year	October 19, 2015	See attached hiring recommendation.
NORVELL, Mycheille	ABE Grant Support	CMEC	Approve appointment on schedule for up to one (1) hour per day, five (5) days per week at \$15.00 per hour	October 19, 2015 – June 30, 2016	See attached memo.
LOEFFELBEIN, Ljean	ABE Tutor	CMEC	Approve appointment on schedule for up to five (5) hours per day, three (3) days per week	October 6, 2015 – June 10, 2016	See attached memo.
MAGER, Mike	Assistant Wrestling Coach	Fergus High School	Approve appointment on schedule—(0.105)	October 12, 2015	See attached memo.
STAHL, Lee	Head Speech & Drama Coach	Fergus High School	Approve appointment on schedule—(0.110)	October 12, 2015	See attached memo.
WALTENBAUGH, Jamie	Assistant Speech & Drama Coach	Fergus High School	Approve appointment on schedule—(0.075)	October 12, 2015	See attached memo.

**“EXHIBIT A”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 12, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
WISE-KLIPPENES, Lynne	Technology Support Specialist	Lewistown Public Schools	Accept letter of resignation	December 31, 2015	See attached letter.
STENGEL, Paul	Maintenance Director	Lewistown Public Schools	Accept letter of resignation	December 31, 2015	See attached letter.
THORNTON, Amy	Food Server PM Kitchen Aide	Lewis & Clark Elem Central Kitchen	Approve appointment on schedule— FA/KA Step 0 for up to 3.50 hours as Food Server and up to 3.00 hours as PM Kitchen Aide for up to 153 days	October 12, 2015	See attached hiring recommendation.

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, October 20, 2015

SPECIAL BOARD MEETING

CALL TO ORDER (7:30 A.M.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Barb Thomas, CJ Bailey, Phil Koterba, Jennifer Thompson,
Monte Weeden

TRUSTEES ABSENT:

Shelley Poss, Kris Birdwell

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk
Rebekah Rhoades, Sandi Chamberlain, Steve Klippenes

OTHERS PRESENT:

Doreen Heintz-Lewistown News-Argus, Bob Simpson, Ross Butcher,
Jerry Moline

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

INDIVIDUAL ITEMS

4. APPROVE REQUEST FROM THE AIRPORT BOARD TO AMEND THE
BUY/SELL AGREEMENT FOR THE PURCHASE OF THE BUS BARN
LOCATED AT 401 STRATOSPHERE DRIVE – Motion was made by Trustee
Monte Weeden to accept the amended purchase price of \$225,500, keep
possession of the fuel tank, and close on December 2, 2015; seconded by Trustee
CJ Bailey – approved unanimously (Weeden/Bailey).
5. APPROVE HIRING RECOMMENDATION FOR A PARAPROFESSIONAL AT
HIGHLAND PARK ELEMENTARY SCHOOL – Suzi Parsons' hiring
recommendation was approved unanimously (Koterba/Weeden).

ADJOURNMENT

The meeting was adjourned at 7:45 a.m. (Koterba – unanimous).

**BARBARA THOMAS
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

13

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** LuAnn Schrauth **Date:** 11/09/2015

SUMMARY:

Approve claims paid through November 5, 2015, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2015 include: Board Chair Barb Thomas, Shelley Poss, Jennifer Thompson, and Monte Weeden.

SUGGESTED ACTION: Approve Claims as Presented

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

14

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

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

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 11/09/2015

SUMMARY:

The Board of Trustees needs to approve the requests for out-of-district students to attend the Lewistown Public Schools as indicated on the attachment.

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

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

NOTES:

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

OUT-OF-DISTRICT REQUESTS FOR ATTENDANCE IN LPS 2015-2016 SCHOOL YEAR

[illegible]

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

15

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

ITEM TITLE: APPROVE ADOPTING HIGH SCHOOL GENERAL FUND BUDGET AMENDMENT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 11/09/2015

SUMMARY:

The Board of Trustees needs to approve the adoption of the High School General Fund Budget Amendment as per attached resolution.

SUGGESTED ACTION: Approve the Adoption of the High School General Fund Budget Amendment

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**BUDGET AMENDMENT RESOLUTION
ELEMENTARY SCHOOL DISTRICT #1
FERGUS COUNTY**

At a regular meeting of the board of trustees of Lewistown School District No. 1, Fergus County, Montana, held October 12, 2015, at 6:00 p.m. at the Lincoln Board Room, the following resolution was introduced:

WHEREAS, the trustees of Lewistown School District No.1, Fergus County, Montana, have made a determination that as a result of an unanticipated enrollment increase, the district's budget for the High School General 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 General Fund budget in the amount of \$8,937.76 is necessary under the provision of Section 20-9-161(1), 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 additional state assistance;

THEREFORE BE IT RESOLVED that the Board of Trustees of Lewistown School District No.1, Fergus County, Montana, proclaims a need for an amendment to the High School General Fund budget for fiscal year 2016 in the amount of \$8,937.76 under Section 20-9-161(1), MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of Lewistown School District No.1, Fergus County, Montana, will meet at 6:30 p.m. at the Lincoln Board Room on November 9, 2015 for the purpose of considering and adopting the budget amendment.

Print Chairperson's Name

Signature of Chairperson

Date

Print District Clerk's Name

Signature of District Clerk

Date

DATE BUDGET AMENDMENT WAS ADOPTED: November 9, 2015

List all budget amendment expenditure line items and amounts:

201.99.100.1000.610.XXX \$8,937.76

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

16

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

ITEM TITLE: APPROVE AUDIT CONTRACT FOR FY16-FY18

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 11/09/2015

SUMMARY:

The Board of Trustees needs to approve the audit contract for FY16-FY18. State law requires annual audits of the Lewistown School District. This year, we completed a 3-year contract with Strom and Associates, PC, and we must now engage an auditor for the next 3-year period.

The Montana Department of Administration maintains a list of qualified local government auditors. From time to time, entities are well served to change auditors, since different auditors tend to focus on different aspects of the District's finances and internal controls. However, all of the auditors on that list are equally qualified to perform the work by virtue of meeting the state's requirements.

Strom and Associates, PC has sent the District a quote of \$11,000 for each of the next 3 years (the previous contract was for \$10,000 per year). Historically, they have been the lowest cost provider and, in addition, have two auditors on staff that have shown a focus on different aspects of our finances. Administration recommends signing another 3-year contract with this firm.

SUGGESTED ACTION: Approve Audit Contract with Paul Strom and Associates for FY16-FY18

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

17

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

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

Requested By: Board of Trustees Prepared By: Sandi Chamberlain Date: 11/09/2015

SUMMARY:

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

Substitute School Food List:

Amy Thornton

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

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/09/2015

Agenda Item No.

18

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 11/09/2015

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: November 9, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ORTMAN, Lauren	Jazz Band Instructor	Lewistown Junior High School	Approve appointment on schedule—0.040	November 9, 2015	See attached memo.
THORNTON, Amy	Food Server Kitchen Aide	Lewis & Clark Elem Central Kitchen	Accept letter of resignation	October 30, 2015	See attached letter.
BIGLEN, Shelly	Food Server PM Kitchen Aide	Lewis & Clark Elem Central Kitchen	Approve appointment on schedule—FA/KA Step 0 for up to 3.50 hours as Food Server and up to 3.00 hours as PM Kitchen Aide for up to 153 days	November 2, 2015	See attached hiring recommendation.



Memorandum

To: Jason Butcher, Superintendent
From: Tim Majerus, Junior High School Principal
Date: October 29, 2015
Re: Junior High Jazz Band

During last spring I discontinued the morning Zero Hour classes of Select Choir and Jazz Band for budgetary reasons. This fall there has been a strong interest in Jazz Band. As a result I informed the teacher to start and if the interest remained I would find the funding for the continuation of Jazz Band.

The Jazz Band numbers have been consistent through the month of October so with this memo I request a contract be offered to Lauren Ortman for Jazz Band. I believe I have the funding sources to cover the stipend.

Lauren Ortman – Junior High Jazz Band - \$1277.56

Amy Thornton
149 Skyview Dr. Lewistown, MT 59457
(406) - 350- 1694

October 20, 2015

Lewistown Public Schools
215 7th Ave South
Lewistown, MT 59457

Dear Amie

Please accept this letter as my notice of resignation from Lewistown Public Schools as
Elementary School Server/PM Kitchen Aid effective October 30, 2015.


Amy Thornton

HIRING RECOMMENDATION

Shelly Biglen

Food Server / PM Kitchen Aide

FS / KA

Lewis & Clark Elementary/Central Kitchen

November 2, 2015

140 days per year / up to 6.50 hours per day

Amie Friesen

Kristen Finucane

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their Regular Board meeting on November 9, 2015.

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
August 25-26	PIR		2.00
October 15-16	Staff Development Days - Teachers Convention		2.00
November 4-5	Parent Teacher Conferences (Evening on Nov 4, All Day on Nov 5)		1.50
January 18	PIR		1.00
April 5	Parent Teacher Conferences - Evening ONLY (Regular Day for Students)		0.50
Floater	PIR		1.00
			8.00

2015-2016		
Regular Board Meetings		
July	13	6:00 p.m.
Aug	10	6:00 p.m.
Sept	14	6:00 p.m.
Oct	12	6:00 p.m.
Nov	9	6:00 p.m.
Dec	14	6:00 p.m.
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