# LEWISTOWN PUBLIC SCHOOLS
# BOARD OF TRUSTEES

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

## MONDAY, November 8, 2021

## REGULAR BOARD MEETING

Meeting ID
meet.google.com/ccw-qomy-dip

Phone Numbers
(US)+1 605-743-0395
PIN: 421 669 826#

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

1. Pledge of Allegiance
2. Roll Call
3. Motion to Set Agenda
4. Recognition — Fergus High and Jr. High Cross Country Team and Coaches
5. Discussion – Next Steps Post Bond Election
6. Report—Student Representative
7. Report—LEA
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

10. Report—Investment
11. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

13. Minutes of the October 11, 2021, Regular Board Meeting

**APPROVAL OF CLAIMS**

14. Claims

**INDIVIDUAL ITEMS**

15. Approve Certificate of Election Results and Canvas—Elementary General Obligation School Building Bonds
16. Approve Certificate of Election Results and Canvas—High School General Obligation School Building Bonds
17. Approve Bond Authorizing Resolution for the Elementary School District
18. Review ESSER Re-opening Plan
19. Approve First Reading New Board Policy # 3413F3 – School Conditional Attendance Form

**LEWISTOWN PUBLIC SCHOOLS**
**BOARD OF TRUSTEES**

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

**MONDAY, November 8, 2021**

**REGULAR BOARD MEETING**
**CONTINUED**
**PAGE 2**

20. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
21. Approve Additions to the Substitute List for the 2021-2022 School Year
22. Approve Personnel Report

**ADJOURNMENT**

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

## PUBLIC PARTICIPATION

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

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

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

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 4 |

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

**ITEM TITLE:** RECOGNITION — FERGUS HIGH SCHOOL AND JR. HIGH SCHOOL CROSS COUNTRY TEAMS AND COACHES

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

**SUMMARY:**

Maida Walters, Head Cross Country Coach and the Fergus High School and Jr. High School Cross Country Teams 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** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 5 |

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

**ITEM TITLE:** DISCUSSION – NEXT STEPS POST BOND ELECTION

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

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**SUMMARY:**

Discussion will need to take place regarding the following:

- Bond Sales and Financial Timeline
- Construction Manager – RFQ Process and Interviews
- Owner's Representative
- Construction Timeline

**SUGGESTED ACTION:** Informational

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

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**NOTES:**

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 6 |

**3**

☐ **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** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 7 |

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

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

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

**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**

**NOTES:**

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 8 |

☐ **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.

The Gaining Committee will be doing a training session on November 18, 2021 in Lincoln Building Board Room from 5-8 p.m. Dinner will be provided

**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 | |

Luke Brandon
Lewistown Education Association president
10/31/2021

Attn: Lewistown School Board of Trustees

Board of Trustees,

Good afternoon, I am sending this letter to request that the Board Of Trustees and the Lewistown Education Association begin the gaining process, in accordance with our collective bargaining agreement.

The LEA would like to begin negotiations on or about the 1st week in January.
I believe we have a training scheduled for November 18th, so if the board would like to start before the winter holiday, we are amenable to that.

Thank you for your service as board members, and we look forward to beginning negotiations.

Sincerely,

Luke Brandon
LEA president

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

***BOARD AGENDA ITEM***

**Meeting Date**

11/08/2021

**Agenda Item No.**

9

☐ **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.

- 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

**SUGGESTED ACTION:**

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

**NOTES:**

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 10 |

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

**ITEM TITLE:** REPORT—INVESTMENT

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

**SUMMARY:**

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

| | |
|---|---|
| Elementary | $246.05 |
| High School | $260.13 |
| Total | $506.18 |

Interest earned and distributed for October 2021 was not available at the time of posting.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 11 |

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

**ITEM TITLE:** SUPERINTENDENT'S REPORT

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

**SUMMARY:**

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

- Parent/Teacher Conferences Feedback
- ELA & Math – Standards Based Curriculum, Grading & Reporting
- Assessment Update
- Community COVID Team Update
- School Pictures Update
- High Point sold to Final Site – LPS Website and Cell Phone App
- Grant for a new freezer for Central Kitchen
- FFA, Speech, Debate, & Drama, JH Wrestling, and JH Girls Basketball
- Veteran's Day Celebration at LJH Auditorium – 2 pm
- 3rd Grade "Talking Zoo" – 8:45-9:30 am
- Garfield Winter Concert – December 8, 1 pm
- FHS Band &Choir Concert – 7 pm
- BBB/GBB/WR—First Day of Practice—Thursday, November 18, 2021
- 1:30 p.m. Release on November 24 and No School—November 25 & 26, 2021—Thanksgiving Vacation
- Superintendent Evaluation Form
- Home Athletic Events:
  - November 9 - 8th Grade GBB v. St. Francis 4 pm
  - November 11 – JH GBB v. Lockwood 4 pm

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

**NOTES:**

LEWISTOWN SCHOOL DISTRICT #1

# SUPERINTENDENT EVALUATION

**Superintendent:** **Fiscal Year:**

**PURPOSE:** This evaluation is being conducted to provide the Superintendent with the School Board's assessment of their strengths and weaknesses relative to performance as the Superintendent of this School District. It is the intent that this instrument will serve to provide the Superintendent with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/ Superintendent working relationship and the achievement of their mutual goal: To make the School District the most effective it can be.

**PROCESS:** Each Board Member shall complete this evaluation form individually, and each form shall be signed and dated. A designee of the Board Chair shall prepare a composite evaluation form complete with comments. A copy of that composite shall be provided to the Superintendent at the earliest possible time after completion, and executive session designated for discussion of the evaluation.

At the conclusion of the executive session, one composite evaluation form, after being signed by the Superintendent and the Board Chair, shall be placed in the personnel file of the Superintendent. All other existing composites shall be destroyed by the Board Chairperson.

**KEY TO THE RATING SCALE:** (5 is the highest rating; 1 is the lowest rating)

- (NK) No knowledge, unable to evaluate.
- (5) Performance exceeds job requirements.
- (4) Performance is above average.
- (3) Performance is satisfactory.
- (2) Action should be taken to improve performance.
- (1) Performance does not meet job requirements.

## I. RELATIONSHIP WITH THE BOARD:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A. | Keeps the Board adequately informed of activities, progress, and problems. | NK | 5 | 4 | 3 | 2 | 1 |
| B. | Keeps the Board adequately informed of their activities. | NK | 5 | 4 | 3 | 2 | 1 |
| C. | Facilitates the decision-making process for the Board by making sound recommendations for Board action. | NK | 5 | 4 | 3 | 2 | 1 |
| D. | Follows up on all problems and issues brought to their attention. | NK | 5 | 4 | 3 | 2 | 1 |
| E. | Is receptive to Board Member ideas and suggestions. | NK | 5 | 4 | 3 | 2 | 1 |
| F. | Accepts criticism as constructive suggestion for improvement. | NK | 5 | 4 | 3 | 2 | 1 |

Comments :

## II. MANAGEMENT SKILLS AND ABILITIES (GENERAL/FISCAL):

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A. | Understands and complies with District policies and goals. | NK | 5 | 4 | 3 | 2 | 1 |
| B. | Prepares all necessary reports and keeps accurate records. | NK | 5 | 4 | 3 | 2 | 1 |
| C. | Demonstrates a thorough knowledge and understanding of the education field. | NK | 5 | 4 | 3 | 2 | 1 |
| D. | Expresses ideas clearly and fluently, both verbally and in writing. | NK | 5 | 4 | 3 | 2 | 1 |
| E. | Prepares a balanced budget which is realistic and in good format. | NK | 5 | 4 | 3 | 2 | 1 |
| F. | Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year's end. | NK | 5 | 4 | 3 | 2 | 1 |

Comments:

## III. RELATIONSHIP WITH STAFF:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A. | Hires and retains competent staff to ensure the best service to students. | NK | 5 | 4 | 3 | 2 | 1 |
| B. | Encourages and facilitates staff development. | NK | 5 | 4 | 3 | 2 | 1 |
| C. | Understands the work of the staff and the problems that arise. | NK | 5 | 4 | 3 | 2 | 1 |
| D. | Encourages staff initiative and participation in planning and decision-making. | NK | 5 | 4 | 3 | 2 | 1 |
| E. | Delegates appropriate tasks to capable personnel. | NK | 5 | 4 | 3 | 2 | 1 |
| F. | Maintains open, concerned, and congenial relations with staff. | NK | 5 | 4 | 3 | 2 | 1 |
| G. | Assesses the performance of employees fairly and reasonably. | NK | 5 | 4 | 3 | 2 | 1 |

Comments:

## IV. PUBLIC RELATIONS:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A. | Effectively represents the District to other organizations and the public in a positive and professional manner. | NK | 5 | 4 | 3 | 2 | 1 |
| B. | Participates with statewide districts and in statewide activities. | NK | 5 | 4 | 3 | 2 | 1 |

Comments:

## V. PROFESSIONAL AND PERSONAL ATTRIBUTES:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| A. | Participates in professional activities and associations. | NK | 5 | 4 | 3 | 2 | 1 |
| B. | Tries to improve competencies in his professional field. | NK | 5 | 4 | 3 | 2 | 1 |
| C. | Projects a professional demeanor. | NK | 5 | 4 | 3 | 2 | 1 |
| D. | Is willing to spend whatever time necessary to meet the responsibilities of the position of Superintendent. | NK | 5 | 4 | 3 | 2 | 1 |
| E. | Performs adequately in stressful situations, retaining objectivity and self-control. | NK | 5 | 4 | 3 | 2 | 1 |
| F. | Displays a positive attitude towards his responsibilities. | NK | 5 | 4 | 3 | 2 | 1 |

Comments:

## VI. GENERAL QUESTIONS;

A. What impressed you the most about the Superintendent's performance this past year?

B. In what areas has the Superintendent shown exceptional improvement?

C. What specific recommendations do you have for the Superintendent to improve performance?

D. Do you have any additional comments regarding the Superintendent that have a bearing on this evaluation?

Evaluator's Signature _____ Date _____

Superintendent's Signature _____ Date _____

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 12 |

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

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:**

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

**NOTES:**

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 13 |

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

**ITEM TITLE:** MINUTES

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

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the October 11, 2021, Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **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, October 11, 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, Doreen Heintz, Jeff Southworth, CJ Bailey, Zane Fulbright

   TRUSTEES ABSENT:

   STAFF PRESENT:

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

   OTHERS PRESENT:

   Heidi Weber – KXLO Radio and other interested parties.
3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Bailey)
4. Recognition – Juliana Kunau

   Julia Kunau was recognized by the Board as being selected as Miss Montana Teen USA.
5. Recognition – Fergus High Golf Team and Coaches

   Brett Thackary, Keithon Walter and the Fergus High School Golf Team and Coaches were recognized for their accomplishments this season.
6. Report—Student Representative

   Malorie Woolett, Student Representative to the Board, was not at the meeting to report, but provided a written update that was distributed to the Board.
7. Report – LEA

   Luke Brandon, Representative of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
8. Report—Committees of the Board

   There were no committee meetings. The 1900 Policy Committee will set a time to meet in the near future.
9. Calendar Items, Concerns, Correspondence, Etc.

   Mr. Peck provided the following to the Board:

   - OPI Letter from Superintendent Arntzen regarding Parental Rights
   - OPI MetaMetrics Assessment Pilot Study MOA
10. Report—Investment

    Interest earned and distributed for September was not available at the time of posting and will be reported at the November Meeting.
11. Report—Superintendent

    Superintendent Thom Peck reported on the Student Count Day held October 4, 2021. The Board is invited to attend MCEL as a virtual event in October.

Parent listening sessions for the Bond Election are scheduled for October 17th at each school and the video showing the need for the Bond will be shown on television (paid for by an anonymous donor). A training session will be set up with the Gaining Committee in the near future. Mr. Peck is working on the TEAMS accreditation report. The school financial audit was completed and came back with one finding, but was overall very good. The Board was updated on various dates and events taking place throughout the District.

**PUBLIC PARTICIPATION**

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

    John Carlson commented that he believes that the Board is not reviewing their packets in advance of the Board Meeting and recommended that the Board Agenda be published sooner to allow for more time.

**ACTION ITEMS**

**MINUTES**

13. Minutes of the September 13, 2021, Regular Board Meeting
    – Approved unanimously (Fulbright/Birdwell)
    Motion to amend the minutes on #29 to reflect the vote of the second motion "To declare and unforeseen emergency" FAILED – approved unanimously (Birdwell/Fulbright)

**APPROVAL OF CLAIMS**

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

**INDIVIDUAL ITEMS**

15. Review ESSER Reopening Plan – No Motion
16. Approve Second Reading – Board Policy 3413 – Student Immunization – Approved unanimously (Birdwell/Koterba)
17. Approve Second Reading – Board Policy 3413F1 & F2 – Medical Exemption Statement – Approved Unanimously (Fubright/Southworth)
18. Approve Individual Transportation Contract for the High School District – Approved unanimously (Fulbright/Bailey)
19. Approve Additions to the Substitute List for the 2021-2022 School Year – Approved unanimously (Heintz/Fulbright)
20. Approve Personnel Report with the Amendment to Add Cheryl Fletcher for up to 2.5 hours/day as a Food Server – See Exhibit A – Approved unanimously (Bailey/Birdwell)

**ADJOURNMENT**

The meeting was adjourned at 7:01 p.m (Heintz). The next regular meeting will be held at 6:00 p.m. on Monday, November 8, 2021, at the Lincoln Board Room.

_____ _____

**JENNIFER THOMPSON** **REBEKAH RHOADES**
**BOARD CHAIR** **BUSINESS MANAGER/CLERK**

**LEWISTOWN PUBLIC SCHOOLS**
**LEWISTOWN, MONTANA**

**Monday October 11, 2021**

| *EMPLOYEE NAME* | *POSITION* | *LOCATION* | *RECOMMENDED ACTION* | *EFFECTIVE DATE* | *RECOMMENDED BY* | *COMMENTS* |
|---|---|---|---|---|---|---|
| **PETERS, Elma** | Food Service | Highland Park Elementary School | Accept Letter of Resignation | 9/28/2021 | Amie Friesen | See Attached Letter |
| **RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS** | EXTRA CURRICULAR ASSIGNMENTS | Jr. High School | Approve appointment on schedule as recommended | 10/12/2021 | Paul Bartos/Jeff Friesen | See Attached Memo |
| **RHYNER, Misti** | Special Education Paraprofessional | Garfield Elementary School | Increasing current contract from 7.5 hrs/day to 8 hrs/day | 10/12/2021 | Matt Lewis | Revised Contract |
| **SAUNDERS, Benjamin** | Special Education Paaprofessional | Fergus High School | Approve appointment on schedule - PARA EDUCATOR - Step 0 for up to 7.5 hours per day for up to 156 days | 10/4/2021 | Tim Majerus | Replacing Kameron Pearson |
| **FLETCHER, Evelyn Cheryl** | Food Service | Highland Park Elementary School | Approve addition to contract - FOOD SERVER - Step 0 for up to 2.5 hours per day for up to 186 days | 10/5/2021 | Amie Friesen | Currently a bus driver for 4hrs/day |
| | | | | | | |

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

***BOARD AGENDA ITEM***

**Meeting Date** 11/08/2021

**Agenda Item No.** 14

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

**ITEM TITLE:** CLAIMS

**Requested By:** Board of Trustees **Prepared By:** LuAnn Schrauth

**SUMMARY:**

Approve claims paid through November 5, 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.

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| Bailey | | | | | | |
| Birdwell | | | | | | |
| Koterba | | | | | | |
| Southworth | | | | | | |
| Thompson | | | | | | |
| Heintz | | | | | | |
| Fulbright | | | | | | |

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 15 |

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

**ITEM TITLE:** APPROVE CERTIFICATE OF ELECTION RESULTS AND CANVAS—ELEMENTARY GENERAL OBLIGATION SCHOOL BUILDING BONDS

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

**SUMMARY:**

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the November 2, 2021, School District Number One Election and approve the certificate of election.

Attached is a draft certificate of election. The official results will not be available until Monday afternoon, so the finalized certificate will be brought to the meeting.

**SUGGESTED ACTION:** Approve Certificate of Election Results and Canvas—Elementary General Obligation School Building Bonds

☒ **Additional Information Attached**

**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **Bailey** | | | | | | |
| **Birdwell** | | | | | | |
| **Heintz** | | | | | | |
| **Koterba** | | | | | | |
| **Southworth** | | | | | | |
| **Thompson** | | | | | | |
| **Fulbright** | | | | | | |

ELEMENTARY SCHOOL DISTRICT NO. 1 (LEWISTOWN)
FERGUS COUNTY, MONTANA

CERTIFICATE

Elementary School District No. 1 (Lewistown), Fergus County, Montana caused the Fergus County Election Administrator to conduct a mail ballot bond election on November 2, 2021, at which the following proposition was considered:

Shall the Board of Trustees (the "Board") of Elementary School District No. 1 (Lewistown), Fergus County, Montana (the "Elementary District"), be authorized to sell and issue general obligation bonds of the Elementary District in one or more series in the aggregate principal amount of up to Twenty Million Four Hundred Thousand and No/100 Dollars ($20,400,000.00), bearing interest at rates to be determined at the time of the sale, payable semiannually, during a term as to each series of bonds of not more than twenty (20) years, for the purpose of providing funds to pay the costs of designing, constructing, improving, renovating, equipping, and furnishing schools in the Elementary District to address safety and environmental concerns, enhance learning environments, upgrade infrastructure, increase energy efficiency, and address shifting enrollment considerations, to include improving:

Lewis and Clark School by constructing a controlled access entranceway, a new classroom wing, multipurpose space, and central kitchen; renovating administration spaces and breakout classroom spaces; installing Americans with Disability Act ("ADA") compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas replacing flooring, ceilings, and doors; and making site improvements;

Garfield School by constructing a controlled access entranceway and an addition to provide additional classroom and flexible learning space; installing ADA compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas flooring, ceilings, and doors; repairing siding and exterior brickwork; and making site improvements;

Highland Park School by constructing a controlled access entranceway and an addition to increase flexible use spaces and relocate the administration areas; installing ADA compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas replacing flooring, ceilings, and doors; and making site improvements;

Lewistown Junior High School by constructing a controlled access entranceway and new classrooms; installing ADA compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas replacing flooring, ceilings, and doors; and making site improvements; and

associated amenities and features at the schools identified above and paying related costs; and paying costs associated with the sale and issuance of the bonds?

The total number of registered electors who were eligible to vote in the bond election was _____.

The canvass of the votes establishes that _____ electors voted "BONDS - YES", and that _____ electors voted "BONDS - NO".

THEREFORE, BE IT CERTIFIED that the above bond proposition has been approved in accordance with the provisions of Montana Code Annotated, Sections 20-9-428 and 20-20-416, and that the Board of Trustees of Elementary School District No. 1 (Lewistown), Fergus County, Montana is hereby authorized to issue bonds for the purpose and in the amount specified in the ballot proposition.

DATED: November 8, 2021.

_____
Chair, Elementary School District No. 1
(Lewistown), Fergus County, Montana

Attest:

_____
Clerk, Elementary School District No. 1
(Lewistown), Fergus County, Montana

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 16 |

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

**ITEM TITLE:** APPROVE CERTIFICATE OF ELECTION RESULTS AND CANVAS—HIGH SCHOOL GENERAL OBLIGATION SCHOOL BUILDING BONDS

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

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**SUMMARY:**

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the November 2, 2021, School District Number One Election and approve the certificate of election.

Attached is a draft certificate of election. The official results will not be available until Monday afternoon, so the finalized certificate will be brought to the meeting.

**SUGGESTED ACTION:** Approve Certificate of Election Results and Canvas—High School General Obligation School Building Bonds

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☒ **Additional Information Attached**

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**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **Bailey** | | | | | | |
| **Birdwell** | | | | | | |
| **Heintz** | | | | | | |
| **Koterba** | | | | | | |
| **Southworth** | | | | | | |
| **Thompson** | | | | | | |
| **Fulbright** | | | | | | |

HIGH SCHOOL DISTRICT NO. 1
FERGUS COUNTY, MONTANA

CERTIFICATE

High School District No. 1, Fergus County, Montana caused the Fergus County Election Administrator to conduct a mail ballot bond election on November 2, 2021, at which the following proposition was considered:

> Shall the Board of Trustees (the "Board") of High School District No. 1, Fergus County, Montana (the "High School District"), be authorized to sell and issue general obligation bonds of the High School District in one or more series in the aggregate principal amount of up to Eight Million Six Hundred Thousand and No/100 Dollars ($8,600,000.00), bearing interest at rates to be determined at the time of the sale, payable semiannually, during a term as to each series of bonds of not more than twenty (20) years, for the purpose of providing funds to pay the costs of designing, constructing, improving, renovating, equipping, and furnishing improvements to Fergus High School, to include constructing a controlled access entranceway; installing Americans with Disability Act (ADA) compliant restrooms and a new fire sprinkler system; upgrading the boiler system to include mechanical enhancements for the welding center and upgrading the electrical system; replacing all or most of the roof; constructing additional locker rooms and an addition to house weight/cardio and wrestling rooms; related improvements and costs; and paying costs associated with the sale and issuance of the bonds?

The total number of registered electors who were eligible to vote in the bond election was _____.

The canvass of the votes establishes that _____ electors voted "BONDS - YES", and that _____ electors voted "BONDS - NO".

THEREFORE, BE IT CERTIFIED that the above bond proposition has not been approved in accordance with the provisions of Montana Code Annotated, Sections 20-9-428 and 20-20-416.

DATED: November 8, 2021.

_____
Chair, High School District No. 1, Fergus County, Montana

Attest:

_____
Clerk, High School District No. 1, Fergus County, Montana

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 17 |

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

**ITEM TITLE:** APPROVE BOND AUTHORIZING RESOLUTION FOR THE ELEMENTARY SCHOOL DISTRICT

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

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**SUMMARY:**

The Board needs to consider the approval of a Bond Authorizing Resolution that will establish the Bond Finance Committee to work on the bond related items between meetings.

Attached is a draft resolution. The official results of the election will not be available until Monday afternoon, so the finalized resolution will be brought to the meeting.

**SUGGESTED ACTION:** Approve Bond Authorizing Resolution for the Elementary School District

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☒ **Additional Information Attached**

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**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **Bailey** | | | | | | |
| **Birdwell** | | | | | | |
| **Heintz** | | | | | | |
| **Koterba** | | | | | | |
| **Southworth** | | | | | | |
| **Thompson** | | | | | | |
| **Fulbright** | | | | | | |

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of Elementary School District No. 1 (Lewistown), Fergus County, Montana (the "District"), hereby certify that attached hereto is a true copy of a Resolution entitled: "RESOLUTION RELATING TO UP TO $20,400,000 IN PRINCIPAL AMOUNT OF GENERAL OBLIGATION SCHOOL BUILDING BONDS; AUTHORIZING THE ISSUANCE AND PRIVATE NEGOTIATED SALE THEREOF" (the "Resolution"), on file in the original records of the District in my legal custody; that the Resolution was duly adopted by the Board of Trustees of the District at a meeting on November 8, 2021, which meeting was duly held and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Trustees voted in favor thereof: _____ _____; voted against the same: _____ _____; abstained from voting thereon: _____; or were absent: _____.

WITNESS my hand officially this _____ day of November, 2021.

_____
School District Clerk

RESOLUTION RELATING TO UP TO $20,400,000 IN PRINCIPAL AMOUNT OF GENERAL OBLIGATION SCHOOL BUILDING BONDS; AUTHORIZING THE ISSUANCE AND PRIVATE NEGOTIATED SALE THEREOF

BE IT RESOLVED by the Board of Trustees (the "Board") of Elementary School District No. 1 (Lewistown), Fergus County, Montana (the "Elementary School District"), as follows:

Section 1. Recitals. The electors of the Elementary School District at a mail ballot election duly called, noticed and held on November 2, 2021, authorized this Board to sell and issue general obligation school building bonds of the Elementary School District in one or more series in the aggregate principal amount of up to $20,400,000.00, for the purpose of providing funds to pay the costs of designing, constructing, improving, renovating, equipping, and furnishing schools in the Elementary District to address safety and environmental concerns, enhance learning environments, upgrade infrastructure, increase energy efficiency, and address shifting enrollment considerations, to include improving: Lewis and Clark School by constructing a controlled access entranceway, a new classroom wing, multipurpose space, and central kitchen; renovating administration spaces and breakout classroom spaces; installing Americans with Disability Act ("ADA") compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas replacing flooring, ceilings, and doors; and making site improvements; Garfield School by constructing a controlled access entranceway and an addition to provide additional classroom and flexible learning space; installing ADA compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas flooring, ceilings, and doors; repairing siding and exterior brickwork; and making site improvements; Highland Park School by constructing a controlled access entranceway and an addition to increase flexible use spaces and relocate the administration areas; installing ADA compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas replacing flooring, ceilings, and doors; and making site improvements; Lewistown Junior High School by constructing a controlled access entranceway and new classrooms; installing ADA compliant restrooms and a new fire sprinkler system; upgrading boiler and electrical systems; replacing the roof and in some areas replacing flooring, ceilings, and doors; and making site improvements; and associated amenities and features at the schools identified above and paying related costs (collectively, the "Project"); and paying costs associated with the sale and issuance of the bonds. The Elementary School District has determined at this time to issue and sell general obligation school building bonds of the Elementary School District (the "Series 2022 Bonds") to finance all or a portion of the costs of the Project and pay costs of issuing the Series 2022 Bonds.

The indebtedness to be evidenced by the Series 2022 Bonds and all other indebtedness of the Elementary School District does not exceed the limitation set forth in Section 20-9-406, M.C.A.

Section 2. Sale of Series 2022 Bonds; Bond Purchase Agreement. Pursuant to Montana Code Annotated, Sections 20-9-430 and 17-5-107, this Board hereby determines that it is in the best interests of the Elementary School District to sell the Series 2022 Bonds through a

negotiated sale (i.e., a private sale). D.A. Davidson & Co., headquartered in Great Falls, Montana (the "Purchaser"), will serve as underwriter of the Series 2022 Bonds.

The Series 2022 Bonds shall be sold on terms and at a purchase price within the following limitations:

(1) underwriter's discount shall not exceed 0.75% of the principal amount of the Series 2022 Bonds, exclusive of original issue premium or discount;

(2) the principal amount of the Series 2022 Bonds shall not exceed $20,400,000;

(3) the true interest cost (TIC) of the Series 2022 Bonds shall not exceed 3.00%;

(4) the Series 2022 Bonds shall be subject to redemption on a date that is not later than one-half their term; and

(5) the term of the Series 2022 Bonds shall not exceed 20 years.

All costs of issuing the Series 2022 Bonds (including, without limitation, underwriter's discount, the fees and expenses of bond counsel, rating agency fees, bond insurance fees (if any), the fees of the paying agent and registrar, the Preliminary and final Official Statement costs, Depository Trust Company fees, CUSIP costs, continuing disclosure report costs, printing costs, and miscellaneous expenses) shall be paid by the Elementary School District.

The Board Chair, the Superintendent, the District Clerk/Business Manager, and one member of the Board designated by the Board are hereby authorized and directed to approve the principal amounts, purchase price, maturity dates, basic and additional interest rates, original issue discount and premium, redemption provisions, and conditions pertaining to the purchase and sale of the Series 2022 Bonds, subject to the limitations contained above in this Section 2. Upon approving such terms, the Board Chair, the Superintendent, the District Clerk/Business Manager, and the designated Board member are hereby authorized and directed to approve, execute and deliver a bond purchase agreement (the "Bond Purchase Agreement"), containing the agreement of the Elementary School District to sell, and the agreement of the Purchaser to purchase, the Series 2022 Bonds on the terms so approved, and containing such other provisions as such officers shall deem necessary and appropriate. In the event of the absence or disability of any of the Board Chair, the Superintendent, the District Clerk/Business Manager, or the designated Board member, another member of this Board shall make such approvals and execute and deliver the Bond Purchase Agreement. The execution and delivery by not less than two appropriate officers of the Elementary School District of the Bond Purchase Agreement shall be conclusive as to the approval of such officers of the terms of the Bonds and the agreement of the Elementary School District to sell the Series 2022 Bonds on such terms in accordance with the provisions thereof.

Section 3. Form. The form of the Series 2022 Bonds and the security therefor shall be prescribed by a subsequent resolution to be adopted by this Board.

Section 4. Preliminary Official Statement. The Board Chair, the Superintendent, the District Clerk/Business Manager, and the designated Board member and other officers of the

Elementary School District, in cooperation with D.A. Davidson & Co., as underwriter, and Dorsey & Whitney LLP, as Bond Counsel, are hereby authorized and directed to prepare a Preliminary Official Statement to be distributed by the Purchaser to potential purchasers of the Series 2022 Bonds. Each of the Board Chair, the Superintendent, the District Clerk/Business Manager, and the designated Board member (or in the event of the absence or disability of any of them, another member of this Board) is hereby authorized and directed on behalf of the Elementary School District to approve the Preliminary Official Statement, and to deem it a "final" official statement as of its date in accordance with Rule 15c2-12(b)(1) promulgated by the Securities and Exchange Commission under the Securities and Exchange Act of 1934, and following such approval, to authorize the Purchaser to distribute the Preliminary Official Statement.

Section 5. Continuing Disclosure. To permit the Purchaser and other participating underwriters in the primary offering of the Series 2022 Bonds to comply with paragraph (b)(5) of Rule 15c2-12, the Elementary School District will covenant and agree, for the benefit of the registered holders and beneficial owners from time to time of the outstanding Series 2022 Bonds, to provide annual reports of specified information and notice of the occurrence of certain events.

Adopted: November 8, 2021.

_____
Chair of the Board of Trustees

_____
School District Clerk

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 18 |

☐ **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 will 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** **Estimated cost/fund source** _____

**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **Bailey** | | | | | | |
| **Birdwell** | | | | | | |
| **Koterba** | | | | | | |
| **Thompson** | | | | | | |
| **Southworth** | | | | | | |
| **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<br>2. 8/25/20<br>3. 9/14/20<br>4. 12/21/20<br>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<br>7. 6/14/21 |
| Modifying facilities to allow for physical distancing (e.g., use of cohorts/pods). | 1905;<br>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.<br><br>**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<br>2. 8/25/20<br>3. 9/14/20<br>4. 12/21/20<br>5. 1/11/21<br>6. 4/12/21<br>7. 6/14/21 |
| Handwashing and respiratory etiquette. | 1905;<br>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<br>2. 8/25/20<br>3. 9/14/20<br>4. 12/21/20<br>5. 1/11/21<br>6. 4/12/21<br>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.<br><br>**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.<br><br>**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<br>2. 8/25/2020<br>3. 9/14/2020<br>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.<br><br>**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<br>6. 4/12/2021<br>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<br>2. 8/25/20<br>3. 9/14/20<br>4. 12/21/20<br>5. 1/11/2021<br>6. 4/12/2021<br>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 |

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| 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.<br><br>**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.<br><br>**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.<br><br>**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<br>2. 8/25/20<br>3. 9/14/20<br>4. 12/21/20<br>5. 1/11/20<br>6. 4/12/21<br>7. 6/14/21 |

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| | | 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.<br><br>**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.<br><br>**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.<br><br>**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<br>2. 8/25/20<br>3. 9/14/20<br>4. 12/21/20<br>5. 1/11/21<br>6. 4/12/21<br>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;<br>1906P;<br>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.<br><br>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.<br><br>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.<br><br>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<br><br>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<br>2. 9/14/20<br>3. 12/21/20<br>4. 1/11/21<br>5. 4/12/21<br>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.<br><br>**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.<br><br>**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 | |

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

***BOARD AGENDA ITEM***

**Meeting Date** 11/08/2021

**Agenda Item No.** 19

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

**ITEM TITLE:** APPROVE FIRST READING NEW BOARD POLICY # 3413F3 – SCHOOL CONDITIONAL ATTENDANCE FORM

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

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**SUMMARY:**

The Board of Trustees needs to approve the First Reading of new Board Policy # 3413F3 - School Conditional Attendance Form

**SUGGESTED ACTION:** Approve First Reading of New Board Policy # 3413F3- Attendance Form

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

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**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **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.**

HES 103 (Revised July 2015)

## 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 (406-444-5580).**

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 20 |

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

**ITEM TITLE:** APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

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

**SUMMARY:**

The Board of Trustees needs to approve the Notice of Resolution of Intent to Sell/Dispose of Surplus Property as stated on the attached notice.

**SUGGESTED ACTION:** Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property

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

**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **Bailey** | | | | | | |
| **Birdwell** | | | | | | |
| **Heintz** | | | | | | |
| **Koterba** | | | | | | |
| **Southworth** | | | | | | |
| **Thompson** | | | | | | |
| **Fulbright** | | | | | | |

**NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY**

**WHEREAS,** certain personal property owned by School District Number One and High School District Number One, Fergus County, Montana, has been determined by the Board of Trustees of said School Districts to be obsolete surplus, and unsuitable for school purposes because it is out of date and not usable, being described as follows:

***** SURPLUS PROPERTY LIST CAN BE FOUND ON THE LEWISTOWN PUBLIC SCHOOLS WEBSITE www.lewistown.k12.mt.us OR CAN BE PICKED UP AT THE LINCOLN BUILDING at 215 7TH AVENUE SOUTH *****

**WHEREAS,** an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

**THEREFORE BE IT RESOLVED** that the Trustees of said School Districts authorize the sale and disposal of the attached listed property**.**

**BE IT FURTHER RESOLVED** that this resolution will become effective 14 days after publication of the notice as required by 20-6-604, MCA.

**DONE** at Lewistown, Montana, this 8th day of November 2021.

_____

**CHAIR**
**BOARD OF TRUSTEES**
**SCHOOL DISTRICT NUMBER ONE**
**HIGH SCHOOL DISTRICT NUMBER ONE**

**ATTEST:**

_____

**REBEKAH RHOADES**
**BUSINESS MANAGER/CLERK**
**SCHOOL DISTRICT NUMBER ONE**
**HIGH SCHOOL DISTRICT NUMBER ONE**

**To be published in the News Argus on November 10, 2021**

**P.O. #**

**BIDDING INFORMATION**

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on Wednesday, November 24th, at 12:00 p.m. Bidders will be notified of the results. For general questions or to set up an appointment to view items, please contact Rebekah Rhoades at 535-8777 x 1116.

# LEWISTOWN PUBLIC SCHOOLS SURPLUS LIST

**Bids accepted between 8:00am Tuesday, November 9, 2021 and 12:00pm on Wednesday, November 24, 2021.**

**Bids MUST include the following:**
**Bidder's Name**
**Bidder's Phone Number**
**Detailed Description of Item(s)**
**Bid Amount(s)**

**Appointments to view items in person can be made by calling the Lincoln Building at 535-8777**

## Highland Park:

13 Scott Foresman Practice Book 3.1 (ISBN #: 0-328-14519-X)
2 Scott Foresman Practice Book 3.2, (ISBN #: 10:0-328-14520-3; 13:978-0-328-14520-1)
16 Stair Bells (C Scale Xylophones on wood platforms shaped like stairs) – Unknown working condition

| | Reading Street, Intensive Reading Intervention | | |
|---|---|---|---|
| 1 | Teacher's Guide-Level B, Volume 1, Units 1-3 | 0-328-21388-8 | 3 |
| 2 | Teacher's Guide-Level B, Volume 2, Units 4-6 | 0-328-24790-1 | 3 |
| 3 | Teacher's Manual, Practice Book, Level B | 0-328-27223-x | 2 |
| 4 | Student Practice Book, Level B (consumable) | 0-328-21383-7 | 5 |
| 5 | Assessment Book, Level B | 0-328-21393-4 | 2 |
| 6 | Welcome to My Sidewalks | 0-328-27729-0 | 2 |
| 7 | A Safe Place to Learn | 0-328-36865-2 | 1 |
| 8 | Sing With Me Audio-Level B | 0-328-26250-1 | 1 |
| 9 | Audio Text-Level B | 0-328-27059 | 1 |

## Junior High School:

6 Lunch Room Tables – Okay Condition, old

## Fergus High School:

Peavey KB300 Keyboard Amp – Does Not Work

| Item | Quantity | Tag # | Condition | Notes: |
|---|---|---|---|---|
| Trombone | 1 | | Poor | Not worth repairing - per Eckroth |
| Clarinet | 1 | | Poor | Not worth repairing - per Eckroth |
| piccolo | 2 | | poor | Not worth reparing |
| Tenor Saxophone | 1 | | Poor | Not worth repairing - per Eckroth |
| Snare Drum | 1 | 00476 | Fair | Snare drum shell from an old set that no longer exists |
| Estey upright piano | 1 | | Fair | In FHS band practice room. Would need tuned |

## Lincoln Building:

Pink Student Desk Chair
SCANNER - HEWLETT PACKARD SCANJET 8300 PROFESSIONAL IMAGE - Unknown Working Condition
BINDING MACHINE - IBICO KOMBO - Unknown Working Condition
FLAT BED SCANNER/OCR - AVR 8000/GSX – Works, Good Condition
IMAGE MAKER - IBM MODEL 3000 ELECTRONIC - Unknown Working Condition
PAPER JOGGER - MARTIN YALE MODEL 4200 - Unknown Working Condition
MARTIN YALE AUTO FOLDER - Unknown Working Condition
ACCO MODEL 650 INDUSTRIAL HEAVY DUTY ADJUSTABLE 2- or 3-HOLE PUNCH - Unknown Working Condition
NAVY DESK CHAIR - Poor Condition

**Lewistown, Montana**

***BOARD AGENDA ITEM***

**Meeting Date** | **Agenda Item No.**

11/08/2021 | 21

☐ **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

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**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2021-2022 School Year as listed below:

Substitute Teacher
MacKenzie Garlinghouse
Rachael Grensten
Serena Overcast

Substitute School Food
Laure Watson

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

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

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**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **Bailey** | | | | | | |
| **Birdwell** | | | | | | |
| **Koterba** | | | | | | |
| **Southworth** | | | | | | |
| **Thompson** | | | | | | |
| **Heintz** | | | | | | |
| **Fulbright** | | | | | | |

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

***BOARD AGENDA ITEM***

| **Meeting Date** | **Agenda Item No.** |
|---|---|
| 11/08/2021 | 22 |

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

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

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

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

**NOTES:**

| *Board Action* | Motion | Second | Aye | Nay | Abstain | Other |
|---|---|---|---|---|---|---|
| **Bailey** | | | | | | |
| **Birdwell** | | | | | | |
| **Koterba** | | | | | | |
| **Southworth** | | | | | | |
| **Thompson** | | | | | | |
| **Heintz** | | | | | | |
| **Fulbright** | | | | | | |

**LEWISTOWN PUBLIC SCHOOLS**
**LEWISTOWN, MONTANA**

**Monday November 8, 2021**

| *EMPLOYEE NAME* | *POSITION* | *LOCATION* | *RECOMMENDED ACTION* | *EFFECTIVE DATE* | *RECOMMENDED BY* | *COMMENTS* |
|---|---|---|---|---|---|---|
| **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 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Dear Mr. Friesen,

Mr. Friesen I would like to thank you for this opportunity to be in the Star Room and it was a learning experience. I know that it didn't work out but I still learned a lot and enjoyed the experience. I'm sorry to be letting you know that my last day will be Nov 2, 2021.

Sincerely MacKenzie Garlinghouse

## School District #1 Mission Statement:

# *Excellence Today, Success Tomorrow*

## Core Values of the Lewistown Public Schools:

1. **High Standards**: Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the district. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.

2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.

3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.

4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.

5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.

6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

# LEWISTOWN PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR

## PUPIL INSTRUCTION

**First Semester** — **89 days**

| FIRST QUARTER | | | | DAYS |
|---|---|---|---|---|
| First Week | Aug 25 | to | Aug 27 | 3 |
| Second Week | Aug 30 | to | Sept 3 | 5 |
| Third Week | Sept 7 | to | Sept 10 | 4 |
| Fourth Week | Sept 13 | to | Sept 17 | 5 |
| Fifth Week | Sept 20 | to | Sept 24 | 5 |
| Sixth Week | Sept 27 | to | Oct 1 | 5 |
| Seventh Week | Oct 4 | to | Oct 8 | 5 |
| Eighth Week | Oct 11 | to | Oct 15 | 5 |
| Ninth Week | Oct 18 | to | Oct 20 | 3 |
| Tenth Week | Oct 25 | to | Oct 29 | 5 |
| | | | | **45** |

| SECOND QUARTER | | | | DAYS |
|---|---|---|---|---|
| First Week | Nov 1 | to | Nov 3 | 3 |
| Second Week | Nov 8 | to | Nov 12 | 5 |
| Third Week | Nov 15 | to | Nov 19 | 5 |
| Fourth Week | Nov 22 | to | Nov 24 | 3 |
| Fifth Week | Nov 29 | to | Dec 3 | 5 |
| Sixth Week | Dec 6 | to | Dec 10 | 5 |
| Seventh Week | Dec 13 | to | Dec 17 | 5 |
| Eighth Week | Dec 20 | to | Dec 22 | 3 |
| Ninth Week | Jan 3 | to | Jan 7 | 5 |
| Tenth Week | Jan 10 | to | Jan 14 | 5 |
| | | | | **44** |

**Second Semester** — **90 days**

| THIRD QUARTER | | | | DAYS |
|---|---|---|---|---|
| First Week | Jan 18 | to | Jan 21 | 4 |
| Second Week | Jan 24 | to | Jan 28 | 5 |
| Third Week | Jan 31 | to | Feb 4 | 5 |
| Fourth Week | Feb 7 | to | Feb 11 | 5 |
| Fifth Week | Feb 14 | to | Feb 18 | 5 |
| Sixth Week | Feb 21 | to | Feb 24 | 4 |
| Seventh Week | Feb 28 | to | March 4 | 5 |
| Eighth Week | March 7 | to | March 11 | 5 |
| Ninth Week | March 14 | to | March 17 | 4 |
| | | | | **42** |

| FOURTH QUARTER | | | | DAYS |
|---|---|---|---|---|
| First Week | March 21 | to | March 25 | 5 |
| Second Week | March 28 | to | April 1 | 5 |
| Third Week | April 4 | to | April 8 | 5 |
| Fourth Week | April 11 | to | April 15 | 5 |
| Fifth Week | April 19 | to | April 22 | 4 |
| Sixth Week | April 25 | to | April 29 | 5 |
| Seventh Week | May 2 | to | May 6 | 5 |
| Eighth Week | May 10 | to | May 13 | 4 |
| Ninth Week | May 16 | to | May 20 | 5 |
| Tenth Week | May 23 | to | May 27 | 5 |
| | | | | **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<br>*Teachers Convention* | 2.0 |
| November 1-4 | Parent-Teacher Conferences<br>*Schedules vary by school*<br>*No school November 4th* | 1.5 |
| March 21-25 | Parent-Teacher Conferences<br>*Schedules vary by school*<br>*Full school days for students* | .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) |