

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, March 8, 2021

REGULAR BOARD MEETING

PAGE 1

Meeting ID

meet.google.com/xcj-jrwt-cfj

Phone Numbers

[\(US\)+1 828-565-2852](tel:+18285652852)

PIN: 357 760 744#

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

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

SUPERINTENDENT'S REPORT

9. Report—Election Information
10. Report—Budget Update
11. Report—Investment
12. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

14. Minutes of the February 8, 2021, Regular Board Meeting

APPROVAL OF CLAIMS

15. Claims

INDIVIDUAL ITEMS

16. Approve First Reading – Board Policy 6413 – Benefits for Classified Administrators
17. Approve First Reading – Board Policy 6412 – Benefits for Principals

**LEWISTOWN PUBLIC SCHOOLS
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**MONDAY, March 8, 2021
REGULAR BOARD MEETING
-CONTINUED PAGE 2-**

18. Approve Memorandum of Understanding with Lewistown Education Association
19. Approve Multi-District Agreement for Technology Services
20. Approve Issuing Contracts for Certified Staff for the 2021-2022 School Year
21. Set Elementary District Number One Levy Amount
22. Set High School District Number One Levy Amount
23. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2022
24. Approve 2021-2022 School Calendar
25. Approve Additions to the Substitute List for the 2020-2021 School Year
26. Approve Personnel Report

ADJOURNMENT

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

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08//2021

Agenda Item No.

4

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

ITEM TITLE: PRESENTATION — CUSHING-TERRELL ARCHITECT FIRM

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

5

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Malorie Woolett

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

6

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

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

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana
BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

7

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.

Job Descriptions Committee met on February 11th at 3:30 p.m.

Building and Grounds Committee met on February 17th and March 3rd at 7:00 a.m.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

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	2			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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

8

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC

Requested By: Board of Trustees

Prepared By: _____

SUMMARY:

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

- Montana Advanced Opportunities Act (HB357) recipient letter
- OPI Letter on Transformational Learning
- PIR Committee for 2021-22 School Year
- Winter Assessments
- Thank You to Donor for \$10,000
- 20 Day Plans

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

9

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

ITEM TITLE: REPORT—ELECTION INFORMATION

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

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2021.

Attached are the Terms of Office Listing and the 2021 School Election Calendar.

Board members terms of office that are due to expire in 2021 include: CJ Bailey and Monte Weeden

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2021	Expire 2022	Expire 2023
SCHOOL DISTRICT #1	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Doreen Heintz

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

_____ 3-year term (to expire in 2024)

_____ 3-year term (to expire in 2024)

Declaration of Intents Filed for Nomination of School Board Trustee:

Paul W. Bateman
Shawn Cox
Forrest E. C. Decker
Zane Fulbright
Christine Geary
Christine Solheim

**LEWISTOWN PUBLIC SCHOOLS
ELECTION HISTORY**

ELEMENTARY										
	1997	1998	1999	2000	2001	2002	2003	2004	2005	
AMOUNT	\$268,571.05	\$169,267.06	\$165,301.94	\$27,075.62	NONE	\$29,997.63	\$46,533.25	\$15,336.91	\$31,500.00	\$98,000.00
MILLS	28.25	17.49	14.71	2.05			4.65	1.52		
FOR	560	569	497	510			786	661		
AGAINST	324	291	17	166			287	249		
PASS/FAIL	PASS	PASS	PASS	PASS		PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL			POLL	POLL		
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY		TECH	GF LEVY	GF LEVY	TECH	BR LEVY (10YR)

ELEMENTARY										
	2006	2007	2008	2009	SPRING 2010	FALL 2010	2011	2012	2013	2014
AMOUNT	\$24,110.65	\$77,903.95	NONE	\$123,863.99	\$111,435.00	\$10,715,000.00	\$211,108.25	NONE	NONE	\$0.00
MILLS	2.09	7.23		10.88	9.48	???	17.49			0.00
FOR	703	689		478	958	1421	923			991
AGAINST	287	392		521	726	2143	1165			155
PASS/FAIL	PASS	PASS		FAIL	PASS	FAIL	FAIL			PASS
MAIL/POLL	POLL	POLL		POLL	POLL	MAIL	MAIL			POLL
TYPE	GF LEVY	GF LEVY		GF LEVY	GF LEVY	BOND	GF LEVY			BUS BARN LAND

ELEMENTARY										
	2015	2016	2017	2018	2019	2020				
AMOUNT	\$98,000.00	\$79,449.41	\$98,000.00	\$68,606.20	NONE	\$44,638.12	\$51,646.08			
MILLS	8.33	6.58	8.17	5.54		3.46	3.82			
FOR	1126	1157	845	966		1295	1576			
AGAINST	1173	1146	542	703		1039	1052			
PASS/FAIL	FAIL	PASS	PASS	PASS		PASS	PASS			
MAIL/POLL	MAIL	MAIL	POLL	POLL		MAIL	MAIL			
TYPE	BR LEVY (10 YR)	GF LEVY	BR LEVY (10 YR)	GF LEVY		GF LEVY	GF LEVY			

HIGH SCHOOL										
	1997	1998	1999	2000	2001	2002	2003	2004	2005	
AMOUNT	\$32,867.01	\$107,066.90	\$69,582.16	NONE	NONE	\$51,165.05	\$87,613.29	\$55,318.87	\$101.00	\$98,000.00
MILLS	2.62	8.59	5.70				8.09	5.07	9.37	
FOR	696	673	517				758	641	514	
AGAINST	449	490	18				325	272	289	
PASS/FAIL	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
MAIL/POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	POLL	
TYPE	GF LEVY	GF LEVY	GF LEVY	GF LEVY	GF LEVY	TECH	GF LEVY	GF LEVY	GF LEVY	BR LEVY (10YR)

HIGH SCHOOL										
	2006	2007	2008	2009	SPRING 2010	FALL 2010	2011	2012	2013	2014
AMOUNT	\$227,354.04	\$28,399.56	NONE	\$34,998.00	NONE	NONE	\$137,765.21	NONE	\$130,492.06	NONE
MILLS	19.93	2.44		2.85			10.58		9.68	
FOR	669	718		531			919		1486	
AGAINST	332	390		483			1201		1337	
PASS/FAIL	PASS	PASS		PASS			FAIL		PASS	
MAIL/POLL	POLL	POLL		POLL			MAIL		MAIL	
TYPE	GF LEVY	GF LEVY		GF LEVY			GF LEVY		GF LEVY	

HIGH SCHOOL										
	2015	2016	2017	2018	2019	2020				
AMOUNT	\$98,000.00	\$98,000.00	NONE	NONE	NONE	\$44,713.54				
MILLS	7.71	7.54				3.03				
FOR	1150	875				1589				
AGAINST	1256	593				1168				
PASS/FAIL	FAIL	PASS				PASS				
MAIL/POLL	MAIL	POLL				MAIL				
TYPE	BR LEVY (10 YR)	BR LEVY (10 YR)				GF LEVY				


AS OF DECEMBER 2020:

# ABSENTEE VOTERS IN ELEMENTARY DISTRICT	4149	72%
# POLL VOTERS IN THE ELEMENTARY DISTRICT	1605	28%
TOTAL # OF VOTERS IN ELEMENTARY DISTRICT	5754	
# ABSENTEE VOTERS IN THE HS DISTRICT	173	66%
# POLL VOTERS IN THE HS DISTRICT	88	34%
# OF VOTERS IN THE HS DISTRICT	261	

SCHOOL ELECTION CALENDAR 2021

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 10 through Thursday, March 25	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate should be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 23	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none">• Bond Elections are subject to additional requirements (see 20-9-422, MCA).• Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, February 26	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 5	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: Mail Ballot Plan Timetable and Instructions	13-19-205
4 weeks preceding the close of regular registration	Monday, March 8	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 1 (by 5 p.m.)	Last day trustee candidates may withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 1 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election).	20-3-305(2)(b)
No later than the 30th day before	Friday, April 2	Deadline to notify election judges of appointment.	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 2	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 2	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees may cancel the election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
30 days before any election	Monday, April 5	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 5	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 6	Start of Late Registration. Late voter registration starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 25 Through Saturday, April 24	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none">• If the polling place has changed from the previous school election, that change must be referred to in the notice.• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204
At least 20 days before	Wednesday, April 14	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none">• The ballot (with stubs removed);• Instructions for voting and returning the ballot;• A secrecy envelope, free of marks that would identify the voter; and• A self-addressed, return envelope with affirmation printed on the back.	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 14 through Monday, April 19	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	Saturday, April 24 through Sunday, May 2	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Day before (By Noon)	Monday, May 3	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 3	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (between noon and 5pm)	Monday, May 3	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304
Election Day 	Tuesday, May 4	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 10	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 25 days after the election	By Friday, May 28	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. <i>If the election was called by acclamation the trustees should still canvass results and issues certificates of election at this time.</i>	20-20-415 20-20-416
Within 5 days after the official canvass	Monday, May 10 through Wednesday, June 2	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 10 through Monday, June 7	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	13-16-204 20-20-420
Within 25 days of election	By Friday, May 28	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
June 1	Tuesday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county accepts, then the county must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	By Friday, June 11	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

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

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

Additional References:

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

Election Manual: [School Election Handbook](#)

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

10

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

ITEM TITLE: REPORT—BUDGET UPDATE

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

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2021-2022 General Fund Budgets and potential ESSER II and ESSER III Funds due to the Coronavirus Pandemic.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

2021-2022 PRELIMINARY BUDGET PROJECTIONS

As of 3/8/2021

ELEMENTARY

Current Year (2020-2021) Budget	\$6,743,983.89	
2021-2022 Projected Budgets	\$6,739,462.28	without a vote
	\$6,761,544.03	with a vote
Levy Amount	\$22,081.75	
FY21 Budget vs FY22 Budget	(\$4,521.61)	lower without a vote
	\$17,560.14	higher with a vote
<u>Preliminary</u> Budget Shortfall	(\$91,390.43)	without a vote
	(\$69,308.68)	with a vote

HIGH SCHOOL

Current Year (2020-2021) Budget	\$3,270,188.03	
2021-2022 Projected Budgets	\$3,292,572.08	without a vote
	\$3,293,146.00	with a vote
Levy Amount	\$573.92	
FY21 Budget vs FY22 Budget	\$22,384.05	higher without a vote
	\$22,957.97	higher with a vote
<u>Preliminary</u> Budget Shortfall	(\$90,225.92)	without a vote
	(\$89,652.00)	with a vote

Includes: Increase in Tuition Levy for STAR Classroom & FHS Behavior Classroom,
Use of ESSER II to fund increase in Counseling fte's, Postponing Curriculum to 2022-
23 Budget (possibly use ESSER II)

Unknowns: LEGISLATURE, Health Insurance, Retirements/Staff Resignations,
Kindergarten Enrollment, Title I Funding, ESSER II and ESSER III

Federal Economic/Education Relief Bill: ESSER II *Potential* Amounts
Elementary - \$795,469
High School - \$245,824

Federal Economic/Education Relief Bill: ESSER III *Potential* Amounts
Elementary - \$1,893,216
High School - \$585,061



PRELIMINARY BUDGET DATA SHEET

FY 2021-2022

Pre-Session

County: 14 Fergus

District: 0258 Lewistown Elem

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2022 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2021-2022			3 Year Avg ANB		
*Budget Unit		ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement
E1	LEWISTOWN K-6	684	100,550.00	3,929,374.80	684	100,550.00	3,929,374.80 +
M1	LEWISTOWN 7-8	173	108,690.00	1,280,200.00	187	108,690.00	1,383,145.50 +
2.	* Direct State Aid						2,468,226.86
3.	Quality Educator						237,806.41
4.	At Risk Student						29,756.01
5.	* Indian Education For All						19,771.70
6.	American Indian Achievement Gap						5,575.00
7.	* Data For Achievement						18,926.83
8.	Special Education Funding (FY 2021-2022):						
	NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.						
	Special Education Block Grant Eligibility Status						Yes
	Special Education Block Grant Rates Per Current ANB						
	Instructional Block Grant Rate [IBG]						152.96
	Related Services Block Grant Rate [RSBG]						50.98
	Threshold to Determine Disproportionate Costs						2.73063605
	Special Education Allowable Cost Payments						
* a.	Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						131,086.72
* b.	Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A
c.	Reimbursement for Disproportionate Costs - See Page 2.						295,631.72
* d.	Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						426,718.44
	Prorated Cooperative Cost Payments (Members of Cooperatives Only)						
* e.	Related Services Block Grant Entitlement (Paid Directly to Coop)						43,689.86
	Required Local Match						
* f(i).	District's Required Match for IBG [8a X 0.33]						43,258.62
f(ii).	District's Required Match for RSBG [8b X 0.33]						N/A
* f(iii).	District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						14,417.65
* f(iv).	Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						57,676.27
	Minimum Special Education Budget to Avoid Reversions						
* g.	Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						188,762.99



PRELIMINARY BUDGET DATA SHEET

FY 2021-2022

Pre-Session

County: 14 Fergus

District: 0258 Lewistown Elem

Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2019-2020 Allowable Cost Expenditures	1,259,241.98	0.00	0.00
Total K-12 Expenditures Prorated by FY 2019-2020 ANB			
b. FY 2019-2020 Amount to Avoid Reversion	190,491.40	0.00	0.00
c. Reimbursement for Disproportionate Costs	295,631.72	0.00	0.00
If (a-b) > 0 and a > (b * 2.73063605) then [a - (b * 2.73063605)] * 0.4			

9. FY 2021-2022 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	5,344,125.95
c.	Maximum Budget Limit	6,730,722.99
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	6,739,462.28
* e.	Highest Budget With A Vote	6,761,544.03
* f.	Highest Voted Amount (9e-9d)	22,081.75

10. Prior Year Information for Budgeting:

a.	FY 2020-2021 BASE Budget	5,348,647.56
b.	FY 2020-2021 Maximum Budget	6,743,983.90
c.	FY 2020-2021 Budget Limit ANB	879
d.	FY 2020-2021 Adopted General Fund Budget	6,743,983.89
e.	Highest Levy Over-BASE Authorized Or Imposed Between FY 2016-2017 FY 2020-2021	1,395,336.33

11. Debt Service Fund and County Retirement GTB:

	Elementary	High School
County		
a.	Tax Year 2020 County Taxable Value	41,245,961
b.	FY 2020-2021 County ANB	1,172
c.	County Retirement Mill Value per ANB	35.19
District		
d.	Tax Year 2020 District Taxable Value	13,659,591
e.	FY 2020-2021 District Budget Limit ANB	879
f.	District Debt Service Mill Value per ANB	15.54
Statewide		
g.	Statewide Retirement Mill Value per ANB	34.62
h.	Debt Service Assistance Mill Value per ANB	40.05



PRELIMINARY BUDGET DATA SHEET

FY 2021-2022

Pre-Session

County: 14 Fergus

District: 0258 Lewistown Elem

12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies

I. STATEWIDE GTB RATIO:	Elementary	High School
a. Statewide Taxable Valuation (Tax Year 2020)***	3,160,213,363	3,160,213,363
b. FY 2020-2021 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	261,556,934.32	136,221,978.68
c. GTB Ratio: [(a) Divided by (b)] x 232%	28.03	53.82

II. DISTRICT GTB SUBSIDY:	Elementary	High School
a. Statewide GTB ratio (from c above)	28.03	N/A
b. FY 2020-2021 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	1,940,504.29	N/A
c. 40% of FY 2020-2021 District Special Education Allowable Cost Payment plus District Coop Cost Payment	197,266.98	N/A
d. District's FY 2021-2022 Guaranteed Tax Base (a) x [b + c]	59,921,728.70	N/A
e. District Taxable Valuation (Tax Year 2020)***	13,659,591	N/A
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2021-2022 GTB Subsidy Per BASE Mill [d - e] x 0.001	46,262.00	N/A

*** A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy

	Elementary	High School	K-12
a. District State Major Maintenance Aid (SMMA) Allowable Amount	102,900.00		
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****	1.62		

**** State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.



PRELIMINARY BUDGET DATA SHEET

FY 2021-2022

Pre-Session

County: 14 Fergus

District: 0259 Fergus H S

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2022 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2021-2022			3 Year Avg ANB		
*Budget Unit	ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement	
H1 FERGUS HS 9-12	343	326,073.00	2,523,622.50 +	336	326,073.00	2,472,708.00	
2. * Direct State Aid							1,273,813.89
3. Quality Educator							96,882.09
4. At Risk Student							9,195.51
5. * Indian Education For All							7,786.10
6. American Indian Achievement Gap							2,007.00
7. * Data For Achievement							7,453.39
8. Special Education Funding (FY 2021-2022):							
NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.							
Special Education Block Grant Eligibility Status							Yes
Special Education Block Grant Rates Per Current ANB							
Instructional Block Grant Rate [IBG]							152.96
Related Services Block Grant Rate [RSBG]							50.98
Threshold to Determine Disproportionate Costs							2.73063605
Special Education Allowable Cost Payments							
* a. Instructional Block Grant Entitlement [IBG rate X Current Year ANB]							52,465.28
* b. Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]							N/A
c. Reimbursement for Disproportionate Costs - See Page 2.							0.00
* d. Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]							52,465.28
Prorated Cooperative Cost Payments (Members of Cooperatives Only)							
* e. Related Services Block Grant Entitlement (Paid Directly to Coop)							17,486.14
Required Local Match							
* f(i). District's Required Match for IBG [8a X 0.33]							17,313.54
f(ii). District's Required Match for RSBG [8b X 0.33]							N/A
* f(iii). District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]							5,770.43
* f(iv). Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]							23,083.97
Minimum Special Education Budget to Avoid Reversions							
* g. Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]							75,549.25



PRELIMINARY BUDGET DATA SHEET

FY 2021-2022

Pre-Session

County: 14 Fergus

District: 0259 Fergus H S

Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2019-2020 Allowable Cost Expenditures	0.00	179,871.19	0.00
Total K-12 Expenditures Prorated by FY 2019-2020 ANB			
b. FY 2019-2020 Amount to Avoid Reversion	0.00	75,934.72	0.00
c. Reimbursement for Disproportionate Costs	0.00	0.00	0.00
If (a-b) > 0 and a > (b * 2.73063605) then			
[a - (b * 2.73063605)] * 0.4			

9. FY 2021-2022 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	2,483,526.34
c.	Maximum Budget Limit	3,095,436.29
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	3,292,572.08
* e.	Highest Budget With A Vote	3,293,146.00
* f.	Highest Voted Amount (9e-9d)	573.92

10. Prior Year Information for Budgeting:

a.	FY 2020-2021 BASE Budget	2,461,142.29
b.	FY 2020-2021 Maximum Budget	3,068,039.76
c.	FY 2020-2021 Budget Limit ANB	342
d.	FY 2020-2021 Adopted General Fund Budget	3,270,188.03
e.	Highest Levy Over-BASE Authorized Or Imposed Between FY 2016-2017 FY 2020-2021	809,045.74

11. Debt Service Fund and County Retirement GTB:

	Elementary	High School
County		
a.	Tax Year 2020 County Taxable Value	41,245,961
b.	FY 2020-2021 County ANB	1,172
c.	County Retirement Mill Value per ANB	89.28
District		
d.	Tax Year 2020 District Taxable Value	N/A
e.	FY 2020-2021 District Budget Limit ANB	342
f.	District Debt Service Mill Value per ANB	43.58
Statewide		
g.	Statewide Retirement Mill Value per ANB	34.62
h.	Debt Service Assistance Mill Value per ANB	40.05



PRELIMINARY BUDGET DATA SHEET

FY 2021-2022

Pre-Session

County: 14 Fergus

District: 0259 Fergus H S

12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies

I. STATEWIDE GTB RATIO:	Elementary	High School
a. Statewide Taxable Valuation (Tax Year 2020)***	3,160,213,363	3,160,213,363
b. FY 2020-2021 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	261,556,934.32	136,221,978.68
c. GTB Ratio: [(a) Divided by (b)] x 232%	28.03	53.82

II. DISTRICT GTB SUBSIDY:	Elementary	High School
a. Statewide GTB ratio (from c above)	N/A	53.82
b. FY 2020-2021 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	N/A	988,394.53
c. 40% of FY 2020-2021 District Special Education Allowable Cost Payment plus District Coop Cost Payment	N/A	31,267.05
d. District's FY 2021-2022 Guaranteed Tax Base (a) x [b + c]	N/A	54,878,186.24
e. District Taxable Valuation (Tax Year 2020)***	N/A	14,905,031
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2021-2022 GTB Subsidy Per BASE Mill [d - e] x 0.001	N/A	39,973.00

*** A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy

	Elementary	High School	K-12
a. District State Major Maintenance Aid (SMMA) Allowable Amount		49,200.00	
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****		1.58	

**** State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

11

☐ 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 for February 2021 was not available at the time of posting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

12

☐ 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
- ❖ Coronavirus update
- ❖ Legislative Update
- ❖ Sports Coop Philosophy
- ❖ “Green Eggs and Ham” Activity – March 5
- ❖ LJH Music Concerts March 2 and FHS Music Concerts – March 9 @ FCPA, 6:30/7:30 pm
- ❖ Case Manager Mandatory OPI Training – March 10
- ❖ BPA State Leadership Conference @ Billings
- ❖ Mock Accident @ Fairgrounds – March 16
- ❖ Prom Coronation – March 17
- ❖ Mitel Phone Training – March 18-19
- ❖ State FCCLA Conference @ Bozeman – March 18-19
- ❖ March 19 – “Flex Friday
- ❖ FHS Prom and “After Prom Party” – March 20
- ❖ Parent/Teacher Conferences—Thursday, March 25, 2021—4-7 p.m.
- ❖ State MS Wrestling Tournament Review
- ❖ Health Clinic in LPS update – March 10th meeting
- ❖ FHS Combined Music Concert – 7 pm @ FCPA
- ❖ Virtual Career Fair at MSU – March 25
- ❖ Central Montana Challenge – Kindness Project – March 17, 10:30 am and 1 pm assembly
- ❖ FCCLA State Convention – March 19
- ❖ Prom – March 21 at Central Montana Feed and Grill
- ❖ MASS and META Virtual Spring Conference March 23rd
- ❖ Home Athletic Games/Meets:
 - 1st Day of Spring Sports (Boys & Girls Track, Boys & Girls Tennis, Softball),
March 15th and LJH Track begin March 29th

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

13

☐ 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: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

14

☒ **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 February 8, 2021, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, February 8, 2021

REGULAR BOARD MEETING

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

1. **ROLL CALL**

TRUSTEES PRESENT:

Kris Birdwell, Jennifer Thompson, Phil Koterba, Jeff Southworth, Monte Weeden, Doreen Heintz

TRUSTEES ABSENT:

CJ Bailey

STAFF PRESENT:

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

OTHERS PRESENT:

Miriam Campan – News Argus, Heidi Weber – KXLO Radio, Malorie Woolett – Student Representative and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

3. **MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Thompson)**

4. **Report—Student Representative**

Malorie Woolett, Student Representative to the Board, reported on upcoming activities at Fergus High School.

5. **Report – LEA**

No report.

6. **Report—Committees of the Board**

A committee met to discuss Job Descriptions (CJ Bailey and Doreen Heintz) due to many changes made to staffing and duties.

The Building and Grounds Committee met on February 5, 2021 at 7:00am to reset on the Bond. The Building and Grounds Committee will be meeting again in the near future with Architect Tony Houtz to discuss setting a bond target amount and discussing the use of Lewis & Clark for a middle school rather than the JHS.

The Calendar Committee met have come up with 3 different calendar options to present to staff for a vote.

7. **Calendar Items, Concerns, Correspondence, Etc.**

Mr. Peck handed out the following items to the Board:

- 2020 MT Needs Assessment Survey
- MSGIA Mid-Year Safety Report
- Principal 20-day Plans

8. **Report—Election Information**

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2021 School Election²⁹Calendar and advised them of the Trustee seats

- that will be up for election in 2021 – CJ Bailey and Monte Weeden.
9. Report—Budget Information
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2021-2022 school year.
 10. Report—Investment
Interest earned and distributed for January was \$1,600.70 in the High School and \$1,856.83 in the Elementary, for a total of \$3,457.53.
 11. Report—Superintendent
Superintendent Thom Peck reminded the Board he has tickets to the State Wrestling and Divisional Basketball tournaments for anyone that wants them. Mr. Peck updated the Board on various events taking place throughout the District. Mr. Peck shared the February Student Count results with the Board. OPI is applying for a State/Federal Test Waiver so Lewistown will likely not test in the Spring, with the exception of the ACT. Mr. Peck reported that they are not seeing as much learning loss as expected. He updated the Board on various bills currently making their way through Legislature. Feedback from parents and teachers has been good on the return of students to the JHS and FHS to 100% in person and the focus has been on enforcing masks to ensure quarantines are minimized. Mr. Peck provided a staffing update to the Board.

PUBLIC PARTICIPATION

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

ACTION ITEMS MINUTES

13. Minutes of the January 11, 2021, Regular Board Meeting
– Approved unanimously (Thompson/Southworth)

APPROVAL OF CLAIMS

14. Claims – Approved unanimously (Weeden/Thompson)
Claims Committee for January through March 2021 will be Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, and Doreen Heintz.

INDIVIDUAL ITEMS

15. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools – Approved unanimously (Birdwell/Weeden)
16. Approve First Semester Claim for Individual Contract Bus Reimbursement – Approved unanimously (Southworth/Heintz)
17. Approve First Semester Elementary & High School Claims for Bus Reimbursement – Approved unanimously (Heintz/Southworth)
18. Approve Trustee Resolution Calling for an Election – Approved unanimously - (Birdwell/Weeden)
19. Approve Lease Agreement with the State of Montana Motor Vehicle Division – Approved unanimously (Thompson/Southworth)
20. Approve Personnel Report – See Exhibit A – Approved unanimously (Birdwell/Weeden)

ADJOURNMENT

The meeting was adjourned at 6:48 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, March 8, 2021, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, February 8, 2021

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
DURBIN, Karen	Counselor	Fergus High School	Accept letter of resignation	6/1/2021	Tim Majerus	See Attached Letter
FLENTIE, Susan	Teacher	Jr. High School	Accept letter of resignation	6/1/2021	Jeff Friesen	See Attached Letter
FLENTIE, Susan	Head Cross County Coach	Fergus High School	Accept letter of resignation	6/1/2021	Paul Bartos	See Attached Letter
FLENTIE, Susan	First Assistant Track Coach	Fergus High School	Accept letter of resignation	6/1/2021	Paul Bartos	See Attached Letter
GAINES, Katheryn	Food Server/Kitchen Aide	Highland Park Elementary School/ Central Kitchen	Approve appointment on schedule --FOOD SERVER Step 0, (18.5 hours per week), KITCHEN AIDE(15 hours per week.) for up to 75 days.	2/9/2021	Amie Friesen	Replacing Mishaela Blazicevich
HUDSON, Nancy	Teacher	Lewis & Clark Elementary	Accept letter of resignation	6/1/2021	Danny Wirtzenberger	See Attached Letter
LEAR, Derek	Head Football Coach	Fergus High School	Approve appointment on schedule -- (.145 x \$35,269.00) \$5,114.01 -- FALL 2021	2/8/2021	Paul Bartos	Replacing Vic Feller
PARKER, Juliana	First Assistant Track Coach	Jr. High School	Approve appointment on schedule -- (.057 x \$34,748.00) \$1,980.64	2/9/2021	Jeff Friesen	Replacing Mariah Patterson
PATTERSON, Mariah	Head Track Coach	Jr. High School	Approve appointment on schedule -- (.065 x \$34,748.00) \$2,258.62	2/9/2021	Jeff Friesen	Replacing Emmylyn Kepler
PEARSON, Sara	Teacher	Garfield Elementary School	Accept letter of resignation	1/18/2021	Matt Lewis	See Attached Letter

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday, February 8, 2021

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
SRAMEK, Stacey	Bus Driver	Lewistown Public Schools	Approve appointment on schedule --TRANS Step 0 for 5 days per week for up to 8 hours per day for 90 days	1/19/2021	Rob Odermann	Replacing Floyd Carter
STANDLEY, Sue	Teacher	Garfield Elementary School	Accept letter of resignation	6/1/2021	Matt Lewis	See Attached Letter

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

15

☒ 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 March 5, 2021, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2021 include: Board Chair Phil Koterba, CJ Bailey, Doreen Heintz and Jennifer Thompson,

*****Need to select new Finance Committee members for April - June 2021*****

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

16

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

ITEM TITLE: APPROVE – FIRST READING – BOARD POLICY 6413 –BENEFITS FOR CLASSIFIED ADMINISTRATORS

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

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy 6413 to allow Classified Administrators to choose a High Deductible Insurance Plan and receive a district contribution towards an HSA. This change will not increase cost to the district.

SUGGESTED ACTION: Approve First Reading of Board Policy 6413 – Benefits for Classified Administrators

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

NOTES:

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

Benefits for Classified Administrators

Classified administrators will receive the following benefits:

Medical and Dental Insurance: ~~A comprehensive major medical insurance program will be provided, and the Board will pay full family coverage for each classified administrator.~~ The Board will pay up to full family coverage for both dental and medical insurance for each Classified Administrator.

For individuals choosing dental insurance and a high deductible health insurance plan, the difference in the premium value of the lowest deductible major medical insurance and dental insurance chosen, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

For individuals choosing a high deductible health insurance plan and no dental insurance, the difference in the plan value of the lowest deductible major medical insurance and dental insurance, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

The School District Clerk will maintain a spreadsheet with the latest premiums and rates. This spreadsheet is available for review upon request.

Flexible Benefits Plan (IRS Section 125): The District will establish a flexible benefits plan based on Section 125 of the IRS code to pay eligible, non-reimbursable health and dependent care costs. The plan will be administered by an outside carrier based on mutually agreed upon specifications. Participation in the plan by the administration will be voluntary.

~~**Dental Insurance:** A dental insurance program will be available to each classified administrator. The Board will provide an annual premium payment for each administrator, at a rate currently approved by the Board.~~

Professional Leave: If approved by the Superintendent, professional leave at full salary may be granted to each classified administrator for visitation of other districts, attendance at educational conferences, serving officials, and attendance at professional association conferences. Reasonable expenses will be paid to the administrator using such leave, unless expenses are waived by mutual agreement of the principal and the Superintendent. Such waiver shall be in written form signed by both parties. The Board must give prior approval for out-of-state professional leave.

Life & Disability Insurance: A life and disability insurance program will be available to classified administration. The District will provide a maximum premium currently approved by the Board for all administrators included in the group plan. The Superintendent is included in the group plan.

Sick Leave: Classified administrators shall accrue sick leave in accordance with the provisions of 2-18-618, MCA.

Upon termination a classified administrator with less than 8 consecutive years of service in the District will be paid a lump-sum payment equal to twenty-five percent (25%) of accumulated sick leave. A classified administrator with 8 or more consecutive years of service in the District will be paid a lump-sum payment equal to thirty percent (30%) of accumulated sick leave.

Payment will be made before July 1 of the ensuing fiscal year. Payment will be based on the salary at the time of termination of employment.

Holidays: See Personnel Board Policy #5333

Vacation Days: See Personnel Board Policy #5334

Bereavement and Family Illness: Up to five (5) days per occurrence will be granted at full salary to each classified administrator, for death in the immediate family. In cases of serious illness in the immediate family, five (5) days per occurrence will be granted at full salary. "Serious illness" is defined as illness generally requiring hospitalization. "Immediate family" is defined as the employee and spouse, and their grandparent, father, mother, sister, brother, daughter, or son and grandchild.

Personal Leave: The Superintendent will authorize five (5) days personal leave per school year to each classified administrator, subject to requirements of the job and advance notice of need for such leave. Personal days do not carry over from year to year.

Policy History:

Adopted on: April 28, 2008

Revised on: August 18, 2014

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

17

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

ITEM TITLE: APPROVE – FIRST READING – BOARD POLICY 6412 – BENEFITS FOR PRINCIPALS

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy 6412 to allow Principals to choose a High Deductible Insurance Plan and receive a district contribution towards an HSA. This change will not increase cost to the district.

SUGGESTED ACTION: Approve First Reading of Board Policy 6412 – Benefits for Principals

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

ADMINISTRATION

6412

Page 1 of 2

Benefits for Principals

Principals will receive the following benefits:

Medical and Dental Insurance: ~~A comprehensive major medical insurance program will be provided, and the Board will pay full family coverage for each principal.~~ The Board will pay up to full family coverage for both dental and medical insurance for each Principal.

For individuals choosing dental insurance and a high deductible health insurance plan: The difference in the premium value of the lowest deductible major medical insurance and dental insurance chosen, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

For individuals choosing a high deductible health insurance plan and no dental insurance, the difference in the plan value of the lowest deductible major medical insurance and dental insurance, less the premium for the high deductible plan with the same individuals covered, will be paid to a Health Savings Account up to maximums set by the IRS.

The School District Clerk will maintain a spreadsheet with the latest premiums and rates. This spreadsheet is available for review upon request.

Flexible Benefits Plan (IRS Section 125): The District will establish a flexible benefits plan based on Section 125 of the IRS code to pay eligible, non-reimbursable health and dependent care costs. The plan will be administered by an outside carrier based on mutually agreed upon specifications. Participation in the plan by the principals will be voluntary.

~~**Dental Insurance:** A dental insurance program will be available to each principal. The Board will provide an annual premium payment for each principal, at a rate currently approved by the Board.~~

Professional Leave: If approved by the Superintendent, professional leave at full salary may be granted to each principal for visitation of other districts, attendance at educational conferences, serving officials, and attendance at professional association conferences. Reasonable expenses will be paid to the principal using such leave, unless expenses are waived by mutual agreement of the principal and the Superintendent. Such waiver shall be in written form signed by both parties. The Board must give prior approval for out-of-state professional leave.

Life and Disability Insurance: A life and disability insurance program will be available to principals. The District will provide a maximum premium currently approved by the Board for all principals included in the group plan. The Superintendent is included in the group plan.

Sick Leave: A principal will be granted twenty-five (25) days sick leave upon employment and ten (10) days for each year of service thereafter, for personal illness or disability, personal medical appointments, quarantine, or communicable disease. Unused sick leave will be allowed to accumulate to one hundred sixty (160) days. The full amount of accumulated and current sick leave will be available for use from the starting date of the contract.

Accumulated Sick Leave Pay for Principals: Upon termination a professional administrator with less than eight (8) consecutive years of service in the District will be paid a lump-sum payment equal to twenty-five percent (25%) of a day's salary for each day of accumulated sick leave. A professional administrator with eight (8) or more consecutive years of service in the District will be paid a lump-sum payment equal to thirty percent (30%) of a day's salary for each day of accumulated sick leave.

Payment will be made before July 1 of the ensuing fiscal year. Payment will be based on the salary at the time of termination of employment.

In the event of the administrator's death before retirement, this severance allowance will be paid to the administrator's estate. Policy 6415 was embedded into 6412.

Bereavement and Family Illness: Up to five (5) days per occurrence will be granted at full salary to each principal, for death in the immediate family. In cases of serious illness in the immediate family, five (5) days per occurrence will be granted at full salary. "Serious illness" is defined as illness generally requiring hospitalization. "Immediate family" is defined as the employee and spouse, and their grandparent, father, mother, sister, brother, daughter, or son and grandchild.

Personal Leave: The Superintendent will authorize five (5) days personal leave per school year to each principal, subject to requirements of the job and advance notice of need for such leave. Personal days will not carry over year to year.

Policy History:

Adopted on: June 28, 2004
Revised on: April 28, 2008
Revised on: July 14, 2014
Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

18

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

ITEM TITLE: APPROVE MEMORANDUM OF UNDERSTANDING – LEWISTOWN EDUCATION ASSOCIATION

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

SUMMARY:

The Board of Trustees needs to approve the following Memorandum of Understanding.

The changes made to this MOU will extend the current FFCRA leave through 6/30/21 or until other Federal Legislation is passed, whichever comes first. Leave balances will be carried over from December 30, 2020.

Information highlighted refers to the additions and information with ~~striketrough~~ shows information being removed.

SUGGESTED ACTION: Approve Memorandum of Understanding – Lewistown Education Association

☒ **Additional Information Attached**

NOTES:

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

**K-12 Certified Bargaining Unit
MODEL MEMORANDUM OF AGREEMENT BETWEEN
LEWISTOWN SCHOOL DISTRICT #1 ("District")
AND THE
LEWISTOWN EDUCATION ASSOCIATION ("Association")**

Given the extraordinary circumstances and challenges presented by the COVID-19 pandemic, the District and Association are entering into this Memorandum of Agreement (MOA), pursuant to which the parties agree as follows:

1. Term of Agreement: This MOA shall take effect immediately upon the signature of both parties below, and shall remain in effect until **June 30, 2021**, unless revoked earlier by joint written agreement of the parties. Upon expiration of the term of the agreement, or upon joint written revocation by the parties, this MOA shall be of no further force and effect, and shall be removed from the CBA in the event that it has been attached thereto.

2. Effect on CBA and Conditions of Employment: During the term of this MOA, this MOA modifies only those working conditions addressed herein. All provisions of the bargaining agreement not modified herein shall remain in full force and effect.

3. Health and Safety Plan: In accordance with the Governor's School Reopening Guidelines and/or the District's policies and procedures, the District will provide training on the district's health and safety plan. Any/all training outside the adopted school year calendar will be compensated at the teachers' daily pay rate.

4. The Worksite: The District and all teachers shall follow CDC recommendations and comply with all state and county health directives for maintaining workplace safety and the safety of students (e.g., social distancing, etc.) as set forth in District policy or procedure. The District shall provide Personal Protective Equipment (PPE) necessary to conform to CDC guidelines, adequate cleaning supplies, including cleaning solutions that are shown to kill the virus, hand soap, and if available, hand sanitizer.

5. The Workday: A teacher's workday shall be of a similar length to that which is considered a normal duty day for that teacher and prorated for those working part time.

6. Compensation and Benefits: The District shall compensate and shall also maintain all health and other benefits for all teachers performing designated job duties through teleworking approved by the District, as if those teachers are on site attending to their normal and regular duties.

7. Leave:

A. Teachers satisfying any of the below conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

- (a) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (b) Has been advised by a health care provider to self-quarantine related to COVID-19;
- (c) Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- (d) Is caring for an individual subject to an order described in (a) or self-quarantine as described in (b); or
- (e) Has been advised by a health care provider to work from home because they are at higher than normal risk for contracting COVID-19 due to age or an underlying medical condition;

The District shall be entitled to request medical documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the bargaining unit member.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with terms previously established by the Families First Coronavirus Response Act (FFCRA). An additional 5 days (not to exceed 40 hours) of paid leave through the FFCRA shall be granted to Teachers that meet the criteria laid out in section 7a through 7e. Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement in no less 0.33 day increments, pertaining to condition 7(d) above.

B. A teacher whose child's school or childcare provider is closed or unavailable for reasons related to COVID-19 and is unable to obtain alternative childcare may, at the discretion of the District, be entitled to work remotely. Teachers satisfying the above conditions who are unable to perform their regular teaching duties remotely may, at the discretion of the District, be temporarily assigned to other duties which may be performed remotely.

Teachers who are unable to perform their regular teaching duties remotely and to whom the District does not assign alternate duties shall be provided paid leave in accordance with terms previously established by the Families First Coronavirus Response Act (FFCRA). Teachers will also have access to any and all accrued sick or other leave provided under the applicable Collective Bargaining Agreement in no less than 0.33 day increments for the reasons in this section.

The District shall be entitled to request documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the bargaining unit member.

C. This section reflects the parties' agreement that the District will continue to offer the same two categories of leave addressed in the FFCRA, under the same conditions, restraints, and qualifications set forth in the FFCRA, until expiration of the term of this agreement, or until such time as the FFCRA is renewed or similar legislation providing for COVID-related leave is enacted, whichever occurs first. Teachers that have already exhausted all or portions of the FFCRA leave options under the previous Agreement will not be entitled to access to additional leave created by this paragraph. Should successor legislation be enacted prior to the expiration of this Agreement, the parties agree the leave provisions of the MOA will be superseded by that successor legislation and the provision will be considered void.

D. Any teacher who falls under one or more of the circumstances set forth in A or B above and exhausts all FFCRA leave, the additional 5 days (not to exceed 40 hours) of District Emergency Sick Leave, and accrued paid leave shall have access to a sick leave bank established through the collective bargaining agreement, District policy.

8. Performance of Duties:

A. Any teacher working remotely due to quarantine, providing childcare for his/her children, caring for a member of the teacher's family, or if the teacher is at higher than normal risk of contracting COVID-19 due to age or underlying medical condition(s) (such as heart disease, lung disease, or diabetes), shall stay in contact with their immediate supervisor during this period of time through email and phone.

B. Whether working remotely or on site and adhering to the workday language in section 2 above, bargaining unit members are expected to work cooperatively with their grade level and/or department members to create materials for students. Teachers may be asked to plan for and implement ongoing on-line or other digital learning and services for their students. Additionally, teachers shall work with the District to maintain connectivity to students and parents from a remote work location or from their classrooms.

9. Extra-duty/Extra-Curricular: The District and teachers holding Extra Curricular contracts will determine the number of weeks for each extracurricular activity from the starting date to the conclusion of the duty. Salaries assigned to these positions will be divided by the number of weeks determined and teachers will be paid for each week of the activity during which job duties are performed at the end of that particular activity season. If the District or any local, state or federal official determines the extra-curricular activity must stop, the District may stop paying the extra-curricular salary attached to that/those positions.

For Co-Curricular Activities, i.e. FFA, BPA, FCCLA, Science Olympiad, etc. stipends will be prorated according the number of pupil instruction days or 179 days in the 2020-21 school calendar in the case of any activity event cancelations.

The parties agree that in the event a season is cancelled and the employee has received compensation that exceeds that amount owed for number of days worked, the parties will implement a repayment plan for the employee to return any amount of overpayment.

10. Making up lost instructional time: The District shall follow state and federal guidelines for waivers related to COVID-19. Should the State of Montana direct school closures and/or that the District make up student instructional time, the parties shall bargain over such changes to the school calendar and/or workday.

11. State and Federal laws: All state and federal laws, rules and regulations shall apply during this time unless specifically waived by the governing authority.

12. Precedent: This Agreement shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Memorandum of Agreement.

THIS AGREEMENT is signed and dated this _____ day of _____ 2021.

FOR THE LEWISTOWN SCHOOL DISTRICT #1:

Board Chair

Superintendent

*FOR THE LEWISTOWN EDUCATION
ASSOCIATION:*

President

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

19

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

ITEM TITLE: APPROVE MULTI- DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the multi-district agreement for regional technology services for the 2021-2022 school year.

SUGGESTED ACTION: Approve 2021-2022 Multi-District Technology Services Agreement

☒ Additional Information Attached

NOTES:

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

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 1st day of July, 2021 by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton K-12 Schools, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter “Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an 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 section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. 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;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund 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.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2021 to June 30, 2022. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative

upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2021.

As agreed on this _____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 1st day of July, 2021 by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton K-12 Schools, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser K-12 Schools and the Central Montana Learning Resource Center Cooperative (collectively hereinafter “Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an 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 section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. 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;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund 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.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2021 to June 30, 2022. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative

upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2021.

As agreed on this _____ day of _____, 20_____

Fergus High School (LE0259)
Prime Agency

Fergus High School (LE0259)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

20

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR CERTIFIED STAFF

Requested By: Superintendent Prepared By: Superintendent

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified Staff for the 2021-2022 School Year as listed on the attachment.

SUGGESTED ACTION: Appoint Issuing Contracts for the Certified Staff

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

2021-2022 CERTIFIED STAFF CONTRACTS						
EMPLOYEE NAME	LOCATION	STEP	LANE	FTE	CONTRACTED DAYS	TENURE
ARMSTRONG, CHAD A	50 JUNIOR HIGH SCHOOL	YEAR 15	MA	1.0000	187	Yes
AUGER, CHASE H	60 FERGUS HIGH SCHOOL	YEAR 1	BA	1.0000	187	No
BARTOS, CARRIE L	40 LEWIS & CLARK SCHOOL	YEAR 10	BA	1.0000	187	No
BATEMAN, AMANDA D	20 GARFIELD SCHOOL	YEAR 15	MA	1.0000	187	Yes
BOLING, AUDREY K	20 GARFIELD SCHOOL	YEAR 15	BA+10	1.0000	187	Yes
BRANDON, LUKE A	60 FERGUS HIGH SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
BRAULICK, DOUGLAS E	60 FERGUS HIGH SCHOOL	YEAR 15	BA+20	1.0000	187	Yes
BREIDENBACH, BRADLEY P	40 LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
BREIDENBACH, SHERRY J	60 FERGUS HIGH SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
BUEHLER, DYLAN C	40 LEWIS & CLARK SCHOOL	YEAR 6	MA	1.0000	187	Yes
CIRRINCIONE, MEGGAN M	60 FERGUS HIGH SCHOOL	YEAR 9	MA+30	1.0000	187	Yes
CLOUD, CHARLES T	40 LEWIS & CLARK SCHOOL	YEAR 10	MA	1.0000	187	No
CLOUD, SARAH M	30 HIGHLAND PARK SCHOOL	YEAR 15	MA+30	1.0000	187	Yes
COMES, JULIE B	30 HIGHLAND PARK SCHOOL	YEAR 15	MA+30	1.0000	187	Yes
CRAWFORD, GINA M	30 HIGHLAND PARK SCHOOL	YEAR 15	BA+20	1.0000	187	Yes
DECOCK, ADRIENNA J	60 FERGUS HIGH SCHOOL	YEAR 7	MA	1.0000	187	Yes
DECOCK, BRENDON A	60 FERGUS HIGH SCHOOL	YEAR 11	MA	1.0000	187	Yes
DONALDSON, MATTHEW S	50 JUNIOR HIGH SCHOOL	YEAR 9	MA+30	1.0000	187	Yes
ELLIOTT, SARAH E	50 JUNIOR HIGH SCHOOL	YEAR 11	BA+20	1.0000	187	Yes
FELLER, VICTOR J	60 FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.0000	187	Yes
FISK, SHANNON L	60 FERGUS HIGH SCHOOL	YEAR 10	MA+30	1.0000	187	No
FOX, SANDRA A	40 LEWIS & CLARK SCHOOL	YEAR 15	MA+30	1.0000	187	Yes
GILSKEY, LAURA A	30 HIGHLAND PARK SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
GOBBLE, CASSI J	60 FERGUS HIGH SCHOOL	YEAR 3	BA	1.0000	187	Yes - 4th Contract FY22
GREMAUX, CINDY R	40 LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
GRENSTEN, RACHAEL H	40 LEWIS & CLARK SCHOOL	YEAR 8	MA	1.0000	187	Yes
GRUENER, BRENDA L	30 HIGHLAND PARK SCHOOL	YEAR 15	MA	1.0000	187	Yes
GRUENER, MATTHEW C	40 LEWIS & CLARK SCHOOL	YEAR 5	BA+30	1.0000	187	Yes - 4th Contract FY22
HANKINS, ASHLEY A	30 HIGHLAND PARK SCHOOL	YEAR 7	BA	1.0000	187	No
HENDERSON, JODI L	30 HIGHLAND PARK SCHOOL	YEAR 5	BA	1.0000	187	Yes
HENDERSON, MARIA L	20 GARFIELD SCHOOL	YEAR 1	BA	1.0000	187	No
HENDERSON, TROY I	60 FERGUS HIGH SCHOOL	YEAR 15	MA+20	1.0000	187	Yes
HICKS, MEGAN C	20 GARFIELD SCHOOL	YEAR 4	BA+10	1.0000	187	Yes
HUDSON, TROY D	60 FERGUS HIGH SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
IRISH, JEAN M	20 GARFIELD SCHOOL	YEAR 10	BA+10	1.0000	187	Yes
IRWIN, KATHLEEN L	30 HIGHLAND PARK SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
JENNESS, ASHLEY D	30 HIGHLAND PARK SCHOOL	YEAR 12	MA+10	1.0000	187	Yes
JENNI, AMANDA K	40 LEWIS & CLARK SCHOOL	YEAR 11	BA	1.0000	187	Yes
JENSEN, JENNIFER L	30 HIGHLAND PARK SCHOOL	YEAR 15	BA	1.0000	187	Yes
JOHNSON, ORIN W	20 GARFIELD SCHOOL	YEAR 7	BA+20	1.0000	187	Yes
KIRSCH, ELIZABETH A	30 HIGHLAND PARK SCHOOL	YEAR 15	MA	1.0000	187	Yes
KROGSTAD, JOCELYN R	50 JUNIOR HIGH SCHOOL	YEAR 11	BA	1.0000	187	No
LAROWE, DESIREE N	20 GARFIELD SCHOOL	YEAR 5	MA+30	1.0000	187	Yes
LEAR, DEREK J	40 LEWIS & CLARK SCHOOL	YEAR 7	MA	1.0000	187	Yes
LEWIS, DIANE	60 FERGUS HIGH SCHOOL	YEAR 15	BA+20	1.0000	187	Yes
LONG, JARED R	60 FERGUS HIGH SCHOOL	YEAR 13	MA+20	1.0000	187 + up to 40 (Extra Duty FFA Advisor)	Yes
LONG, LESLIE A	60 FERGUS HIGH SCHOOL	YEAR 15	MA	1.0000	187	Yes
LOUIS, EMILY A	20 GARFIELD SCHOOL	YEAR 3	BA	1.0000	187	Yes - 4th Contract FY22
MANGOLD, MIKE T	60 FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.0000	187	Yes
MARKS, AMBER E	20 GARFIELD SCHOOL	YEAR 2	MA	1.0000	187	No
MCKINNEY, SARA L	30 HIGHLAND PARK SCHOOL	YEAR 12	BA+10	1.0000	187	Yes
METCALFE, BRIDGET K	30 HIGHLAND PARK SCHOOL	YEAR 7	BA	1.0000	187	No
MILLER, JESSICA R	60 FERGUS HIGH SCHOOL	YEAR 8	MA+30	1.0000	187	Yes
NEFZGER, TIMOTHY W	60 FERGUS HIGH SCHOOL	YEAR 14	MA+30	1.0000	187	Yes
OLSON, STEVE J	60 FERGUS HIGH SCHOOL	YEAR 15	MA	1.0000	187	Yes
PATTEN, TACE M	20 GARFIELD SCHOOL	YEAR 5	BA	1.0000	187	Yes
POSER-BROWN, LORA P	50 JUNIOR HIGH SCHOOL	YEAR 6	MA	1.0000	187	No
REESOR, JULIE M	40 LEWIS & CLARK SCHOOL	YEAR 6	BA+10	1.0000	187	No
RIANDA, JONDIE L	60 FERGUS HIGH SCHOOL	YEAR 2	MA	1.0000	187	No

EMPLOYEE NAME	LOCATION	STEP	LANE	FTE	CONTRACTED DAYS	TENURE
ROBERTS, PAMELA L	20 GARFIELD SCHOOL	YEAR 9	BA	1.0000	187	Yes
RUSSELL, JEFFREY L	40 LEWIS & CLARK SCHOOL	YEAR 15	BA	1.0000	187	Yes
SCHWEDE, JILL E	30 HIGHLAND PARK SCHOOL	YEAR 9	MA	1.0000	187	Yes
SHELAGOWSKI, BRETT A	50 JUNIOR HIGH SCHOOL	YEAR 15	BA+30	1.0000	187	Yes
SHELAGOWSKI, LISA M	30 HIGHLAND PARK SCHOOL	YEAR 15	MA	1.0000	187	Yes
SMITH, MELANIE K	60 FERGUS HIGH SCHOOL	YEAR 15	MA+20	1.0000	187	Yes
SPARKS, BRIDGET K	20 GARFIELD SCHOOL	YEAR 15	MA	1.0000	187	Yes
SPRAGGINS, KATHERINE A	50 JUNIOR HIGH SCHOOL	YEAR 15	MA	1.0000	187	Yes
STIVERS, SYDNEY M	60 FERGUS HIGH SCHOOL	YEAR 4	MA+10	1.0000	187	Yes
STROUF, LEAH E	20 GARFIELD SCHOOL	YEAR 6	BA+30	1.0000	187	Yes
SWIMLEY, RACHAEL A	20 GARFIELD SCHOOL	YEAR 1	BA	1.0000	187	No
TRAFTON, MICHELLE S	60 FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.0000	187	Yes
VALLINCOURT, JESSICA M	60 FERGUS HIGH SCHOOL	YEAR 9	MA+30	1.0000	187	Yes
VALLINCOURT, NOAH D	50 JUNIOR HIGH SCHOOL	YEAR 8	MA+30	1.0000	187	Yes
VAUGHN, KERRY A	30 HIGHLAND PARK SCHOOL	YEAR 10	MA+30	1.0000	187	Yes
VAUGHN, TERESA M	60 FERGUS HIGH SCHOOL	YEAR 11	MA	1.0000	187	No
WALTERS, MAIDA B	50 JUNIOR HIGH SCHOOL	YEAR 1	BA	1.0000	187	No
WARD, MOLLY L	30 HIGHLAND PARK SCHOOL	YEAR 3	BA	1.0000	187	No
WEICHEL, POLLY D	30 HIGHLAND PARK SCHOOL	YEAR 15	BA+20	1.0000	187	Yes
WEINHEIMER, LEEANNE	30 HIGHLAND PARK SCHOOL	YEAR 15	MA+30	1.0000	187	Yes
WELSH, DEVNEY M	30 HIGHLAND PARK SCHOOL	YEAR 11	BA+30	1.0000	187	Yes
WICHMAN, NICOLE R	50 JUNIOR HIGH SCHOOL	YEAR 11	BA+20	1.0000	187	No
WIRTZBERGER, KATELIN E	50 JUNIOR HIGH SCHOOL	YEAR 3	BA	1.0000	187	Yes - 4th Contract FY22
WRIGHT, LAUREN L	50 JUNIOR HIGH SCHOOL	YEAR 8	BA	1.0000	187	Yes

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

21

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

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

SUMMARY:

After receiving the Preliminary Data Sheets from OPI, the Elementary District is able to run a \$22,081.75 levy. It is the recommendation to the Board that the levy amounts be set to zero and an election NOT be run in May 2021 for the Elementary General Fund due to the ongoing pandemic.

SUGGESTED ACTION: Set Elementary District Number One Levy Election

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

22

ITEM TITLE: SET FERGUS HIGH SCHOOL DISTRICT NUMBER ONE LEVY AMOUNT

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

SUMMARY:

After receiving the Preliminary Data Sheets from OPI, the High School District is able to run a \$573.92 levy. It is the recommendation to the Board that the levy amounts be set to zero and an election NOT be run in May 2021 for the High School General Fund due to the ongoing pandemic.

SUGGESTED ACTION: Set Fergus High School District Number One Levy Election

☐ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

23

ITEM TITLE: APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION, ADULT EDUCATION, BUILDING RESERVE, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2022

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

SUMMARY:

The Board of Trustees needs to approve the attached resolution, per the requirements of Senate Bill 307 (SB307) implemented by law in the 2017 Legislative Session.

Many factors contribute to calculating the following year's budget and cannot be accurately predicted at this time. This Resolution is an **estimate** of increases in levies and will likely not be the amounts levied at the Budget Meeting held in August.

HB159, approved during the 2019 Legislature, appropriated the Natural Resources K-12 facilities payment to support school major maintenance aid in the Building Reserve Fund permissive levy. In addition, SB92 expanded permissible expenditures of state school major maintenance aid and major maintenance permissive levies to include school and student safety and security, including expenses related to school resource officers and counselors. We began taking advantage of the authority and funding in these bills in FY20 and recommend that we continue to do so as long as the State Match is offered.

SUGGESTED ACTION: Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2022

☒ **Additional Information Attached**

NOTES:

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

Resolution of Intent to Impose an Increase in Fund Levies

The Lewistown Public School District is committed to financial transparency. Nonvoted levies are an essential part of the budgeting process and this authority has been in place for many years. Senate Bill 307 (SB307), which was passed into law during the 2017 Legislative Session, requires the District to provide notice of its intent to increase nonvoted levies in the ensuing fiscal year. The Lewistown Public Schools Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2021:

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

Fund	LEWISTOWN ELEMENTARY SCHOOL DISTRICT							
	2020-21 Actual Levies		2021-22 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 499,717	36.58	\$ 487,179	35.67	\$ (12,538)	(0.91)	\$ (1.23)	\$ (2.46)
General - OverBASE	\$ 1,395,336	102.15	\$ 1,395,336	102.15	\$ -	-	\$ -	\$ -
Transportation	\$ 354,942	25.98	\$ 387,794	28.39	\$ 32,852	2.41	\$ 3.25	\$ 6.50
Bus Depreciation	\$ 180,000	13.18	\$ 160,700	11.76	\$ (19,300)	(1.42)	\$ (1.92)	\$ (3.84)
Tuition	\$ 135,592	9.93	\$ 178,000	13.03	\$ 42,408	3.10	\$ 4.19	\$ 8.38
Adult Ed	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Technology	\$ 61,498	4.50	\$ 61,498	4.50	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Non-Voted	\$ 39,875	2.92	\$ 37,068	2.71	\$ (2,807)	(0.21)	\$ (0.28)	\$ (0.56)
Building Reserve Voted	\$ 98,000	7.17	\$ 98,000	7.17	\$ -	(0.00)	\$ (0.01)	\$ (0.02)
Grand Total	\$ 2,764,961	202.41	\$ 2,805,575	205.38	\$ 40,614	2.97	\$ 4.00	\$ 8.00

TOTAL - ALL FUNDS USING PRIOR YEAR TAXABLE VALUE:

Fund	FERGUS HIGH SCHOOL DISTRICT							
	2020-21 Actual Levies		2021-22 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 271,065	18.20	\$ 280,832	18.84	\$ 9,767	0.64	\$ 0.86	\$ 1.72
General - OverBASE	\$ 809,046	54.28	\$ 809,046	54.28	\$ -	-	\$ -	\$ -
Transportation	\$ 176,217	11.82	\$ 197,066	13.22	\$ 20,849	1.40	\$ 1.89	\$ 3.78
Bus Depreciation	\$ 220,500	14.79	\$ 129,300	8.67	\$ (91,200)	(6.12)	\$ (8.26)	\$ (16.52)
Tuition	\$ 20,711	1.39	\$ 50,000	3.35	\$ 29,289	1.96	\$ 2.65	\$ 5.30
Adult Ed	\$ 21,169	1.42	\$ 5,000	0.34	\$ (16,169)	(1.08)	\$ (1.46)	\$ (2.92)
Technology	\$ 54,165	3.63	\$ 54,165	3.63	\$ -	-	\$ -	\$ -
Flexibility	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Debt Service	\$ -	0.00	\$ -	-	\$ -	-	\$ -	\$ -
Building Reserve Non-Voted	\$ 19,296	1.29	\$ 18,868	1.27	\$ (428)	(0.02)	\$ (0.02)	\$ (0.04)
Building Reserve Voted	\$ 98,000	6.57	\$ 98,000	6.57	\$ -	-	\$ -	\$ -
Grand Total	\$ 1,690,168	113.39	\$ 1,642,276	110.17	\$ (47,891)	(3.22)	\$ (4.34)	\$ (8.68)

Impacts above are based on current certified taxable valuations from the current school fiscal year. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August.

Along with the public notice requirement for nonvoted levies, SB307 allows for an additional levy in the Building Reserve Fund. Each school district may increase mills in their building reserve fund based on \$15,000.00 plus \$100 per ANB up to 10 mills. The 2019 Legislature approved funding for a state major maintenance aid, making it beneficial for the school district to begin permissively levying in the Building Reserve Fund for the upkeep of facilities.

The Permissive Building Reserve levy and associated funding will be used to finance projects identified in the District's Facility Assessment and for student safety. Examples of safety, but not limited to, are School Resource Officer, Counselor, and building safety.

DATED this 8th day of March, 2021.

Phillip Koterba, Board Chair

Rebekah Rhoades, Business Manager/Clerk

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

24

ITEM TITLE: APPROVE 2021-2022 SCHOOL CALENDAR

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

SUMMARY:

The Board of Trustees will approve the 2021–2022 School Calendar.

Staff were provided the opportunity to choose their calendar preference. Voting closed on Friday February 12, 2021 at 4 pm.

SUGGESTED ACTION: Approve 2021-2022 School Calendar

☒ **Additional Information Attached**

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS

2021-2022 SCHOOL CALENDAR

AUGUST 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PIR DAYS (Pupil Instruction-Related)

August 16	New Staff Orientation
August 23-24	All Staff Orientation/PIR
October 21-22	Staff Development Days Teachers Convention
November 1-4	Parent-Teacher Conferences Schedules vary by school No school November 4th
March 21-25	Parent-Teacher Conferences Schedules vary by school Full school days for students
May 9	PIR Day

HOLIDAYS & VACATIONS

No School for Teachers or Students

September 6	Labor Day
November 5	Vacation Day
November 25-26	Thanksgiving Vacation
Dec 23-Jan 2	Winter Break
January 17	Vacation Day
February 25	Vacation Day
March 18	Vacation Day
April 18	Easter Vacation
May 30	Memorial Day

	New Teacher Orientation
	First/Last Day of School (Last day out at 1:30 pm)
	End of Quarter
	Quarter Mid-Term
	End of Semester (2nd & 4th quarters)
	School Dismissed at 1:30 pm
	FHS Graduation Day
	PIR Days
	No School
	Paid Holidays (No School)

PUPIL INSTRUCTION	First Semester				89 days	Second Semester				90 days
	FIRST QUARTER				DAYS	THIRD QUARTER				DAYS
	First Week	Aug 25	to	Aug 27	3	First Week	Jan 18	to	Jan 21	4
	Second Week	Aug 30	to	Sept 3	5	Second Week	Jan 24	to	Jan 28	5
	Third Week	Sept 7	to	Sept 10	4	Third Week	Jan 31	to	Feb 4	5
	Fourth Week	Sept 13	to	Sept 17	5	Fourth Week	Feb 7	to	Feb 11	5
	Fifth Week	Sept 20	to	Sept 24	5	Fifth Week	Feb 14	to	Feb 18	5
	Sixth Week	Sept 27	to	Oct 1	5	Sixth Week	Feb 21	to	Feb 24	4
	Seventh Week	Oct 4	to	Oct 8	5	Seventh Week	Feb 28	to	March 4	5
	Eighth Week	Oct 11	to	Oct 15	5	Eighth Week	March 7	to	March 11	5
	Ninth Week	Oct 18	to	Oct 20	3	Ninth Week	March 14	to	March 17	4
	Tenth Week	Oct 25	to	Oct 29	5					42
					45					
	SECOND QUARTER				DAYS	FOURTH QUARTER				DAYS
	First Week	Nov 1	to	Nov 3	3	First Week	March 21	to	March 25	5
	Second Week	Nov 8	to	Nov 12	5	Second Week	March 28	to	April 1	5
	Third Week	Nov 15	to	Nov 19	5	Third Week	April 4	to	April 8	5
	Fourth Week	Nov 22	to	Nov 24	3	Fourth Week	April 11	to	April 15	5
	Fifth Week	Nov 29	to	Dec 3	5	Fifth Week	April 19	to	April 22	4
	Sixth Week	Dec 6	to	Dec 10	5	Sixth Week	April 25	to	April 29	5
	Seventh Week	Dec 13	to	Dec 17	5	Seventh Week	May 2	to	May 6	5
	Eighth Week	Dec 20	to	Dec 22	3	Eighth Week	May 10	to	May 13	4
	Ninth Week	Jan 3	to	Jan 7	5	Ninth Week	May 16	to	May 20	5
	Tenth Week	Jan 10	to	Jan 14	5	Tenth Week	May 23	to	May 27	5
					44					48
										Total Days 179

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

25

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

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

Requested By: Board of Trustees Prepared By: Christy Rogers

SUMMARY:

The Board of Trustees needs to approve the additions to the substitute list for the 2020-2021 School Year as listed below:

Substitute Teacher:
Marcy Moriarty

Substitute School Food:
Rita (Diane) Morgan
Kathy Gaines

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

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/08/2021

Agenda Item No.

26

☐ 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						
Koterba						
Southworth						
Thompson						
Heintz						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday March 8, 2021

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
BROWN-CHAUVET, Lori	Elementary Teacher	Garfield Elementary School	Accept letter of resignation	5/28/2021	Matt Lewis	See Attached Letter
DISTAD, Gary	Mechanic	Transportation	Accept letter of resignation	3/1/2021	Rob Odermann	See Attached Letter
FRY, JUDY	Paraprofessional	Garfield Elementary School	Accept letter of resignation	5/28/2021	Matt Lewis	See Attached Letter
GAINES, Katheryn	Food Server/Kitchen Aide	Highland Park Elementary School/Central Kitchen	Accept letter of resignation	2/22/2021	Amie Friesen	See Attached Letter
LAROWE, D. Nycole	Girls Basketball Coach	Fergus High School	Accept letter of resignation	3/9/2021	Paul Bartos	See Attached Letter
RHOADES, Rebekah	Assistant -1 Track Coach	Jr. High School	Approve appointment on schedule --(.050 x \$34,748.00) \$1,737.40	3/22/2021	Jeff Friesen	Replacing Julianna Parker
SANDERS, Casey	Teacher	Jr. High School	Accept letter of resignation	5/28/2021	Jeff Friesen	See Attached Letter
VAUGHN, Teresa	Counselor	Fergus High School	Approve appointment on schedule -- MA Step 11, 1.0 FTE for 187 days	7/1/2021	Tim Majerus	Replacing Karen Durbin
ZIEGLOWSKI, Steve	Counselor	Jr. High School	Approve appointment on schedule -- MA + 10 Step 9, 1.0 FTE for 187 days	7/1/2021	Jeff Friesen	Replacing Teresa Majerus

----- Forwarded message -----

From: **Lori Chauvet** <lori.chauvet@lewistown.k12.mt.us>

Date: Sun, Feb 28, 2021 at 9:08 AM

Subject: Resignation

To: Thom Peck <thom.peck@lewistown.k12.mt.us>

February 28, 2021

Dear Superintendent Thom Peck and Lewistown Board of Trustees:

At the end of this school year, I will be resigning from my teaching position. Thank you for the opportunity to work for the Lewistown School District the past two years.

Sincerely,

Lori Brown-Chauvet

February 11, 2021

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

To whom it may concern,

I wish to inform you of my decision to retire from Lewistown Public Schools on March 1, 2021. On January 19th I was in Seattle, WA for a three-month checkup with my Oncologist. My blood tests at the time showed the cancer markers were up significantly. I was told to come back on the 29th of January for a PET scan. The results of the scan, unfortunately showed a recurrence of the cancer in the abdomen region near the site of the surgery.

My Oncologist in Seattle is coordinating with the Sletten Cancer Center in Great Falls for ongoing Chemotherapy. Some of the infusions can now actually be completed in Lewistown in coordination with Sletten Cancer Center. I began Chemotherapy treatments yesterday. I will have infusions once a week for three weeks, have a week break and then have three more weeks of Chemo and so on. I am not sure how long I will be on Chemotherapy. The prognosis is not as good as we had hoped for. I need to change my focus and energy fully to my family at this time.

I cannot thank Lewistown Public Schools and especially the Bus Barn enough for all that has been done for us. You have all sincerely touched our hearts and given us a very special gift. I have thoroughly enjoyed my years of working for the school district and I feel blessed for all of the time I have had with the district.

Thank you for your attention to this matter.

Sincerely,

Gary Distad

February 15, 2021

Dear Matt,

It is with excitement and a heavy heart that I write this letter. I will resign from LPS, effective May 28, 2021. I want you to know that I have felt very privileged to work under you for the past 11 years. I appreciate the way you have let me and others put family first so many times. And the at ease way you have allowed me to come and talk with you with your open door policy. I will miss you all so much and pray for you all always. Thank you!!!

Sincerely,
Judy Fry

March 2, 2021

School District 1

To Whom it may concern;

I Kathy Gaines resign
my position as Highland Park
Lunch person contract and Central
Kitchen worker as of March 5, 2021.

I would like to remain a sub. for
the School District though. As per
conversation with Aimee Friesen.

Thank you so much
for the Great opportunity
Sign

Nycole LaRowe

Lewistown, MT ☎ 406.539.5223 ☎ nycole.devers@gmail.com

Athletic Director Paul Bartos
Fergus High School
1001 Casino Creek Drive
Lewistown, MT 59457

March 1st, 2021

Dear Mr. Bartos,

After careful consideration, I have decided to resign as the head girls' basketball coach at Fergus High School effective March 8th, 2021. Though rewarding, this position has taken an incredible amount of time and energy. I am confident that my decision is in the best interest for myself and my family. With that said, I have thoroughly enjoyed building lifelong relationships with student-athletes, coaches, and parents. I am very appreciative for the opportunity to have coached some very amazing young women.

I would like to thank Fergus High School administrators for their continued support and guidance throughout my five years of coaching in this district. It is my hope to someday coach Fergus High athletics again. In the meantime, thank you for your time and acceptance of my resignation.

Sincerely,

Nycole LaRowe

Casey Sanders

703 6th Avenue N
Lewistown, MT 59457

23 February 2021

Mr. Jeff Friesen

Cc: Mr. Thom Peck

and Mrs. Chelsey Rogers

Lewistown Public Schools

Dear Mr. Friesen,

This letter is to inform you that I will not be renewing my contract for 8th Grade Resource teacher.

Words cannot express how wonderful this experience has been for me. However, in light of a global pandemic and other family priorities, it is important that my husband and I are closer to our families.

I will treasure my time here with such a dedicated staff and some of the very best students I have come to know.

Please accept my resignation knowing that it was a very difficult decision to leave.

I look forward to the next few months finishing out the school year with a truly amazing staff and group of students.

Sincerely,

Casey Sanders

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the district. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

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

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

HOLIDAYS & VACATIONS	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)