

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 7<sup>th</sup> Avenue South  
Lewistown, Montana 59457

**MONDAY, June 14, 2021**

**REGULAR BOARD MEETING**

**PAGE 1**

Meeting ID

[meet.google.com/rco-oris-uvu](https://meet.google.com/rco-oris-uvu)

Phone Numbers

(US)+1 609-491-2380

PIN: 257 042 738#

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Presentation and Discussion of Draft Bond Resolution Language – Dan Semmens, Dorsey-Whitney and Bridget Eckstrom, DA Davidson
5. Report—Committees of the Board
6. Calendar Items, Concerns, Correspondence, Etc.
7. Report—Investment
8. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

10. Minutes of the May 10, 2021, Regular Board Meeting
- Minutes of the May 27, 2021, Special Board Meeting

**APPROVAL OF CLAIMS**

11. Claims

**INDIVIDUAL ITEMS**

12. Approve 1900 Series Policies
13. Approve Reopening Plan
14. Approve Extension of Grass Range Bus Route into the Lewistown School District
15. Approve Extension of Lewistown Bus Route into the Grass Range School District
16. Approve Extension of Winifred Bus Routes into the Lewistown School District
17. Approve Extension of Moore Bus Routes into the Lewistown School District
18. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
19. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Interlocal Fund
20. Approve Voiding Outdated Stale Warrant Claims
21. Approve Individual Transportation Contract for the High School District

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

- 22. Approve Second Semester Claim for Individual Contract Bus Reimbursement
- 23. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
- 24. Approve STAR Program Multi-District Agreement with CMLRCC
- 25. Approve Bid to refinish FHS Gym Floor
- 26. Approve First Reading of Policy 7515 – Fund Balances
- 27. Appoint Rob Odermann to County Transportation Committee
- 28. Approve Fergus High School Student Activity Account Changes
- 29. Approve Personnel Report

**EXECUTIVE SESSION-RECOMMENDATION FOR EXPULSION**

- 30. Action on Expulsion Recommendation

**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**

06/14/2021

**Agenda Item No.**

4

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

**ITEM TITLE:** PRESENTATION AND DISCUSSION OF DRAFT BOND RESOLUTION LANGUAGE – DAN SEMMENS, DORSEY-WHITNEY AND BRIDGET ECKSTROM, DA DAVIDSON

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

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**SUMMARY:**

The Board of Trustees will discuss the bond levy language and will need to determine the length of the bond levy.

**SUGGESTED ACTION:** Informational

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☒ Additional Information Attached

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**NOTES:**

# Lewistown Schools

## MILL LEVY IMPACT ANALYSIS

\$29,000,000 General Obligation Bonds

Mill Levy Computation:	20-Year Term			25-Year Term			30-Year Term		
	ELEM	HS	TOTAL	ELEM	HS	TOTAL	ELEM	HS	TOTAL
Par Amount of the Bonds:	\$20,400,000	\$8,600,000	\$29,000,000	\$20,400,000	\$8,600,000	\$29,000,000	\$20,400,000	\$8,600,000	\$29,000,000
Total Estimated Interest Over Life of Bond (1):	\$10,101,000	\$4,028,442	\$14,129,442	\$12,766,800	\$5,204,963	\$17,971,763	\$15,557,400	\$6,380,771	\$21,938,171
Est. Annual Bond Payment Over 20 and 25 Year Terms:	\$1,523,050	\$631,422	\$2,156,472	\$1,326,672	\$552,199	\$1,878,871	\$1,198,580	\$499,359	\$1,697,939
DIVIDED BY: District's 2020/21 Mill Values:	\$13,659,591	\$14,905,031	=	\$13,659,591	\$14,905,031	=	\$13,659,591	\$14,905,031	=
EQUALS: Est. Number of Annual Mills Required:	111.65	42.36	154.01	97.12	37.05	134.17	87.75	33.50	121.25

### Estimated Tax Increase for Individual RESIDENTIAL TAXPAYER:

2020/21 Tax Year	2020/21 Tax Year	Estimated	Estimated	Estimated Total	Est. Total	Estimated	Estimated	Estimated Total	Est. Total
"ASSESSED VALUE" of Residential Property (2)	"TAXABLE VALUE" of Residential Property (2)	"ANNUAL" Tax (3)	"ANNUAL" Tax (3)	"ANNUAL" Tax (3)	"Monthly" Tax (3)	"ANNUAL" Tax (3)	"ANNUAL" Tax (3)	"ANNUAL" Tax (3)	"Monthly" Tax (3)
\$100,000	\$1,350	\$150.72	\$57.19	\$207.91	\$17.33	\$131.12	\$50.01	\$181.13	\$15.09
\$200,000	\$2,700	\$301.45	\$114.38	\$415.83	\$34.65	\$262.23	\$100.03	\$362.26	\$30.19

\* All property owners (including farming and ranching operations, commercial businesses, home owners etc...) should use the following formula to calculate the estimated tax impact of the Bond issue. Look up the Property's "Taxable Value" from Personal Tax Statement or the following State website (<http://svc.mt.gov/dor/property/prc>) and use the following formula: **"Taxable Value" X Mills/1,000 = Estimated Annual Tax Impact of the Bonds**

- (1) Based on an estimated combined Elementary and HS true interest cost rates of 2.66% over the 20-year term, 2.94% over the 25-year term and 3.12% over the 30-year term (with additional premium generated for the Projects for costs).
- (2) Based upon Class 4 residential property. The "Market Valuation" for tax purposes will be different than the valuation of most residential real property for resale purposes. To better calculate the estimated tax impact of the bond issue, property owners should look up their exact taxable value as shown on their personal tax statement and use the formula shown above in grey.
- (3) Tax Impacts are based on property tax legislation adopted at the 2015 Legislative Session and the 2019 Department of Revenue reappraisal effective for the 2019/20 and 2020/21 tax years. Tax impact information varies every year depending on such factors as District Mill Value, State reimbursement (if any), method of calculating taxable valuation and actual debt service.

**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 the attached resolution is a true copy of a Resolution entitled: "A RESOLUTION OF ELEMENTARY SCHOOL DISTRICT NO. 1 (LEWISTOWN), FERGUS COUNTY, MONTANA, SUBMITTING TO THE QUALIFIED ELECTORS OF THE ELEMENTARY DISTRICT THE QUESTION OF ISSUING GENERAL OBLIGATION SCHOOL BUILDING BONDS 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) 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; RELATED IMPROVEMENTS AND COSTS; AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS" (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 July 12, 2021, and that the meeting was duly held by the Board of Trustees 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 and seal officially this \_\_\_\_\_ day of July, 2021.

\_\_\_\_\_  
School District Clerk

A RESOLUTION OF ELEMENTARY SCHOOL DISTRICT NO. 1 (LEWISTOWN), FERGUS COUNTY, MONTANA, SUBMITTING TO THE QUALIFIED ELECTORS OF THE ELEMENTARY DISTRICT THE QUESTION OF ISSUING GENERAL OBLIGATION SCHOOL BUILDING BONDS 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) 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; RELATED IMPROVEMENTS AND COSTS; AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS

#### RECITALS

WHEREAS, the board of trustees of a school district may issue bonds on the credit of the school district for the purpose of building, altering, repairing, buying, furnishing, equipping, purchasing lands for, and/or obtaining a water supply for a school, teacherage, dormitory, gymnasium, other building, or combination of said buildings for school purposes, upon approval of the electorate of the district; and

WHEREAS, a board is authorized pursuant to Section 20-9-421, M.C.A., to call a bond election by adopting a resolution to that effect; and

WHEREAS, the Board of Trustees (the "Board") of Elementary School District No. 1 (Lewistown), Fergus County, Montana (the "District") has determined that there should be submitted to the electors of the District qualified to vote at bond elections the question of whether the Board shall be authorized to sell and issue bonds of the 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) 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; related improvements and costs; and paying costs associated with the sale and issuance of the Bonds; and

WHEREAS, pursuant to Section 13-19-104, M.C.A., a school district bond election can be conducted by a mail ballot election; and

WHEREAS, the Board has determined that a mail ballot election conducted in accordance with the provisions of Title 13, Chapter 19, Parts 1-3, M.C.A. (the "Mail Ballot Act"), is in the best interests of the District and the electors thereof, and notified the County Election Administrator of Fergus County of its intent to cause the County Election Administrator

to conduct a mail ballot election, which notification was not less than seventy days prior to the date of the proposed election; and

WHEREAS, the County Election Administrator will prepare a mail ballot election plan in accordance with the provisions of Section 13-19-205, M.C.A. (the “Mail Ballot Plan”); and

WHEREAS, it is the judgment of the Board that the sum of up to Twenty Million Four Hundred Thousand and No/100 Dollars (\$20,400,000.00) will be necessary to carry out the purpose set forth above; and

WHEREAS, the indebtedness to be evidenced by the proposed bonds and all other indebtedness of the District does not exceed the limitation as set forth in Section 20-9-406, M.C.A.; and

WHEREAS, it is the judgment and determination of the Board that each series of bonds issued pursuant to the bond election called for below will be payable during a term of not more than [twenty (20)] years.

NOW, THEREFORE, BE IT RESOLVED by the Board of the District as follows:

1. Calling of the Election. The Board of the District hereby calls and directs a special election to be held on the question of issuing general obligation bonds of the District at the general election on November 2, 2021, which date is not less than 70 days after the passage of this resolution, such election to be conducted by mail ballot pursuant to the provisions of the Mail Ballot Act, for the purpose of voting on the question of whether the Board may sell and issue general obligation school building bonds of the 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) 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; related improvements and costs; and paying costs associated with the sale and issuance of the Bonds. Each series of the bonds shall be payable semiannually during a term of not more than [twenty (20)] years, subject to redemption as required by law, and shall bear interest at a rate or rates to be determined at the time of the sale.

2. Estimate of State Advance for School Facilities. Pursuant to Section 20-9-422, M.C.A., the Elementary District has requested from the Superintendent of Public Instruction a statement of the estimated amount of state debt service assistance that the Elementary District may receive under Sections 20-9-367 and 20-9-371, M.C.A., for debt service payments on the bonds in the first fiscal year in which a debt service payment is due. The current estimate of debt service assistance received from the Superintendent of Public Instruction is \$0.00 for the Elementary District, unless the availability of funding should change. For fiscal year 2020/21, the Montana legislature appropriated \$2,500,000 for debt service assistance for schools, but the appropriation is from revenues derived from timber sales and rental income from lands and



riverbeds and is subject to amounts being available. Currently, funds for debt service assistance are not available.

3. Conduct of Election. All qualified electors of the District shall be entitled to vote at the bond election. Pursuant to Section 20-20-201, M.C.A., the District Clerk is hereby authorized and directed to give notice of the call and details of this election and to provide this resolution to the Fergus County Election Administrator no less than three (3) days after this resolution is passed. The District Clerk is directed to instruct the Fergus County Election Administrator to close registration and thereafter prepare printed lists of the electors in the District entitled to vote in the election in the District in the form and manner prescribed by law and consistent with the Mail Ballot Plan. The County Election Administrator shall prepare the ballot and arrange for the printing of the ballot and conduct the election in accordance with all legal requirements.

4. Notice of Election. The County Election Administrator is hereby authorized and requested to cause notice of the call and holding of the election to be given at least three times no earlier than 40 days and no later than 10 days before the election, in the *Lewistown News-Argus*, a newspaper of general circulation in the District, and the District Clerk is hereby authorized and directed to cause the notice to be posted at three public places in the District, with at least one notice being posted in each ward or precinct in the District, and, if the District has a website, is directed to post notice on the District's website for 10 days prior to the election. The notice of election as published and posted shall read substantially as follows with such completions and additions as may be required by the Mail Ballot Plan or otherwise:

## NOTICE OF ELEMENTARY SCHOOL DISTRICT BOND ELECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees (the “Board”) of Elementary School District No. 1 (Lewistown), Fergus County, Montana (the “Elementary District”), that pursuant to a resolution duly adopted at a meeting of the Board on July 12, 2021, a special election of the registered voters of the Elementary District will be held by mail ballot election at the general election on November 2, 2021 for the purpose of voting on the question of whether the Board may sell and issue general obligation school building 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) 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.

Each series of the bonds shall bear interest at a rate or rates to be determined at the time of sale and be payable semiannually during a term of not more than [twenty (20)] years.

The election will be conducted by the County Election Administrator solely by mail ballot. Ballots will be mailed to all eligible registered voters in the Elementary District on October [13], 2021, and must be returned by each voter, by mail or in person to the County Election Administrator’s Office, 712 W. Main, Suite 204, Lewistown, Montana 59457, during

regular business hours (8:00 a.m. to 5:00 p.m.), weekdays (exclusive of holidays), October [14], 2021 through [\_\_\_\_], 2021.

On Election Day, November 2, 2021, the only places for deposit of voted ballots will be the office of the County Election Administrator's Office, 712 W. Main, Suite 204, Lewistown, Montana, which will be open from 7:00 a.m. to 8:00 p.m., and all ballots must be in the County Elections Office by 8:00 p.m. in order to be counted. All ballots will be tabulated in accordance with Montana law with the results, if known, expected to be released after 8:00 p.m. on that day.

A qualified voter who will be absent from the Elementary District during the time the election is being conducted may:

- (a) vote in person in the office of the County Election Administrator as soon as the ballots are available and until 8:00 p.m. on Election Day; or
- (b) make a written request prior to noon on November 1, 2021, signed by the applicant and addressed to the office of the County Election Administrator requesting the ballot be mailed to an address other than that which appears on the registration records.

An elector may obtain a replacement ballot if his or her ballot is destroyed, spoiled, lost, or not received by the elector, by filling out and mailing, emailing, or faxing back a completed replacement ballot request form or by personally appearing at the office of the Fergus County Election Administrator at 712 W. Main, Suite 204, in Lewistown, Montana.

Ballots may be returned in person at the place of deposit listed above, or returned by mail. If returning by mail, please use the then-prevailing first-class-postage price or one Forever Stamp. Postmark date does not apply; ballots returned by mail must be received by the 8:00 p.m. Election Day deadline to be counted.

*Please note, all electors, as defined in MCA 20-20-301, are those who reside within the Elementary District and are registered to vote by the close of registration on October 4, 2021.*

For electors who miss the close of registration deadline, such electors may register late and vote in the election if the County Election Administrator receives and verifies the electors voter registration information prior to noon on \_\_\_\_\_, 2021.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Fergus County Election Administrator

Publication Dates:     October 6, October 13, and October 20, 2021

5. Form of Ballot. The ballot shall be printed in substantially the following form with such completions and additions or deletions as may be required or desired:

OFFICIAL BALLOT

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

SCHOOL BOND ELECTION  
TO BE CONDUCTED BY MAIL BALLOT  
ON NOVEMBER 2, 2021

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “BONDS —YES” if you wish to vote for the bond issue; if you are opposed to the bond issue, completely fill in the oval using a blue or black ink pen before the words “BONDS —NO.”

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?

☐ BONDS – YES

☐ BONDS – NO

Passed and approved this 12th day of July, 2021.

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Chair, Board of Trustees

Attest:

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District Clerk,  
Elementary School District No. 1 (Lewistown)

**CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE**

I, the undersigned, being the duly qualified and acting recording officer of High School District No. 1 (Fergus), Fergus County, Montana (the "District"), hereby certify that the attached resolution is a true copy of a Resolution entitled: "A RESOLUTION OF HIGH SCHOOL DISTRICT NO. 1, FERGUS COUNTY, MONTANA, SUBMITTING TO THE QUALIFIED ELECTORS OF THE HIGH SCHOOL DISTRICT THE QUESTION OF ISSUING GENERAL OBLIGATION SCHOOL BUILDING BONDS 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) FOR THE PURPOSE OF PROVIDING FUNDS TO PAY THE COSTS OF DESIGNING, CONSTRUCTING, IMPROVING, RENOVATING, EQUIPPING, AND FURNISHING IMPROVEMENTS TO FERGUS HIGH SCHOOL; RELATED IMPROVEMENTS AND COSTS; AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS" (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 July 12, 2021, and that the meeting was duly held by the Board of Trustees 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 and seal officially this \_\_\_\_\_ day of July, 2021.

\_\_\_\_\_  
School District Clerk



A RESOLUTION OF HIGH SCHOOL DISTRICT NO. 1, FERGUS COUNTY, MONTANA, SUBMITTING TO THE QUALIFIED ELECTORS OF THE HIGH SCHOOL DISTRICT THE QUESTION OF ISSUING GENERAL OBLIGATION SCHOOL BUILDING BONDS 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) FOR THE PURPOSE OF PROVIDING FUNDS TO PAY THE COSTS OF DESIGNING, CONSTRUCTING, IMPROVING, RENOVATING, EQUIPPING, AND FURNISHING IMPROVEMENTS TO FERGUS HIGH SCHOOL; RELATED IMPROVEMENTS AND COSTS; AND PAYING COSTS ASSOCIATED WITH THE SALE AND ISSUANCE OF THE BONDS

#### RECITALS

WHEREAS, the board of trustees of a school district may issue bonds on the credit of the school district for the purpose of building, altering, repairing, buying, furnishing, equipping, purchasing lands for, and/or obtaining a water supply for a school, teacherage, dormitory, gymnasium, other building, or combination of said buildings for school purposes, upon approval of the electorate of the district; and

WHEREAS, a board is authorized pursuant to Section 20-9-421, M.C.A., to call a bond election by adopting a resolution to that effect; and

WHEREAS, the Board of Trustees (the “Board”) of High School District No. 1, Fergus County, Montana (the “District”) has determined that there should be submitted to the electors of the District qualified to vote at bond elections the question of whether the Board shall be authorized to issue and sell bonds of the 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) for the purpose of providing funds to pay the costs of designing, constructing, improving, renovating, equipping, and furnishing improvements to Fergus High School; related improvements and costs; and paying costs associated with the sale and issuance of the Bonds; and

WHEREAS, pursuant to Section 13-19-104, M.C.A., such election can be conducted by a mail ballot election; and

WHEREAS, the Board has determined that a mail ballot election conducted in accordance with the provisions of Title 13, Chapter 19, Parts 1-3, M.C.A. (the “Mail Ballot Act”), is in the best interests of the District and the electors thereof, and notified the County Election Administrator of Fergus County of its intent to cause the County Election Administrator to conduct a mail ballot election, which notification was not less than seventy days prior to the date of the proposed election; and

WHEREAS, the County Election Administrator will prepare a mail ballot election plan in accordance with the provisions of Section 13-19-205, M.C.A. (the “Mail Ballot Plan”); and

WHEREAS, it is the judgment of the Board that the sum of up to Eight Million Six Hundred Thousand and No/100 Dollars (\$8,600,000.00) will be necessary to carry out the purpose set forth above; and

WHEREAS, the indebtedness to be evidenced by the proposed bonds and all other indebtedness of the District does not exceed the limitation as set forth in Section 20-9-406, M.C.A.; and

WHEREAS, it is the judgment and determination of the Board that each series of bonds issued pursuant to the bond election called for below will be payable during a term of not more than [twenty (20)] years.

NOW, THEREFORE, BE IT RESOLVED by the Board of the District as follows:

1. Calling of the Election. The Board of the District hereby calls and directs a special election to be held in the District in conjunction with the general election on November 2, 2021, which date is not less than 70 days after the passage of this resolution, to be conducted by mail ballot pursuant to the provisions of the Mail Ballot Act, for the purpose of voting on the question of whether the Board may issue and sell general obligation school building bonds of the 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) for the purpose of providing funds to pay the costs of designing, constructing, improving, renovating, equipping, and furnishing improvements to Fergus High School; related improvements and costs; and paying costs associated with the sale and issuance of the Bonds. Each series of the bonds shall be payable semiannually during a term of not more than [twenty (20)] years, subject to redemption as required by law, and shall bear interest at a rate or rates to be determined at the time of the sale.

2. Estimate of State Advance for School Facilities. Pursuant to Section 20-9-422, M.C.A., the District has requested from the Superintendent of Public Instruction a statement of the estimated amount of state debt service assistance that the District may receive under Sections 20-9-367 and 20-9-371, M.C.A., for debt service payments on the bonds in the first fiscal year in which a debt service payment is due. The current estimate of debt service assistance received from the Superintendent of Public Instruction is \$0.00 for the District, unless the availability of funding should change. For fiscal year 2020/21, the Montana legislature appropriated \$2,500,000 for debt service assistance for schools, but the appropriation is from revenues derived from timber sales and rental income from lands and riverbeds and is subject to amounts being available. Currently, funds for debt service assistance are not available.

3. Conduct of Election. All qualified electors of the District shall be entitled to vote at the bond election. Pursuant to Section 20-20-201, M.C.A., the District Clerk is hereby authorized and directed to give notice of the call and details of this election and to provide this resolution to the Fergus County Election Administrator no less than three (3) days after this resolution is passed. The District Clerk is directed to instruct the Fergus County Election Administrator to close registration and thereafter prepare printed lists of the electors in the District entitled to vote in the election in the District in the form and manner prescribed by law and consistent with the Mail Ballot Plan. The County Election Administrator shall prepare the

ballot and arrange for the printing of the ballot and conduct the election in accordance with all legal requirements.

4. Notice of Election. The County Election Administrator is hereby authorized and requested to cause notice of the call and holding of the election to be given at least three times no earlier than 40 days and no later than 10 days before the election, in the *Lewistown News-Argus*, a newspaper of general circulation in the District, and the District Clerk is hereby authorized and directed to cause the notice to be posted at three public places in the District, with at least one notice being posted in each ward or precinct in the District, and, if the District has a website, is directed to post notice on the District's website for 10 days prior to the election. The notice of election as published and posted shall read substantially as follows with such completions and additions as may be required by the Mail Ballot Plan or otherwise:

## NOTICE OF HIGH SCHOOL DISTRICT BOND ELECTION

NOTICE IS HEREBY GIVEN by the Board of Trustees (the “Board”) of High School District No. 1 (Fergus), Fergus County, Montana (the “High School District”), that pursuant to a certain resolution duly adopted at a meeting of the Board on July 12, 2021, a special election of the registered voters of the High School District will be held by mail ballot election in conjunction with the general election on November 2, 2021 for the purpose of voting on the question of whether the Board may issue and sell general obligation school building 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) 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. Each series of the bonds shall bear interest at a rate or rates to be determined at the time of sale and be payable semiannually during a term of not more than [twenty (20)] years.

The election will be conducted by the County Election Administrator solely by mail ballot. Ballots will be mailed to all eligible registered voters in the High School District on October [13], 2021, and must be returned by each voter, by mail or in person to the County Election Administrator’s Office, 712 W. Main, Suite 204, Lewistown, Montana 59457, during regular business hours (8:00 a.m. to 5:00 p.m.), weekdays (exclusive of holidays), October [14], 2021 through \_\_\_\_\_, 2021.

On Election Day, November 2, 2021, the only places for deposit of voted ballots will be the office of the County Election Administrator’s Office, 712 W. Main, Suite 204, Lewistown, Montana, which will be open from 7:00 a.m. to 8:00 p.m., and all ballots must be in the County Elections Office by 8:00 p.m. in order to be counted. All ballots will be tabulated in accordance with Montana law with the results, if known, expected to be released after 8:00 p.m. on that day.

A qualified voter who will be absent from the High School District during the time the election is being conducted may:

- (a) vote in person in the office of the County Election Administrator as soon as the ballots are available and until 8:00 p.m. on Election Day; or
- (b) make a written request prior to noon on November 1, 2021, signed by the applicant and addressed to the office of the County Election Administrator requesting the ballot be mailed to an address other than that which appears on the registration records.

An elector may obtain a replacement ballot if his or her ballot is destroyed, spoiled, lost, or not received by the elector, by filling out and mailing, emailing, or faxing back a completed

replacement ballot request form or by personally appearing at the office of the Fergus County Election Administrator at 712 W. Main, Suite 204, in Lewistown, Montana.

Ballots may be returned in person at the place of deposit listed above, or returned by mail. If returning by mail, please use the then-prevailing first-class-postage price or one Forever Stamp. Postmark date does not apply; ballots returned by mail must be received by the 8:00 p.m. Election Day deadline to be counted.

*Please note, all electors, as defined in MCA 20-20-301, are those who reside within the High School District and are registered to vote by the close of registration on October 4, 2021.*

For electors who miss the close of registration deadline, such electors may register late and vote in the election if the County Election Administrator receives and verifies the electors voter registration information prior to noon on \_\_\_\_\_, 2021.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Fergus County Election Administrator

Publication Dates:     October 6, October 13, and October 20, 2021

5. Form of Ballot. The ballot shall be printed in substantially the following form with such completions and additions as may be required or desired:

OFFICIAL BALLOT

HIGH SCHOOL DISTRICT NO. 1  
FERGUS COUNTY, MONTANA

SCHOOL BOND ELECTION  
TO BE CONDUCTED BY MAIL BALLOT  
ON NOVEMBER 2, 2021

INSTRUCTIONS TO VOTERS: Completely fill in the oval using a blue or black ink pen before the words “BONDS —YES” if you wish to vote for the bond issue; if you are opposed to the bond issue, completely fill in the oval using a blue or black ink pen before the words “BONDS —NO.”

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?

☐ BONDS – YES

☐ BONDS – NO

Passed and approved this 12th day of July, 2021.

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Chair, Board of Trustees

Attest:

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Clerk, High School District No. 1



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

5

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee

**SUMMARY:**

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

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

**The Trustees need to sign up for committees for the 2021-2022 School Year.**

**SUGGESTED ACTION:** Informational

☒ Additional Information Attached

NOTES:

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

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

**OTHER COMMITTEES WITH BOARD REPRESENTATION**  
**2020-2021 School Year**

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

**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							
Insurance Risk Committee	2							

**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	2							
Curriculum Committees:								
English Language Arts	1							
Math	1							
Health Enhancement	1							
Business Education	1							
Health Insurance Program	2							
School Calendar	1							
Vocational Advisory Council	1							
Gaining	3							
Policy Review	3							
Assessment	2							
Classified Salary/Benefit Review	2							

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

6

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

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

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

**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 and DPHHS guidance letter on COVID Vaccine for students 12 -18 years old

OPI Submission of ARP-ESSER State Plan letter

Final Attendance for each grade level

Natalie Day – National Honor Society Scholarship letter

**SUGGESTED ACTION:**

☐ Additional Information Attached

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

7

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

**ITEM TITLE:** REPORT—INVESTMENT

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

**SUMMARY:**

Interest earned and distributed for April and May 2021 were as follows:

April

Elementary	\$1,317.87
High School	\$1,209.12

May

Elementary	\$1,065.72
High School	\$922.76

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

8

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

**ITEM TITLE:** REPORT—SUPERINTENDENT

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

**SUMMARY:**

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

- ❖ Staffing Update – Paras, Bus Drivers, Food Service, FHS Custodian and STAR Classroom
- ❖ 2016-2021 Strategic Plan with Goals and Objectives
- ❖ MSGIA Insurance Update
- ❖ Driver's Ed
- ❖ Summer Program: Garfield 31 students; HP 35 students and L&C 12; FHS Credit Recovery 9 students
- ❖ Summer Maintenance – LED (HP halls, LJH Classrooms/Stage, FCPA) Gym Floors, Shades at LJH, Garfield Fascia, Doors at LJH, Cameras, Flooring, pump house, playgrounds (Garfield and HP), and Regular Maintenance
- ❖ Kinder Screening (92 total including 12 from KinderSteps) and Pre-K program – 9 students Modular 6 mos back order
- ❖ ALICE Training – June 15-16
- ❖ OPI E-Grants Training in Lewistown, July 15
- ❖ August 23 – All District PIR day – Brad Montgomery, Motivational Speaker and New Picture Company – Pro Imagez

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**2015-2020 GOALS AND STRATEGIC OBJECTIVES**

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

**Goal Area 1: Measurable Student Achievement**

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

**Strategic Objectives:**

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

**Goal Area 2: Facilities**

**Statement of Intended Outcome, 2015-2020:** *Lewistown Public Schools continues to strive for a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan. *The District is proposing a \$29 Million Facilities Bond that addresses Three (3) Priorities: 1) Safety and Security of our Facilities 2) Prioritizing our infrastructure needs to become more efficient and 3) Increasing student classroom and collaborative space for new programs and increased learning.**

**Strategic Objectives:**

1. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years. *The District did a comprehensive facility assessment conducted by Cushing-Terrell Architecture in 2019. Based on this assessment the Board formulated a Facility Bond proposal for November of 2021.*
2. Secure community support and funding necessary to implement the comprehensive facilities plan. *We will continue listening sessions, school tours, reach out to Kiwanis, Rotary, Chamber of*

- Commerce, and the Council of Aging. We will build community support from the inside out beginning with the School Board, then LPS Staff, then Parents and then the Community at large.
3. Use gifting and fund-raising via Federal funding, State funding, Bond Proposal and the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

### **Goal Area 3: Community / Parental Engagement**

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

#### **Strategic Objectives:**

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools through monthly PAC meetings, Title I meetings, Booster Club meetings, Parent-Teacher Conferences, School Events, etc.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff. Our ability to text, email, or robocall plus the addition of the new phone system has increased our ability to communicate with staff, students, parents, and the community much more easily.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so. Three Staff Members were part of the SAM Legislative Network during the 2021 Legislative Session.
4. Utilize social media (i.e. Facebook, Twitter, Instagram, etc.) to promote school activities and events to keep parents and interested community members informed.

### **Goal Area 4: Technology**

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

#### **Strategic Objectives:**

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



5. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

### **Goal Area 5: Highly Qualified Staff**

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

#### **Strategic Objectives:**

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

### **Goal Area 6: Fiscal Management/Responsibility**

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

#### **Strategic Objectives:**

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

### **Conclusion:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

9

☐ 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

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

10

☒ 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 May 10, 2021 Regular Board Meeting
- Minutes of the May 27, 2021 Special Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

☒ Additional Information Attached

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room and via Google Meet**

215 7<sup>th</sup> Ave South  
Lewistown, Montana 59457

**MONDAY, May 10, 2021**

**REGULAR BOARD MEETING**

**CALL TO ORDER**

1. **ROLL CALL**  
**TRUSTEES PRESENT:**  
CJ Bailey, Phil Koterba, Jennifer Thompson, Monte Weeden, Kris Birdwell,  
Doreen Heintz, Jeff Southworth  
**TRUSTEES ABSENT:**  
  
**STAFF PRESENT:**  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Matt Lewis, Pamela Roberts and various others via Google Meet.  
**OTHERS PRESENT:**  
Heidi Weber—KXLO Radio, Zane Fulbright, Cherie Errecart and other interested parties via Google Meet.
2. **PLEDGE OF ALLEGIANCE**  
The group recited the Pledge of Allegiance.
3. **MOTION TO SET THE AGENDA** – approved unanimously (Bailey/Weeden)
4. **PRESENTATION AND DISCUSSION OF DRAFT BOND RESOLUTION LANGUAGE**  
Superintendent Peck presented draft language for the Bond Resolution written by Dan Semmens with Dorsey-Whitney as well as bond levy impact statements for a 20, 25 and 30-Year Bond. Dan Semmens took the Board through the sample resolutions and asked them to review the language. He advised that the resolution be adopted at the July 12<sup>th</sup> Regular Board Meeting. Rebekah will send the draft language and election timetable to the County Clerk and Recorder. Further discussion will ensue at the June Regular Board Meeting.
5. **REPORT—STUDENT REPRESENTATIVE**  
Malorie Woolett, Student Representative to the Board, was not available to report.
6. **REPORT—LEA**  
Luke Brandon, LEA President, was not available to report.
7. **REPORT—COMMITTEES OF THE BOARD**  
The Activities Committee met on April 22, 2021 at 7:00am where Paul Bartos recommended the winter coach recommendations and reported on next year's scheduling.
8. **CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.**  
Mr. Peck distributed information on the following:
  - DRAFT 2021 - 2026 Strategic Plan with Board Goals and Objectives to be approved at the August Board Meeting
  - OPI Accreditation Status Certificates
  - OPI Notice Regarding Continuation of the Summer Food Program for the 2021-22 School Year

- MTSBA Membership Flyer
  - Kindergarten Screening Flyer
  - Legislative Update
  - 20 Day Plans
9. **REPORT—BUDGET UPDATE**  
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees on preliminary information regarding the 2021-2022 General Fund Budgets and on the ESSER II and ESSER III funds that will be coming to the District.
  10. **REPORT—INVESTMENT**  
Interest earned and distributed for April 2021 was not available and will be reported in June.
  11. **REPORT—SUPERINTENDENT**  
Superintendent Peck updated the Board of Trustees on staffing throughout the District. Mr. Peck provided an update on the Legislative Session that recently ended. The Retirement Dinner will be taking place on Thursday, May 20, 2021. Mr. Peck reported that the Summer Program will run from June 7 through July 1, 2021. PIR Committee is meeting to discuss 2021-22 PIR Training in the District. Mr. Peck has been presenting the Bond to all staff throughout the District and to other organizations in town. Central Office staff will start the summer schedule on June 1, 2021, working four 10-hour days, Monday-Thursday. Mr. Peck updated the Board on dates of various events taking place throughout the District. Business Manager Rebekah Rhoades spoke to the Trustees regarding their option to participate in the District Health Insurance.

#### **PUBLIC PARTICIPATION**

12. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**  
Phyllis Carlson asked the process for choosing curriculum and who she can contact to discuss. Mr. Peck responded that she can speak with him and provided his contact information to her.

#### **ACTION ITEMS MINUTES**

13. **MINUTES OF THE APRIL 12, 2021, REGULAR BOARD MEETING  
MINUTES OF THE APRIL 27, 2021 SPECIAL BOARD MEETING**  
– approved unanimously (Bailey/Weeden).

#### **APPROVAL OF CLAIMS**

14. **CLAIMS** – the claims referenced in the 2020-2021 Bill Schedule and submitted through May 7, 2021, were approved unanimously (Southworth/Weeden). The Finance Committee for April – June 2021 is Board Chair Phil Koterba, Doreen Heintz and Jeff Southworth.

#### **INDIVIDUAL ITEMS**

15. **APPROVE SECOND READING – NEW BOARD POLICY 1010FE – STUDENT ENROLLMENT, EXCEPTIONAL CIRCUMSTANCES MERITING WAIVER OF AGE REQUIREMENTS FOR PUPILS** – Approved (Birdwell/Koterba). Bailey and Heintz – Against/Southworth, Birdwell, Koterba and Weeden - For  
Cheri Errecart, Central Montana Head Start Director, explained the enrollment process for their facility and how students that fall under IDEA are integrated into other classrooms and the impact that it would have on their organization if the Pre-K program moved to Garfield Elementary.

Matt Lewis, Principal of Garfield Elementary, described the grade levels and programs at Garfield. He explained that the Pre-K program moved to Head Start 7 years ago due

to space. It is currently the program that is not funded with ANB and Policy 1010FE would allow us to collect ANB for these students. Passing of this policy is not a funding mechanism for a Pre-School and addresses only those students that have exceptional needs that the District is legally required to serve.

The location of the students currently at Head Start will be revisited at a later date.

16. CANVASS OF ELECTION RESULTS – TRUSTEE ELECTION – approved unanimously (Birdwell/Weeden). Bailey - Abstain
17. APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS FOR THE 2021-22 SCHOOL YEAR – approved unanimously (Heintz/Thompson).
18. CONTRACTS FOR THE CLASSIFIED STAFF FOR THE 2021-2022 SCHOOL YEAR – (Weeden/Southworth). 6 votes in favor, 1 abstention (Birdwell)
19. APPROVE INTER-LOCAL AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE – approved unanimously (Heintz/Thompson)
26. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DIPPOSE OF SURPLUS PROPERTY – Approved Unanimously (Bailey/Weeden).
27. APPROVE FERGUS COUNTY INVESTMENT RESOLUTION – Approved Unanimously (Bailey/Thompson).
28. APPROVE ADDITIONS TO THE SUBSTITE LIST FOR THE 2020-2021 SCHOOL YEAR – Approved Unanimously (Heintz/Bailey)
29. APPROVE PERSONNEL REPORT – See Exhibit 'A' – approved unanimously (Bailey/Weeden).

**ADJOURNMENT (7:43pm) – Approved Unanimously (Bailey/Weeden)**

### **OATH OF OFFICE (7:43 p.m.)**

REBEKAH RHOADES, BUSINESS MANAGER, ADMINISTERED THE OATH OF OFFICE TO:  
CJ BAILEY AND ZANE FULBRIGHT

### **ORGANIZATION MEETING (FOLLOWING THE REGULAR BOARD MEETING)**

1. CALL TO ORDER  
Superintendent Thom Peck called the Organizational Meeting to order.
2. ROLL CALL  
TRUSTEES PRESENT:  
CJ Bailey, Phil Koterba, Jennifer Thompson, Kris Birdwell, Doreen Heintz, Jeff Southworth, Zane Fulbright  
TRUSTEES ABSENT:  
  
STAFF PRESENT:  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades and various others via Google Meet.  
OTHERS PRESENT:  
Heidi Weber—KXLO Radio and other interested parties via Google Meet.
3. CALL FOR NOMINATIONS AND ELECTION OF CHAIR  
Superintendent Thom Peck, called for nominations for Board Chair. Trustee Heintz nominated Kris Birdwell and he declined. Trustee Bailey nominated Jennifer Thompson. Motion carried unanimously.

4.      **CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR**  
Trustee Heintz nominated Phil Koterba for Vice Chair and he declined.  
Trustee Birdwell nominated CJ Bailey and he declined. Trustee Southworth  
nominated Doreen Heintz. The motion carried unanimously.
5.      **APPOINTMENT OF THE DISTRICT CLERK**  
Trustee Thompson moved to nominate Rebekah Rhoades as District Clerk.  
The motion carried unanimously.

#### **ADJOURNMENT**

The meeting was adjourned at 7:52 p.m. The next regular meeting will be held at 6:00 p.m. on Monday, June 14, 2021, at the Lincoln Board Room.

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

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

**EXHIBIT 'A'**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday May 10, 2021**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>ARMSTRONG, Chad</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 72 hours at \$25.00 per hour for a total of \$1,800.00 for behind-the-wheel instruction	5/25/2021 - 6/30/2021	Thom Peck	See Attached Memo
<b>GOBBLE, Chris</b>	Increased Business Office workload due to Covid pandemic, will provide assistance to both Purchasing and Payroll	Central Office	Approve appointment for up to 6 hours per day (was 5 hours per day) - for up to 37 days	5/11/2021	Rebekah Rhoades	
<b>GRUENER, Mark</b>	Volunteer Coach	Fergus High School	Tennis Coach	5/1/2021	Paul Bartos	
<b>GRUENER, Matt</b>	Summer Session Driver Education Instructor	Lewistown Public Schools	Approve appointment for 120 hours at \$25.00 per hour for a total of \$3,000.00 for behind-the-wheel instruction	5/25/2021 - 6/30/2021	Thom Peck	See Attached Memo
<b>RASMUSSEN, Kami</b>	School Food Server	Fergus High School	Accept Letter of Resignation	6/1/2021	Amie Friesen	Verbal Resignation
<b>RECOMMENDATIONS FOR SUMMER SCHOOL PROGRAM STAFF</b>	Summer School Staff	Garfield, Highland Park and Lewis & Clark Elementary Schools	Approve appointment as per attached recommendation	6/7/21-7/1/21 Program Dates	Matt Lewis, Matthew Ventresca and Danny Wirtzberger	See Attached List
<b>RECOMMENDATIONS FOR KINDERGARTEN SCREENING STAFF</b>	Kindergarten Screening Staff	Garfield Elementary School	Approve appointment on schedule as per attached recommendation	June 2 - 4, 2021	Matt Lewis	See Attached Memo
<b>RECOMMENDATIONS FOR FALL ATHLETICS 2021-2022</b>	COACHING AND EXTRACURRICULAR ASSIGNMENTS	Fergus High School	Approve appointment on schedule as recommended	7/1/2021 - 6/30/2022	Paul Bartos	See Attached Schedule
<b>WARD, Molly</b>	Elementary Teacher	Highland Park School	Accept Resignation	6/30/2021	Matthew Ventresca	See Attached Letter



**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

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

**Monday, May 27, 2021**

**SPECIAL BOARD MEETING**

**CALL TO ORDER (5:00 P.M.)**

1. ROLL CALL

TRUSTEES PRESENT:

Doreen Heintz, Jennifer Thompson, Kris Birdwell, CJ Bailey, Phil Koterba, Zane Fulbright

TRUSTEES ABSENT:

Jeff Southworth

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Tim Majerus, Paul Bartos, and others via Google Meet

OTHERS PRESENT:

Heidi Weber – KXLO Radio and others via Google Meet

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

**PUBLIC PARTICIPATION**

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

There was no public participation.

**BOARD OF TRUSTEES**

**ACTION ITEMS**

4. APPROVE CALL FOR BIDS FOR THE REFINISHING OF THE GYM FLOOR IN THE FERGUS HIGH SCHOOL LOCATED AT 1001 CASINO CREEK DRIVE – Approved Unanimously (Birdwell/Bailey)
5. APPROVE PERSONNEL REPORT – SEE EXHIBIT ‘A’ – Approved Unanimously (Bailey/Fulbright)

**ADJOURNMENT**

The meeting was adjourned at 5:08 p.m. (Heintz – unanimous).

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**JENNIFER THOMPSON  
BOARD CHAIR**

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**REBEKAH RHOADES  
BUSINESS MANAGER**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Thursday May 27, 2021**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BAWDEN, Cassidy</b>	Elementary Teacher	Highland Park Elementary School	Approve appointment on schedule -- BA Step 0, 1.0 FTE	7/1/2021	Matthew Ventresca	Replacing Molly Ward
<b>BLACKADAR, Lesley</b>	School Food Server	Garfield Elementary School	Accept Letter of Resignation	6/4/2021	Amie Friesen	See Attached Letter
<b>CROUSE, Lee</b>	Counselor	Fergus High School	Approve appointment on schedule --BA Step 9 , 1.0 FTE	7/1/2021	Tim Majerus	Replacing Teresa Majerus
<b>FREEMYER, Virginia</b>	Title 1 Elementary Teacher	Highland Park Elementary School	Approve appointment on schedule -- BA Step 4 actual Step 3, 1.0 FTE	7/1/2021	Matthew Ventresca	Replacing Jodi Henderson who transferred to Sp Ed Teacher
<b>HENDERSON, Jodi</b>	Special Ed Teacher	Highland Park Elementary School	Internal Transfer - previously Title 1 Teacher	7/1/2021	Matthew Ventresca	Replacing Ashley Hankins
<b>WILSON, Shalon</b>	Elementary Counselor	Highland Park Elementary School and Garfield Elementary School	Internal Transfer - 4-12-21 approved as Sp Ed Teacher, will now be Counselor	7/1/2021	Matthew Ventresca and Matt Lewis	Replacing Nycole LaRowe

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

11

☒ 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 June 11, 2021, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2021 include: Phil Koterba, Doreen Heintz, Kris Birdwell and Jeff Southworth.

**\*\*\*Need to Select New Finance Committee Members for July-September 2021\*\*\***

**SUGGESTED ACTION:** Approve Claims as Presented

☐ Additional Information Attached

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

12

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

ITEM TITLE: APPROVE 1900 SERIES POLICIES

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision said policies. These policies work in conjunction with the District's Reopening Plan due to the Covid Pandemic.

Information being deleted from these policies has been marked with a ~~strike through~~; information being added has been highlighted.

**SUGGESTED ACTION:** Approve 1900 Series Policies

☒ Additional Information Attached

**NOTES:**

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

# LEWISTOWN SCHOOL DISTRICT

## 1900 SERIES COVID-19 EMERGENCY POLICIES

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1911	School District Budget Adoption and Amendment and Audit
1912	School District Elections During Emergency

The board of trustees and its staff are operating under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 Virus and/or the declaration of an unforeseen emergency (community disaster) made by the Board of Trustees. 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. The Board has also included this introductory section as a heading for each policy to ensure understanding of the purpose and duration of each policy adopted pursuant to this chapter.

Purpose(s) of Policies

1. Ensuring that locally-elected trustees charged with the supervision and control of their local public schools, in collaboration with their staff leadership teams, make decisions that are in the best interests of students, staff and the community served.
2. Ensuring measures to protect the health and safety of students, staff and community members.
3. Addressing issues relating to student instruction and family engagement.
4. Addressing barriers to learning presented by distance.
5. Improvement of instruction in on-site, offsite, and/or on-line settings
6. Ensuring continuity of employment of school district staff and/or continuity of services provided by contract transportation providers.
7. Ensuring accountability to families with children.

Term of COVID-19 Emergency Measures Policies

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. The term of School District Policies Numbered 1900-1999 shall run until terminated by a vote of the board of trustees. ~~or June 30, 2020, whichever comes first.~~

Cross Reference:      Policy 2221 – 2221P – School Closure  
                                 Policy 1400 – Board Meetings  
                                 Policy 1310 – Policy and Procedure  
                                 Policy 1420 – Meeting Procedure

Legal Reference:      Executive Orders – 2-2020 and 3-2020 – Office of the Governor and accompanying Directives

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

**COVID-19 Emergency Measures**

1901

Emergency Policy and ProceduresApplicability of Emergency Policy Series

During a state of emergency declared by the Board of Trustees or other local, state or federal agency, official, or legislative body, the provisions in the emergency policies adopted by the Board of Trustees as codified at 1900-1999 in the district policy manual will govern in the event of any conflict or inconsistency between an emergency policy and other provision in the district policy manual. All other aspects of the district policy manual not affected by the provisions in the emergency policy series continue to be in full effect.

Legal References

In the absence of a legal reference on an emergency policy adopted by the Board of Trustees, the policy is specifically based on the Board of Trustees authority to supervise and control the schools within the District in accordance with Article X, section 8 of the Montana Constitution.

Adoption and Amendment of Policies

New or revised policies that are required or have required language changes based on State or Federal law or directive, required by administrative rule, or are required due to a declaration of emergency issued by the Board of Trustees or other state or federal agency official or legislative body may be adopted after the first (1<sup>st</sup>) reading if notice has been given through the board agenda provided to the trustees and public. All new or amended policies adopted as part of the emergency policy series shall become effective immediately upon adoption; unless a specific effective date is stated in the motion for adoption.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board of Trustees.

Legal References:     § 20-3-323, MCA     District policy and record of acts  
                             10.55.701, ARM     Board of Trustees  
                             Title 20, Chapter 9 Part 8, MCA

Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:

Alternative Grading

This policy is adopted as a temporary policy in accordance with the framework set by District Policy 1900 – Temporary COVID-19 Policies and is intended to govern School District operations for the period affected by the COVID-19 health and safety measures implemented by the School District in response to federal, state or local authorities.

Each individual school may choose to modify their grading system to fit the needs of their staff and students during the COVID-19 Emergency. Any modified grading system will be submitted to the School Board of Trustees for approval.

Cross Reference:      Policy 1005FE – Proficiency Based Learning  
                             Policy 2410-2410P – Graduation Requirements  
                             Policy 2420 – Grading and Progress Reports  
                             Policy 2168 – Distance Learning  
                             Policy 2421 - Promotion and Retention

Legal Reference:      Section 20-1-301, MCA      School fiscal year  
                             Section 20-9-311(4)(a)(b)(d), MCA      Calculation of average number belonging  
                             Section 20-3-324, MCA      Powers and duties  
                             Section 20-7-1601.      Transformational learning  
                             10.55.906 ARM      High School Credit

Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:



School District Meetings, Gatherings, Events, and Visitors

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure individuals present at a school facility for events or other operationally related reasons honor safety protocols. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy in coordination with state and local health officials.

School District Events

The Board of Trustees may authorize School District physical meetings, gatherings, and events when the event is deemed essential to district operations. Physical meetings, gatherings, and events shall not be held without prior authorization of the Board of Trustees.

All attendees at physical meetings, gatherings, and events held on school property in an outdoor area including the stadium, field, or other open area designated by the Board of Trustees shall be required to honor the applicable health and safety protocols outlined in District Policy 1905 including, but not limited to, physical distancing. The School District shall provide suitable space for physical distancing to occur and, if practicable, markings and walking routes in the area where the event shall be held to preserve a safe event setting.

Physical meetings, gatherings, and events shall be limited to 50 people when held inside a school building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held inside the school facility are required to honor the health and safety protocols outlined in District Policy 1905.

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) must not attend School District meetings, gatherings, or events held in accordance with this policy. Precautions must be taken to isolate from vulnerable residents. The School District shall accommodate vulnerable individuals so they may participate in the meeting gathering or event via electronic means.

Visitors to Schools

Visitors to the interior of any school building shall not be permitted without the express approval of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to be present in any school building must adhere to all health and safety guidelines outlined in District Policy 1905.

Volunteers

Volunteers utilized by the School District that have been approved in accordance with District Policy 5430 may enter the school building in accordance with the protocols outlined in District Policy 1905.

Facilities Use Agreements

The Board of Trustees suspends community use of District facilities. Unless an event is specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and other similar requests submitted in accordance with District Policy 4330 shall not be considered while this policy governs the period of a public health emergency.

## Enforcement

Visitors to any school building or any attendee at a meeting, gathering, or event authorized by the Board of Trustees in accordance with this policy who fail to honor the requirements of District Policy or the directives of School District officials shall be asked to correct their conduct or leave the meeting, gathering, or event in accordance District Policy 4315.

Cross Reference:      Policy 1901 – School District Policy and Procedures  
                             Policy 1905 – Student, Staff, and Community Health and Safety  
                             Policy 1400 – Board Meetings  
                             Policy 5430 – Volunteers  
                             Policy 4301 – Visitors to Schools  
                             Policy 4332 – Conduct on School Property  
                             Policy 4315 – Visitor and Spectator Conduct  
                             Policy 4330 – Community Use of School Facilities

## Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:

Use of Transportation Funds During Periods of Emergency Declaration

Pursuant to guidance issued from the Office of Public Instruction, the board of trustees authorizes the following expenditures of its ~~FY20~~ budgeted transportation funds that are in addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI guidance, transportation services which provide instructional services to students.

- Transportation of food and meals used in nutritional programs.
- Purchase of equipment to ensure food safety.
- Providing accessibility to student services for remote learning.
- Providing instructional materials to students, including but not limited to internet service adequate to allow students to effectively access curriculum during periods of school closure.
- Cost of instructional materials, supplies, and software licenses.
- Costs of technological equipment needed for offsite instruction/correspondence study purchased by the school district and loaned to students without such equipment.
- Cost of correspondence study.
- Costs of providing services to students with an IEP or a plan adopted pursuant to section 504 of the 1973 Rehabilitation Act.
- Costs of time off or repurposed time for staff normally paid from the transportation fund.

Cost Guidelines

The board of trustees authorizes the Superintendent to exercise his/her professional judgment and discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate costs of items below are to remain within the budget limits adopted by the board of trustees for the ~~FY20~~ transportation budget, including any budget amendments adopted by the board of trustees prior to the completion of **each fiscal year** ~~FY20~~.

- Any costs consistent with costs under normal operation, including costs referenced in any contract to which the district is a party.
- Actual costs of delivering meals to students at locations authorized by any and all waivers of regular rules for school nutrition programs that have been adopted by the United States Department of Agriculture or the Office of Public Instruction.
- Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- Actual costs of equipment, software and service necessary to bridge digital divides or provide a quality learning environment for students, including:
  - Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
  - Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
    - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.
    - Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.
  - Software to ensure a safe and appropriate online learning experience by students of the district.

- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
  - If there are multiple internet service providers in the community, the board authorizes the superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

Cross Reference:      Policy 3612 – District-Provided Access to Electronic Information, Services, and Networks  
                                  Policy 3612P - District-Provided Access to Electronic Information, Services, and Networks Procedure  
                                  Policy 3612F – Internet Access Agreement  
                                  Policy 3650 – Montana Pupil Online Personal Information Protection Act  
                                  Policy 3650F – Montana Model Data Privacy Agreement  
                                  Policy 2168.- Distance Learning  
                                  Policy 2170 – Montana Digital Academy  
                                  Policy 2170P – Montana Digital Academy Procedures

Legal Reference:      Section 20-10-101(5), MCA – Transportation

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

Student, Staff, and Community Health and Safety

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.

Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work in accordance with District Policy 1906. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable Master Contract or Memorandum of Understanding.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason including but not limited events or gatherings or to drop off or pick up students excepted as provided by this policy. To avoid exposing others to illness, parents or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with physical distancing guidelines in this Policy.

Physical Distancing

Students, staff, volunteers, and visitors will maintain a ~~six~~ 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, **whenever practically possible**. Staff members will arrange classrooms and restructure courses, transportation services, and food service to meet this standard.

Recess will continue as scheduled in accordance with physical distancing guidance ~~without the use of playground equipment. Any other use of school playgrounds is strictly prohibited.~~

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adheres to social distancing expectations around the exterior of the school building while on school property.

Masks as Personal Protective Equipment

Staff and students may wear a mask while present in any school building. The School District does not require the use of masks and will not provide masks except in cases required by this policy or at the discretion of the administration. The Board of Trustees' decision to not require or provide masks is based on a review of the circumstances in the community and consultation with local

health officials on issues including but not limited to the possibility of exposure and availability of masks.

### Cleaning and Disinfecting

School district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Personnel will clean with the cleaners typically used and will use all cleaning products according to the directions on the label. Personnel will disinfect with common EPA-registered household disinfectants. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available from the supervising teacher or administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products.

The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and disinfection practices.

### Student Arrival

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the School District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this policy.

### Temperature Screening

Designated School District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area.

When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

### Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will engage in hand hygiene at the following times, which include but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid

- After recess
- After handling garbage
- After assisting students with handwashing
- After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

Staff members will place grade level appropriate posters describing handwashing steps near sinks.

### Vulnerable Individuals

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

### Food Preparation and Meal Service

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

### Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect **regularly** ~~each seat on each bus after each use.~~

### Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

### Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

### Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy in accordance with District Policy 1006FE.

Cross Reference:

- Policy 1901 – School District Policy and Procedures
- Policy 1906 - Student Services and Instructional Delivery
- Policy 1907 – Transportation Services
- Policy 1006FE – Transfer of Funds for Safety Purposes
- Policy 3410 – Student examination and screenings
- Policy 3417 – Communicable Diseases
- Policy 3431 – Emergency Treatment
- Policy 1911 - Personnel Use of Leave
- Policy 1910 – Human Resources and Personnel
- Policy 4120 - Public Relations
- Policy 5002 – Accommodating Individuals with Disabilities
- Policy 5130 – Staff Health
- Policy 5230 - Prevention of Disease Transmission
- Policy 6110 – Superintendent Authority
- Policy 6122 - Delegation of Authority

### Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:



Student Instruction and Services

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 limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, Section 1 of the Montana Constitution. Instruction that includes innovative teaching strategies that focus on student engagement for the purposes of developing a students' interests, passions, and strengths, The term "instruction" shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.

Students shall receive grades for completed coursework in accordance with the grading scale for the individual staff member or the alternative grading procedures outlined in District Policy 1902.

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.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

School Facility as Instructional Setting

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 the ~~2019-2020~~ school year.

All educational and related services provided at the school facility shall be completed in accordance with the health and safety protocols outlined in District Policy 1905.

#### Offsite and Online Instructional Setting

The Board of Trustees **may** authorizes offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the **2021-2022** school year. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting, **on a case by case scenario**, at parental request if onsite instruction is offered in the School District in accordance with Policy 1908.

Students receiving offsite delivery of education services may be eligible for assistance with accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

#### Proficiency-Based Learning

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 the **2021-2022** school year.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

#### Special Education and Accommodation of Disabilities or Diagnoses

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. The supervising teacher or building administrator shall

coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

### Student Attendance

The Board of Trustees authorizes the supervising teacher, building principal or district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher if not present for instruction within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board of Trustees.

### Student Safety and Counseling

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. 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.

### Homeless Students and Students in Foster Care

This policy in no way limits or adjusts the School Districts obligations to homeless students or students in foster care. Applicable District policies serving these students or this population of students remain in full effect.

### Student Discipline

This policy in no way limits or adjusts the School District's expectations for student conduct. All applicable district policies and handbook provisions governing student conduct remain in full effect.

Legal Reference:      Section 20-1-101, MCA – Definitions  
                                 Section 20-1-301, MCA – School Fiscal Year  
                                 Section 20-9-311, MCA – Calculation of Average Number Belonging  
                                 Section 20-7-118, MCA - Offsite Provision of Educational Services  
                                 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
                                 ARM 10.55.906(4) – High School Credit

Cross Reference:      Policy 1005FE – Proficiency-Based Learning  
                                 Policy 1902 – Alternative Grading  
                                 Policy 1905 - Staff, Student, and Community Health and Safety  
                                 Policy 2100 – School Calendar  
                                 Policy 2140 – Guidance and Counseling  
  
                                 Policy 2161 – Special Education  
                                 Policy 2168 – Distance Learning  
                                 Policy 2410 – Graduation  
                                 Policy 2420 – Grading and Progress Reports  
                                 Policy 2421 – Promotion and Retention

Policy 2150 – Suicide Training and Awareness  
Policy 3125 – Homeless Students  
Policy 3122 - Attendance Policy  
Policy 3310 - Student Discipline

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

Student Instruction Resources and Best Practices

In accordance with Policy 1005FE – Proficiency Based Learning and Section 20-9-311(4)(d), MCA, “a school district may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction under subsection (4)(a) or (4)(b) if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB of a pupil under this subsection (4)(d) must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.”

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, including but not limited to those outlined below, will assist districts in facilitating quality learning for each student regardless of background or circumstance.

Planning & Communication

- Providing tools for virtual learning will help ensure equity in access to learning opportunities. With Policy 1904, districts may utilize transportation funds to facilitate internet and device access to students currently without.
- Provide weekly learning agendas communicated to students and parents.
- Set student meetings, teacher office hours, assignment expectations, and grades available on an established schedule. Districts may consider Policy 1902 – Alternative Grading.
- Establish whole group virtual “class time” and/or opportunities for small group learning
  - Post assignments online early and for the entire week.
    - During this time of challenge, providing structure and certainty will support academic, mental and emotional health.
  - Students should receive some form of communication from the school community at least once per day.

Set Expectations

- With students and parents/guardians set expectations and acknowledgment of the importance for ownership of student learning.
- Expectations can outline due dates for assessments.
- Outline how much online participation is required of students.
- Include expectation for daily submission of work or review of accomplishments toward goals.
- Survey students and parents/guardians to make adjustments to lessons. Remember to be flexible—time learning software, apps, etc. should be considered part of learning.

Differentiated Instruction & Learning Models

- Embed experiential learning that fosters a learning environment that promotes connections. Districts participating in Transformational Learning funding can utilize their Strategic Plan as a guiding document and adapt to a virtual environment.
- Social Emotional Learning and connections.
  - Begin the day by connecting with students—a Brain Teaser or an exercise for students to share a topic of interest or something from home with others.
- Record lessons
  - Lessons should come with visual substance and multiple types of instruction to facilitate learning—downloads, PowerPoints, videos, readings, audio recordings, etc.

- Honor students' interests and passions through experiential learning opportunities.
- Project based learning.
  - Engage the students to do the work through research, developing, and creating a product which encompasses a variety of subject areas.
  - Encourage creativity.
  - Consider pointing students to the right resources (videos, websites, files) and allow them to be contributors to their own learning-- Creation of a science project—writing, demonstration of items needed, YouTube video with the end result being submitted to the teacher and classmates.
    - Wax Museum example: reading about character, writing about individual, dress up and record via YouTube or creation of a Power Point with pictures
  - Project based learning present opportunities for cross-subject collaboration and flexibility in ways to show student learning.

### Demonstrating Learning

- Provide video meeting and messaging capabilities to engage students in multiple mediums to show learning.
- Provide daily feedback to address academic growth and monitor and improve social emotional wellness.
  - Clearly communicate to ensure students and parents are aware of the importance of this mutual feedback.
- Opportunity for MAP testing/Unit testing for subject areas
- Formative assessments can guide instruction and provide multiple opportunities for feedback and identifying gaps in student learning and instruction through a low-stress medium.

Legal Reference:      Section 20-1-101, MCA – Definitions  
                                  Section 20-1-301, MCA – School Fiscal Year  
                                  Section 20-9-311, MCA – Calculation of Average Number Belonging  
                                  Section 20-7-118, MCA - Offsite Provision of Educational Services  
                                  Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
                                  ARM 10.55.906(4)) – High School Credit

Cross Reference:      Policy 1005FE – Proficiency-Based Learning  
                                  Policy 1902 – Alternative Grading  
                                  Policy 1905 - Staff, Student, and Community Health and Safety  
                                  Policy 2100 – School Calendar  
                                  Policy 2140 – Guidance and Counseling  
                                  Policy 2161 – Special Education  
                                  Policy 2168 – Distance Learning  
                                  Policy 2410 – Graduation  
                                  Policy 2420 – Grading and Progress Reports  
                                  Policy 2421 – Promotion and Retention  
                                  Policy 2150 – Suicide Training and Awareness  
                                  Policy 3125 – Homeless Students  
                                  Policy 3122 - Attendance Policy  
                                  Policy 3310 - Student Discipline

### Policy History:

Adopted on: July 13, 2020  
 Reviewed on: April 12, 2021  
 Revised on: June 14, 2021  
 Terminated on:

School District Declaration of Emergency

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. An emergency declaration issued by the Board of Trustees authorizes the School District to take extraordinary measures to protect students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a manner that serves the needs of students, their families, and staff and preserves the School Districts full entitlement of funding.

Legal Reference:	Section 20-9-801 - 802, MCA	Emergency School Closure
	Section 20-9-806, MCA	School closure by declaration of emergency
	Section 20-9-805.	Rate of reduction in annual apportionment entitlement.

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

Family Engagement

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, **on a case-by-case scenario.**

Students of families opting out of onsite instruction at the school facility ~~for the remainder of the 2019-2020 school fiscal year~~ 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. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

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.

Legal Reference:      Section 20-1-101, MCA – Definitions  
                              Section 20-1-301, MCA – School Fiscal Year  
                              Section 20-9-311, MCA – Calculation of Average Number Belonging  
                              Section 20-7-118, MCA - Offsite Provision of Educational Services  
                              Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
                              ARM 10.55.906(4)) – High School Credit

Cross Reference:      Policy 1906 – Student Instruction and Services  
                              Policy 1908F – Family Onsite Opt-Out Form

Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:



Family Onsite Instruction Opt-Out Form

A family who does not want their student to receive instruction and educational services onsite at the school may request to have instruction completed offsite and/or online by completing this form.

Students of families opting out of onsite instruction at the school facility ~~for the remainder of the 2019-2020 school fiscal year~~ 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. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

I, \_\_\_\_\_, Parent or Guardian of, \_\_\_\_\_ a student enrolled at \_\_\_\_\_ School District, requests my student receive educational services and instruction at an offsite location and/or for the duration of the declared public health emergency in a manner consistent with the methods identified by the School District.

I understand my student is expected to complete all assigned work and return it to the teacher in order to receive credit toward a grade to be considered for promotion or credit and in accordance with Policy 1902, if applicable. I further understand that failure to complete work assigned may result in a determination that my student will be retained or otherwise not earn credit.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

Legal Reference:      Section 20-1-101, MCA – Definitions  
                                 Section 20-1-301, MCA – School Fiscal Year  
                                 Section 20-9-311, MCA – Calculation of Average Number Belonging  
                                 Section 20-7-118, MCA - Offsite Provision of Educational Services  
                                 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
                                 ARM 10.55.906(4)) – High School Credit

Policy History:

Adopted on: July 13, 2020

Reviewed on: April 12, 2021

Revised on: June 14, 2021

Terminated on:

## **Lewistown School District**

### **COVID-19 Emergency Measures**

1909

#### Human Resources and Personnel

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure clear expectations for District staff while completing their duties in a safe and healthy workplace. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

#### Work Schedule and Assignment for Certified Staff

The working conditions for the certified staff shall be governed by a Collective Bargaining Agreement and any applicable Memorandum of Understanding between the Unit and the School District or the individual employment contracts between the employee and the School District. Certified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration unless there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding that specifically governs instead of the policy.

#### Work Schedule and Assignment of Duties for Classified Staff

In accordance with the individual employment contracts issued to classified staff, the District reserves the right to change employment conditions affecting an employee's duties, schedule, assignment, or supervisor. The District shall notify the employee in writing of any change in their workday or duties. Classified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration.

#### Personal Conduct

This policy in no way limits or adjusts the School District's expectations for staff conduct. All applicable district policies and handbook provision governing staff conduct remain in full effect

#### Student Services

Students shall have access to regular instructional services whether their instruction is provided in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of School District Policy or concern about student health, well-being, or safety to their supervisor for review and referral. Students receiving instruction in an offsite or online setting are governed by all applicable laws, including the staff obligation to report suspected child abuse or neglect.

#### Compensation and Benefits

Staff shall continue to earn regular compensation and benefits during the period of declared public health emergency. Payroll dates and schedules are not affected by an applicable public health emergency.

## Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar ~~for the remainder of the 2020-2021 school year~~ unless there is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

Cross Reference:      Policy 1905 - Student, Staff and Community Health and Safety  
                             Policy 1906 – Student Instruction  
                             Policy 5140 – Classified Assignment  
                             Policy 5210 – Assignments and Transfers  
                             Policy 5221 – Work Day  
                             Policy 5232 – Abused and Neglected Child Reporting  
                             Policy 5255 – Disciplinary Action  
                             Policy 5223 – Personal Conduct  
                             Policy 5012 – Sexual Harassment  
                             Policy 5015- Bullying and Intimidation  
                             Policy 5130 – Staff Health  
                             Policy 5230 – Prevention of Disease Transmission  
                             Policy 5222 – Evaluation of Certified and Classified Staff

### Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:

Personnel Use of Leave

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to inform School District staff about leave options. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

District Leave

School District staff may utilize accumulated leave granted in accordance with Montana law, District policy, a Collective Bargaining Agreement, or applicable Memorandum of Understanding through the regular procedures governing the type of leave requested.

~~Staff members not covered by a memorandum of understanding are eligible for one week of paid sick leave capped at 40 hours in addition to that leave provided by federal law, district policy, or employment contract. The employee may utilize the 40 hours of additional leave during the 2020-2021 school year in the event the employee satisfies the criteria for Emergency Paid Sick Leave under the Families First Coronavirus Response Act and as outlined in this policy.~~

Federal Law Controls Federal Leave Provisions

The Board of Trustees has adopted this policy and related forms on the referenced date based on the law and available federal and state guidance as of the date of such adoption. Federal and state guidance can change following adoption of this policy and forms. To the extent that any subsequently adopted guidance or federal regulation or other controlling interpretation of the law results in a conflict between such guidance, regulation or controlling interpretation and this policy or forms, the provisions of the guidance, regulation or controlling interpretation controls to the extent of any such conflict. The School District shall take reasonable steps to ensure that staff are notified of any change in guidance or federal regulation or other controlling interpretation of the law that creates a conflict with any provision of this policy or forms.

~~Emergency Paid Sick Leave~~

~~In accordance with Federal law, employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis or, after April 1, 2021, has received a first or second dose of COVID-19 vaccine and is experiencing side effects resulting from the vaccination that prevent the employee from working.~~

~~Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine in accordance with a Federal, State, or local government order or advice of a health care provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.~~

~~Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F1 – Emergency Paid Sick Leave~~

~~Emergency Family Medical Leave~~

~~Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two thirds the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.~~

~~Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F2 – Emergency Family Medical Leave.~~

~~Legal Reference: – Families First Coronavirus Response Act~~

Cross Reference:     ~~Policy 1910F1 – Emergency Paid Sick Leave Form~~  
                              ~~Policy 1910F2 – Emergency Family Medical Leave Form~~  
                              Policy 1909 – Human Resources and Personnel  
                              Policy 5321 – Leaves of Absence  
                              Policy 5328 – Family Medical Leave Act  
                              Policy 5329 – Long Term Illness  
                              Policy 5330 – Maternity and Paternity Leave  
                              Policy 5334 - Vacations

Policy History:

Adopted on: 5/11/2020

Revised on: 7/13/2020

Revised on: 9/14/2020

Revised on: 4/12/2021

Terminated on:

## **Lewistown School District**

### **COVID-19 Emergency Measures**

1911

#### School District Budget Adoption, Amendment and Audit

The period of the school fiscal year affected by the declared public health emergency shall be the longer of the portion of the school fiscal year covered by an emergency declared by the President, Congress, Governor, Montana Legislature, State or County Health Department or the portion of the school fiscal year identified in the board's declaration of an emergency. The School District shall avail itself of all flexibilities allowed by law, rule, or regulation and shall be otherwise governed by the school finance laws and rules of the state of Montana. The School District shall comply with auditing requirements and reserves the authority to assert its rights to manage school district funds or seek state and federal funds in a manner consistent with the full flexibility available under all applicable laws.

Legal Reference:       Article X, section 8     Montana Constitution  
                              Title 20, Chapter 9, Part 8, Montana Code Annotated

#### Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:

School District Elections Rescheduled Due to Emergency

The County Superintendent may cancel the School District's election due to an emergency declared by the Governor. As soon as convenient after the declaration of a state of emergency or disaster is terminated, the trustees of the district shall set a new date for the election. Notice of such election shall be published for 7 consecutive days in a newspaper of general circulation in the district and posted for 7 days at district polling places. All applicable deadlines governing school election procedures in Montana law shall be reset and calculated based on the date of rescheduled election.

Legal Reference:       Section 20-20-108, MCA - Rescheduling Of School Election Canceled Due To  
                                  Declaration Of State Of Emergency Or Disaster  
                                  Title 20, Chapter 20, MCA

Policy History:

Adopted on: July 13, 2020  
Reviewed on: April 12, 2021  
Revised on: June 14, 2021  
Terminated on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE REOPENING PLAN

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

**SUMMARY:**

The Board of Trustees needs to approve the school reopening plan. 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. It is also required that it be reviewed by the Board of Trustees at least every six months, but will be a monthly agenda item going forward.

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

**SUGGESTED ACTION:** Approve School Reopening Plan

☒ **Additional Information Attached**

**NOTES:**

	Motion	Second	Aye	Nay	Abstain	Other
<b><i>Board Action</i></b>						
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: June 14, 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

**THIS PLAN SHOULD BE MADE PUBLICLY AVAILABLE ON THE DISTRICT WEBSITE BY JUNE 24, 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	1905	<b>1905:</b> The School District has adopted the protocols outlined in this policy during the term of the declared	1. 7/13/20

masks.		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 making optional face coverings as personal protective equipment.	2. 8/25/20 3. 9/14/20 4.  12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21
Modifying facilities to allow for physical distancing (e.g., use of cohorts/pods).	1905; 1905P	<p><b>1905:</b> 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.</p> <p><b>1905P:</b> 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.</p>	1. 7/13/20 2. 8/25/20 3. 9/14/20 4.  12/21/20 5. 1/11/21 6. 4/12/21 7. 6/14/21
Handwashing and respiratory etiquette.	1905; 1905P	<b>1905:</b> 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	1. 7/13/20 2. 8/25/20 3. 9/14/20 4.  12/21/20 5. 1/11/21

		<p>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 healthy hand hygiene behavior and symptoms of illness.</p> <p><b>1905P:</b> 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.</p>	<p>6. 4/12/21 7. 6/14/21</p>
Cleaning and maintaining healthy facilities, including improving ventilation.	1905; 1905P	<p><b>1905:</b> 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.</p> <p><b>1905P:</b> 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.</p>	
Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal	1905; 3417	<p><b>1905:</b> 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</p>	<p>1. [Date] 2. [Date] 3. [Date] 4. [Date]</p>

health departments.		<p>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.</p> <p><b>3417:</b> 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.</p>	
Diagnostic and screening testing.	1905	<p><b>1905:</b> 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.</p>	<ol style="list-style-type: none"> <li>1. 7/13/20</li> <li>2. 8/25/20</li> <li>3. 9/14/20</li> <li>4.</li> </ol> <p>12/21/20</p>
Efforts to provide vaccinations to school communities	3413	<p>Please note that House Bill 702 passed the 2021 Legislature and was signed into law effective May 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</p>	<ol style="list-style-type: none"> <li>1. 6/14/20</li> </ol>

		<p>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.</p> <p><b>3413:</b> 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.</p>	
Appropriate accommodations for children with disabilities with respect to health and safety policies.	1908; 2162; 2162P	<p><b>1908:</b> 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.</p> <p><b>2162:</b> 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.</p> <p><b>2162P:</b> 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 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.</p>	<ol style="list-style-type: none"> <li>1. 7/13/20</li> <li>2. 8/25/20</li> <li>3. 9/14/20</li> <li>4.</li> </ol> <p>12/21/20</p> <ol style="list-style-type: none"> <li>5. 1/11/20</li> <li>6. 4/12/21</li> <li>7. 6/14/21</li> </ol>
Coordination with State and local health officials.	1900; 1905; 1907; 3417	<p><b>1900:</b> 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</p>	<ol style="list-style-type: none"> <li>1. 7/13/20</li> <li>2. 8/25/20</li> <li>3. 9/14/20</li> </ol>



		<p>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.</p> <p><b>1905:</b> 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.</p> <p><b>1907:</b> 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.</p> <p><b>3417:</b> 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 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.</p>	<p>12/21/20</p> <p>5. 1/11/21</p> <p>6. 4/12/21</p> <p>7. 6/14/21</p>
How the district will ensure continuity of services, including but not limited to services to address students'	1906; 1906P; 2050	<p><b>1906:</b> 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</p>	<p>1. 7/13/20</p> <p>2. 9/14/20</p> <p>3.</p> <p>12/21/20</p> <p>4. 1/11/21</p>

<p>academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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. 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.</p> <p><b>1906P:</b> Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-site, or blended learning model as outlined in Policy</p>	<p>5. 4/12/21 6. 6/14/21</p>
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		<p>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.</p> <p><b>2050:</b> 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</p>	
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## June 2021

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

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

The School District’s plan meets the requirements of Section 2001(i)(1) and (i)(2) of the ARP Act. The School District’s plan is available on our website and, as noted above, was developed through a process that included extensive public comment. Further, we have, as part of the organization of the School District’s plan for purposes of the ARP Act, revised the School District’s plan at a meeting held on \_\_\_\_\_ (note – this should be a date scheduled on or before June 24, 2021 to allow you to update and post your plan) 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 the school district – be sure to deliberately select as applicable) 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, and consultation with:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and
2. 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.

**Appendix – Attach and/or provide a website URL for the school district’s adopted 1900 policies in their entirety.**

**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

06/14/2021

Agenda Item No.

14

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

**ITEM TITLE:** APPROVE EXTENSION OF GRASS RANGE BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

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

**SUMMARY:**

The Board of Trustees needs to approve the request from Grass Range Public Schools to extend their bus routes into the Lewistown School District as described on the attachments.

**SUGGESTED ACTION:** Approve Extension of Grass Range Bus Routes into the Lewistown School District

☒ Additional Information Attached

**NOTES:**

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

# Fergus County

## Bus Transportation Agreement

Out -of- District Approval  
Out -of- County Approval

The Board of Trustees of Grass Range School District No.27, Fergus County and the Board of Trustees of Lewistown Public Schools No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2021-2022 school year.

This agreement is blanket coverage for students who are transported by District #27 buses to attend Grass Range School.

Description of Route: Cheadle Route

The Grass Range (Cheadle) bus enters the Lewistown District on Highway 87, proceeds west approximately 1/4 mile to Stillman Road and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

\_\_\_\_\_  
Board Chair  
Grass Range School District # 27

\_\_\_\_\_  
Board Chair  
Lewistown School District #1

Date \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chair

\* Proposed new bus routes must follow current laws, approval between school districts and approval by the Fergus County Transportation Committee

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

15

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

ITEM TITLE: APPROVE EXTENSION OF LEWISTOWN BUS ROUTE INTO THE GRASS RANGE SCHOOL DISTRICT

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve the request from Lewistown Schools to extend their bus route into the Grass Range School District as described on the attachment.

**SUGGESTED ACTION:** Approve Extension of Lewistown Bus Route into the Grass Range School District

☒ Additional Information Attached

**NOTES:**

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

# FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

## OUT-OF-DISTRICT APPROVAL

## OUT-OF-COUNTY APPROVAL

The Board of Trustees of Lewistown School District #1, Fergus County, and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown Schools for the 2021-2022 School Year.

This agreement is a blanket coverage for students who are transported by Lewistown School District #1 buses to attend Lewistown Schools.

### Description of Bus Route:

Bus Route 2 – Morning and afternoon bus routes travel over the divide into the Grass Range School District to the Cheadle-Piper Cutoff North and then turns around.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

\_\_\_\_\_  
Board Chair  
Lewistown School District #1

\_\_\_\_\_  
Board Chair  
Grass Range School District #27

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chair

\*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee.



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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE EXTENSION OF THE WINIFRED BUS ROUTE INTO THE LEWISTOWN SCHOOL DISTRICT

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

**SUMMARY:**

The Board of Trustees needs to approve the request from Winifred Public Schools to extend their bus route into the Lewistown School District as described on the attachment.

**SUGGESTED ACTION:** Approve Extension of Winifred Bus Route into the Lewistown School District

☒ **Additional Information Attached**

**NOTES:**

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

# Fergus County Bus Transportation Agreement

## Out -of- District Approval

The Board of Trustees of Winifred District No. 115, Fergus County and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Winifred Schools for the 2021-2022 school year.

This agreement is a blanket coverage for students who are transported by District 115 buses to attend Winifred Schools.

Description of Route:

Winifred to Hilger – Highway Route for 23 miles to Hilger. Turn around at mile 23 by Hilger Grain Elevator and head back to Winifred.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
School Dist # \_\_\_\_\_

\_\_\_\_\_  
School Dist # \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

# Fergus County Bus Transportation Agreement

## Out -of- District Approval

The Board of Trustees of Winifred District No. 115, Fergus County and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Winifred Schools for the 2021-2022 school year.

This agreement is a blanket coverage for students who are transported by District 115 buses to attend Winifred Schools.

## Description of Route:

The Salt Creek Bus Route enters the Lewistown Elementary School District from the intersection of the Salt Creek Road and Moulton Road and continues west and north for approximately 5.3 miles where it reenters the Winifred k-12 School District.

Salt Creek Bus Route turns west off of the Salt Creek Road on to the Plum Creek Road for approximately 4.3 miles. It then turns east on to a private driveway for approximately 1.1 miles, turn around in a private driveway, and then returns to the Salt Creek Road for the remainder of the route.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
School Dist # \_\_\_\_\_

\_\_\_\_\_  
School Dist # \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

17

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

ITEM TITLE: APPROVE EXTENSION OF THE MOORE BUS ROUTES INTO THE LEWISTOWN SCHOOL DISTRICT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve the request from Moore Public Schools to extend their bus routes into the Lewistown School District as described on the attachments.

**SUGGESTED ACTION:** Approve Extension of Moore Bus Routes into the Lewistown School District

☒ Additional Information Attached

**NOTES:**

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

# Fergus County

## Bus Transportation Agreement

Out-of-District Approval

Out-of-County Approval

The Board of Trustees of Moore District No. 44, Fergus County and the Board of Trustees of Lewistown No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Moore School for the 2021-2022 school year.

This agreement is a blanket coverage for students who are transported by District #44 buses to attend Moore School.

Description of Route: Bus leaves Moore School proceeding north on the Ross Fork Road for 12 miles, Turns right for 2.3 miles, makes a left turn on to Spring Creek Colony road for 1.9 miles (Lewistown High School District). Turns around at Spring Creek Colony and goes back to Ross Fork to pick up the DeBelly Student (Denton District) then travels south on Ross Fork road 3 miles and turns left onto Lower Cottonwood road. Travels a half mile turning right on Wichman road. Travels two miles to pick up the Martin students proceeds a half mile to Wichman students, then turns around goes a half mile back to Wild Rose Road for 3 miles back to Hwy. 87 to pick up Cundiff (Lewistown/King Colony Districts) and Tresch student (Lewistown District). Travel on Hwy. 87 to the Moore School.

Individual Transportation Contracts will be approved on another Attendance and Transportation Agreement.

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
School Dist. #

\_\_\_\_\_  
School Dist. #

Date \_\_\_\_\_

Date \_\_\_\_\_

Approved by Fergus County Transportation Committee:

Yes \_\_\_\_\_

No \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
County Transportation Committee Chairman

\*Proposed new bus routes must follow current laws, approval between school districts and approved by the Fergus County Transportation Committee

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

18

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND  
HIGH SCHOOL GENERAL FUND(S) TO THE RESPECTIVE COMPENSATED  
ABSENCES FUND(S)

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s) as outlined in the attachment.

**SUGGESTED ACTION:** Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)

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

**NOTES:**

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

District Administration requests Board approval to transfer year-end money from the General Funds to the Compensated Absences fund in accordance with 20-9-512, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. One place districts can accumulate the money is the 'Compensated Absences Fund'. Money in the Compensated Absences Fund may only be used to pay the termination pay of non-teaching employees. Nevertheless, the money can carry from year to year and it gives the District flexibility in future years when General Fund budgets are not available to finance these costs. Transfers from the General Fund represent the only way to fund the Compensated Absences Fund.

District Administration requests Board approval to transfer money from the Elementary and/or High School General Fund(s) to the respective Compensated Absences Fund(s) at fiscal year end. The transfer will be in an amount not to exceed the General Fund budget and within the limitations of the Compensated Absences Fund. Transfer amounts will be reported back to the Board.

#### **20-9-512. Compensated Absence Liability Fund.**

- (1) The trustees of a school district may establish a compensated absence liability fund for the purpose of paying:
  - (a) any accumulated amount of sick leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district in accordance with the provisions of 2-18-618; and
  - (b) any accumulated amount of vacation leave that a nonteaching or administrative school district employee is entitled to upon termination of employment with the district.
- (2) The compensated absence liability fund may be used only for the stated purpose of this section.
- (3) The trustees may transfer money from the general fund, within the adopted budget, to establish and maintain the compensated absence liability fund.
- (4) The maximum amount in a reserve fund established under the provisions of subsections (1) and (3) may not exceed 30% of:
  - (a) the total school district liability for accumulated sick leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year; and
  - (b) the total school district liability for accumulated vacation leave of nonteaching and administrative school district employees on June 30 of the current school fiscal year.
- (5) For the purposes of this section, "administrative school district employee" means a school district employee who is employed in an administrative position and who accrues vacation leave as part of the employee's contract with the school district.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

19

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

ITEM TITLE: APPROVE REQUEST TO TRANSFER MONEY BETWEEN THE ELEMENTARY AND HIGH SCHOOL GENERAL FUND(S) TO THE INTERLOCAL FUND

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve the request to transfer money between the Elementary and High School General Fund(s) to the Interlocal Fund as outlined in the attachment.

**SUGGESTED ACTION:** Approve Request to Transfer Money between the Elementary and High School General Fund(s) to the Inter local Fund.

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

**NOTES:**

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



District Administration requests Board approval to transfer year-end money from the General Funds to the Interlocal Fund in accordance with 20-3-363, MCA (below). School General Fund budgets are use-it-or-lose-it; that is, General Fund money not spent by June 30 may not be used in the next fiscal year.

Although we have plans for both our Elementary and High School General Funds, we often have a small amount of money left at year end. Legislature now allows districts to roll and accumulate money in the "Interlocal Fund". Per Multi-District Agreements approved and signed by the Board, monies transferred to the Interlocal Fund may be used for the same purposes as the General Fund and may be used towards expenses from either district. This is extremely beneficial in those years where enrollment "bubbles" may cause a shortage in one budget and a surplus in another.

District Administration requests the Board approval to transfer money from the Elementary and/or High School General Fund(s) to the Interlocal Fund at fiscal year-end. The transfers to the Interlocal Cooperative Fund from each Participating District's General Fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfer amounts will be reported back to the Board.

**20-3-363. Multidistrict agreements -- fund transfers.** (1) The boards of trustees of any two or more school districts may enter into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the participating districts and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of this section. An agreement must include provisions for dissolution of the cooperative, including the conditions under which dissolution may occur and the disposition of any remaining funds that had been transferred to an Interlocal cooperative fund in support of the cooperative. An agreement must be approved by the boards of trustees of all participating districts and must include a provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement may be for a period of up to 3 years.

(2) All expenditures in support of the multidistrict agreement may be made from the Interlocal cooperative fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative may transfer funds into the Interlocal cooperative fund from the district's general fund, budgeted funds other than the retirement fund or debt service fund, or nonbudgeted funds other than the compensated absence liability fund. Transfers to the Interlocal cooperative fund from each participating school district's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers may not be made with funds restricted by federal law unless the transfer is in compliance with any restrictions or conditions imposed by federal law.

(3) Expenditures from the Interlocal cooperative fund under this section are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

(4) The intent of this section is to increase the flexibility and efficiency of school districts without an increase in local taxes. In furtherance of this intent, if transfers of funds are made from any school district fund supported by a nonvoted levy, the district may not increase its nonvoted levy for the purpose of restoring the amount of funds transferred.

(5) As used in this title, "multidistrict cooperative" means a public entity created by two or more school districts executing a multidistrict agreement under this section or any school district or other public entity participating in an Interlocal cooperative agreement under the provisions of Title 20, chapter 9, part 7, as either a coordinating or a cooperating agency.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

20

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

ITEM TITLE: APPROVE VOIDING OUTDATED STALE CLAIMS WARRANTS

Requested By: Board of Trustees   Prepared By: Rebekah Rhoades

**SUMMARY:**

Attached is a report of outstanding, stale dated warrants (checks) that should be cancelled at this time. 20-9-233, MCA authorizes the Board to cancel any warrants which have been issued and outstanding for at least one year. The District will not reissue these warrants at this time.

Districts should cancel stale dated warrants annually. Note also that although cancelled, the District must honor these warrants for eight years from the date of issuance in the unlikely event they are presented for payment. [27-2-202(1), MCA]. We will cancel stale dated warrants again each June (to close the fiscal year) and annually thereafter. Following are the applicable statutes for your reference. Please contact me with questions.

**20-9-223. Cancellation of outstanding warrants – duplication.** The trustees of any school district shall be authorized to cancel any warrant that has been issued for at least 1 year. However, the contractual obligation of the district that has been satisfied by the issuance of the warrant shall not be terminated until the time specified by 27-2-202(1) has elapsed. When a warrant has been canceled and the obligation has not terminated under 27-2-202(1), the district may issue a duplicate warrant without the completion of an indemnity bond by the payee.

**27-2-202. Actions based on contract or other obligation.** (1) The period prescribed for the commencement of an action upon any contract, obligation, or liability founded upon an instrument in writing is within 8 years. (2) The period prescribed for the commencement of an action upon a contract, account, or promise not founded on an instrument in writing is within 5 years. (3) The period prescribed for the commencement of an action upon an obligation or liability, other than a contract, account, or promise, not founded upon an instrument in writing is within 3 years.

**SUGGESTED ACTION:** Approve Voiding Outdated Stale Claims Warrants

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

**NOTES:**

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

Bank Name	Account	Check Number	Amount	Date	Payee	Type	Voucher #	Status	Fiscal Year
COUNTY TREASURER	LEWISTOWN	42432	\$76.25	1/30/2020	PIERCE, LISA M	Payroll	15	Printed	2020

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

21

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

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACT FOR THE HIGH SCHOOL DISTRICT

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades

**SUMMARY:**

The Board of Trustees needs to approve an Individual Transportation Contract for the following:

Zelda Boogman

**SUGGESTED ACTION:** Approve Individual Transportation Contract for the High School District

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

NOTES:

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



# INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2021 - 2022

Due to School Clerk June 1

Contract # 51219

Elementary District Responsible for Reimbursing Contract	County	Legal Entity
High School or K-12 District Responsible for Reimbursing the Contract Fergus H S	Fergus	0259

Is this a contract shared between elementary and high school?

☐ Yes☒ No

Are you applying for isolation status?

☐ Yes☒ No

(If yes, please attach explanation)

**Isolation:** Section 20-10-142, MCA provides for increased reimbursement rates for special circumstances of residence. In order to receive increased rates, individual circumstances must be reviewed and approved by the trustees of the district, the county transportation committee, and the Office of Public Instruction. (10.7.116 ARM provides guidelines for such.)

Check here only if increased payment due to isolation has been approved

Initials

Elem District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
HS District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
County District Approval	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Parent or Guardian Name:

Zelda Boogman

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00 HS/K12 0.00

Distance from home to nearest bus stop, if any (one way)

EL 0.00 HS/K12 4.70

☐ Contract is for one-way only

Students in each grade level covered by this contract

	Pre-K	K	1-8	9-12
Total	Total	Total	Total	Total
Regular Trans	0.00	0.00	1.00	
Spec. Ed. Trans	0.00	0.00	0.00	0.00
Room & Board	0.00	0.00	0.00	
Coresponse	0.00	0.00	0.00	
Reg. Contingency	0.00	0.00	0.00	
Spec. Ed. Contin.	0.00	0.00	0.00	0.00

Student Name	School	Grade
Student Name	School	Grade
Student Name	School	Grade
Student Name	School	Grade

**THIS CONTRACT IS FOR:**

Grades K-12

☐ 1st Semester Only ☐ 2nd Semester Only ☐ Both

Prekindergarten

☐ 1st Semester Only ☐ 2nd Semester Only ☐ Both**PREKINDERGARTEN**

Prekindergarten child rides WITH other school age students also covered by this contract

To or from Bus Stop 0.00 times per day 0 days per week

To or from School 0 times per day 0 days per week

Prekindergarten child rides WITHOUT other school-age students

To or from Bus Stop 0 times per day 0 days per week

To or from School 0 times per day 0 days per week

**DEADLINES:****PARENTS:** Due to School Clerk June 1**CLERKS:** Send original to County Supt by July 1, retain a for your files**REIMBURSEMENT RATES**

determined by 20-10-142, MCA

EL	HS
\$0.00	\$1.19

Agreement between parent (parent name) \_\_\_\_\_, and school district (district name) \_\_\_\_\_

County, hereinafter referred to as the District(s).

The parties agree as follows:

- The parent shall transport or provide transportation for the student(s) to and from the school or bus stop on the days when school is in session. The parent or guardian assures that a licensed and insured driver will transport the students. Mileage contracts are valid only when transportation for the distance reported on the contract actually occurs.
- In March and June, the District shall pay the parent the sum officially approved in the application upon certification by the teacher or principal of the school of the number of days the student(s) was transported for the past semester.
- The payment shall be computed on the basis of the schedule established in Section 20-10-142, MCA, and the information accompanying this contract.

**I attest the above information is true and correct**

Elementary School District

Chair, Board of Trustees

Date

High School district

Chair, Board of Trustees

Date

Fergus H S

Signature - Parent or Guardian

Date

Address, City, Zip Code

Phone Number

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

22

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

**ITEM TITLE:** APPROVE SECOND SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS REIMBURSEMENT

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

**SUMMARY:**

The Board of Trustees needs to approve the claim for the Individual Contract Bus Reimbursement for the second semester as presented on the attachment.

**SUGGESTED ACTION:** Approve Claim for Individual Contract Bus Reimbursement

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

**NOTES:**

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



**TR-5**  
**Individual Contract Reimbursement Claim**  
**2nd Semester 2020-2021**

**14 Fergus**  
**0258 Lewistown Elem**

**01/18/2021-05/28/2021**

<b>Contract #</b>	<b>Shared</b>	<b>Family Name</b>	<b>Daily Rate</b>	<b>Isolation</b>	<b>Days</b>		<b>Total Reimbursement</b>
					<b>Transported</b>	<b>Reimbursed</b>	
49215	True	Reisig, Rebecca	0.42	No	82.0	82.0	34.44 *
<b>Total Individual Contract Reimbursement</b>							<b>34.44</b>

**Board Chair**

\_\_\_\_\_  
Signature



**TR-5**  
**Individual Contract Reimbursement Claim**  
**2nd Semester 2020-2021**

**14 Fergus**  
**0259 Fergus H S**

**01/18/2021-05/28/2021**

<b>Contract #</b>	<b>Shared</b>	<b>Family Name</b>	<b>Daily Rate</b>	<b>Isolation</b>	<b>Days</b>		<b>Total Reimbursement</b>
					<b>Transported</b>	<b>Reimbursed</b>	
49215	True	Reisig, Rebecca	0.42	No	81.0	81.0	34.02 *
<b>Total Individual Contract Reimbursement</b>							<b>34.02</b>

**Board Chair**

\_\_\_\_\_  
Signature



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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

23

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

**ITEM TITLE:** APPROVE SECOND SEMESTER ELEMENTARY AND HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT

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

**SUMMARY:**

Attached are the second semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., un-voted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the second semester as presented on the attachments.

**SUGGESTED ACTION:**    Approve Second Semester Elementary and High School Bus Route Reimbursement Claims

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

**NOTES:**

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



# TR-6 Bus Route Reimbursement Claim 2nd Semester 2020-2021

**01/19/2021-05/28/2021**

**14 Fergus  
0258 Lewistown Elem**

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	70.00	79.0	1.57	Zachary D. Manning	4DRBWAAN8DB356001	90.0	90.0	7,813.89
2	70.00	85.2	1.80	Gregory D. Mikat	4DRBWTAN5KB275773	90.0	90.0	9,661.68
3	70.00	49.5	1.36	Stacey L. Sramek	4DRBWAAN7CB341925	90.0	90.0	4,241.16
4	70.00	78.0	1.80	Michael R. Lehner	4DRBWAAN0hb524154	90.0	90.0	8,845.20
5	70.00	41.6	1.57	Terry L. Hogg	4DRBWAAN6GB000568	90.0	90.0	4,114.66
6	70.00	50.8	1.57	Michael D. Perrine	4DRBWTAN3LB251473	90.0	90.0	5,024.63
7	70.00	74.0	0.95	Albert C. White	4DRBUAAL1FB033528	90.0	90.0	4,428.90
8	70.00	40.5	1.80	Tina C. McGowan	4DRBWAAN1EB481987	90.0	90.0	4,592.70
11	100.00	12.0	1.36	Cindy L. Noel	4DRBWAAN9AA166953	69.0	69.0	1,126.08
<b>Total Bus Route Reimbursement</b>								<b>49,848.90</b>

**Board Chair**

\_\_\_\_\_  
Signature



# **TR-6** **Bus Route Reimbursement Claim** **2nd Semester 2020-2021**

**01/19/2021-05/28/2021**

**14 Fergus**  
**0259 Fergus H S**

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	30.00	79.0	1.57	Zachary D. Manning	4DRBWAAN8DB356001	90.0	90.0	3,348.81
2	30.00	85.2	1.80	Gregory D. Mikat	4DRBWTAN5KB275773	90.0	90.0	4,140.72
3	30.00	49.5	1.36	Stacey L. Sramek	4DRBWAAN7CB341925	90.0	90.0	1,817.64
4	30.00	78.0	1.80	Michael R. Lehner	4DRBWAAN0hb524154	90.0	90.0	3,790.80
5	30.00	41.6	1.57	Terry L. Hogg	4DRBWAAN6GB000568	90.0	90.0	1,763.42
6	30.00	50.8	1.57	Michael D. Perrine	4DRBWTAN3LB251473	90.0	90.0	2,153.41
7	30.00	74.0	0.95	Albert C. White	4DRBUAAL1FB033528	90.0	90.0	1,898.10
8	30.00	40.5	1.80	Tina C. McGowan	4DRBWAAN1EB481987	90.0	90.0	1,968.30
<b>Total Bus Route Reimbursement</b>								<b>20,881.20</b>

**Board Chair**

Signature

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

24

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

**ITEM TITLE:** APPROVE – STAR PROGRAM MULTI-DISTRICT AGREEMENT WITH CMLRCC

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

**SUMMARY:**

The Board of Trustees needs to approve the agreement with Central Montana Learning Resource Center Cooperative in regards to the STAR program. The STAR teacher recently resigned from the COOP, so that position will now be hired by Lewistown Public Schools. As a result of these changes, the agreement with the COOP needs to be revised.

**SUGGESTED ACTION:** Approve Agreement with Central Montana Learning Resource Center Cooperative.

☒ **Additional Information Attached**

**NOTES:**

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

**Central Montana Learning Resource Center Cooperative Multi-District Agreement for  
STAR**

**I. PARTIES TO THIS AGREEMENT**

**THIS Agreement to become effective the 1<sup>st</sup> day of July, 2021, is between and among the following list of school districts and any additional school districts incorporated into this Agreement at a future date, all hereinafter referred to as “Participating Districts”.**

**AYERS COLONY ELEMENTARY SCHOOL DISTRICT**

**DEERFIELD COLONY ELEMENTARY SCHOOL DISTRICT**

**DENTON SCHOOL DISTRICT**

**GEYSER SCHOOL DISTRICT**

**GRASS RANGE SCHOOL DISTRICT**

**HARLOWTON SCHOOL DISTRICT**

**HOBSON SCHOOL DISTRICT**

**JUDITH GAP SCHOOL DISTRICT**

**KING COLONY ELEMENTARY SCHOOL DISTRICT**

**LAVINA SCHOOL DISTRICT**

**LEWISTOWN SCHOOL DISTRICT**

**MELSTONE SCHOOL DISTRICT**

**MOORE SCHOOL DISTRICT**

**ROUNDUP SCHOOL DISTRICT**

**ROY SCHOOL DISTRICT**

**RYEGATE SCHOOL DISTRICT**

**SPRING CREEK COLONY ELEMENTARY SCHOOL DISTRICT**

**STANFORD SCHOOL DISTRICT**

**WINIFRED SCHOOL DISTRICT**

**WINNETT SCHOOL DISTRICT**

## II. PURPOSE AND PHILOSOPHY

The intent of the STAR Program is to provide a positive instructional environment to meet the unique needs of IDEA-eligible students with chronic emotional and behavioral needs so as to build skills necessary for reintegration into special and general education settings in the student's base school.

The STAR Program is currently staffed by one certified special education teacher and two paraprofessionals. Students who attend STAR have varied backgrounds, but they most often share a common history of personal challenges rooted in adverse experiences and/or mental health conditions. The STAR program is built upon the premise that a child must feel safe and regulated in order to engage in learning. While quality teaching of academics, individualized for each student, is an integral part of the program, academics often take a backseat to help students address the lagging social/emotional skills that make learning and relationships with others difficult. (Ross Greene)

Social-emotional learning is the process through which children understand and manage emotions, feel and show empathy for others, maintain positive relationships, and make responsible choices and decisions (Casel.org). STAR Program staff draw upon many resources and strategies to assist children to develop these skills. From the student's entry into the program, the STAR staff prioritizes the development of rapport and positive relationships, viewing this as the foundation for any interventions, teaching, and learning that is to come. (Literature on trauma-informed schools: ChildWise Institute, Jim Sporleder, Heather T. Forbes) Students learn a language for their emotions and strategies for managing them to avoid becoming overwhelmed as well as ways to cope with daily challenges. (Leah Kuypers; Dr. Jean Eich).

In addition to the strategies noted above, students are assisted to develop executive functioning skills to assist in emotional control as well as to address lags in planning and organizational skills, self, and task monitoring, flexibility in thinking and problem solving, and expanding memory. (Peg Dawson) There are a number of other approaches and strategies weaved into the day, for example, developing resiliency through fostering a growth mindset in place of a fixed mindset (Frey, Fisher, Smith). The STAR classroom uses a level system that serves to track current progress and enable staff and child to determine when a child has learned sufficient skills to begin the process of reintegrating into the base school. (System adapted from Yellowstone Boys and Girls Ranch Treatment Program) Point sheets are used in a positive and encouraging manner to help students see a day-to-day picture of their progress in skill development. A student's needs with regard to sensory processing are addressed in consultation with a certified occupational therapist. Creative movement and core strength development are built into each day as well.

Even with best efforts and sound practices, there will be times when children become overwhelmed by strong emotions in the classroom. Staff members understand the importance of maintaining a calm, steadfast presence when a child is experiencing difficult emotions, remaining firm when appropriate but avoiding power struggles or otherwise being triggered by a student's behavior. (ChildWise Institute/Jim Sporleder) These incidents are managed with a priority of establishing and maintaining safety for the child and others present. There is a room available close to the classroom that can be used for time away

when a child needs the space to de-escalate. At times, experienced STAR students choose to use the room to pre-empt a full emotion/behavior escalation. After de-escalation, the child is encouraged and supported in repairing relationships and moving on, so as not to be "stuck" in a difficult place. This challenging process is accomplished through the relationships built through the STAR program. The goal is to convey to the child that mistakes and emotions are natural, and they will be supported as they build skills to move past them.

## **STAR PROGRAM DESCRIPTION**

### **Purpose and Philosophy**

The intent of the STAR Program is to provide a positive instructional environment to meet the unique needs of IDEA-eligible students with chronic emotional and behavioral needs so as to build skills necessary for re-integration in home school special and general education settings.

### **Services to Districts**

The STAR Program, as sponsored by the Central Montana Learning Resource Center Cooperative (CMLRCC), will be housed in the Lewistown School District and will serve students from Lewistown and outlying districts who are members of the CMLRCC. The classroom has a self-contained structure with sufficient staffing to also support student transition to home school settings and consultative needs.

### **Students Served**

The STAR Program will serve up to eight students, Grades K-8, placed in accordance with procedures outlined below. Special education services provided through STAR will be delivered in accordance with the Individual Education Plan (IEP) and must meet the criteria for Least Restrictive Environment (LRE), as outlined in the Individuals with Disabilities Education Act (IDEA).

The STAR Program is designed to provide structure and support to students displaying chronic emotional and behavioral needs that significantly interfere with the student's and/or other students' abilities to access and benefit from educational opportunities. The program is designed specifically to serve students whose emotions and behaviors negatively impact their academic and social performance in lesser restrictive settings. These are students with typical cognitive skills who demonstrate the ability to learn connections between behavior and consequences and to learn self-regulation strategies for re-integration in home school settings. The STAR Program is not designed to serve students with primary and significant cognitive, communication, and/or sensory deficits.

### **Placement Procedures**

A review team will meet quarterly to discuss students from within the CMLRCC service area with significant emotional and behavioral needs and who are potentially in need of services from the STAR Program. This review team will be comprised of CMLRCC personnel: the Director, STAR Teacher, and School Psychologists on staff. Other parties, for example, building administrators, may be invited to review team meetings to discuss the needs of students they serve. The review team will prioritize students for placement in consideration of the following:

1. Functional Behavioral Assessment (FBA) and at least two Positive Behavior Intervention Plans (PBIP's) have been developed with associated data to indicate lack of progress and/or need for a higher level of intervention.
2. Student has been provided a continuum of services and demonstrates a need for a more restrictive environment.
3. Evaluative information and IEP document chronic and severe behavioral and emotional needs, their frequency/duration/impact to self and/or others, and the student's underlying ability to benefit from services.
4. Parents have been involved in discussions of a continuum of services to include potential STAR services.
5. Safety concerns as related to the student, peers, and/or adults.
6. Level of need for STAR services, timeliness, and urgency of placement.

A new transfer student with the aforementioned needs and available information, given an opening in the program, may be placed at the discretion of the CMLRCC Director, STAR Teacher, and serving School Psychologist, with the support of the IEP Team. Very unusual and unique circumstances may warrant similar placement.

Final decisions for placement eligibility rest with the Central Montana Learning Resource Center Cooperative.

#### Review and Exit

Student progress will be reviewed on an ongoing basis in association with IEP's, the STAR Level System, daily feedback to parents via point sheets, and team meetings. Progress on IEP goals and Aversive Treatment Plans will be reviewed in accordance with guidelines set forth in IDEA, as will any changes associated with those Plans. The building of skills for reintegration in home school settings is a constant focus of the STAR Program, with decisions for reintegration and/or exit from the Program made on an individual basis with team input.

#### Cameras

The STAR Program will utilize stationary digital video cameras for documentation of behaviors in three locations: classroom, the hallway outside classroom, and time out room. These cameras may be used for teaching and therapeutic reasons, as well as for the safety of students and staff. The digital footage is considered confidential and will be accessed only per special education and FERPA guidelines.

#### Transportation

Transportation to and from the STAR Program will be the responsibility of the resident district.



### Related Services

Related services are the responsibility of Central Montana Learning Resource Center Cooperative.

\*Occupational Therapy

\*Speech and Language

### **III. FISCAL RESPONSIBILITIES**

1. Central Montana Learning Resource Center Cooperative agrees to employ two paraprofessionals. Lewistown Public Schools will be responsible for \$32,000 towards the salary and benefits which will be paid to the Cooperative.
2. The teacher will be employed by Lewistown Public Schools.
3. Lewistown School District agrees to provide facilities for the STAR Classroom at no additional cost to CMLRCC.
4. Each participating school district, excluding students of Lewistown School District, will pay CMLRCC a tuition fee of \$6,250 per student on a yearly basis. Specialized equipment for specific student use is the responsibility of the resident district.

### **IV. TERMS of AGREEMENT**

This Multi-District Agreement for Central Montana Learning Resource Center Cooperative is effective July 1, 2021, through June 30, 2022. Any changes to this agreement must be made in writing and agreed to by both parties.

This joint STAR Program is agreed to by the following parties:

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Board Chairperson, Central Montana Learning Resource Center Cooperative	Date
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Lewistown School Superintendent	Date
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Cooperative Director	Date
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The undersigned authorized representative of the participating school district indicates by his/her signature, agreement to the terms of the Central Montana Learning Resource Center Cooperative (CMLRCC) Multi-District Agreement for STAR effective July 1, 2021 to June 30, 2022. Any changes to this agreement must be made in writing and agreed to by both parties.

This joint STAR Program is agreed to by the following parties:

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Board Chairperson

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School District

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Date

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

25

**ITEM TITLE:** APPROVE BID TO REFINISH THE GYM FLOOR AT FERGUS HIGH SCHOOL LOCATED AT 1001 CASINO CREEK DRIVE

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

**SUMMARY:**

The Board of Trustees needs to approve the bid to refinish the gym floor in the Fergus High School Building located at 1001 Casino Creek Drive. The bids will be opened at noon on Monday, June 14<sup>th</sup> and will be presented at the Board Meeting that day.

**SUGGESTED ACTION:** Approve Bid for Refinishing of the Gym Floor at the Fergus High School Building located at 1001 Casino Creek Drive

☐ **Additional Information Attached**

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

26

**ITEM TITLE:** APPROVE FIRST READING OF BOARD POLICY 7515 – FUND BALANCES

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision said policy.

Information being deleted from this policy has been marked with a ~~striketrough~~; information being added has been highlighted.

**SUGGESTED ACTION:** Approve First Reading Board Policy 7515 – Fund Balances

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☒ **Additional Information Attached**

**NOTES:**

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

## **Lewistown School District**

### **FINANCIAL MANAGEMENT**

7515  
Page 1 of 3

#### Fund Balances

*[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]*

#### **I. PURPOSE**

The fund balance policy establishes a framework for the management of all excess funds managed by the Lewistown School District. The policy is in accordance with GASB Statement 54; management of fund balance. It also provides guidance and direction for elected and appointed officials as well as staff in the use of excess funds at year-end.

#### **II. SCOPE**

This fund balance policy applies to all funds in the custody of the School District Business Manager/Clerk of the Lewistown School District, Lewistown, Montana. These funds are accounted for in the District's annual audited financial reports and include, but are not limited to, the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Any new funds created by the District, unless specifically exempted by the governing body; in accordance with state law or GASB pronouncements.

#### **III. CLASSIFICATION OF FUND BALANCES**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

#### **IV. DEFINITIONS**

- A. *Fund Balance*---means the arithmetic difference between the assets and liabilities reported in a school district fund.
- B. *Committed Fund Balance*—amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint.

C. *Assigned Fund Balance*—amounts a school district *intends* to use for a specific purpose; intent can be expressed by the District or by an official to which the Board of Trustees delegates the authority.

D. *Non-Spendable Fund Balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

E. *Restricted Fund Balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

F. *Unassigned Fund Balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

## **V. MINIMUM FUND BALANCE**

The Board of Trustees of Lewistown School District understands the importance of fund reserves. It also recognizes that many factors—most notably revenue receipts and District expenditures—affect fund balance. The Board further recognizes that unrestricted fund balances are intended to fluctuate over time.

As such, the school district will strive to maintain a positive fund balance in all of its budgeted funds at all times. Further, the Clerk of the District will report all fund balances to the Board in conjunction with the annual budget meeting, making special note of unrestricted fund balances that are less than half of the legal maximums (for instance if the General Fund legal limit is 10% the fund balance minimum is 5%). At the time of such report, the Board will review resources available to it and determine the action it will take, if any, to restore fund balances to an acceptable level an amount equal to or greater than the acceptable level described above.

## **VI. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted (if applicable), committed, assigned, and unassigned.

## **VII. COMMITTING FUND BALANCE**

A majority vote of the School Board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the Board.

### **VIII. ASSIGNING FUND BALANCE**

The School Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The Board also delegates the power to assign fund balances to the superintendent or business manager.

### **IX. REVIEW**

The School Board will conduct, at a minimum, an annual review of the sufficiency of the minimum unassigned general fund balance level.

***Legal References:*** Statement No. 54 of the Governmental Accounting Standards Board

**Policy History:**

Adopted on: August 8, 2011

Reviewed on: June 14, 2021

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

27

**ITEM TITLE:** APPOINT ROB ODERMANN TO COUNTY TRANSPORTATION COMMITTEE

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

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**SUMMARY:**

The Board of Trustees needs to appoint Rob Odermann to the County Transportation Committee.

**SUGGESTED ACTION:** Appoint Rob Odermann to County Transportation Committee

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☒ **Additional Information Attached**

**NOTES:**

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





## *Fergus County*

Fergus County Courthouse

Superintendent of Schools

712 West Main, Suite 104, Lewistown, MT 59457

Rhonda Long

406-535-3136

FAX: 406-535-2819

June 14, 2021

RE: County Transportation  
Committee Membership

TO: School Superintendent and School Board Chair

During the 2021 Legislative Session, SB 74 was passed and signed into law. This bill modified the membership of the County Transportation Committee. Effective July 1, 2021 each school in the county must designate a representative to serve on the County Transportation Committee. You may select a trustee, school administrator, transportation director or other employee of the district to serve in this capacity.

This committee meets every July and throughout the school year as needed to approve all school district bus routes and individual isolation contracts. Please use the form below to notify our office who you have designated as your representative by June 15, 2021. Forms may be emailed to [suptofschool@co.fergus.mt.us](mailto:suptofschool@co.fergus.mt.us) or sent in the mail to the address above.

Please note that each district will have ONE representative regardless of the structure of said district. The committee will consist of 10 members, and a quorum will be 5 members. It is vital that the representative selected be committed to attending and participating in these typically brief meetings. See the enclosed bill language and contact Rhonda with questions.

-----  
District Name Lewistown Public Schools

Committee Representative Robert Odermann

Title: Transportation Director

Address: 215 7<sup>th</sup> Ave South

Lewistown, MT 59457

Email: [robert.odermann@lewiswtown.k12.mt.us](mailto:robert.odermann@lewiswtown.k12.mt.us)

Phone Number: 406-535-3287 406-366-1235

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

**BOARD AGENDA ITEM**

**Meeting Date**

06/14/2021

**Agenda Item No.**

28

**ITEM TITLE:** APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY ACCOUNT CHANGES

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

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**SUMMARY:**

A request is being made by the following Clubs/Classes to set up a student activity account with the Fergus High School Activity Funds.

Class of 2025

A request is also being made to close the following Fergus High School Activity Fund, as this class has graduated and no longer needs to be in place.

Class of 2021

**SUGGESTED ACTION:** Approve Fergus High School Student Activity Account Changes

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☒ **Additional Information Attached**

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

29

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees    Prepared By: Christy Rogers

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

☒ Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday June 14, 2021**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BLAZICEVICH, Jenifer</b>	Drivers Education Classroom Monitor	Fergus High School	Approve appointment - Drivers Education Classroom Monitor for 2 hours per day for a total of 30 hours at \$17.50 per hour	6/1/2021 - 6/30/2021	Thom Peck	New Summer Position
<b>BOLD, Regan</b>	Assistant Cross County Coach	Fergus High School	Approve appointment on schedule - (0.085 x \$35,269.00) \$2,997.87 - FALL 2021	8/10/2021	Paul Bartos	Replacing Emmylyn Kepler
<b>CIRRINCIONE, Meggan</b>	Teacher	Fergus High School	Approve appointment- Summer English Curriculum for up to 3 hours at \$22.50 per hour	6/18/2021	Tim Majerus	
<b>DERHEIM-SMITHSON, Helen</b>	Food Server/Kitchen Aide	Highland Park Elementary School	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0 for up to 4.5 hours per day for 186 days	8/23/2021	Amie Friesen	Replacing Kathy Gaines
<b>FISK, Shannon</b>	Teacher	Fergus High School	Approve appointment - Summer Credit Recovery Program for up to 76 hours at her daily rate/8 hours	6/4/2021 - 7/1/2021	Tim Majerus	
<b>GOSSACK, Anita</b>	Food Server	Garfield Elementary School	Accept Letter of Resignation	5/24/2021	Amie Friesen	See Attached Letter
<b>GRENSTEN, Rachael</b>	Elementary Music Teacher	Highland Park Elementary School	Approve appointment on schedule --MA Step 8, .6 FTE	7/1/2021	Danny Wirtzberger	See Attached Request
<b>HAMLING, Michael</b>	Elementary Music Teacher	Lewis and Clark Elementary School	Approve appointment on schedule --BA Step 4 (Actual Step 0), .4 FTE	7/1/2021	Danny Wirtzberger	
<b>KINGSFORD, Mandi</b>	Second Baker	Central Kitchen	Accept Letter of Resignation (continuing employment as a Food Server)	5/25/2021	Amie Friesen	See Attached Letter
<b>ODERMANN, Rob</b>	Transportation Director	Transportation	Approve Out of State Travel to New Jersey to pick up cruiser bus	6/15/2021	Rebekah Rhoades	
<b>PETERS, Elma</b>	Food Server	Highland Park Elementary School	Approve appointment on schedule- FOOD SERVER Step 2, Lunch Server 2.5 hours per day, 5 days per week for up to 186 days	8/23/2021	Amie Friesen	
<b>RHOADES, Rebekah</b>	Business Manager	Lincoln Building	Approve Out of State Travel to the National ASBO Conference in Milwaukee, WI	10/13/21-10/16/21	Thom Peck	
<b>SHERRODD-BRANT, Julie</b>	Food Server	Highland Park Elementary School	Approve appointment on schedule- FOOD SERVER Step 1, Lunch Server 2.5 hours per day, 5 days per week and Breakfast Server 2 hours per day for 5 days per week for up to 186 days	8/23/2021	Amie Friesen	Revised Contract

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday June 14, 2021**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>SMITH, Melanie</b>	Teacher	Fergus High School	Approve appointment- Summer English Curriculum for up to 3 hours at \$22.50 per hour	6/18/2021	Tim Majerus	
<b>VALLINCOURT, Jessica</b>	Teacher	Fergus High School	Approve appointment- Summer English Curriculum for up to 3 hours at \$22.50 per hour	6/18/2021	Tim Majerus	
<b>WALTERS, Maida</b>	Head Cross Country Coach	Fergus High School	Approve appointment on schedule -- (.125 x \$35,269.00) \$4,408.63 - -FALL 2021	8/10/2021	Paul Bartos	Replacing Suzie Flentie
<b>WEBB, Thomas</b>	Teacher	Fergus High School	Approve appointment- Summer English Curriculum for up to 3 hours at \$22.50 per hour	6/18/2021	Tim Majerus	
<b>WICHMAN, Tahan</b>	Technology Support Specialist	Central Office	Accept Letter of Resignation	6/30/2021	Scott Baldwin	See Attached Letter
<b>ZIMBELMAN, Devin</b>	Custodian	Fergus High School	Accept Letter of Resignation	6/17/2021	Jason Fry	See Attached Letter

Amie Friesen  
Lewistown Public Schools  
215 7<sup>th</sup> Avenue South  
Lewistown, MT 59457

May 17, 2021

Amie,  
Per our conversation this morning, I am submitting a letter to you.

Due to circumstances beyond my control, I regretfully submit a letter stating I will not be available for School Foods- Food Server for the year 2021/2022.

Respectfully,

Anita S Gossack

Cc: Polly Alexander

May 25, 2021

Dear Annie,

Please accept this letter of resignation from my position as second baker. My last day will be May 28, 2021.

\*

I am resigning as second baker due to my daughter's type 1 diabetes and the need to attend to her and my son in the morning before school.

I wish to retain my position as server at the Junior High School.  
Thank you for this opportunity.

Sincerely,

Mandi Kingsford

Tahan Wichman  
923 W Janeaux St  
Lewistown, MT 59457

May 17, 2021

Mr. Baldwin  
Director of Technology  
Lewistown Public Schools  
215 7<sup>th</sup> Avenue South  
Lewistown, MT 59457

Dr. Mr. Baldwin:

I would like to inform you that I am resigning from my position as Support Technology Specialist.

Thank you very much for the opportunities for both professional and personal development that you have provided me. I have enjoyed the work and people over the time with the Technology Department, Lewistown Public Schools, and the Central Montana Co-Op.

I wish the Technology Department the best.

Sincerely,

Tahan Wichman



Do to unforeseen circumstances I Devin  
Zimbelman will not be able to work as  
of June 17 2021. I can not afford to  
live in town all by myself with no vehicle.

## EXECUTIVE SESSION

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

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

06/14/2021

Agenda Item No.

30

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

ITEM TITLE: EXECUTIVE SESSION—RECOMMENDATION FOR EXPULSION

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

Superintendent Thom Peck and Junior High School Principal Jeff Friesen will present to the Board of Trustees information on the recommendation for expulsion.

**SUGGESTED ACTION:** Action on recommendation for expulsion

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

**NOTES:**

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

## 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.

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

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

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