

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, December 13, 2021

REGULAR BOARD MEETING

Page 1

Meeting ID

meet.google.com/ccw-qomy-dip

Phone Numbers

[\(US\)+1 605-743-0395](tel:+16057430395)

PIN: 421 669 826#

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition – Fergus High School Football Team and Coaches
5. Recognition – Fergus High School Volleyball Team and Coaches
6. Presentation –Dusty Rixford and Seth Hawkins, American Prairie Field School Student Opportunities
7. Discussion – Post Bond Election Progress, Tony Houtz and Bridget Ekstrom
8. Discussion – School Board Round Tables at each School
9. Report—Student Representative
10. Report—LEA
11. Report—Committees of the Board
12. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

13. Report—Election Information
14. Report—Budget and ESSER/Building Reserve Funds
15. Report—Investment
16. Report—Superintendent

PUBLIC PARTICIPATION

17. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

ACTION ITEMS

MINUTES

18. Minutes of the November 8, 2021 Regular Board Meeting
Minutes of the November 15, 2021 Special Board Meeting

APPROVAL OF CLAIMS

19. Claims

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, December 14, 2020

REGULAR BOARD MEETING

Page 2

INDIVIDUAL ITEMS

- 20. Review ESSER Re-opening Plan
- 21. Approve Second Reading New Board Policy #3413F3 – School Conditional Attendance Form
- 22. Approve Additions to the Substitute List for the 2021-2022 School Year
- 23. Approve Personnel Report

EXECUTIVE SESSION

- 24. Superintendent's Evaluation

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

12/13/2021

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION --- FERGUS HIGH SCHOOL FOOTBALL TEAM AND COACHES

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

SUMMARY:

Derek Lear, Head Football Coach and the Fergus High School Football Team and Coaches will be recognized.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

5

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

ITEM TITLE: RECOGNITION --- FERGUS HIGH SCHOOL VOLLEYBALL TEAM AND COACHES

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

SUMMARY:

Adrienna DeCock, Head Volleyball Coach and the Fergus High School Volleyball Team and Coaches will be recognized.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

6

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

ITEM TITLE: PRESENTATION --- DUSTY RIXFORD AND SETH HAWKINS, AMERICAN PRAIRIE FIELD SCHOOL STUDENT OPPORTUNITIES

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

SUMMARY:

Dusty Rixford, will present to the board information regarding the American Prairie Field School and outdoor educational opportunities for students. The Field School is totally free including transportation and substitute costs. Seth Hawkins will present information regarding the National Discover Center, located on Main Street.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

7

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

ITEM TITLE: PRESENTATION --- POST BOND ELECTION PROGRESS. TONY HOUTZ REPRESENTING CTA ARCHITECHURE AND BRIDGET EKSTROM REPRESENTING DA DAVIDSON

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

SUMMARY:

Tony Houtz, representing CTA Architechure, and Bridget Ekstrom, representing DA Davidson will present to the Board post-election progress being made on the Elementary Bond.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

8

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

ITEM TITLE: DISCUSSION – SCHOOL BOARD ROUND TABLES AT EACH SCHOOL

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

SUMMARY:

Discussion will take place regarding implementing School Board Round Tables at each school once a month.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

9

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Malorie Woolett

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

12/13/2021

Agenda Item No.

10

☐ 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 Representatives

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

11

☐ 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 2021-2022 School Year.

Activities Committee met on Thursday, December 2 at 7 a.m.

Bond Committee met on Thursday, December 9 at 2 pm with DA Davidson, Bridget Ekstrom

Calendar Committee Meeting – last week of January?

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

STANDING COMMITTEES OF THE BOARD
2021-2022 School Year

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2021-2022 School Year

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Zane Fulbright	Doreen Heintz	Phil Koterba	Jeff Southworth	Jennifer Thompson
Activities	3		X		X		X	
Curriculum Committees:								
English Language Arts	1					X		
Math	1				X			
Health Enhancement	1							X
Business Education	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			
Classified Salary/Benefit Review	2	X					X	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

12

☐ 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.

- Montana Safe Schools Center Pilot Program
- School Nutrition Equipment Assistance Grant
- OPI State Fall enrollment numbers
- Community Survey on FHS Bond DRAFT

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

13

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

ITEM TITLE: REPORT—ELECTION INFORMATION

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

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2022.

Attached are the Terms of Office Listing and the 2022 School Election Calendar.

Board members terms of office that are due to expire in 2022 include: Philip Koterba and Jennifer Thompson

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

SCHOOL ELECTION CALENDAR 2022

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 9 through Thursday, March 24	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate should be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 22	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. • Bond Elections are subject to additional requirements (see 20-9-422, MCA). • Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, February 25	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 4	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: Mail Ballot Plan Timetable and Instructions	13-19-205
4 weeks preceding the close of regular registration	Monday, March 7	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not later than 5pm the day before ballot certification	Thursday, March 31 (by 5 p.m.)	Last day trustee candidates may withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, March 31 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election).	20-3-305(2)(b)
No later than the 30th day before	Friday, April 1	Deadline to notify election judges of appointment.	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 1	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 1	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees may cancel the election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
30 days before any election	Monday, April 4	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 4	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 5	Start of Late Registration. Late voter registration starts and continues through noon on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 24 Through Saturday, April 23	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. • If the polling place has changed from the previous school election, that change must be referred to in the notice. • If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204
At least 20 days before	Wednesday, April 13	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. • The ballot (with stubs removed); • Instructions for voting and returning the ballot; • A secrecy envelope, free of marks that would identify the voter; and • A self-addressed, return envelope with affirmation printed on the back.	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 13 through Monday, April 18	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	Saturday, April 23 through Sunday, May 1	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Not more than 10 days or less than 2 days before	Saturday, April 23 through Sunday, May 1	Polling Location Accessibility Notice. Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the notice above, and with the notice of election if the notice is published on the 10th day prior to the election.</i>	13-3-105 13-3-207
Day before (by Noon)	Monday, May 2	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 2	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (at noon)	Monday, May 2 (by noon)	Late registration closed. Late registration is closed at noon the day before the election. Electors must late register at the office of the county election administrator by noon and return their certificate of late registration to the election administrator (the school district clerk if the school district is running the election) by 8:00 pm on election day.	13-2-304
Election Day 	Tuesday, May 3	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 9	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 25 days after the election	By Friday, May 27	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. <i>If the election was called by acclamation the trustees should still canvass results and issues certificates of election at this time.</i>	20-20-415 20-20-416
Within 5 days after the official canvass	Monday, May 9 through Wednesday, June 1	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 9 through Monday, June 6	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	13-16-204 20-20-420

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 25 days of election	By Friday, May 27	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
June 1	Wednesday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county accepts, then the county must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	By Friday, June 10	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

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

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

Additional References:

Sample forms can be found at this address: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

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

NOTE: Candidates for trustee positions in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2022	Expire 2023	Expire 2024
SCHOOL DISTRICT #1	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Doreen Heintz	CJ Bailey Zane Fulbright

School District #1 -- Two (2) 3-Year Terms:

_____ 3-year term (to expire in 2025)

_____ 3-year term (to expire in 2025)

Declaration of Intent Filed for Nomination of School Board Trustee:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/9/20199

Agenda Item No.

14

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

ITEM TITLE: REPORT—BUDGET INFORMATION AND ESSER/BUILDING RESERVE FUNDS

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

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on Fiscal Year 2022-2023 budget projections along with a summary of the funds available for the district to use for building projects.

SUGGESTED ACTION:

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

Enter LE	LE Name	County
Elem LE: 0258	Lewistown Elem	Fergus
HS LE: 0259	Fergus H S	Fergus
K12 LE:		

Post-Session
Version FY22_F5
6/4/21

This spreadsheet is provided to assist school districts with calculations for FY22 budget projections. Please note that the data needed to calculate exact budget limits is not yet available, and as such, the amounts generated on this spreadsheet should not be considered certifiable information from the Office of Public Instruction.

	FY21 ANB	FY22 ANB	Est FY23	3-Yr Ave ANB
E1	684	684	702	690
E2	-	-	-	-
E3	-	-	-	-
E4	-	-	-	-
E5	-	-	-	-

	FY21 ANB	FY22 ANB	Est FY23	3-Yr Ave ANB
M1	195	173	183	184
M2	-	-	-	-

Elem budget driven by current year ANB

	FY21 ANB	FY22 ANB	Est FY23	3-Yr Ave ANB
H1	317	343	351	337
H2	-	-	-	-

HS budget driven by current year ANB

If you have had an anticipated enrollment increase approved by the OPI in FY20 place a "X" in the blue cell

Elem HS or K12

If your LE(s) receives oil & gas revenue enter the total anticipated amount that you estimate you will be reporting on the TFS (sum all funds) in the cell(s) below. This is not your budget estimate for non-levy revenues.

	Amt Reported On the TFS FY20
Lewistown Elem	
Fergus H S	

Color Key
Dark blue are things that must be filled in
Light blue are suggested things to be filled in
These Pinks are just for emphasis
New related to the 2021 session

This Spreadsheet, as set, includes the inflation in HB 15

Disproportionate Cost Reimbursement
FY22 Weighted GTB Subsidy Per Mill
FY21 Full-Time Equivalent Educators
FY21 Title I Allocation
American Indian Students
FY22 Adopted Budget (See PAR tab)
Highest Levy OB Auth Or Imposed Between FY17 & FY21

2022 Taxable Value
Total Unreserved Fund Balance Reappropriated
Prior Year Excess Reserves Funding Over-BASE
Prior Year Non-Materialized Over-Levied Amt BASE
Prior Year Non-Materialized Over-Levied Amt Over-BASE
Number of Prior Yr BASE Mills Levied (Optional)
Number of Prior Yr Over-BASE Mills Levied (Optional)

Non-Levy Revenues (See Non-Levy Revenue Tab)

Actual General Fund Receipts (See Non-Levy Rev Tab)
Anticipated (estimated) (See Non-Levy Rev Tab)
Other (estimated) (See Non-Levy Rev Tab)
Tuition to Fund Over-BASE (See Non-Levy Rev Tab)
Oil&Gas to Fund Over-BASE (See Non-Levy Rev Tab)

Budget Summary

BASE (Minimum) Budget:
Maximum Budget:
Highest Budget Without a Vote:
Highest Budget With a Vote:
PROPOSED ADOPTED BUDGET:
Funded by Other Funds (See Impact of Tax Increase Tab)
Increase in Over-BASE levy (requires to voter approval)

General Fund Mill Summary

District Non-Isolated Mills:
BASE Mills - Elementary:
BASE Mills - High School:
New Over-BASE Mills Needed to Vote for This Budget
Total Over-BASE Mills:
Total General Fund Mills:

Elem	HS	K12
297,586.82	0.00	
50,922.00	44,235.00	
70.25	28.62	Enter LE# in Inputs!C5
238,941.00	73,840.00	Enter LE# in Inputs!C5
25.00	9.00	Enter LE# in Inputs!C5
6,746,787.80	3,293,146.00	Enter LE# in Inputs!C5
1,395,336.33	809,045.74	0.00
14,248,842	15,517,954	
0.00	0.00	0.00
0.00	0.00	0.00
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0.00	0.00	0.00
0.00	0.00	0.00
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5,543,191.66	2,597,681.01	0.00
6,980,953.81	3,238,267.07	0.00
6,938,527.99	3,376,623.36	0.00
6,980,953.81	3,376,623.36	0.00
6,980,953.81	3,376,623.36	0.00
0.00	0.00	0.00
42,425.82	0.00	0.00

0.00		Enter TV in Cell U16
34.06		Enter TV in Cell U16
	18.11	Enter Bud in Cell U35
2.98	0.00	Enter Bud in Cell U35
100.90	50.20	Enter TV in Cell U16
134.96	68.31	

Today's Date 12/6/2021 11:35

DIFFERENCE:

FY21-FY22 without vote \$191,740.19 \$83,477.36
FY21-FY22 with a vote \$234,166.01 \$83,477.36

FUNDS THAT MAY BE USED FOR BUILDING PROJECTS

Building Reserve - VOTED						
Can be used on major maintenance as listed in the Ballot Language						
	as of 11/30/21	Levy FY23	Levy FY24	Levy FY25	Levy FY26	FY26 Potential Balance
Elementary	\$788,184.58	\$98,000.00	\$98,000.00	\$98,000.00	\$98,000.00	\$1,180,184.58
High School	\$662,066.02	\$98,000.00	\$98,000.00	\$98,000.00	\$98,000.00	\$1,054,066.02

Building Reserve - PERMISSIVE		
Can be used on major maintenance and safety (to include SRO and Counselors)		
	as of 11/30/21	
Elementary	\$203,417.85	Levy based on ANB and State Match based upon available funding
High School	\$27,651.23	Levy based on ANB and State Match based upon available funding

ESSER II			
Can be used to prevent, prepare and respond to Coronavirus - must be spent by 9/30/2023			
	Grant Amount	as of 11/30/21	Budget LESS "Still Plan to Purchase"
ESSER II - ELEMENTARY - Basic - 775	\$795,469.00	\$446,881.36	(\$15,237.31)
ESSER II - HIGH SCHOOL - Basic - 775	\$245,824.00		
ESSER II - HIGH SCHOOL - Supplemental - 776	\$10,561.00	\$10,561.00	\$10,561.00
ESSER II - ELEMENTARY - Special Needs - 777	\$24,456.00	\$27,463.00	\$27,463.00
ESSER II - HIGH SCHOOL - Special Needs - 777	\$3,007.00		
TOTAL	\$1,079,317.00	\$484,905.36	\$22,786.69

ESSER III			
Can be used to prevent, prepare and respond to Coronavirus - must be spent by 9/30/2024			
	Grant Amount	as of 11/30/21	Budget LESS "Still Plan to Purchase"
ESSER III - ELEMENTARY - Basic - 785	\$1,429,208.00	\$1,870,876.80	\$1,610,630.80
ESSER III - HIGH SCHOOL - Basic - 785	\$441,668.80		
ESSER III - HIGH SCHOOL - Supplemental - 786	\$10,561.00	\$10,561.00	\$10,561.00
ESSER III - ELEMENTARY - Learning Loss - 787	\$357,302.00	\$389,092.95	(\$265,561.05)
ESSER III - HIGH SCHOOL - Learning Loss - 787	\$110,417.20		
TOTAL	\$2,349,157.00	\$2,270,530.75	\$1,355,630.75

PROJECTS <u>NOT</u> INCLUDED IN BOND	
<u>Elementary</u>	
Highland Park Windows & Sliding Doors	\$63,000.00
Garfield Windows & Doors	\$63,000.00
Junior High Windows & Doors	\$12,000.00
TOTAL	\$138,000.00

PROJECTS FOR BOND	
<u>High School</u>	
Bond	\$8,600,000.00
Science Rooms	???
Auto Flush Toilets	\$25,000.00
Auto Flush Sinks	\$13,000.00
HS Lockers	???
Doors	\$50,000.00
TOTAL	\$8,688,000.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

15

☐ 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 October 2021 will be reported as follows:

Elementary	\$602.20
<u>High School</u>	<u>\$604.67</u>
Total	\$1,206.87

Interest earned and distributed for November 2021 will be reported as follows:.

Elementary	\$277.36
<u>High School</u>	<u>\$318.15</u>
Total	\$595.51

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

16

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

ITEM TITLE: REPORT—SUPERINTENDENT

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

SUMMARY:

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

- Denton Fire Assistance
- MTSS Grant
- Safety Committee – Update on Drill Protocols
- Teacher Career Fair @ MSU December 15 and Staffing Update (Paras, Food Servers, Bus Drivers)
- RFQ Update for Owner's Rep and General Contractor/Construction Manager (GC/CM)
- NHS Blood Drive
- FHS Distinguished School Update
- Lead Testing on drinking water – 63 different samples
- L&C Concert – Dec. 14, 7 pm @ FCPA, LJH Concert – Dec. 16 – 7 pm @ FCPA, HP Program – December 21, 10 am. & 1:30 pm @ FCPA
- EOCM Transition
- Early Out on Wednesday, December 22 – Christmas Break, Return January 3, 2022
- Home Athletic Events:
 - o FHS Wrestling v. Miles City & Colstrip, Thursday, Dec. 16
 - o FHS Boys Basketball v. Billings Central, Friday, Dec. 17
 - o FHS Boys & Girls Basketball v. Lockwood, Saturday, Dec. 18
 - o JH Boys Basketball v. Laurel, Thursday, Jan. 6
 - o FHS Boys Basketball v. Glendive, Friday, Jan. 7
 - o JH Boys Basketball v. Hardin, Saturday, Jan. 8
 - o FHS Boys Basketball v. Miles City, Jan. 8

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

17

☐ 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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

18

☒ 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 November 8, 2021 Regular Board Meeting
- Minutes of the November 15, 2021 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						
Fulbright						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM and via Google Meet

215 Seventh Avenue South

Lewistown, Montana 59457

MONDAY, November 8, 2021

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, Zane Fulbright, Doreen Heintz,

TRUSTEES ABSENT:

CJ Bailey, Jeff Southworth

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Luke Brandon LEA President, Tim Majerus and others via Google Meet

OTHERS PRESENT:

Heidi Weber – KXLO Radio, Malorie Woollett – Student Representative, Tony Houtz – Cushing-Terrell, Bridget Ekstrom – DA Davidson and others in person and via Google Meet

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Koterba)
4. Recognition — Fergus High and Jr. High Cross Country Team and Coaches
Maida Walters, Head Cross Country Coach, and both the JHS and FHS Cross Country teams were recognized for their accomplishments this season.
5. Discussion – Next Steps Post Bond Election
Bridget Ekstrom presented the preliminary financing time schedule.

Mr. Peck discussed the RFQ process for selecting a General Contractor under the Alternate Delivery Method and the potential timeline for that process. Tony Houtz described the difference between the Alternate Delivery Method and Design-Bid-Build methods. Tony and Mr. Peck will work together determine timelines in the RFQ and that document will be reviewed by MTSBA. Discussion took place in regards to the timeline for actual construction.

Tony shared the process going forward in regards to next steps from a design phase and involvement of staff in that process. The committees usually involve the principals, teachers, facilities director and community members (7-9 people) and are designated by project.

A discussion took place in regards to an Owner's Representative. The Board would like to move forward with a RFQ for an Owner's Representative.

The Board will have a Special Board Meeting next Monday, November 15th at 6:00pm.

6. Report—Student Representative
Malorie Woolett, Student Representative to the Board, updated the Board on various activities throughout Fergus High School.
7. Report – LEA
Luke Brandon, President of the Lewistown Education Association (LEA), reported on happenings within their organization. They have submitted a letter to submit a request to open negotiations.
8. Report—Committees of the Board
There will be a Gaining Committee Training on Thursday, November 18th.

Zane Fulbright reminded the Board that the Policy Committee that was going to review the 1900 series policies.
9. Calendar Items, Concerns, Correspondence, Etc.
Superintendent Peck handed out the following:
 - OPI Letter - Fergus High School selected for National Award for the highest increase in Graduation Rates over the last two years.
 - Thank You from Carroll Men's Basketball
 - OPI letter for "High Risk" designation
 - Great Work of Montana's Public Schools
 - 20 Day Plans
10. Report—Investment
Interest earned and distributed for September was \$246.05 in the Elementary and \$260.13 in the High School for a total of \$506.18. October's interest was not available and will be reported in December.
11. Report—Superintendent
Superintendent Thom Peck reported on the parent teacher conferences held last week. Mr. Peck reported that ELA and Math Curriculum are meeting. Fall Assessments are being done using current district assessment tools, as the District is in a pilot program that would exempt the District from participating in the SBAC Testing. The Community COVID Team continues to meet. School pictures were completed with a new company stepping in after the original company backed out. Central Kitchen has applied for a grant for a new freezer. The current website was sold to another company, but it should allow for some much needed upgrades. The Board was updated on various dates and events taking place throughout the District. Mr. Peck shared the Superintendent Evaluation Form with the Board for the December Board Meeting.

PUBLIC PARTICIPATION

12. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
There was no public participation.

ACTION ITEMS

MINUTES

13. Minutes of the October 11, 2021, Regular Board Meeting
-- Approved unanimously (Birdwell/Heintz)

APPROVAL OF CLAIMS

14. Claims –Approved unanimously (Fulbright/Birdwell)
Claims Committee for October through December 2021 will be Board Chair Jennifer Thompson, CJ Bailey, Jeff Southworth and Zane Fulbright.

INDIVIDUAL ITEMS

15. Approve the Resolution allowing the Clerk and Board Chair to Complete the Certificate of Election once the County has Canvassed the Elementary General Obligation School Building Bonds Election – Approved unanimously (Fulbright/Birdwell)
16. Approve the Resolution allowing the Clerk and Board Chair to Complete the Certificate of

- Election once the County has Canvassed the High School General Obligation School Building Bonds Election – Approved unanimously (Fulbright/Heintz)
17. Approve Bond Authorizing Resolution for the Elementary School District - Approved unanimously (Fulbright/Birdwell)
The Bond Authorizing Committee will consist of Superintendent Thom Peck, Business Manager Rebekah Rhoades, Trustee Jennifer Thompson and Trustee Phil Koterba.
 18. Review ESSER Re-opening Plan
 19. Approve First Reading New Board Policy # 3413F3 – School Conditional Attendance Form – Approved unanimously (Birdwell/Koterba)
 20. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property – Approved unanimously (Fulbright/Koterba)
 21. Approve Additions to the Substitute List for the 2021-2022 School Year – Approved unanimously (Fulbright/Heintz)
 22. Approve Personnel Report -- See Exhibit A – Approved unanimously (Birdwell/Koterba)

ADJOURNMENT

The meeting was adjourned at 8:18 p.m (Heintz). The next regular meeting will be held at 6:00 p.m. on Monday, December 13, 2021, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday November 8, 2021

<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>
GARLINGHOUSE, MacKenzie	Paraprofessional	Lewistown Jr. High School	Accept Letter of Resignation	11/2/2021	Jeff Friesen	See Attached Letter
SLATER, Brandi	Second Baker/Food Server	Central Kitchen/Fergus High School	Approve appointment on schedule --SECOND BAKER Step 0 for up to 4 hours per day and FOOD SERVER/KITCHEN AIDE for up to 3 hours per day (Total 35 hours per week) for up to 136 days.	11/8/2021	Amie Friesen	Raplacing Mandy Kingsford

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room and via Google Meet
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, November 15, 2021

SPECIAL BOARD MEETING

CALL TO ORDER (5:30 P.M.)

1. ROLL CALL
TRUSTEES PRESENT:
Board Chair Jennifer Thompson, Phil Koterba, Kris Birdwell, Jeff Southworth, Zane Fulbright, Doreen Heintz
TRUSTEES ABSENT:
CJ Bailey
STAFF PRESENT:
Superintendent Thom Peck, Business Manager Rebekah Rhoades, Jason Fry
OTHERS PRESENT:
Heidi Weber – KXLO Radio
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.

DISCUSSION

3. DISCUSSION – RE-RUNNING HIGH SCHOOL BOND PROPOSAL
Discussion took place regarding whether or not to re-run the High School Bond Proposal and the timing of running that election. Emphasis on the roof, infrastructure and safety needs to be priority. The uses of other funds, such as the Building Reserve Funds, ESSER Funds, etc. will need to be discussed further at the December Regular Board Meeting. Discussion took place regarding the way that information is communicated to the Board as a whole, so that each member is able to explain the Bond to the public. It was discussed to send a survey out to voters prior in early December 2021.

PUBLIC PARTICIPATION

4. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD
There was no public comment.

ACTION

INDIVIDUAL ITEMS

4. APPROVE RFQ/RFP FOR OWNERS REPRESENTATIVE SUBJECT TO LEGAL REVIEW AND CHANGE OF DATE FOR INTERVIEW INVITATIONS TO DECEMBER 21, 2021 – Approved Unanimously (Birdwell/Southworth)
5. APPROVE RFQ/RFP FOR GENERAL CONTRACTOR/CONSTRUCTION MANAGER SUBJECT TO LEGAL REVIEW – Approved Unanimously (Southworth/Birdwell)
6. APPROVE PERSONNEL REPORT – See Exhibit ‘A’ – Approved Unanimously (Fulbright/Birdwell)

ADJOURNMENT

The meeting was adjourned at 7:10 p.m. (Heintz – unanimous).

JENNIFER THOMPSON
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday November 15, 2021

<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>
KNUTSON, Nancy	Food Server	Lewis and Clark Elementary School	Accept Letter of Resignation	11/8/2021	Amie Friesen	Verbal Resignation
MOWDY, Cameron	Custodian	Fergus High School	Approve appointment on schedule - MAINTENANCE II Step 0 for up to 8 hours per day for 5 days per week for up to 162 days	11/16/2021	Jason Fry	Replacing Devin Zimbelman
MOWDY, Natasha	Paraprofessional	Garfield Elementary School	Approve appointment on schedule - PARA EDUCATOR - Step 0 for up to 7.5 hours per day for 5 days per week for up to 130 days	11/15/2021	Jeff Friesen	New Position

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

19

☒ 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 December 10, 2021, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2021 include: Board Chair Jennifer Thompson, CJ Bailey, Jeff Southworth and Zane Fulbright.

****Need to select new Finance Committee members for January–March 2021**

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						
Fulbright						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

20

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

ITEM TITLE: REVIEW ESSER RE-OPENING PLAN

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

SUMMARY:

The Board of Trustees needs to have this on the agenda monthly FY22 through FY24 in order to review the school re-opening plan on an ongoing basis. It is required to be reviewed at least every 6 months.

This plan is required to be posted on the District's website as of June 24, 2021 in order to be eligible for ESSER Funding.

Policies referred to in the Plan can be found on the District website at:
<http://w.w.w.lewistown.k12.mt.us/Content2/134>

SUGGESTED ACTION: Review ESSER School Re-opening Plan

☒ **Additional Information Attached**

NOTES:

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

Lewistown School District #1
Safe Return to School and Continuity of Services Plan

Date of Original Adoption: July 13, 2020

Date Plan was Last Revised: July 12, 2021

Next Regularly Scheduled Month for Consideration August 9, 2021

Dates Reviewed: August 25, 2020; September 14, 2020; December 21, 2020; January 11, 2021; April 12, 2021, June 14, 2021, July 12, 2021

March 2020 - June 2021.

1. The Lewistown School District #1 was ordered to close to in person instruction on March 15, 2020, under an executive order issued by then-Governor Bullock. Districts were provided a two week period of time during which they could remain fully closed to instruction of any kind while developing a plan for remote instruction required by the Governor.
 - a. Although our district was authorized to remain closed, we quickly mobilized and began remote instruction during the timeframe when we were authorized to remain closed. Thereafter, our district continued pursuant to a reopening plan approved by the Governor beginning March 23, 2020.
2. On April 22, 2020, then-Governor Bullock lifted his Stay at Home Order, and Announced a Plan to Begin Phased Reopening of Montana. As part of that plan, effective May 7, 2020, all schools were provided the option to return to in-classroom teaching at the discretion of local school boards.
 - a. Our school district reopened to in classroom teaching on May 14, 2020, and has remained open throughout the remainder of the 2019-20 school year while targeting those students who struggled with remote learning or for students who chose to come to school in-person and during the entirety of the 2020-21 school year. The only exception during this timeframe was for temporary closures of part or all of in classroom teaching pursuant to quarantine or isolation orders issued by our county department of health. In addition, Lewistown Junior High and Fergus High School went to a “Modified” Hybrid Schedule in which approximately 15% of all students came to school every day for in-person instruction and the rest of the student body either came Mondays and Wednesdays or Tuesdays and Thursdays with Friday being a Flex Friday” for those students who were struggling, were required to come to school in-person. The “Modified” Hybrid Schedule at LJH and FHS continued until February 1, 2021. Families were offered complete distance learning but that number dwindled from 26 students in September to 9 students, K-12 in May, less than 3%.
3. Our district developed a plan for reopening to in person instruction, with contingencies, and we implemented that plan for the 2020-21 school year. The reopening plan, details regarding which are provided below, included adoption of

various model policies provided by the Montana School Boards Association under its 1900 Series, including model policies aligned with CDC guidance regarding mitigation strategies to limit exposure to and transmission of COVID-19 in school settings.

4. Our district is finishing the 2020-21 school year strong, having provided high quality learning opportunities to the students in our community in safe and effective learning environments.
5. We embraced a fundamental principle of providing extensive transparency to our community throughout the above timeframe. We publicly noticed, held meetings regarding, and provided extensive opportunities for our community to provide us with feedback regarding the School District's plans and we carefully considered such feedback in developing and refining the School District's plans throughout the last 14-15 months.

Safe Return to Schools and Continuity of Services Plan Contents:

March 2020-June 2021

Part I: Documentation of Meaningful Consultation in Developing and Refining the School District's plan from March 2020 Through June 2021:

We noticed, held, and invited public comment on our evolving plans for a safe return to school and continuity of services on the following dates since March 2020:

1. Leadership Team Meetings, 2020-21 Year: March 16; March 17; March 19; March 20; March 24; March 26; April 3; April 7; April 22; April 24; May 5; May 13; May 20; June 2; June 11; August 4; September 15; October 6; October 20; November 3; November 17; December 1; January 5; January 19; February 2; March 2; March 16; April 6; April 20; May 4; May 18; June 1;
2. School Board Meetings 2020-21 Year: March 18; March 26; April 13; April 28; May 11; June 11; July 13; August 12; August 19; August 25; September 14; October 12; November 2; November 9; December 14; January 11; February 8; March 8; March 23; April 12; April 27; May 10; June 14
3. Town Hall/Community Forums 2020-21 Year: April 16; May 14, December 8; January 25;
4. Food, Transportation, Building & Grounds Meeting, 2020-21 Year: April 29; July 22; September 22; October 5; February 5; February 17; April 15, May 12;
5. Staff Meetings 2020-21 Year: April 29; May 11; May 13; May 18; October 5; October 29; November 9; December 7; December 9; January 4; January 20; February 8; March 1; April 5; April 12; May 3;
6. Re-Opening District Team, Summer 2020-21: June 4; June 11; June 17; July 8; July 14; July 30; August 4;
7. Community COVID Team Meetings 2020-21 Year: (Public Health Officials, Daycare, Head Start and LPS): November 13; November 20; December 4; December 11; December 18; January 8; January 22; February 12; March 19; April 9; April 23; May 14.

Our invitation for public input included a general opportunity for the public to provide input and was provided to everyone interested, including:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and
2. Stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

Part II: Contents of The School District's plan for Safe Return to In-Person Instruction and Continuity of Services:

1. A description of how the district will maintain the health and safety of students, educators, and other staff:

Following the lifting of the Stay-at-Home Order and subsequent reopening of the state on April 22, 2020, Lewistown School District #1 utilized the Montana Public Education Center *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies* and accompanying MTSBA Model Emergency Policies. Utilizing these resources supported our district's continued service to students with transparency and accountability while ensuring the operations of the school district reflected the circumstances in our community.

The policies ensured our Board of Trustees and school leaders honored the following priorities: quality instruction to students; a healthy and safe setting for students, staff, and the community; needed support of teachers and staff; and responsible financial and operational procedures. The policies provided an actionable plan for completing the 2020-2021 school fiscal year in a manner that met these priorities and secured district funding while providing an operational platform for considering long term innovations in the delivery of education services.

Lewistown School District #1 implemented policy options that facilitated collaboration between the Board of Trustees, administrative team, employees, parents, students, health officials, and community as we established protocols aligned with CDC guidance addressing how instruction was to be delivered to students; how gatherings and events would take place on school property; how the health and safety of staff and students would be protected and preserved while schools were open; and how financial and operational functions of the school district would continue during the period of public health emergency.

Lewistown School District #1 reviewed, considered, and addressed numerous areas of operation in our reopening process. On the topic of school district policy and procedures, the district considered emergency policies and procedures, adoption and

amendment of policies, suspension of policies, and administrative procedures. To support students' academic, mental, social and emotional success, the district considered alternative grading, counseling, extended school year, student instruction proficiency determinations and declarations, support for particularly vulnerable students, transportation services, access to internet for students, food preparation and service, summer school and additional student instruction resources. To ensure the health and safety of students, teachers, and staff, the district considered cleaning and disinfection, community use of facilities, county board of health orders, diagnosis and confidentiality, hand washing and related hygiene protocols, telework, school closure orders, stay at home orders, symptom monitoring and isolation, travel quarantines, visitors, volunteers, vulnerable individuals, masks and personal protective equipment, and physical distancing.

Following the *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies* ensured Lewistown School District #1 has remained in compliance with guidance and best practices provided by federal, state, or local health officials. Our school district has continued to adapt and adjust our policies as new and updated guidance and best practices have become available.

Further, the policies provide options for consideration through input from our board of trustees, administrative team, employees, parents, students health officials, and community as collaborative partners as we have worked our way through ever evolving changes due to the pandemic. By considering all possible perspectives and factors when making the decisions to adopt or adjust a policy, or to implement a policy, we focused on the health and safety of our students, staff, and community for delivery of learning and services to our students. The policies have enabled us to adjust our procedures and practices during different phases in compliance with guidance and best practices provided by federal, state, and local agencies.

Lewistown School District #1 will continue to follow the policies noted below while engaging in a quarterly reevaluation process to continue to ensure the health, safety and wellbeing of our students, teachers, staff, and community through 2024.

2. The extent to which the district has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:

Topic	School District Policy Reference	Description of Policy (All referenced polices can be found at the end of this document.)	Policy Adopted and Revised Date(s)
Universal and correct wearing of masks.	1905	1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21

		workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations making optional face coverings as personal protective equipment.	6. 4/12/21 7. 6/14/21
Modifying facilities to allow for physical distancing (e.g., use of cohorts/pods).	1905; 1905P	1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding physical distancing by requiring students, staff, volunteers, and visitors will maintain a three-foot distance between themselves and their colleagues and peers throughout the school day inside any school building, on school provided transportation, and on school property before and after school. Staff members will arrange classrooms and restructure courses, transportation services, and food service to meet this standard. 1905P: The administrative team of the School District has adopted these procedures regarding symptoms of illness, physical distancing and work areas, physical barriers and guides, and ventilation in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21
Handwashing and respiratory etiquette.	1905; 1905P	1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher,	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21

		principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding healthy hand hygiene behavior and symptoms of illness. 1905P: The administrative team of the School District has adopted these procedures regarding personnel cleaning and disinfecting, symptoms of illness, and water systems in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.	
Cleaning and maintaining healthy facilities, including improving ventilation.	1905; 1905P	1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, cleaning and disinfecting, temperature screening, vulnerable individuals, food preparation and meal service, and transportation services. 1905P: The administrative team of the School District has adopted these procedures regarding personnel cleaning and disinfecting, symptoms of illness, and ventilation in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.	
Contact tracing in combination with isolation and quarantine, in	1905; 3417	1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services	1. 7/13/2020 2. 8/25/2020 3. 9/14/2020 4. 12/21/2020

collaboration with the State, local, territorial, or Tribal health departments.		provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, temperature screening, public awareness, and confidentiality. 3417: In all proceedings related to this policy, the District will respect a student's right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.	5. 1/11/2021 6. 4/12/2021 7. 6/14/2021
Diagnostic and screening testing.	1905	1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, and temperature screening.	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/2021 6. 4/12/2021 7. 6/14/2021
Efforts to provide vaccinations to	3413	Please note that House Bill 702 passed the 2021 Legislature and was signed into law effective May	1. 6/14/2021

school communities		14, 2021. New Section 1 of that law provides that it is an unlawful discriminatory practice for a governmental entity to refuse, withhold from, or deny to a person any local or state services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's vaccination status. The law also provides it is unlawful for an employer to refuse employment to a person, to bar a person from employment, or to discriminate against a person in compensation or in a term, condition, or privilege of employment based on the person's vaccination status. Finally, House Bill 702 provides it is unlawful for a public accommodation to exclude, limit, segregate, refuse to serve, or otherwise discriminate against a person based on the person's vaccination status. 3413: Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.	
Appropriate accommodations for children with disabilities with respect to health and safety policies.	1908; 2162; 2162P	1908: The Board of Trustees authorizes the supervising teacher or district administrator to provide Policy 1908F to families requesting to opt-out of onsite instruction at the school facility for the duration of the declared public health emergency. Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. Students of families opting out of onsite delivery shall be treated the same as students instructed at the school facility for purposes of grading, discipline, and other educational rights. 2162: It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. 2162P: If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/20 6. 4/12/21 7. 6/14/21

		parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set in the policy.	
Coordination with State and local health officials.	1900; 1905; 1907; 3417	1900: In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the board has organized all emergency school policies into a temporary chapter. School District Policies Numbered 1900-1999 are intended to govern during any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, County Health Department or the Board of Trustees. 1905: The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. 1907: The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. 3417: The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after	1. 7/13/20 2. 8/25/20 3. 9/14/20 4. 12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21

		consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.	
How the district will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.	1906; 1906P; 2050	1906: The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but not limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy. The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours. The Board of Trustees authorizes instruction of students at the school facility in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for a school year affected by a public health emergency. The Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of a school year affected by a public health emergency. The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Remediation credit courses shall be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting.	1. 7/13/20 2. 9/14/20 3. 12/21/20 4. 1/11/21 5. 4/12/21 6. 6/14/21

		Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect. This policy in no way limits or adjusts the School District's obligations to homeless students or students in foster care. Applicable District policies serving these students, or this population of students remain in full effect. 1906P: Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-site, or blended learning model as outlined in Policy 1906. Best practices will assist districts in facilitating quality learning for each student regardless of background or circumstance. Best practices include but are not limited to, planning and communication, clear expectations, differentiated instruction and learning models, and flexible demonstrations of learning. 2050: The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy	
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June 2021

Part III – Updated Compliance for the District’s Previously Adopted Plan for the Safe Return to In-person Instruction and Continuity of Services:

Section 2001(i)(3) of the ARP Act states that a school district that developed a plan for the safe return to in-person instruction and continuity of services prior to the date of enactment of the ARP Act will be deemed to have met the requirement to develop a plan under section 2001(i)(1) as long as the plan meets the statutory requirements (*i.e.*, is publicly available on the LEA's website and was developed after the LEA sought and took into account public comment).

The School District’s plan meets the requirements of Section 2001(i)(1) and (i)(2) of the ARP Act. The School District’s plan is available on our website and, as noted above, was developed through a process that included extensive public comment. Further, we have, as part of the organization of the School District’s plan for purposes of the ARP Act, revised the School District’s plan at a meeting held on 7/12/2021 that included not just a notice of opportunity for public input but which specifically invited meaningful consultation with and input from:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and
2. To the extent present in or served by LPS, tribes; civil rights organizations (including disability rights organizations); stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

We have considered the input of all affected parties and have carefully deliberated regarding the best possible means by which our district can provide safe effective learning environments for each of our students.

June 2021 - September 30, 2024

Part IV – Schedule for Future Review and Updates:

Consideration of this Safe Return to Schools and Continuity of Services Plan shall be added as a standing agenda item on each regular and special meeting of the board of trustees throughout the 2021-24 school years. The agenda item shall, at a minimum, include notice of any changes to the plan recommended by the administration with an invitation for input, notice of opportunity for public input.

Appendix – 1900 Policy Series can be found on the Lewistown Public School's website at <https://www.lewistown.k12.mt.us/Content/136>.

[MT-PEC](#) *A Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies.*



Lewistown Elem, LE0258

**Initial Plan Submission ARP ESSER Funding
2021**

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Introduction: Plan Basics

State Date	8/4/2021 16:08
End Date	8/17/2021 10:35
Recorded Date	8/17/2021 10:35
Response ID	R_1oBgYeY2leB5NEY
County	Fergus
District	Lewistown Elem, LE0258
Submitter Name	Thom Peck
Submitter Role	District-level Administrator
Submitter Official Email	thom.peck@lewistown.k12.mt.us
Submitter Phone	
Initial or Revised Plan	Initial Plan Submission

Section 1 - School District Identified Priorities

Priority 1

Provide as many safe, sustainable, in-person learning opportunities for students and staff by purchasing resources that allow school leaders and staff to address the needs of their students and enhance student achievement. Resources such as but not limited to: educational technology and curriculums, supplies to sanitize and clean facilities, school facility repairs and improvement to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, inspection, testing maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, and maintenance and repair and replacement of control systems and windows and doors.

Priority 2

Support students' and staff social, emotional, and mental health while growing academically at all grade levels well beyond 2024.

Priority 3

Promoting effective, transparent, long-term use of ESSER Funds and communicating to the School Board, Staff, and Community.

Data Points Used to Identify Priorities

Assessments (SBAC, MAPS, Dibbels, SuccessMaker), Attendance, Student Engagement, Behavior/Discipline, % of Families who chose Distance Learning, Walkthrough Data, and Teacher Attendance

Student Groups Most Affected

Student groups specifically referenced in ARP ESSER were more affected than others in this district.

Student Group	More affected than others in this district
Economically Disadvantaged (Free and Reduced Lunch)	Yes
White	
Black or African American	
American Indian or Alaska Native	
Multi-Racial	

Migrant	
Homeless	Yes
Foster Youth	Yes
Children with Disabilities	Yes
Male	
Female	
English Language Learners	
Other (please identify in the box below)	

Section 2 - Meaningful Consultation

Stakeholders Consulted in Development of Plan

Stakeholder Group	Consulted?
Parents	Yes
Students	Yes
Teachers	Yes
Staff	Yes
Tribal Governments	
Local Bargaining Units	Yes
Educational Advocacy Organizations	
County Health Departments	Yes
Community Members	Yes
Other (please identify in the box below)	Yes
	Public Health Officials and Local Daycares

Methods used to seek stakeholder input

Methods	Used?
Webinars	
Public Meetings	Yes
Website	Yes
Media	Yes
Social Media	Yes
Email	
Other (please identify in the box below)	Yes
	We established a Community COVID Team that meets every Friday to discuss current levels of infection,

mitigation strategies, and to deliver a consistent message to the entire community.

Section 3: Goals

Instruments

Instruments or methods that will be used to monitor the progress of the goals and determine if the goals are met are listed here for each goal.

Math Goal	Using Dibbels, MAPS, and SuccessMaker Progress Monitoring, the district goal is to move at least 5% of our Tier 3 students to Tier 2, move at least 5% of our Tier 2 students to Tier 1 in our MTSS program. Using the Smarter Balanced Assessment as one of the primary data points the district goal is to increase the percentage of students scoring proficient in grades 3-8 by 6% in math from 44% in the spring of 2021 to 50% on the SBAC in the Spring of 2022. (3 yr. trend is 45%). Using the ACT as one of the primary data points the goal is to increase the ACT math score for district 11th graders to 19.5 on the ACT test. 3 yr. average was 19.26 in 2019.
ELA Goal	Using Dibbels, MAPS, and SuccessMaker Progress Monitoring, the district goal is to move at least 5% of our Tier 3 students to Tier 2, move at least 5% of our Tier 2 students to Tier 1 in our MTSS program. Using the Smarter Balanced Assessment as one of the primary data points the district goal is to increase the percentage of students scoring proficient in grades 3-8 by 6% in ELA from 54% in the Spring of 2021 to 60% on the SBAC in the Spring of 2022. (3 yr. trend is 55.67%). Using the ACT as one of the primary data points the goal is to increase the ACT ELA/English score for district 11th graders to 17.5 on the ACT test. 3 yr. average was 17.3 in 2019.
Other Goal	LPS will institute a Pre-K Program at Garfield Elementary that will focus on getting 3-4 year old kids ready for kindergarten; LPS will advocate for 100% full in-school learning for all grade levels, LPS's goal is to have 100% of students eligible for activities and to increase our student engagement of 74% of our students involved in one school activity to 80% and have at least 75% of our students involved in 3 or more school activity. LPS will institute a Service Learning component to give back to the community and provide "soft skills" to our students in grades 5-12 LPS will increase our School-to-Work opportunities for our students in Grades 7-12 to bring more relevance to students' academic programs.

Goals

For each goal find the following below:

- Identify what strategies/action steps will be used to support the achievement of the goals.
- Describe a realistic and achievable timeline to achieve the goals.

- Identify who is responsible to ensure the strategies/action steps are achieved. Click the box and provide the text response for each applicable box.

Math Goal	Continue to determine the level of proficiency of students using SBAC scores, ACT, MAP, Dibbels, SuccessMaker, classroom assessments, and other in-program assessments. After analyzing these assessments, the district will utilize targeted and strategic interventions and supports to improve student achievement. My Voice and YRBS data are reviewed periodically. Classroom teachers will be provided with necessary PD to effectively utilize the interventions and supports. Administration will ensure supports and interventions are being administered with fidelity by classroom walk-throughs, 1-1 teacher/admin meetings and staff trainings. The goals will be re-evaluated on a quarterly basis aligning with in-house academic reporting (report cards), progress monitoring assessments in the fall, winter and spring of each year and a thorough evaluation of SBAC, scores will be reviewed each fall and spring of the current year. Assignments align to Standards Based Curriculum Mapping by grade level in accordance with the Alliance for Curriculum Enhancement (ACE) consortium. Individual classroom teachers are responsible to ensure the strategies/steps are achieved and Principals and the Superintendent will corroborate to insure that these actions are met.
ELA Goal	Continue to determine the level of proficiency of students using SBAC scores, ACT, MAP, Dibbels, SuccessMaker, classroom assessments, and other in-program assessments. After analyzing these assessments, the district will utilize targeted and strategic interventions and supports to improve student achievement. My Voice and YRBS data are reviewed periodically. Classroom teachers will be provided with necessary PD to effectively utilize the interventions and supports. Administration will ensure supports and interventions are being administered with fidelity by classroom walk-throughs, 1-1 teacher/admin meetings and staff trainings. The goals will be re-evaluated on a quarterly basis aligning with in-house academic reporting (report cards), progress monitoring assessments in the fall, winter and spring of each year and a thorough evaluation of SBAC, scores will be reviewed each fall and spring of the current year. Assignments align to Standards Based Curriculum Mapping by grade level in accordance with the Alliance for Curriculum Enhancement (ACE) consortium. Individual classroom teachers are responsible to ensure the strategies/steps are achieved and the Principals and Superintendent will corroborate to insure that these actions are met.
Other Goal	

Student Group Goals

For which of the following student groups does the district have a distinct Math Goal, ELA Goal, or Other Goal?

Student Group	Distinct Math Goal	Distinct ELA Goal	Distinct Other Goal
American Indian or Alaska Native			
Black or African American			
Hispanic			

Multi-Racial			
White			
Free and Reduced Lunch	Yes	Yes	Yes
Homeless	Yes	Yes	Yes
Students with Disabilities	Yes	Yes	Yes
None			

Math Goal for Each Identified Student Group

The goal for the identified group is: 1. To increase the percentage of Economically Disadvantaged students scoring proficient in grades 3-8 by 10% in math on the SBAC in the Spring of 2022. District 2021 average was 29% proficient. 3 yr. trend = 29.67% proficient 2. To increase the percentage of SPED students scoring proficient in grades 3-8 by 10% in math on the SBAC in the Spring of 2022. District 2021 average was 8% proficient. 3 yr. trend = 13.33% proficient 3. To increase the ACT math score for economically disadvantaged students in grade 11 by .5 on the ACT test.

ELA Goal for Each Identified Student Group

The goal for the identified group is: 1. To increase the percentage of Economically Disadvantaged students scoring proficient in grades 3-8 by 10% in ELA on the SBAC in the Spring of 2022. District 2021 average was 35% proficient. 3 yr. trend = 38% proficient. 2. To increase the percentage of SPED students scoring proficient in grades 3-8 by 10% in ELA on the SBAC in the Spring of 2022. District 2021 average was 16% proficient. 3 yr. trend = 25.67% proficient 3. To increase the ACT ELA score for economically disadvantaged students in grade 11 by .5 on the ACT test.

Other Goal for Each Identified Student Group

None

If the District is planning to develop or use approaches that are novel to achieve your Math, ELA, or other goal, and they are willing to share these innovations, the innovation is described here.

NA

Section 4: Coordinating Funds

Will this district coordinate ARP ESSER funds with other federal funds to address student needs?

Yes

Funding Source	Plan to Coordinate with ARP-ESSER Funds
Title I, Part A of the ESEA (Improving Basic Programs Operated by LEAs)	Yes
Title I, Part A-section 1003 school improvement (Comprehensive and Targeted Supports)	Yes
Title I, Part C of the ESEA (Education of Migratory Children)	
Title I, Part D, Subpart 1 of the ESEA (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk)	Yes
Title II, Part A of the ESEA (Supporting Effective Instruction)	Yes
Title III, Part A of the ESEA (English Language Acquisition, Language Enhancement, and Academic Achievement)	
Title IV, Part A of the ESEA (Student Support and Academic Enrichment Grants)	Yes
Title IV, Part B of the ESEA (21st Century Community Learning Centers)	
Title V, Part B, Subpart 2 of the ESEA (Rural and Low-Income School Program)	Yes
McKinney-Vento Education for Homeless Children and Youth Program and section 2001(b)(1) of the ARP Act	Yes
Carl D. Perkins Act Career and Technical Education Act	Yes
IDEA, Part B (Excess costs of providing FAPE)	Yes
IDEA, Part B (Coordinated Early Intervening Services)	Yes
Workforce Innovation and Opportunity Act	Yes

Section 5: Creating a Safe and Healthy Learning Environment

This section addresses the Prevention and/or Mitigation Strategies that the district will fund with ARP ESSER funds..

Evidence Based Practice	Planning to Use
Mental health supports	Yes
Social emotional learning	Yes
Academic support	Yes
Extended learning/enrichment	Yes
Hiring new staff and avoiding layoffs	Yes
Meeting the nutritional needs of underserved students.	
Locating absent students and re-engaging disconnected youth	
Providing safe, healthy, inclusive learning environments.	Yes
Activities to address the unique needs of at-risk populations.	Yes
Developing and implementing procedures and systems to improve the preparedness and response efforts	Yes
Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases	Yes
Purchasing supplies to sanitize and clean the facilities	Yes
Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.	Yes
Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.	Yes
School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.	Yes
Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical	Yes

heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement	
Other (please identify in the box below)	

If the District is planning to develop or use approaches that are novel to implement prevention and mitigation strategies, and they are willing to share these innovations, the innovation is described here.

Section 6: Addressing Lost Instructional Time

20% Set Aside

This section addresses the Evidence Based Practices that the district will fund with the required 20% to address lost instructional time.

Evidence Based Practice	Planning to Use
Extended learning time	Yes
Tribal/community engagement	
Wraparound academic/health/social services	Yes
SEL learning supports	Yes
Evidenced-based curriculum	Yes
Accelerating learning through instructional approaches: In-school acceleration-Certified educators provide support for students within the classroom and grade-level work, using high-quality instructional materials, instructional strategies, and formative assessments.	Yes
Accelerating learning through instructional approaches: Tutoring program-High-dosage tutoring provided consistently by well-trained tutors or educators at least 3 days per week for at least 30 minutes at a time in groups of five or fewer students.	Yes
Accelerating learning through instructional approaches: Out-of-school time programs-Identified students, needing additional support before, and after the regular school days, as well as on weekends, and during school breaks.	Yes
Accelerating learning through instructional approaches: Summer learning and enrichment: Summer learning programs, camps, community partnerships, work-based learning or community service that provide high-quality instruction and are designed to meet the social and emotional needs of students through engaging and enriching experiences.	Yes
Access to and effective use of technology	Yes
Engaging families in digital learning training and effectively using technology and platforms	
Administering and using high-quality assessments that are valid and reliable, to accurately assess students'™ academic progress and assist educators in meeting students'™ academic needs, including through differentiating instruction	Yes
Providing information and assistance to parents and families on how they can effectively support students	Yes
Tracking student attendance and improving student engagement provided by the school	Yes

Using data about students opportunity to learn indicators to help target resources and support	Yes
Professional Learning Communities	Yes
Access to advanced coursework, dual enrollment, work-place learning, and/or internships	Yes
Career, Technical, and Agricultural Education expenses (approved under Perkins Act)	Yes
Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive technology or adaptive equipment, online learning platforms/learning management systems, other distance/remote learning costs	
Other (please identify in the box below)	

80% Set Aside

This section addresses the Evidence Based Practices that the district will fund with the remaining 80%. Allowable uses for this funding includes preventing, preparing for, and responding to COVID-19 as required by ESSER I, II, and III. See page 5 of the ARP ESSER Fact Sheet for more information.

Evidence Based Practice	Planning to Use
Extended learning time	Yes
Tribal/community engagement	
Wraparound academic/health/social services	Yes
SEL learning supports	Yes
Evidenced-based curriculum	Yes
Accelerating learning through instructional approaches: In-school acceleration-Certified educators provide support for students within the classroom and grade-level work, using high-quality instructional materials, instructional strategies, and formative assessments.	Yes
Accelerating learning through instructional approaches: Tutoring program-High-dosage tutoring provided consistently by well-trained tutors or educators at least 3 days per week for at least 30 minutes at a time in groups of five or fewer students.	Yes
Accelerating learning through instructional approaches: Out-of-school time programs-Identified students, needing additional support before, and after the regular school days, as well as on weekends, and during school breaks.	Yes
Accelerating learning through instructional approaches: Summer learning and enrichment: Summer learning programs, camps, community partnerships, work-based learning or community service that provide high-quality instruction and are designed to meet the social and emotional needs of students through engaging and enriching experiences.	Yes
Access to and effective use of technology	Yes
Engaging families in digital learning training and effectively using technology and platforms	Yes
Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction	Yes
Providing information and assistance to parents and families on how they can effectively support students	Yes
Tracking student attendance and improving student engagement provided by the school	Yes
Using data about students opportunity to learn indicators to help target resources and support	Yes

Professional Learning Communities	Yes
Access to advanced coursework, dual enrollment, work-place learning, and/or internships	Yes
Career, Technical, and Agricultural Education expenses (approved under Perkins Act)	Yes
Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive technology or adaptive equipment, online learning platforms/learning management systems, other distance/remote learning costs	
Mental health supports	
Hiring new staff and avoiding layoffs	Yes
Meeting the nutritional needs of underserved students	Yes
Locating absent students and re-engaging disconnected youth	Yes
Providing safe, healthy, inclusive learning environments	Yes
Activities to address the unique needs of at-risk populations	Yes
Developing and implementing procedures and systems to improve the preparedness and response efforts	Yes
Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases	Yes
Purchasing supplies to sanitize and clean the facilities	Yes
Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.	Yes
Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.	Yes
School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.	Yes
Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air	Yes

cleaning, fans, control systems, and window and door repair and replacement.	
Other (please identify in the box below)	

If the District is planning to develop or use approaches that are novel to address lost instructional time, and they are willing to share these innovations, the innovation is described here.

--

Section 7: Supporting the Educator Workforce

How ARP funds will be used to support and stabilize the educator workforce.

Option	Planning to Use
Cover costs of offsetting the need to furlough or reduce the salaries of school-based staff	Yes
Cover costs of bonuses for recruiting and retaining educators and support personnel	
Additional pay for additional work	
Class-size reduction	
Technology to support learning: enable students to learn anywhere and teachers to teach essential standards	
Additional professional development for school leaders, teachers, and staff (trainings, extended professional development days, programs, etc.)	
Staffing additional physical and mental health support staff (counselors, social workers)	Yes
Other (please identify in the box below)	Yes
	2

The estimated number of jobs (FTEs) that have been or will be created by the school district through the district's planned use of ESSER III Funds.

7

The estimated number of jobs (FTEs) that have been or will be retained by the LEA through the LEA's planned use of ESSER III Funds.

204

If the District is planning to develop or use approaches that are novel to support and stabilize the educator workforce, and they are willing to share these innovations, the innovation is described here.

No

Section 8: District Monitoring of Impact

This section of the LEA plan outlines how the District will monitor the impact of the ARP ESSER funded interventions or strategies, including but not limited to the 20% set-aside, to respond effectively to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted.

Description of Monitoring Plan

LPS has a strong Multi-Tiered System of Support (MTSS) Program that has accumulated substantial data on students attendance, behavior, and academic progress. In addition, we will use multiple formative assessments (Dibels, SuccessMaker, MAPS) and summative assessments to track student's progress. We are also offering more after school programs for students K-6. We are also monitoring our student attendance, discipline and student engagement in all of our activities. We are making a concerted effort to monitor our Homeless, Free/Reduced Students, and our Special Education students.

Type of Data	Planning to Use
Early Warning System	Yes
Interim Formative Assessment	Yes
Opportunities to Learn surveys	Yes
Summative assessments	Yes
Chronic absenteeism	Yes
Student engagement	Yes
Use of exclusionary discipline	
Advanced coursework	Yes
Access to technology	Yes
Educator PD on technology	
Access to and preparation of high-quality educators	
Access to mental health and nursing staff	Yes
Student, parent, or educator surveys	Yes
Per-pupil expenditures	
Classified and certified staff (numbers of positions or people)	Yes
Summer, Afterschool, and ESY enrollment	Yes
Health protocols	Yes

Student enrollment by Mode of instruction	Yes
Student attendance by Mode of Instruction	Yes
Other (please identify in the box below)	



Lewistown Elem LEA ARP ESSER Plan Feedback

November 12, 2021

Lewistown Elem, LE0258 ARP-ESSER Initial Plan

Thank you for completing your LEA ARP ESSER Plan. The Office of Public Instruction values the time you took to create your plan and we look forward to seeing the impacts of the strategies you have selected. In order to support the work being done at the local level we have reviewed all LEA ARP ESSER plans for the purpose of providing feedback.

Following is a list of considerations for all Local Education Agencies when making updates to their plan:

- Coordination with existing programs and services within the LEA is highly encouraged.
- Continuing stakeholder consultation is critical.
- Ensure consistency between the groups identified for support within the plan and the target audience for services.
- Ensure the budget in E-grants is clearly aligned with programmatic activities identified in the LEA ARP ESSER Plan and updated synchronously.
- Narrow and measurable! As you work through your plan revision you may find that you have additional information now that will allow you to narrow or further define the specifics on your priorities and goals.

Several additional resources to support your work can be found:

<https://opi.mt.gov/COVID-19-Information/ESSER#10418911493-esser-iii-district-plan-resources>

The team who reviewed your plan had the opportunity to provide feedback on each section and about the plan overall. Below you will find their feedback. Blank cells indicate that there was not specific feedback for your plan beyond the general guidance provided above.

Section 1: School District Identified Priorities Feedback/Comments	
Section 2: Meaningful Consultation Feedback/Comments	
	Goals are well-developed and include clear data points. SMART model is evident.
	Other Goal is missing "what strategies/action steps will be used to support the achievement of the goals, description of a realistic and achievable timeline to achieve the goal, and identification of who is responsible to ensure the strategies/action steps are achieved. Text response is needed.
	Please see the following suggested resources to assist in implementation of goals:
Section 3: Goals Feedback/Comments	Multi-Tiered Systems of Support (MTSS)

<https://opi.mt.gov/Educators/Teaching-Learning/Multi-Tiered-Systems-of-Support>

Assessment

Montana Comprehensive Assessment System

<https://opi.mt.gov/Leadership/Assessment-Accountability/MontCAS>

Teacher Learning Hub Course for Implementing Smarter Balanced Interim Assessments

<https://learninghub.mrooms.net/course/view.php?id=379>

Assessing Student Readiness and Digital Learning Resources:

<https://opi.mt.gov/Educators/Teaching-Learning/Acceleration-and-Evidence-Based-Instruction#9612910803-resources>

Building the Foundation of Data Literacy Teacher Learning Hub Course

<https://learninghub.mrooms.net/course/view.php?id=531>

Acceleration Guidance

A Guide to Planning and Implementing Acceleration

<https://opi.mt.gov/LinkClick.aspx?fileticket=TQvxSKtflLrl%3d&portalid=182>

Acceleration and Evidence-Based Learning page:

<https://opi.mt.gov/Educators/Teaching-Learning/Acceleration-and-Evidence-Based-Instruction>

ESSA Tiers of Evidence

Evidence-based activities, strategies, or interventions are those that demonstrate a statistically significant effect on improving student outcomes or other relevant outcomes based on the listed criteria. When selecting evidence-based instructional materials, you may want to reference the ESSA tier of evidence for the resources in your selection process.

All tiers require ongoing efforts to examine the effects of such activity, strategy, or intervention.

Evidence Levels:

Tier I: Strong Evidence- Strong evidence from at least one well-designed and well-implemented experimental study.

Tier II: Moderate Evidence- Moderate evidence from at least one well-designed and well-implemented quasi-experimental study.

Tier III: Promising Evidence- Promising evidence from at least one well-designed and well-implemented correlation study with statistical controls for selection bias.

Tier IV: Demonstrates a Rationale- Demonstrates a rationale based on

	high-quality research findings or positive evaluation that such activity, strategy, or intervention is likely to improve student outcomes or other relevant Evidence-Based Resources: IES: Evidence-based definitions Quick Reference Tool, https://ies.ed.gov/ncee/edlabs/infographics/pdf/REL_SE_What_is_Evidence-Based_as_Defined_by_ESSA.pdf Midwest REL Crosswalk Between ESSA Levels of Evidence and Existing Clearinghouses, such as the WWC (commonly used by educators): https://ies.ed.gov/ncee/edlabs/regions/midwest/pdf/eventhandout/ESSA-Clearinghouse-Crosswalk-Jan2018-508.pdf Supporting Children and Families Experiencing Homelessness - Free online training provided by the Head Start Early Childhood Learning & Knowledge Center: http://eclkc.ohs.acf.hhs.gov/family-support-well-being/article/supporting-children-families-experiencing-homelessness https://opi.mt.gov/Leadership/Academic-Success/Title-Other-Federal-Programs/Homeless-Children-Youth/Homeless-Professional-Development McKinney-Vento - Education for Homeless Children and Youth Program https://opi.mt.gov/Leadership/Academic-Success/Title-Other-Federal-Programs/Homeless-Children-Youth
Section 4: Coordinating Funds Feedback/Comments	Please see the following suggested resources to assist in implementation of goals: School Mental Health https://opi.mt.gov/Educators/School-Climate-Student-Wellness/School-Mental-Health Please see the OPI's Social Emotional Learning page for resources and MT competencies: https://opi.mt.gov/Educators/School-Climate-Student-Wellness/Social-Emotional-Learning Additionally the following Teacher Learning Hub courses may be helpful for SEL priority: High-Leverage Practices Spotlight: https://learninghub.mrooms.net/course/view.php?id=600
Section 5: Creating a Safe and Healthy Learning Environment Feedback/Comments	Resilience Strategies to increase Optimism:

	https://learninghub.mrooms.net/course/view.php?id=560 " Technology Integration https://opi.mt.gov/Educators/Teaching-Learning/K-12-Content-Standards/Technology-Standards
Section 6: Addressing Lost Instructional Time Feedback/Comments	Please see above linked resources for Acceleration, SEL, Assessment, Data Literacy, Evidence Based Instructional Practices and Instruction Materials, School Mental Health and Technology Integration. Additionally, these resources may be helpful to the district in plan implementation for section 6: Just for Families https://opi.mt.gov/Families-Students/School-Topics/Just-for-Families CTE https://opi.mt.gov/Educators/Teaching-Learning/Career-Technical-Education-CTE https://opi.mt.gov/Educators/Teaching-Learning/K-12-Content-Standards/Career-Technical-Education-Standards
Section 7: Supporting the Educator Workforce Feedback/Comments	The estimated number of jobs (FTEs) that have been or will be retained by the LEA through the LEA's planned use of ESSER III Funds is listed as 204. This is likely an error.
Section 8: Monitoring and Measuring Impact of ARP ESSER Funds Feedback/Comments	Please see support resources in sections 3, 5, and 8.

Summary:

This plan, at a minimum, includes how the district will:				
use funds to implement prevention and mitigation strategies	use the funds totaling not less than 20% to address lost instructional time	spend its remaining 80% of ARP ESSER funds	respond to needs of students disproportionately affected by the pandemic;	meaningfully engage with and consult stakeholders in crafting their plans
Yes	Yes	Yes	Yes	Yes

The plan has sufficient detail to allow the OPI to support and monitor the district's use of ARP ESSER funds for the required components in the following areas:		
implementation of evidence-based interventions	address the student groups specifically that were disproportionately impacted by the pandemic	identify, reengage, and support students who have experienced the impact of lost instructional time
Yes	Yes	Yes

Wholistic Comments and/or Feedback

The team that reviewed your plan did not leave any specific feedback beyond the bullet points listed above. Please review and consider these points as you engage in the revision process with your stakeholders. In addition please pay careful attention to any "No" responses in the table below.

Districts are encouraged to consider this feedback when engaging stakeholders in their 6 month plan update.

Questions about this feedback should be emailed to esser-opi@mt.gov.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

21

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

ITEM TITLE: APPROVE SECOND READING NEW BOARD POLICY 3413F3 – SCHOOL CONDITIONAL ATTENDANCE FORM

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

SUMMARY:

The Board of Trustees needs to approve the Second Reading of New Board Policy # 3413F3 – School Conditional Attendance Form.

SUGGESTED ACTION: Approve Second Reading of New Board Policy # 3413F3 – Attendance Form

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MONTANA CHILD CARE AND SCHOOL
CONDITIONAL ATTENDANCE FORM
MONTANA CHILD CARE AND SCHOOL IMMUNIZATION LAWS**

Child Care Facility Rules, Revised Sept 1, 2006 (ARM 37.95.106 through 37.95.214)

Montana School Immunization Law (MCA 20-5-402 through 410)

School Immunization Rules, Revised October 1, 2015 (ARM 37.114.701 through 37.114.721)

I. This section to be filled out by child care or school official.

Child/Pupil Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

I certify the above named child/pupil has received at least one or more doses of the required vaccine(s) and legally is eligible for conditional attendance at this time. Child/Pupil will remain in a conditional attendance status for each of the required immunizations until they have completed the child care/ school immunization requirements and remain compliant with the schedule listed below.

Signature (Child Care or School Official): _____

Date: _____

II. This section to be filled out by physician/health department official.

Please enter the information related to the next vaccine dose(s) due, by vaccine type and date in the spaces below.

VACCINE TYPE(S) NEEDED

DOSES DUE/EXCLUSION DATE

Example: MMR, Polio

12/20/12

I certify that I have established an immunization schedule for the required vaccine(s) for the above named child/pupil and the schedule follows the minimum intervals set by ACIP (Advisory Committee on Immunizations Practices) to bring this child up-to-date according to the child care or school requirements.

Signature (Physician/Health Dept Official): _____

Date: _____

III. This section to be signed by parent/guardian.

I understand that my child is allowed to attend child care or school on a conditional basis and agree to have my child vaccinated, meeting the above deadlines. I also understand that due to Montana Law and Administrative Rule my child will not be allowed to attend child care/school in Montana if I do not agree to this condition and provide the required documentation within the required deadlines.

Signature (Parent/Guardian): _____

Date: _____

A child/pupil may be allowed to conditionally attend a child care facility or school if he/she has:

- 1. Received one or more doses of each of the required vaccine(s) and**
- 2. Will continue to receive the remaining doses on the schedule set above by the physician or health department in accordance with the child care or school requirements.**

The immunization schedule for completion of the required vaccinations is to be established by a physician or health department documenting the type of vaccine(s) and the date(s) the next dose is due. This is to be documented on this form and on the immunization record card. It is the parent/guardian's responsibility to ensure each vaccine deadline is met and provide documented proof to the child care facility or school.

If a child conditionally attending a child care facility or school fails to complete the immunization(s) within the time period indicated, he/she will be immediately excluded from the child care facility or school.

INSTRUCTIONS

I. Child Care, Preschool, K-12 School:

1. Prior to child care and school attendance, all children/pupils must have:
 - a) Documentation of the required immunizations, or
 - b) An appropriate exemption.
2. Request documentation of the child's/pupil's immunization status.
3. Transfer the child's/pupil's immunization information to the State of Montana-Certificate of Immunization (HES 101).
4. Return the child's/pupil's immunization record to the parent/guardian. The HES 101 stays on file in the child care facility/school.
5. Section I of this form (HES 103) needs to be completed by the child care or school official.
6. Have parent/guardian read and sign Section III of this form.
7. Give this form to the parent/guardian with instructions to have the immunization schedule established for the missing vaccine dose(s) and signed by the physician/health department official.
8. When this form is completed it is to be returned to the child care or school by the parent/guardian. This form is to be attached to the HES 101 and kept in the child's/pupil's permanent record. The parent/guardian is to be provided with a copy of this form (HES 103). **Child care providers must submit a copy of this form (HES 103) to the County Health Department.**
9. The HES 101 needs to be updated as the vaccine dose(s) are given in compliance with the established immunization schedule.
10. A child/pupil failing to complete the immunization(s) as scheduled:
 - a) Must qualify for and claim an exemption, or
 - b) Immediately be excluded by the child care director or school administrator/designee.

II. Physician or Health Department:

1. The physician/health department will establish the immunization schedule for the missing vaccine dose(s) and enter the schedule in Section II on this form (HES 103). Vaccine type and date the dose(s) are due must be noted on this form **and** on the Official Montana Immunization Record. Physician/health department will follow ACIP recommended catch up schedule to bring a child up-to-date to meet the immunization requirements in a child care or school setting. After the immunization schedule has been established and signed by the physician/health department this form is to be returned to the child care facility/school by the parent/guardian.

III. Parent or Guardian:

1. It is the parent/guardian's responsibility to provide documentation of the child's immunization status to the child care facility/school.
2. If the parent/guardian does not have a personal copy of the Official Montana Immunization Card they should contact the physician/health department to obtain one. It is the parent/guardian's responsibility to permanently retain the child's/pupil's immunization record card. This record card should be updated each time the pupil receives an immunization and kept permanently to expedite child care/school entry.
3. After Section I of this form has been completed by the child care/school official, please read and sign Section III.
4. Immunizations are available either from private physicians or public clinics. It is the parent/guardian's responsibility to contact the physician/health department for establishing the immunization schedule and/or receive the missing immunization(s).
5. When Section II of this form has been completed and signed by the physician/health department it is to be returned to the child care facility/school by the parent/guardian.
6. Obtain a copy of this completed form from the child care/school for ready reference and compliance with the established immunization schedule.
7. Each time the child/pupil receives the required vaccine(s) the parent/guardian is to bring the signed/stamped immunization record from the physician/health department to the child care facility/school for the record to be updated.
8. It is important to comply with the established immunization schedule to avoid any interruption in child care/school attendance, i.e., possible exclusion.

NOTE: Questions regarding the use of this form should be directed to the Local Health Department or the Montana Immunization Program (406-444-5586).

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

22

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2021-2022 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/Aide
Elizabeth (Beth) Putnam

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2021-2022 School Year

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

23

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Christy Rogers

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve all items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday December 13, 2021

<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>
AGOSTINELLI, Robert	Paraprofessional	Lewistown Jr. High School	Approve appointment on schedule -- Step 0 for up to 7.5 hours per day for up to 109 days	12/14/2021	Jeff Friesen	New Position
EXTRA CURRICULAR ASSIGNMENTS	Jr. High School and Fergus High School	Approve appointment on schedule as recommended	Approve appointment on schedule as recommended	12/14/2021	Paul Bartos and Jeff Friesen	See Attached Memo
KONERT, Shawna	Paraprofessional	Highland Park Elementary School	Accept Letter of Resignation	12/22/2021	Matthew Ventresca	See Attached Letter
WILLEMS, Laurie	Paraprofessional	Lewistown Jr. High School	Accept Letter of Resignation	12/20/2021	Jeff Friesen	Verbal Resignation

November 22, 2021

Matthew Ventresca
Principal
Highland Park Elementary

Mr. Ventresca,

Please accept this letter as my official resignation from my position as Para Professional. My final day will be December 22, 2021.

It has been my pleasure and privilege to be a part of the Lewistown Public Schools staff. I will especially miss my Highland Park family. It will be hard to find another group of people who work as hard and care as much as all of you.

I will work as hard as I can until my final day. I will also do whatever I can to help prepare for my replacement. Thank you so much for your kind words and support in my new endeavor.

Sincerely,

Shawna Konert

STUDENT ACTIVITY EXTRA-CURRICULAR CONTRACT CHANGES AND RECOMMENDATIONS

Junior High School

Mike Vanek – Boys Basketball - Assistant - .055 - \$1,939.80

Fergus High School

Robert Wallace – Wrestling – First Assistant - .105 - \$3,703.25

Michelle Trafton – Concessions Ordering - \$500.00

EXECUTIVE SESSION

As per the provisions of 2-3-203
Montana Codes Annotated.

The Board Chair,
will now call for an Executive Session
deeming the demands of individual privacy
clearly exceed the merits of public disclosure.

All parties not involved in the Executive
Session are asked to leave the Board Room
at this time.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/13/2021

Agenda Item No.

24

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

ITEM TITLE: EXECUTIVE SESSION---SUPERINTENDENT'S EVALUATION

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

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation

SUGGESTED ACTION: Discussion

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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 25	to	Aug 27	3	First Week	Jan 18	to	Jan 21	4
	Second Week	Aug 30	to	Sept 3	5	Second Week	Jan 24	to	Jan 28	5
	Third Week	Sept 7	to	Sept 10	4	Third Week	Jan 31	to	Feb 4	5
	Fourth Week	Sept 13	to	Sept 17	5	Fourth Week	Feb 7	to	Feb 11	5
	Fifth Week	Sept 20	to	Sept 24	5	Fifth Week	Feb 14	to	Feb 18	5
	Sixth Week	Sept 27	to	Oct 1	5	Sixth Week	Feb 21	to	Feb 24	4
	Seventh Week	Oct 4	to	Oct 8	5	Seventh Week	Feb 28	to	March 4	5
	Eighth Week	Oct 11	to	Oct 15	5	Eighth Week	March 7	to	March 11	5
	Ninth Week	Oct 18	to	Oct 20	3	Ninth Week	March 14	to	March 17	4
	Tenth Week	Oct 25	to	Oct 29	5					42
					45					
SECOND QUARTER				DAYS		FOURTH QUARTER				DAYS
First Week	Nov 1	to	Nov 3	3		First Week	March 21	to	March 25	5
Second Week	Nov 8	to	Nov 12	5		Second Week	March 28	to	April 1	5
Third Week	Nov 15	to	Nov 19	5		Third Week	April 4	to	April 8	5
Fourth Week	Nov 22	to	Nov 24	3		Fourth Week	April 11	to	April 15	5
Fifth Week	Nov 29	to	Dec 3	5		Fifth Week	April 19	to	April 22	4
Sixth Week	Dec 6	to	Dec 10	5		Sixth Week	April 25	to	April 29	5
Seventh Week	Dec 13	to	Dec 17	5		Seventh Week	May 2	to	May 6	5
Eighth Week	Dec 20	to	Dec 22	3		Eighth Week	May 10	to	May 13	4
Ninth Week	Jan 3	to	Jan 7	5		Ninth Week	May 16	to	May 20	5
Tenth Week	Jan 10	to	Jan 14	5		Tenth Week	May 23	to	May 27	5
					44					
										48
										Total Days 179

PUPIL INSTRUCTION-RELATED DAYS (PIR)	August 16	New Staff Orientation	
	August 23-24	All Staff Orientation/PIR	2.0
	October 21-22	Staff Development Days <i>Teachers Convention</i>	2.0
	November 1-4	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>No school November 4th</i>	1.5
	March 21-25	Parent-Teacher Conferences <i>Schedules vary by school</i> <i>Full school days for students</i>	.5
	May 9	PIR Day	1.0
		Floating PIR Day	1.0
			8.0

HOLIDAYS & VACATIONS	Dates Inclusive	September 6	Labor Day
		November 5	Vacation Day
		November 25-26	Thanksgiving Vacation
		Dec 23-Jan 2	Winter Break
		January 17	Vacation Day
		February 25	Vacation Day
		March 18	Vacation Day
		April 18	Easter Vacation
		May 30	Memorial Day
		July 4	Vacation Day (12-mo employees)