

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**MONDAY, November 9, 2020**

**REGULAR BOARD MEETING**

Meeting ID

[meet.google.com/opz-kktz-ayr](https://meet.google.com/opz-kktz-ayr)

Phone Numbers

(US)+1 419-718-1239

PIN: 307 017 788#

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

1. Pledge of Allegiance
2. Roll Call
3. Motion to Set Agenda
4. Presentation — Cushing-Terrell Architect Firm
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

9. Report—Investment
10. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

12. Minutes of the October 12, 2020, Regular Board Meeting  
Minutes of the November 2, 2020, Special Board Meeting

**APPROVAL OF CLAIMS**

13. Claims

**INDIVIDUAL ITEMS**

14. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools
15. Approve Additions to the Substitute List for the 2020-2021 School Year
16. Approve Personnel Report

**ADJOURNMENT**

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

## **PUBLIC PARTICIPATION**

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

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

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting.

Further, the Board may reserve the right to adjust the length of time.

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/09/2020

**Agenda Item No.**

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

**ITEM TITLE:** PRESENTATION — CUSHING-TERRELL ARCHITECT FIRM

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

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**SUMMARY:**

Cushing-Terrell Architect Firm (previous firm name CTA Architect Firm) will present to the Board of Trustees information for the purposes of facility planning and a potential bond initiative.

**SUGGESTED ACTION:** Informational

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

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**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/09/2020

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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:** Cooper Birdwell

**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:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/09/2020

**Agenda Item No.**

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

**ITEM TITLE:** REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

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

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**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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☐ Additional Information Attached

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**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/09/2020

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

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

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

**SUMMARY:**

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

Attached is the list for Standing Committees of the Board for the 2020-2021 School Year.

**SUGGESTED ACTION:** Informational Report

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

**NOTES:**

**STANDING COMMITTEES OF THE BOARD**  
**2020-2021 School Year**

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

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2019-2020 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Doreen Heintz	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
English Language Arts	1			X				
Health Insurance Program	2				X		X	
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	
Policy Review	3	X	X			X		
Assessment	2	X			X			

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

**BOARD AGENDA ITEM**

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

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

**Requested By:** Board of Trustees

**Prepared By:** \_\_\_\_\_

**SUMMARY:**

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.

- MHSA Winter Sports Requirements/Considerations – Wrestling, Basketball, Speech, Debate & Drama and Spirit
- Thank you from Lewistown Art Center
- 20 Day Plans

**SUGGESTED ACTION:**

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

**NOTES:**



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Interest earned and distributed for September 2020 will be reported as follows:

Elementary	\$2,971.61
<u>High School</u>	<u>\$2,851.24</u>
Total	\$5,822.85

Interest earned and distributed for October 2020 was not available at the time of posting.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

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

**ITEM TITLE:** SUPERINTENDENT'S REPORT

**Requested By:** Superintendent    **Prepared By:** Thom Peck

**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 Feedback
- ❖ ELA & Math – Standards Based Curriculum, Grading & Reporting
- ❖ Assessment Update
- ❖ Air Handlers Update
- ❖ COVID Team Meeting
- ❖ Elections and upcoming Legislative Session (Budget, School Choice, Espinoza Case, etc.)
- ❖ Picture Re-Takes, November 9-11
- ❖ MSU Virtual Career Fair – November 19, 2020
- ❖ BBB/GBB/WR—First Day of Practice—Monday, December 7, 2020
- ❖ 1 pm Release on November 25 and No School—November 26 & 27, 2020—Thanksgiving Vacation
- ❖ Superintendent Evaluation Form
- ❖ Home Athletic Events:
  - November 10 - 7<sup>th</sup> Grade GBB v. St. Francis 4 pm & 5:30 pm
  - November 17 – JH GBB v. DGS 4 pm
  - November 19 – 8<sup>th</sup> Grade GBB v. St. Francis 4 pm & 5:30 pm
  - November 21 – JH GBB v. Laurel 10 a.m.

**SUGGESTED ACTION:** Informational

☐ **Additional Information Attached**

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/09/2020

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11

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

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/09/2020

Agenda Item No.

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the October 12, 2020, Regular Board Meeting
- Minutes of the November 2, 2020, Special Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM and via Google Meet**

215 Seventh Avenue South

Lewistown, Montana 59457

**MONDAY, October 12, 2020**

**REGULAR BOARD MEETING**

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

**TRUSTEES PRESENT:**

Kris Birdwell, Jennifer Thompson, Phil Koterba, Doreen Heintz

**TRUSTEES ABSENT:**

Jeff Southworth, CJ Bailey, Monte Weeden

**STAFF PRESENT:**

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon – LEA Representative, Tim Majerus

**OTHERS PRESENT:**

Heidi Weber – KXLO Radio, Cooper Birdwell – Student Representative and other interested parties.

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Thompson)
4. Report—Student Representative  
Cooper Birdwell, Student Representative to the Board, reported on events at Fergus High School.
5. Report – LEA  
Luke Brandon, Representative of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization. Mr. Brandon reminded the Board that the LEA would like to start meeting after Christmas to discuss an alternate Certified Salary Schedule.
6. Report—Committees of the Board  
The Activities Committee met and discussed enforcement of masks at extracurricular events, the upcoming District and Divisional Class C Volleyball tournament and a possible increase in restrictions for home crowds.
7. Calendar Items, Concerns, Correspondence, Etc.  
Mr. Peck handed out information about the 2019 Youth Risk Behavior Survey, Administrator 20-day plans and an example of the spreadsheet that will be used for Covid contact tracing/quarantine tracking.
8. Report—Investment  
Interest earned and distributed for August was not available at the time of posting and will be reported at the November Meeting.
9. Report—Superintendent  
Superintendent Thom Peck provided an overview of the District's response to the recent Covid-19 cases within the District and the events that led to the move to online learning for 3 days. Trustee Birdwell expressed concern over how the District will move forward in future events knowing the effect that

only a couple of positive cases had in the past week.

Mr. Peck reported on the Student Count Day held October 5, 2020. A committee will be established to look at the Certified Salary Matrix to discuss how to update it to allow for new teachers to move up on the matrix sooner. Mr. Peck is working on the TEAMS accreditation report. The school financial audit was completed and came back with no findings. Cushing Terrell (CTA) will be attending the November Board Meeting. The Board was updated on various dates and events taking place throughout the District.

#### **PUBLIC PARTICIPATION**

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

There was no public participation.

#### **ACTION ITEMS**

##### **MINUTES**

11. Minutes of the September 14, 2020, Regular Board Meeting  
– Approved unanimously (Thompson/Heintz)

##### **APPROVAL OF CLAIMS**

12. Claims -- Approved unanimously (Birdwell/Thompson)  
Claims Committee for October through December 2020 will be Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden.

##### **INDIVIDUAL ITEMS**

13. Approve Memorandum of Agreement between Lewistown Public Schools and the Lewistown Education Association – Approved unanimously (Birdwell/Thompson)
14. Approve Second Reading---Board Policy 3210 ---Equal Education, Non-Discrimination and Sex Equity – Approved (Heintz/Thompson) Heintz – Yes, Koterba – Yes, Thompson – Yes, Birdwell - No
15. Approve Second Reading—Board Policy 3225 – Sexual Harassment/Intimidation – Approved unanimously (Birdwell/Thompson)
16. Approve Second Reading—Board Policy 3225F –Harassment Complaint Report Form – Approved unanimously (Thompson/Heintz)
17. Approve Second Reading—Board Policy 3225P – Sexual Harassment Grievance Procedure – Approved unanimously (Thompson/Birdwell)
18. Approve Second Reading—Policy 3226 – Bullying/Hazing/Intimidation/Menacing – Approved unanimously (Heintz/Thompson)
19. Approve Second Reading—Board Policy 5010 –Equal Employment Opportunity and Non-Discrimination – Approved unanimously (Thompson/Heintz)
20. Approve Second Reading—Board Policy 5012 – Sexual Harassment/Sexual Intimidation in the Workplace – Approved unanimously (Heintz/Thompson)
21. Approve Second Reading—Board Policy 5012F—Harassment Complaint Form – Approved unanimously (Thompson/Heintz)
22. Approve Second Reading—Board Policy 5012P—Harassment Grievance Procedure – Approved unanimously (Heintz/Thompson)
23. Approve Second Reading—Board Policy 5015—Bullying/Harassment/Intimidation for Employees – Approved unanimously (Birdwell/Thompson)
24. Approve Additions to the Substitute List for the 2020-2021 School Year – Approved unanimously (Thompson/Heintz)
25. Approve Personnel Report -- See Exhibit A -- Approved unanimously (Birdwell/Thompson)

#### **ADJOURNMENT**

The meeting was adjourned at 6:50 p.m.<sup>14</sup>(Thompson). The next regular meeting will be

held at 6:00 p.m. on Monday, November 9, 2020, at the Lincoln Board Room.

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

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

**EXHIBIT 'A'**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday October 12, 2020**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BUNN, Nancy</b>	Volunteer - Reading in Classroom	Elementary Schools	RSVP America Reads	10/13/2020	Thom Peck	
<b>HORNTVEDT, Amber</b>	Special Ed Paraprofessional	Highland Park School	Accept Letter of Resignation	9/30/2020	Matthew Ventresca	See Attached Letter
<b>MCLENDON, Shirley</b>	Volunteer - Reading in Classroom	Elementary Schools	RSVP America Reads	10/13/2020	Thom Peck	
<b>RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS</b>	EXTRA CURRICULAR ASSIGNMENTS	Jr. High School	Approve appointment on schedule as recommended	10/13/2020	Paul Bartos/Matt Donaldson	See Attached Memo
<b>SHERRODD-BRANT, Julie</b>	Food Service	Highland Park School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0, Breakfast Server 2 days per week for 2 hours per day and Lunch Server 5 days per week for 2.5 hours per day (Total 16.50 hours per week) for up to 159 days	10/1/2020	Amie Friesen	Replacing Julie Evans
<b>WILSON, Shalon</b>	Special Ed Paraprofessional	Highland Park School	Approve appointment on schedule --PARA EDUCATOR-CERT --Step 0 for up to 7.5 hours per day for up to 150 days	10/13/2020	Matthew Ventresca	Replacing Amber Hornrtvedt



**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Monday, November 2, 2020**

**SPECIAL BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, Doreen Heintz, Jennifer Thompson, Kris Birdwell, CJ Bailey, Jeff Southworth, Monte Weeden

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Matt Ventresca, Tim Majerus, Paul Bartos, Jeff Friesen, Danny Wirtzberger, Matt Lewis and others in person and via Google Meet

OTHERS PRESENT:

Heidi Weber – KXLO Radio, Deb Hill – News Argus, Dr. Laura Bennett, Cody Langbehn, Ben Phillips and others in person and via Google Meet

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 comment.

**BOARD OF TRUSTEES**

**DISCUSSION**

4. SCHOOL DISTRICT COVID RESPONSE

Mr. Peck read a letter sent by Sue Woods, Central MT Health District Health Officer, stating her support of the school district's response to Covid-19.

Dr. Laura Bennett addressed the Board regarding the coordinated efforts between CMMC, Central MT Health District and the school. She suggested that a representative from CMMC join the school district's Covid Task Force to improve communication and efforts to keep the school district open. She introduced Cody Langbehn, CMMC CEO, who reiterated that CMMC is very willing to partner with the school district.

Ben Phillips, Fergus County DES, encouraged working together jointly to move forward in the best way possible.

Matt Ventresca, Highland Park Principal, spoke on behalf of the 3 elementary schools and their protocols for Covid. Due to the structure of the elementary school classes, they are able to cohort, which allows them to be quarantined by classroom in most instances. He also explained the process when a positive case is identified. Working with the School Nurse, County Health and CMMC, the protocols have been adjusted frequently. The contact tracing process was also reviewed.

Jeff Friesen, Junior High Principal, updated the Board on the current assessment of the Junior High School, the impact of a positive case, the inability to cohort, difficulty of contact tracing and amount of time it takes. Staff and students have been very good about following protocols. Teachers being required to teach both online and in person. He shared that they are looking at areas where they can limit contact: lunch period, seating charts, students without internet access and improving communication. Things that cannot be changed are the physical size of the classroom to improve social distancing, student activities bringing students to different locations, and the CDC guidelines.

Paul Bartos, Fergus High Assistance Principal, spoke about the process for contact tracing when a positive case is identified. This includes looking at spacing between desks, using NFHS video and school cameras. He expressed the difficulty in contact tracing and the time it takes to complete the process. Mr. Bartos shared the numbers at the High School in the past 2-3 weeks in regards to quarantine, number of positive tests and number in isolation.

Tim Majerus, Fergus High Principal, spoke with various schools recently to see how they are managing the contact tracing and what the High School can do to allow for social distancing and improve the impact that a positive case has on the building. He shared suggestions in regards to scheduling and moving to 50% capacity scheduling model. A handout was provided to summarize the recommendations.

Trustee Heintz asked if students were wearing masks. Tim responded that they are and discussion ensued.

The Board asked questions of the Principals based on what they shared.

Jeff Southworth asked about testing and contact tracing to speed up that process. Ben Phillips stated that they are working with CMMC to speed up the process for testing. Lisa Robinson, School Nurse, reminded the Board that faster testing does not change the minimum 14 days quarantine if the test is negative.

Kendra Mihlfeldt asked if any teachers were refusing to wear masks and if parents could work as volunteers to help with teacher packets. Mr. Peck responded that he wasn't able to respond publicly about the mask issue, but that the staff is working very hard to do the right thing for the school and community. Mr. Ventresca stated that volunteers are not currently allowed in the buildings. He also expressed that staffing has been a huge issue and substitutes are needed desperately.

Gina Crawford expressed her concern regarding the decision to cancel the volleyball season. She shared that she believes that communication is lacking, notifications were not made and true contact tracing was not done.

Lisa Robinson clarified that during the contact tracing process, personal information cannot be shared in regards to specific names of individuals testing positive and that this may cause assumptions to be made.

Ken Crouse shared that he was also told he would be contacted from the school by 4pm on Friday and he did not receive a call. He also expressed concern that communication

has failed with parents. He asked if protocols are being followed and suggested that the schools work together with the hospital and the Health District.

Mr. Friesen expressed the difficulty of contact tracing and how that has fallen on Administrators. This was an unexpected addition of time consuming duties and all are working their hardest to do their best.

Ben Phillips commented that Public Health did approve all School Reopening Plans.

Jeff Southworth recommended a new task force be developed that includes staff, board and healthcare/public health.

James Aldrich shared the importance of the District's future response to Covid.

Devney Welsh asked if the Elementary would have to follow the AM/PM or A/B schedule if the High School also moved to that. Mr. Majerus responded that it would only be grades 7-12. Devney also expressed her concerns that the volleyball season ended, that there was poor communication and she is concerned about the mental health of the students.

Lesley Blackadar stated her surprise that a football player had tested positive and they were not notified. Mr. Bartos stated that the case was considered a "catch and release" and was not identified until later.

Candyce Shirey asked what the protocol was for staff with positive cases returning to the classroom. Lisa Robinson stated that they are able to return to the classroom after 10 days of isolation.

CJ Bailey stated that he appreciated the Healthcare staff in our community and the Administration and recognizes that they are working hard.

Jennifer Denton shared with the Board that communication could improve. She is in support of the development of a task force.

## **ADJOURNMENT**

The meeting was adjourned at 7:41 p.m. (Thompson – unanimous).

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**PHILLIP KOTERBA**  
**BOARD CHAIR**

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**REBEKAH RHOADES**  
**BUSINESS MANAGER**

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/09/2020

**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

**SUMMARY:**

Approve claims paid through November 6, 2020, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2020 include: Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden.

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

11/09/2020

**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 AND OUT OF LEWISTOWN PUBLIC SCHOOLS

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

**SUMMARY:**

The Board of Trustees needs to approve the following requests for out-of-district students to attend the Lewistown Public Schools as attached

<u>Name</u>	<u>Grade</u>	<u>District of Residence</u>	<u>District of Choice</u>
Student AT	6th	Denton	Lewistown Elementary
Student AU	4th	Denton	Lewistown Elementary
Student AV	Kinder	Denton	Lewistown Elementary

**SUGGESTED ACTION:** Approve Out-of-District Student Attendance Agreement Requests for Placement Inside/outside of Lewistown Public Schools

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/09/2020

Agenda Item No.

15

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2020-2021 SCHOOL YEAR

Requested By: Board of Trustees    Prepared By: Christy Rogers

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2019-2020 School Year as listed below:

Substitute Teacher/Para:

Holly Lower  
Olivia VanFleet  
MacKenzie Garlinghouse  
Kaley Wisher  
Matthew O'Dell

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2020-2021 School Year

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

11/09/2020

Agenda Item No.

16

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees    Prepared By: Thom Peck

**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						
Southworth						
Thompson						
Heintz						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday November 9, 2020**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BURNHAM, Sean</b>	Special Ed Paraprofessional	Highland Park Elementary School	Approve appointment on schedule --SP ED AIDE Step 0 for up to 7.5 hours per day for up to 134 days	11/10/2020	Matthew Ventresca	Raplacing Mandie Hitchins-Gaffney
<b>LEAR, Derek</b>	Elementary Activities Coordinator	Lewis and Clark Elementary School	Student Activity Extra-Curricular Contract .065 - \$2,258.62	11/10/2020	Danny Wirtzberger	Replacing Jim Daniels
<b>SAUNDERS, Benjamin</b>	Paraprofessional	Jr. High School and Fergus High School	Accept Letter of Resignation	11/4/2020	Tim Majerus and Jeff Freisen	See Attached Letter



To whom it may concern:

I am resigning from my position as a Paraprofessional with the Fergus school district. I have accepted the offer of a full time position with the Yellowstone Boys and Girls Ranch. I am grateful for the time I have had working for the school system here, and it has been a pleasure to work with the many dedicated professionals employed in it. I have given notice to the principals who supervise me, and my last day in the schools will be November 4th.

Benjamin Saunders

## 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.

PUPIL INSTRUCTION	First Semester				89 days	Second Semester				90 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 26	to	Aug 28	3	First Week	Jan 19	to	Jan 22	4
	Second Week	Aug 31	to	Sept 4	5	Second Week	Jan 25	to	Jan 29	5
	Third Week	Sept 8	to	Sept 11	4	Third Week	Feb 1	to	Feb 5	5
	Fourth Week	Sept 14	to	Sept 18	5	Fourth Week	Feb 8	to	Feb 12	5
	Fifth Week	Sept 21	to	Sept 25	5	Fifth Week	Feb 15	to	Feb 19	5
	Sixth Week	Sept 28	to	Oct 2	5	Sixth Week	Feb 22	to	Feb 25	4
	Seventh Week	Oct 5	to	Oct 9	5	Seventh Week	March 1	to	March 5	5
	Eighth Week	Oct 12	to	Oct 14	3	Eighth Week	March 8	to	March 12	5
	Ninth Week	Oct 19	to	Oct 23	5	Ninth Week	March 15	to	March 19	5
	Tenth Week	Oct 26	to	Oct 30	5					
					<b>45</b>					<b>43</b>
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Nov 2	to	Nov 4	3	First Week	March 22	to	March 26	5
	Second Week	Nov 9	to	Nov 13	5	Second Week	March 29	to	April 1	4
	Third Week	Nov 16	to	Nov 20	5	Third Week	April 6	to	April 9	4
	Fourth Week	Nov 23	to	Nov 25	3	Fourth Week	April 12	to	April 16	5
	Fifth Week	Nov 30	to	Dec 4	5	Fifth Week	April 19	to	April 23	5
	Sixth Week	Dec 7	to	Dec 11	5	Sixth Week	April 26	to	April 30	5
	Seventh Week	Dec 14	to	Dec 18	5	Seventh Week	May 3	to	May 7	5
	Eighth Week	Dec 21	to	Dec 23	3	Eighth Week	May 10	to	May 14	5
	Ninth Week	Jan 4	to	Jan 8	5	Ninth Week	May 17	to	May 21	5
	Tenth Week	Jan 11	to	Jan 15	5	Tenth Week	May 25	to	May 28	4
					<b>44</b>					<b>47</b>
										<b>Total Days 179</b>

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 17	New Staff Orientation	
	August 24-25	All Staff Orientation/PIR	2.0
	October 15-16	Staff Development Days <i>Teachers Convention</i>	2.0
	November 4-5	Parent-Teacher Conferences <i>Evening Nov. 4, All Day Nov. 5</i>	1.5
	March 25	Parent-Teacher Conferences <i>Conferences Evening Only Full School Day for Students</i>	.5
	May 24	PIR Day	1.0
		Floating PIR Day	<u>1.0</u>
			<b>8.0</b>

HOLIDAYS & VACATIONS <i>Dates Inclusive</i>	September 7	Labor Day
	November 6	Vacation Day
	November 26-27	Thanksgiving Vacation
	Dec 24-Jan 3	Winter Break
	January 18	Vacation Day
	February 26	Vacation Day
	April 2-5	Spring Break
	May 31	Memorial Day
	July 5	Vacation Day (12-mo employees)