

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room**

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

**MONDAY, February 8, 2021**

**REGULAR BOARD MEETING**

Meeting ID

[meet.google.com/awh-iias-fjn](https://meet.google.com/awh-iias-fjn)

Phone Numbers

[\(US\)+1 252-776-9037](tel:+12527769037)

PIN: 284 633 156#

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

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

**SUPERINTENDENT'S REPORT**

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

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

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

**APPROVAL OF CLAIMS**

14. Claims

**INDIVIDUAL ITEMS**

15. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools
16. Approve First Semester Claim for Individual Contract Bus Reimbursement
17. Approve First Semester Elementary & High School Claims for Bus Reimbursement
18. Approve Trustee Resolution Calling for an Election
19. Approve Lease Agreement with the State of Montana MVD
20. 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**

02/08/2021

**Agenda Item No.**

4

**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**

02/08/2021

**Agenda Item No.**

5

☐ 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    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

6

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

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

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**SUMMARY:**

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

- Job Descriptions Committee met on Thursday, January 28 will meet again on Thursday, February 11<sup>th</sup>.
- Building and Grounds Committee met on Friday, February 5<sup>th</sup>
- Montana Prevention Needs Assessment Results Spring 2020 (75% Participation)
- 20 Day Plans

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

**SUGGESTED ACTION:** Informational

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☒ **Additional Information Attached**

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**NOTES:**

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

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

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

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

7

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

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

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**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.

- MSGIA Report
- Legislative Report

**SUGGESTED ACTION:**

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☐ **Additional Information Attached**

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**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

8

**ITEM TITLE:** REPORT—ELECTION INFORMATION

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

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**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2020.

Attached are the Terms of Office Listing and the 2020 School Election Calendar.

Board members terms of office, that are due to expire in 2020 include: CJ Bailey and Monte Weeden.

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

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**NOTES:**


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## 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	<b>Thursday, December 10 through Thursday, March 25</b>	<b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b>  <i>Candidate should be registered to vote at the time the Oath is filed.</i>	<a href="#">13-10-201</a> <a href="#">20-3-305</a>
At least 70 days before	<b>Tuesday, February 23</b>	<b>Trustees call for an election.</b> 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"><li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li><li>• <b>Request for a mail ballot election</b> 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.</li></ul>	<a href="#">13-19-202</a> <a href="#">13-19-203</a> <a href="#">20-9-422</a> <a href="#">20-20-201</a> <a href="#">20-20-203</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, February 26</b>	<b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	<a href="#">20-20-201(2)(a)</a>
At least 60 days before	<b>Friday, March 5</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> 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: <a href="#">Mail Ballot Plan Timetable and Instructions</a>	<a href="#">13-19-205</a>
4 weeks preceding the close of regular registration	<b>Monday, March 8</b>	<b>Notice of close of regular registration.</b> 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.	<a href="#">13-2-301</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 1 (by 5 p.m.)</b>	<b>Last day trustee candidates may withdraw from the election.</b> 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.	<a href="#">20-3-305(3)(a)</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 1 (by 5 p.m.)</b>	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b> (must be filed with the district clerk, regardless of who is running the election).	<a href="#">20-3-305(2)(b)</a>
No later than the 30th day before	<b>Friday, April 2</b>	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-101</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	<b>Friday, April 2</b>	<b>Election administrator certifies ballot.</b> 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.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not less than 30 days before	<b>Friday, April 2</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> 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. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <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>	<a href="#">20-3-313</a>
30 days before any election	<b>Monday, April 5</b>	<b>Close of regular voter registration.</b> 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.	<a href="#">13-2-301</a>
Not more than 30 days before	<b>Monday, April 5</b>	<b>Contact your county election administrator</b> for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Day after Close of Regular Registration	<b>Tuesday, April 6</b>	<b>Start of Late Registration.</b> 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.	<a href="#">13-2-304</a>
Not less than 10 days, or more than 40 days before	<b>Thursday March 25 Through Saturday, April 24</b>	<b>Notice of election is posted.</b> 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"><li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li><li>• 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.</li></ul>	<a href="#">20-20-204</a>
At least 20 days before	<b>Wednesday, April 14</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"><li>• The ballot (with stubs removed);</li><li>• Instructions for voting and returning the ballot;</li><li>• A secrecy envelope, free of marks that would identify the voter; and</li><li>• A self-addressed, return envelope with affirmation printed on the back.</li></ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 14 through Monday, April 19</b>	<b>Mail ballots mailed.</b> 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.	<a href="#">13-19-207</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	<b>Saturday, April 24 through Sunday, May 2</b>	<b>Absentee/Mail Ballot Counting Notice.</b> 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 10<sup>th</sup> day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>
Day before (By Noon)	<b>Monday, May 3</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 3</b>	<b>Deliver certified copy of the lists of registered electors.</b> 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.	<a href="#">20-20-313</a>
Day before (between noon and 5pm)	<b>Monday, May 3</b>	<b>Late registration closed.</b> 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.	<a href="#">13-2-304</a>
Election Day 	<b>Tuesday, May 4</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election.  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 10</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> 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.	<a href="#">13-15-107</a>
Following receipt of the tally sheets from all polls and within 25 days after the election	<b>By Friday, May 28</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> 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>	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvass	<b>Monday, May 10 through Wednesday, June 2</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding $\frac{1}{4}$ 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.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 10 through Monday, June 7</b>	<b>Deadline for convening the School Recount Board.</b> 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.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>
Within 25 days of election	<b>By Friday, May 28</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
June 1	Tuesday, June 1	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> 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.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>By Friday, June 11</b>	<b>Candidate completes and files Oath of Office</b> 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>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

[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  
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
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	

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

**BOARD MEMBERS TERMS OF OFFICE**

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

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

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

\_\_\_\_\_ 3-year term (to expire in 2023)

\_\_\_\_\_ 3-year term (to expire in 2023)

**Declaration of Intents Filed for Nomination of School Board Trustee:**

Paul W. Bateman  
Christine Solheim  
Forrest E. C. Decker  
Christine Geary

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

9

**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 2020-2021 General Fund Budgets as well as the results of the Spring Student Enrollment Count.

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**

**NOTES:**

# 2021-2022 PRELIMINARY BUDGET PROJECTIONS

## As of 2/8/2021

### ELEMENTARY

Current Year (2020-2021) Budget	\$6,743,983.89	
2021-2022 Projected Budgets	\$6,793,793.67	without a vote
	\$6,856,644.03	with a vote
FY21 Budget vs FY22 Budget	\$49,809.78	higher without a vote
	\$112,660.14	higher with a vote
<u>Preliminary</u> Budget Shortfall	(\$137,858.33)	without a vote
	(\$75,007.97)	with a vote

---

### HIGH SCHOOL

Current Year (2020-2021) Budget	\$3,270,188.03	
2021-2022 Projected Budgets	\$3,285,871.09	without a vote
	\$3,285,871.09	with a vote
FY21 Budget vs FY22 Budget	\$15,683.06	lower without a vote
	\$15,683.06	higher with a vote
<u>Preliminary</u> Budget Shortfall	(\$150,750.91)	without a vote
	(\$150,750.91)	with a vote

---

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

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



# 2021-2022 PRELIMINARY BUDGET PROJECTIONS

## As of 2/8/2021 w/HB15

### ELEMENTARY

Current Year (2020-2021) Budget	\$6,743,983.89	
2021-2022 Projected Budgets	\$6,762,708.85	without a vote
	\$6,838,435.11	with a vote
FY21 Budget vs FY22 Budget	\$18,724.96	higher without a vote
	\$94,451.22	higher with a vote
<u>Preliminary</u> Budget Shortfall	(\$168,943.15)	without a vote
	(\$93,216.89)	with a vote

---

### HIGH SCHOOL

Current Year (2020-2021) Budget	\$3,270,188.03	
2021-2022 Projected Budgets	\$3,280,525.59	without a vote
	\$3,280,525.59	with a vote
FY21 Budget vs FY22 Budget	\$10,337.56	lower without a vote
	\$10,337.56	higher with a vote
<u>Preliminary</u> Budget Shortfall	(\$156,096.41)	without a vote
	(\$156,096.41)	with a vote

---

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

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

## LEWISTOWN

### Enrollment History

February 1, 2021

[illegible]

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/08/2021

Agenda Item No.

10

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

**SUMMARY:**

Interest earned and distributed for January 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**

02/08/2021

**Agenda Item No.**

11

**ITEM TITLE:** REPORT—SUPERINTENDENT

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

**SUMMARY:**

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

- ❖ Upcoming Tournament Passes –Divisional Wrestling @ Sidney, February 26-27; State Wrestling @ Miles City, March 5-6; & BBB/GBB Divisional Tournament @ Billings/Lockwood, February 24-27
- ❖ Spring Count on Enrollment: Garfield 193 (191); HP 288 (277); L&C 185 (184); LJH 167 (166); FHS 329 (332): K-8 Total = 833 (818) District Total = 1162 (1150)
- ❖ Calendar Committee – 3 options for Staff to vote on
- ❖ OPI Applying for State/Federal Test Waiver
- ❖ Legislative Update
- ❖ LJH/FHS 100% Capacity and Flex Friday Progress Report
- ❖ No School – Friday, February 26
- ❖ 4<sup>th</sup> Grade Science Fair – Thur. – Fri., March 5 & 6 @ Highland Park
- ❖ Spring Sports Begin—Monday, March 15, 2021
- ❖ Home Athletic Games/Meets:
  - FHS WR v. Huntley – Friday, February 12, 5 pm @ Civic Center
  - FHS BB v. Sidney – Friday, February 12, 1 pm Start
  - FHS BB v. Havre – Saturday, February 13 2 pm Start
  - FHS WR v. Columbus & Malta, Tuesday, February 16, 5 pm Start
  - FHS WR v. Glasgow & Fairfield, Saturday, February 20, 9 am Start
  - JH WR begins, Monday, January 22<sup>nd</sup>
  - State Middle School Wrestling Tournament – March 7, 2020

**SUGGESTED ACTION:** Informational

☐ **Additional Information Attached**

**Notes:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

02/08/2021

Agenda Item No.

12

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:**

\_\_\_\_\_

☐ Additional Information Attached

NOTES:

\_\_\_\_\_

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

13

**ITEM TITLE:** MINUTES

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

**SUMMARY:**

The following minutes are attached for your approval:

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

**SUGGESTED ACTION:** Approve Minutes as Presented

☒ **Additional Information Attached**

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM and via Google Meet**

215 Seventh Avenue South

Lewistown, Montana 59457

**MONDAY, January 11, 2021**

**REGULAR BOARD MEETING**

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

1. **ROLL CALL**

**TRUSTEES PRESENT:**

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

**TRUSTEES ABSENT:**

**STAFF PRESENT:**

Superintendent Thom Peck, Business Manager/District Clerk Rebekah  
Rhoades, Luke Brandon – LEA President, Tim Majerus, Jeff Friesen and  
others via Google Meet

**OTHERS PRESENT:**

Heidi Weber – KXLO Radio, Cooper Birdwell – Student Representative,  
Malorie Woolett– Student Representative, Anthony Houtz – Cushing Terrell  
Architects and other interested parties in person and via Google Meet.

2. **PLEDGE OF ALLEGIANCE**

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

4. **Presentation – Cushing Terrell Architects**

Tony Houtz provided an update on the status and timeline of the facilities and  
potential bond as well as preliminary amounts for the project. He stated that  
there are five decisions that need to be made in regards to the project design and  
determinations regarding how best to move forward to the community this  
Spring for a Fall bond vote. The options will need to be narrowed to two prior to  
community meetings.

5. **Report – Student Representative**

Cooper Birdwell, Student Representatives to the Board, reported on activities  
at Fergus High School and introduced Malorie Woolett as the new Student  
Representative to the Board.

6. **Report – LEA**

Luke Brandon, President of the Lewistown Education Association (LEA)  
updated the Board of Trustees on the activities and happenings for their  
organization.

7. **Report—Committees of the Board**

There were no committee meetings. The Calendar Committee will be  
meeting in the near future.

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

Mr. Peck handed out various information to the Board as outlined below:

- Letters from OPI regarding ESSER II Covid Funds, Federal  
Assessment Waiver and the TEACH Bill to increase starting teacher  
salary

- MHSA COVID Return to Play Form
  - COVID Vaccine Allocation Plan
  - Principal 20 Day Plans
9. Report—2019-2020 Audit Report  
Business Manager Rebekah Rhoades reported Paul Strom and Associates completed the audit for FY2019-2020. There were no findings or material weaknesses in our financial statements or internal control processes. The audit report is posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view.
  10. Report—Election Information  
Rebekah Rhoades, Business Manager/District Clerk, provided the Board with the 2021 School Election Calendar and advised them of the Trustee seats that will be up for election in 2020 – Monte Weeden and CJ Bailey.
  11. Report—Budget Information  
Rebekah Rhoades, Business Manager/District Clerk, provided the Board with a preliminary budget summary for the 2021-2022 school year and an update on federal funding due to the Coronavirus pandemic.
  12. Report—Investment  
Interest for December 2020 was \$3,078.84 in the Elementary and \$2,586.07 in the High School for a total of \$5,664.91.
  13. Report—Superintendent  
Superintendent Thom Peck shared that the K-6 will be utilizing Flex Fridays on the following dates: January 29, February 12, March 19, April 23, and May 14. Two new route busses will be replacing current busses in our fleet. Mr. Peck updated the Board on the LED lighting updates at Fergus High School. Mr. Peck stated that more detail regarding this year's Legislative Session will be provided after the Transmittal Date. He also shared information regarding the Governor's Budget. The Covid Team met and shared that testing in Central MT is down and positive cases have increased. Mask mandates will remain in place until 70% vaccination is complete. The next Town Hall Meeting will take place on January 25 at 6:00pm. Mr. Peck updated the Board on various events taking place in the District.

## **PUBLIC PARTICIPATION**

14. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items  
Tim Majerus shared information on the current A/B Schedule. There was a meeting last Friday with the Covid Team providing information to be considered when reopening to full capacity. All would like to be back at 100%. Close Contact rules have not changed and they are taking into consideration the number of cases in Fergus County. Staff was surveyed in regards to the reopening. A/B schedule will continue through January 15<sup>th</sup> and they are currently in the decision making process for moving forward.  
  
Jeff Friesen shared that Havre, Hardin, Livingston and LPS are 50/50, Sidney, Miles City, Laurel and Billings Central are 100%, with some using a block schedule.  
  
Discussion with the Board ensued.  
  
Kyle Shobe provided a letter to the Board with signatures from various parents in the community. The letter expressed concern over distance learning and the A/B schedule being followed at the JHS and FHS and requested that students return to 100% in person learning by February 1<sup>st</sup>. He asked that parents be part of the decision making process going forward and that more information is shared with parents.  
  
Judi Martin stated that she and a group of parents met with Mr. Peck this morning. She shared her<sup>24</sup> concerns that the District is operating on fear from



a virus with an overall very high survival rate. She spoke with Laurel Public Schools and shared the way that they are operating at 100%.

Zane Fulbright shared that he is not part of the group that collective wrote the letter to the Board, but agrees with their point of view. He is concerned with both their emotional and physical health. Mr. Fulbright expressed his viewpoint that Risk must be analyzed and that schools are not a high risk environment.

James Aldrich stated that he was able to attend the basketball and speech & drama events with students that do not attend school on the same days as he does. He is concerned with the mental health of fellow students. He advocates for returning to in person learning.

Jeff Friesen added that he is not just an Administrator, but a parent. He spoke about the staff perspective in their concerns regarding 100% in person learning.

Lisa Robinson, School Nurse, shared her knowledge regarding the effects of quarantine, as this would remove them from all outside activities, school, etc. The schools are held by the current restrictions from our local Health District. CJ Bailey suggested that the other Health Districts be contacted, not the other schools.

Kay Burnham shared her concern with the mental health of our students and feel that should carry more weight than masking and social distancing.

Judi Martin requested that the parents be sent a survey to get the consensus of the parents in the community.

Janelle Fulbright asked if a waiver could be signed by parents to return to school 100% in person. She shared that her kids were attending on different days, mixing cohorts, so the current system does not seem effective.

CJ Bailey addressed the attendees and stated that the Board wants the same thing as they do, but that they as a Board do not have the authority to change what the Health District imposes. He shared that he understands where they are coming from, but feels that the Boards hands are tied. He recommended that parents contact the Health Department for change.

Jeff Southworth expressed that they have been working with the Health District and no changes have been made. He also agrees with everyone, but also feels that the current mandates by the County Health are limiting the ability to return to 100% in person learning.

Judi Martin asked if parents that are not in health care and teachers be included on the Covid Team, that communication be improved with parents and a decision be made now that the semester is over.

Mr. Majerus stated that he is trying to identify the hurdles so that he can get over those to make decisions and communicate with parents.

The Covid Team meets every Friday at 7:30am and Jeff Southworth shared that they encourage that 4-6 parents join that meeting. Mr. Peck asked that parents give him their name so that he can send a Google Meet invite.

Mr. Peck commended the Board for their actions during the pandemic and ensured the attendees that they listen to those that speak. The Board thanked all for coming. <sup>25</sup>

## **ACTION ITEMS**

### **MINUTES**

15. Minutes of the December 14, 2020, Regular Board Meeting  
Minutes of the December 21, 2020 Special Board Meeting  
– Approved unanimously (Weeden/Bailey)

### **APPROVAL OF CLAIMS**

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

### **INDIVIDUAL ITEMS**

17. Approve Superintendent Contract – Approved unanimously (Thompson/Southworth)
18. Approve Addendum to the Memorandum of Understanding with Lewistown Education Association Allowing a One-Time Additional Work Duty Compensation of \$500 – Approved unanimously (Birdwell/Weeden)
19. Approve a One-Time Additional Work Duty Compensation of \$500 for Classified & Certified Administrators with a correction of worked performed through December 30, 2020 – Approved unanimously (Weeden/Bailey)
20. Approve One-Time Bonus of \$250 for Full-Time (30 hours/week or greater) and 12 Month Classified Staff and \$125 for Part-Time (less than 30 hours/week) Classified Staff hired before December 31, 2020 – Approved, Birdwell Abstained (Bailey/Weeden)
21. Approve Changes to the Extra Duty Contract language beginning in 2021-2022 – Approved unanimously (Birdwell/Southworth)
22. Approve Retirement Incentive as it is Presented in the Board Packet – Motion failed (Birdwell/Southworth) For – Weeden, Birdwell; Against – Thompson, Bailey, Southworth, Heintz  
Approve Retirement Incentive for \$650/month for 18 months – Approved (Southworth/Heintz) For – Southworth, Birdwell, Heintz, Koterba, Weeden; Against – Thompson, Bailey  
Amend the motion to require 12 years in the District as a Certified Teacher (Birdwell/Weeden) – Approved Unanimously  
Mr. Brandon requested that the Board amend the motion to read as \$800/month for 24 months. Discussion ensued.
23. Approve Additions to the Substitute List for the 2020-2021 School Year – Approved unanimously (Weeden/Bailey)
24. Approve Personnel Report – See Exhibit A – Approved unanimously (Bailey/Thompson)

## **ADJOURNMENT**

The meeting was adjourned at 8:35 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, February 8, 2021, at the Lincoln Board Room.

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

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

**EXHIBIT 'A'**  
**LEWISTOWN PUBLIC SCHOOLS**  
**LEWISTOWN, MONTANA**

**Monday January 11, 2021**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BLAZICEVICH, Michaela</b>	Food Server/Kitchen Aide	Central Kitchen	Approve appointment on schedule --KITCHEN AIDE Step 2 for up to 8 hours per day for up to 101 days	1/12/2021	Amie Friesen	Replacing Tanna Rammelt who replaced Donna Paulson
<b>BURNHAM, Jennifer</b>	Special Ed Paraprofessional	Fergus High School	Approve appointment on schedule--SP ED PARAPROFESSIONAL Step 0 for up to 7.5 hours per day for up to 101 days	1/12/2021	Tim Majerus	Replacing Kameron Pearson who will be the new behavior classroom position
<b>CARTER, Floyd</b>	Bus Driver	Transportation	Accept Letter of Resignation	1/29/2021	Rob Odermann	See Attached Letter
<b>LEHNER, Michael</b>	Bus Driver	Transportation	Approve appointment on schedule --TRANS BUS DRIVER Step 4 for up to 4 hours per day for up to 94 days	1/12/2020	Rob Odermann	Replacing Wayne Lelek
<b>LELEK, Wayne</b>	Bus Driver	Transportation	Accept Letter of Resignation	1/6/2021	Rob Odermann	See Attached Letter
<b>MAJERUS, Teresa</b>	Counselor	Jr. High School	Accept Letter of Resignation	6/1/2021	Jeff Freisen	See Attached Letter
<b>THOMAS, Jonathan</b>	Custodian	Fergus High School	Accept Letter of Resignation	1/5/2021	Jason Fry	See Attached Letter

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

14

**ITEM TITLE:** CLAIMS

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

**SUMMARY:**

Approve claims paid through February 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.

**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**

02/08/2021

**Agenda Item No.**

15

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

**ITEM TITLE:** APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN AND OUT OF LEWISTOWN PUBLIC SCHOOLS

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

**SUMMARY:**

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

<u>Student</u>	<u>Grade</u>	<u>District of Residence</u>	<u>District of Choice</u>
AX	3	Roy	Lewistown

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

☐ **Additional Information Attached**

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

16

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

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

**SUMMARY:**

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

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

☒ **Additional Information Attached**

**NOTES:**

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



**TR-5**  
**Individual Contract Reimbursement Claim**  
**1st Semester 2020-2021**

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

**08/26/2020-01/15/2021**

<b>Contract #</b>	<b>Shared</b>	<b>Family Name</b>	<b>Daily Rate</b>	<b>Isolation</b>	<b>Days</b>		<b>Total Reimbursement</b>
					<b>Transported</b>	<b>Reimbursed</b>	
49215	True	Reisig, Rebecca	0.42	No	46.0	46.0	19.32 *
<b>Total Individual Contract Reimbursement</b>							<b>19.32</b>

**Board Chair**

\_\_\_\_\_  
Signature



**TR-5**  
**Individual Contract Reimbursement Claim**  
**1st Semester 2020-2021**

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

**08/26/2020-01/15/2021**

<b>Contract #</b>	<b>Shared</b>	<b>Family Name</b>	<b>Daily Rate</b>	<b>Isolation</b>	<b>Days</b>		<b>Total Reimbursement</b>
					<b>Transported</b>	<b>Reimbursed</b>	
49215	True	Reisig, Rebecca	0.42	No	51.0	51.0	21.42 *
<b>Total Individual Contract Reimbursement</b>							<b>21.42</b>

**Board Chair**

Signature \_\_\_\_\_



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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

17

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

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

**SUMMARY:**

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

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

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

☒ **Additional Information Attached**

**NOTES:**

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



# TR-6 Bus Route Reimbursement Claim 1st Semester 2020-2021

**08/26/2020-01/15/2021**

**14 Fergus  
0258 Lewistown Elem**

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	70.00	79.0	1.57	Stacey L. Sramek	4DRBWAAN8DB356001	88.0	88.0	7,640.25
2	70.00	85.2	1.80	Gregory D. Mikat	4DRBWTAN5KB275773	88.0	88.0	9,446.98
3	70.00	49.5	1.36	Floyd L. Carter	4DRBWAAN7CB341925	88.0	88.0	4,146.91
4	70.00	78.0	1.80	Wayne R. Lelek	4DRBWAAN0hb524154	88.0	88.0	8,648.64
5	70.00	41.6	1.57	Terry L. Hogg	4DRBWAAN6GB000568	88.0	88.0	4,023.22
6	70.00	50.8	1.57	Michael D. Perrine	4DRBWTAN3LB251473	88.0	88.0	4,912.97
7	70.00	74.0	0.95	Albert C. White	4DRBUAAL1FB033528	88.0	88.0	4,330.48
8	70.00	40.5	1.80	Tina C. McGowan	4DRBWAAN1EB481987	88.0	88.0	4,490.64
11	100.00	12.0	1.36	Cindy L. Noel	4DRBWAAN9AA166953	77.0	77.0	1,256.64
<b>Total Bus Route Reimbursement</b>								<b>48,896.73</b>

**Board Chair**

\_\_\_\_\_  
Signature



**TR-6**  
**Bus Route Reimbursement Claim**  
**1st Semester 2020-2021**

**08/26/2020-01/15/2021**

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

Route #	Miles			Driver	VIN	Days		Total
	%	Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	30.00	79.0	1.57	Stacey L. Sramek	4DRBWAAN8DB356001	88.0	88.0	3,274.39
2	30.00	85.2	1.80	Gregory D. Mikat	4DRBWTAN5KB275773	88.0	88.0	4,048.70
3	30.00	49.5	1.36	Floyd L. Carter	4DRBWAAN7CB341925	88.0	88.0	1,777.25
4	30.00	78.0	1.80	Wayne R. Lelek	4DRBWAAN0hb524154	88.0	88.0	3,706.56
5	30.00	41.6	1.57	Terry L. Hogg	4DRBWAAN6GB000568	88.0	88.0	1,724.24
6	30.00	50.8	1.57	Michael D. Perrine	4DRBWTAN3LB251473	88.0	88.0	2,105.56
7	30.00	74.0	0.95	Albert C. White	4DRBUAAL1FB033528	88.0	88.0	1,855.92
8	30.00	40.5	1.80	Tina C. McGowan	4DRBWAAN1EB481987	88.0	88.0	1,924.56
<b>Total Bus Route Reimbursement</b>								<b>20,417.18</b>

**Board Chair**

\_\_\_\_\_  
Signature

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

18

**ITEM TITLE:** APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION

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

**SUMMARY:**

The Board of Trustees needs to approve the Trustee Resolution Calling for an Election.

Attached for your review is the Trustee Resolution Calling for an Election, an action the Board must take by Tuesday, February 23, 2021.

**SUGGESTED ACTION:** Approve Trustee Resolution Calling for an Election

☒ **Additional Information Attached**

**NOTES:**

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

## TRUSTEE RESOLUTION CALLING FOR AN ELECTION

**BE IT RESOLVED**, the Board of Trustees for School District No. 1, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 4th day of May, 2021, which date is not less than seventy (70) days after the passage of this resolution.

The election will be conducted by:

  x   Mail Ballot                             Poll Election

The purpose of the election is to elect two (2) trustees for a three-year term. Approval of additional levies to operate and maintain the Elementary District General Fund for FY2022 and approval of additional levies to operate and maintain the High School District General Fund for FY 2022 will also be requested. If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Rebekah Rhoades, Election Administrator, to cancel that portion of the election in accordance with [13-1-304](#) and [20-3-313](#), MCA.

The Board of Trustees hereby directs the Fergus County Clerk and Recorder to appoint election judges as needed for the mail ballot election.

### **Voting Location and Address:**

The Fergus County Clerk and Recorder will administer the election. Voters must return their mail ballots to the Fergus County Courthouse by 8:00pm on May 4, 2021.

**BE IT FURTHER RESOLVED**, that the Clerk of the School District is hereby directed to notify the Fergus County Clerk and Recorder of the date of holding said election, and request him/her to close registration, notify the judges, and to prepare and furnish election materials as required by law.

No further proceedings were conducted relating to the election.

\_\_\_\_\_  
Phil Koterba  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Rebekah Rhoades  
Print Name of District Clerk

\_\_\_\_\_  
Signature of District Clerk

DATED this 8<sup>th</sup> day of February, 2021.

20-20-201, MCA

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

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

19

**ITEM TITLE:** APPROVE LEASE AGREEMENT WITH THE STATE OF MONTANA MVD

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

**SUMMARY:**

The Board of Trustees needs to approve the attached Lease Agreement with the Motor Vehicle Division of the State of Montana for the use of the lot at the Bus Barn. The lot is already being used by the MVD, but a formal agreement was never put in place. No money will be exchanged and it will be required that the MVD maintain the lot. This Agreement has been reviewed by MTSBA.

**SUGGESTED ACTION:** Approve Lease Agreement with the State of Montana MVD

☒ **Additional Information Attached**

**NOTES:**

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

## **STATE OF MONTANA STANDARD LEASE CONTRACT**

This lease #4700 is made by and between the State of Montana, Department of Justice, Motor Vehicle Division, Driver Services Bureau, Scott Hart Building, 302 North Roberts, Helena, Montana, 59620-1430, "Lessee," and Lewistown Public Schools, 215 7<sup>th</sup> Ave South, Lewistown, Montana, 59457.

### **1. PURPOSE OF LEASE**

The Lessee has a need to lease space in Lewistown, Montana, for the purpose of a Motor Vehicle Division CDL testing area. The Lessor has space available for lease in Lewistown, Montana, suitable for the stated purpose.

### **2. PREMISE DESCRIPTION**

The space being leased (gross leased premise) is approximately N/A gross square feet and includes the right to use common areas within the leased premise. The leased area is further detailed in Exhibit "A", Test Area. The leased premise is located at 1216 Crowley Ave.

### **3. TERM OF LEASE**

The lease term is four and a half years, January 1, 2021 through June 30, 2026, unless earlier terminated as provided in Sections 13, 18, 19, 21 or 22 of this lease.

### **4. CONSIDERATION**

In consideration of the Lessor's agreement to permit Lessee to make use of the above-described premise as set forth herein free of charge or rent, the Lessee agrees to maintain and repair the premises as set forth in Paragraphs 8 and 12.

### **5. RENEWAL OPTION**

All lease renewals are subject to prior approval by the Department of Administration as provided in Section 26. This lease shall not be subject to automatic renewal, but will terminate at the conclusion of the term set forth in Paragraph 3. The parties may, at their discretion, negotiate and agree upon terms and conditions of a successor lease prior to expiration of the term of this lease.

### **6. UTILITIES AND SERVICES**

Not Applicable

**7. PARKING SPACE**

Lessor shall provide adequate parking spaces, including the requisite number of handicapped spaces in compliance with the Americans With Disabilities Act, as part of the leased premise at no additional charge or cost to the Lessee. This parking lot will be a shared space with the School District.

**8. PARKING AREA AND SIDEWALK MAINTENANCE**

Lessee shall remove snow, ice, sand, gravel and debris from the parking area and sidewalks.

**9. NOTICE PROTOCOL**

Any notice or demand required or permitted to be given under this lease must be in writing. Written notice shall be deemed given when hand delivered, when mailed by first class mail, postage prepaid, to the addresses specified in this section, or by e-mail with confirmation of delivery.

The Lessor's address for purpose of receiving demand or notice is Lewistown Public Schools, 215 7<sup>th</sup> Ave South, Lewistown, MT 59457.

The Lessor's representative for purposes under this lease is Rebekah Rhoades, telephone (406) 535-8777 x1116, e-mail address: [rrhoades@lewistown.k12.mt.us](mailto:rrhoades@lewistown.k12.mt.us).

The Lessee's address for the purpose of receiving demand or notice is the State of Montana, Department of Justice, Motor Vehicle Division, Driver Services Bureau, Scott Hart Building, 302 North Roberts, Helena, Montana, 59620-1430.

The Lessee's representative for purposes under this lease is Dan Stanger, telephone (406) 438-5717, e-mail address: [dstanger@mt.gov](mailto:dstanger@mt.gov).

If either party changes its address or contact person, it must notify the other party in writing at the address provided in this section.

**10. QUIET ENJOYMENT**

The Lessee has the right to quiet and peaceful enjoyment and utilization of the leased premise for the term of this lease upon signing this Agreement as provided and upon Lessee's adherence to performance conditions set forth in this lease.

Lessee agrees to observe and enforce a 10 MPH speed limit while making use of the premises.



**11. ACCESS FOR MAINTENANCE/INSPECTION**

Upon prior notice, the Lessee shall permit the Lessor or its agent to enter into and upon the leased premise at all reasonable times to: (a) maintain or inspect the leased premise or (b) make repairs, alterations or additions to any portion of the leased premise, including, but not limited to, the installation and maintenance of scaffolding, canopies, fences, or props as may be needed.

**12. MAINTENANCE OF LEASED PREMISE**

The Lessee shall, at its own cost and expense, remove debris, remove snow, ice and gravel and maintain and make repairs to the leased premise area that they use and keep it in as good of condition as when it took possession.

**13. CASUALTY OR FIRE DAMAGE**

If the leased premise becomes 25% or more destroyed or made uninhabitable, or if the premise is condemned by a proper authority, this lease may be terminated, without incurring liability, by the Lessee.

If the leased premise is less than 25% destroyed or made uninhabitable, the rent shall be reduced by the proportion the premise has been rendered uninhabitable or declared unsafe.

If the leased premise is not restored, or cannot be restored, and returned to proper condition for use and occupancy within 15 days of the casualty, then either the Lessor or the Lessee may terminate this lease, without incurring liability, on 10 days' written notice to the other party.

Upon written notice of termination under this section and the Lessee shall have no further obligation to the Lessor under this lease. Lessor shall continue to insure the premise, as its business requires, until Lessee's personal property is removed from the premise. The Lessee shall have 30 days after termination of this lease to remove its property from the premise.

**14. ALTERATIONS TO LEASED PREMISE**

The Lessee shall not alter the leased premise without the Lessor's prior written consent.

**15. SIGNS**

Not Applicable

**18. COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS**

In accordance with 49-3-207, MCA, and Executive Order No. 04-2016, Lessor and Lessee agree

that (i) the hiring of persons, if any, to perform this Lease will be made on the basis of merit and qualifications and (ii) there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this lease.

The Lessor and Lessee shall comply with all laws applicable to the activities under this lease.

The Lessor shall provide the Department of Administration, the Legislative Auditor or their authorized agents access to any records concerning this lease. A state agency may terminate a contract, without incurring liability, for the refusal of a nonstate entity to allow access to records as required in MCA 18-1-118.

The Lessor shall retain all records supporting the services rendered or goods delivered for a period of eight years after either the completion date of this lease or the conclusion of any claim, litigation or exception relating to this lease taken by the state of Montana or a third party.

The Lessor warrants that the space is ADA accessible and compliant.

## **19. ENVIRONMENTAL HAZARDS**

The Lessor hereby represents and warrants that no leak, spill, release, discharge, emission or disposal of hazardous or toxic substances has occurred on the leased premise to date and that the soil and groundwater on or under the leased premise are free of toxic or hazardous substances as of the date that the term of this lease commences.

The Lessor represents and warrants that the leased premise shall be free of all asbestos containing materials, except undamaged vinyl asbestos floor tile in the premise or undamaged boiler or pipe insulation outside the leased premise. Radon levels in the leased premise shall not equal or exceed the Environmental Protection Agency (EPA) action level for homes or 4 Pico curies per liter (PCI/L).

If, at any time, the Lessee determines that the leased premise poses a significant environmental hazard to its employees, this lease may be terminated, without incurring liability, with a minimum of 10 days' written notice.

## **20. HOLDOVER TENANCY**

If the Lessee holds the premise beyond the terms of this lease, in the absence of a written agreement to the contrary, it shall be deemed a month-to-month tenancy subject to all terms and conditions of this lease. This holdover tenancy may be terminated, without incurring liability, at any time by either the Lessor or the Lessee by means of a 30 days' written notice delivered prior to the beginning of the final month.

**21. TERMINATION FOR LACK OF FUNDING**

The Lessor acknowledges, understands, and agrees that the Lessee, as a state agency, is dependent upon state and federal appropriations for its funding. If state or federal government funds are not appropriated or otherwise made available to support continued performance of this lease in subsequent fiscal periods, the Lessee shall terminate this lease. The Lessee shall provide Lessor the date Lessee's termination shall take effect. The Lessee shall not be liable to the Lessor for any rental payment that would have been payable had the lease not been terminated under this provision. The Lessee shall be liable to the Lessor only for the rental payment, or prorated portion of that payment, owed to the Lessor under Section 4 up to the date the Lessee's termination takes effect. This is the Lessor's sole remedy. Lessee shall not be liable to the Lessor for any other payments or damages, including but not limited to general, special or consequential damages such as lost profits.

**22. DEFAULT**

If either party to this lease defaults in the performance of any term or condition of this lease, the other party may give the defaulting party notice of the default. The notice shall specify the action required to correct the default and a period of time, not less than 30 days, within which to correct the default. If the default is not corrected within the time specified in the notice, the party not in default may terminate this lease without further obligation under this lease, other than obligations incurred or accrued to the date of termination and pursue the remedies available under Montana law.

At the expiration or termination of this lease or any extension of it, the Lessee will vacate and surrender the premise to the Lessor in as good condition and repair as when it took possession, reasonable wear and tear excepted. All property and fixtures placed in the premise by the Lessee or owned by the State of Montana may be removed by the Lessee within 30 days of termination.

**23. SEVERABILITY**

If any term or provision of this lease is held to be illegal, void or in conflict with any Montana law, the validity of the remaining terms and conditions shall not be affected. The rights and obligations of the parties shall be construed and enforced as if this lease did not contain the particular term, condition, or provision held to be invalid.

**24. VENUE AND INTERPRETATION**

The Lessor and Lessee agree that this lease shall be governed and interpreted according to the laws of the State of Montana. If a lease dispute arises, the proper venue for the hearing of the case is the District Court of the First Judicial District of the State of Montana, in and for the

County of Lewis and Clark.

**25. SUCCESSORS**

All rights and liabilities herein given to or imposed upon both parties shall extend to, be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

**26. LEASE APPROVAL**

This entire lease, in addition to any change, alteration, or renewal thereof, addendum, amendment, sublease or letter of understanding, is subject to prior approval by the Department of Administration.

**27. ENTIRE LEASE/AMENDMENT**

This lease, consisting of eight pages, sections 1 through 28, contains the entire contract between the Lessor and the Lessee. Any agreement hereafter made shall not be effective to modify this lease unless it is in writing and signed by both parties and the Department of Administration.

(The remainder of this page is left blank intentionally)

**IN WITNESS HEREOF**, all parties have entered into and executed this Lease on the dates stated below:

## **PARTIES TO THE LEASE**

Lessee

By: \_\_\_\_\_  
Timothy C. Fox, Attorney General Date  
Department of Justice

Lessor

By: \_\_\_\_\_ Date \_\_\_\_\_  
 Phillip Koterba, Board Chair  
 Lewistown Public Schools

**APPROVED BY:**

By: \_\_\_\_\_  
Garett M. Bacon, Leasing Officer Date  
Department of Administration, General Services Division

By: \_\_\_\_\_  
Mike Manion, Chief Legal Counsel  
Department of Administration

\_\_\_\_\_ Date

By: \_\_\_\_\_  
Tom Livers Date  
OBPP Director/Designee

By: \_\_\_\_\_ Date \_\_\_\_\_  
John Lewis, Director  
Department of Administration

# EXHIBIT 'A' - TEST AREA



= TEST AREA

TRACT "A"	5.17 ACRES
TRACT "B"	10.05 "
TRACT "C"	3.54 "
GROSS AREA	1876 ACRES
PARK	2.53 ACRES
STREETS	2.25 "
EASEMENTS	0.10 "
NET AREA	13.88 ACRES

0.3/4" x 24" IRON PIN

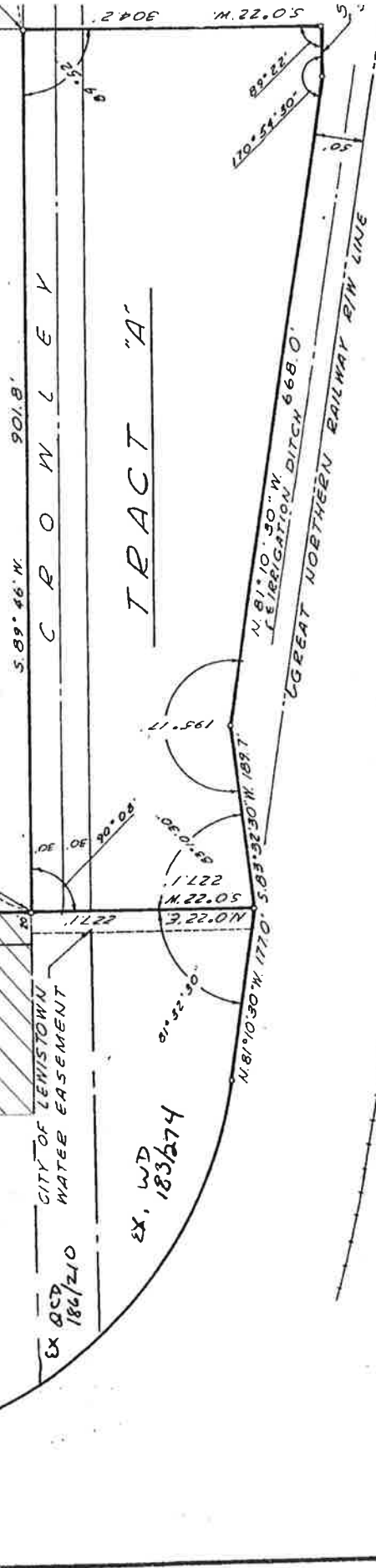
SCALE: 1" = 100'

CURVE DATA

Δ: 60° 00'  
R: 450.0'  
L: 470.6'  
T: 259.81'

POINT OF BEGINNING "B"

-----N 89° 46' W. 1681.8'-----



EX QCD 186/210

EX. WD 183/274

CITY OF LEWISTOWN WATER EASEMENT

LEWISTOWN DITCH 668.0'  
GREAT NORTHERN RAILWAY R/W LINE  
GREAT NORTHERN

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

02/08/2021

**Agenda Item No.**

20

☐ 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, 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>
<b>DURBIN, Karen</b>	Counselor	Fergus High School	Accept letter of resignation	6/1/2021	Tim Majerus	See Attached Letter
<b>FLENTIE, Susan</b>	Teacher	Jr. High School	Accept letter of resignation	6/1/2021	Jeff Friesen	See Attached Letter
<b>FLENTIE, Susan</b>	Head Cross County Coach	Fergus High School	Accept letter of resignation	6/1/2021	Paul Bartos	See Attached Letter
<b>FLENTIE, Susan</b>	First Assistant Track Coach	Fergus High School	Accept letter of resignation	6/1/2021	Paul Bartos	See Attached Letter
<b>GAINES, Katheryn</b>	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
<b>HUDSON, Nancy</b>	Teacher	Lewis & Clark Elementary	Accept letter of resignation	6/1/2021	Danny Wirtzenberger	See Attached Letter
<b>LEAR, Derek</b>	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
<b>PARKER, Juliana</b>	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
<b>PATTERSON, Mariah</b>	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
<b>PEARSON, Sara</b>	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>
<b>SRAMEK, Stacey</b>	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
<b>STANDLEY, Sue</b>	Teacher	Garfield Elementary School	Accept letter of resignation	6/1/2021	Matt Lewis	See Attached Letter



# FERGUS HIGH SCHOOL

1001 CASINO CREEK DRIVE, LEWISTOWN, MT 59457

Phone: (406) 535-2321

Fax: (406) 535-3835

[www.lewistown.k12.mt.us](http://www.lewistown.k12.mt.us)

TIM MAJERUS, PRINCIPAL

PAUL BARTOS, ASST. PRINCIPAL/ACT. DIRECTOR

January 12, 2021

Dear Mr. Majerus, Mr. Peck, and the Lewistown Public School Board:

After 36 years in education, I have decided it is time for me to retire. Every single year has been an adventure for me with experiences I will never forget. I will miss walking into Fergus High School and seeing the students and my colleagues, but I am ready to start my next adventure spending time doing whatever it is that comes my way.

I would like to take this opportunity to thank you for all the support and encouragement you have given me over the years. Being an educator has been a remarkable experience and I leave with the hope that I have made a difference in a child's life.

Please accept my resignation effective May 28, 2021. With approval from Mr. Majerus, I will complete my extended contract days before the end of the school year.

Sincerely,

Karen Durbin

LEWISTOWN PUBLIC SCHOOLS  
EARLY RETIREMENT INCENTIVE PLAN

JANUARY 11, 2021

The Board of Trustees for the Lewistown Public Schools is offering a one-time retirement incentive plan to eligible certified personnel contracted by the Lewistown Public Schools. This offering is only available from January 11, 2021, through February 12, 2021.

**I. CRITERIA FOR ELIGIBILITY**

- A. The plan benefits are limited solely to certified contracted personnel who will receive a retirement benefit from the Montana Teachers Retirement System during the year of the plan participation.
- B. At the time of retirement, certified personnel who have been employed by the District as a certified teacher for twelve (12) years and are eligible to retire under the Montana Teacher Retirement System as listed below, shall be eligible to participate in the early retirement plan (hereinafter referred to as the Plan).
- C. Eligible personnel planning to retire at the end of the 2020-2021 School Year and who elect to participate in the Plan shall submit their irrevocable resignation and acceptance of the Plan to the District Superintendent by 4:00 p.m. on Friday, February 12, 2021. After that date the Plan will become void.
- D. If any provision of this Plan in application of this agreement to any employee is held to be unenforceable or contrary to law then, in that event, the Board of Trustees shall have the option of voiding the Plan, thereby returning the employee to his or her former employment status, or enforcing the Plan to the extent permitted by law.
- E. The Board may offer as many incentives as it deems financially prudent.
- F. Participants will be considered on a seniority basis.

**ELIGIBILITY FOR A MONTANA TRS RETIREMENT BENEFIT**

A member who has terminated TRS covered employment may apply for a retirement benefit provided:

- 1. The member has attained age 60 with at least five full years of creditable service, or;
- 2. The member has been credited with 25 or more years of creditable service, in which case they are eligible for full retirement regardless of age, or;
- 3. The member has part-time service in 25 or more fiscal years, in which case they are eligible for a regular retirement regardless of age, or;
- 4. The member has at least five years of creditable service and has attained the age of 50 (early retirement).

**19-20-802 (MCA) -- Early Retirement.**

- (1) (a) A tier one member who is not eligible for service retirement but who has been credited with at least 5 years of creditable service and has attained the age of 50 is eligible for an early retirement allowance. (b) A tier two member who is not eligible for service retirement but who has at least 5 years of creditable service and has attained the age of 55 is eligible for an early retirement allowance.
- (2) A member retiring early under subsection (1) must have terminated employment in all positions reportable to the retirement system and must file a written application with the retirement board.
- (3) The early retirement allowance must be determined as prescribed in [19-20-804](#), with the exception that the allowance will be reduced using actuarially equivalent factors based on the most recent actuarial valuation of the system.

**20-PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

X *LD*

1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$650.00 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to eighteen (18) months beginning on September 1, 2021, and ending on February 28, 2023.
2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$650.00 per month for eighteen (18) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2021, with the final payment on February 15, 2023. All required payroll taxes will be withheld from each incentive payment.

In the event the District receives and accepts a resignation of an employee under the terms of this document, the employee shall not have the right to revoke said resignation after acceptance by the District.

In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2021.

Karen Durbin

NAME (PRINTED)

11/12/2021

DATE

Dear Lewistown Board of Trustees,

After 41 years of teaching in the Lewistown School District, I have decided that it's time to retire from the positions of 8<sup>th</sup> Grade Science Teacher, Head High School Cross Country Coach and Assistant High School Track Coach. I plan to complete the current school year before officially retiring after the final day of classes on May 28<sup>th</sup>, 2021.

When I began teaching in Lewistown at the age of 21 with a salary of \$9,000, I had no idea what a great adventure I was embarking on. During my teaching and coaching career, I have been fortunate to accomplish many career goals. My greatest achievement by far has been guiding the students and athletes whose lives I've had the honor of influencing. It has been as much a pleasure to learn from them as it has been to teach and coach them. I am also grateful to the many administrators and co-workers who I've worked with over the years for their mentoring, friendship and support.

I also want to thank the school board and community for their support over the years. I appreciate your trust and confidence in me as an educator and coach. You've entrusted me with our most precious resource, the young people of our community.

Sincerely,

Susan Flentie

CC: Jeff Friesen

Tim Majerus

Paul Bartos

Thom Peck

**LEWISTOWN PUBLIC SCHOOLS  
EARLY RETIREMENT INCENTIVE PLAN**

JANUARY 11, 2021

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- B. At the time of retirement, certified personnel who have been employed by the District as a certified teacher for twelve (12) years and are eligible to retire under the Montana Teacher Retirement System as listed below, shall be eligible to participate in the early retirement plan (hereinafter referred to as the Plan).
- C. Eligible personnel planning to retire at the end of the 2020-2021 School Year and who elect to participate in the Plan shall submit their irrevocable resignation and acceptance of the Plan to the District Superintendent by 4:00 p.m. on Friday, February 12, 2021. After that date the Plan will become void.
- D. If any provision of this Plan in application of this agreement to any employee is held to be unenforceable or contrary to law then, in that event, the Board of Trustees shall have the option of voiding the Plan, thereby returning the employee to his or her former employment status, or enforcing the Plan to the extent permitted by law.
- E. The Board may offer as many incentives as it deems financially prudent.
- F. Participants will be considered on a seniority basis.

**ELIGIBILITY FOR A MONTANA TRS RETIREMENT BENEFIT**

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- 1. The member has attained age 60 with at least five full years of creditable service, or;
- 2. The member has been credited with 25 or more years of creditable service, in which case they are eligible for full retirement regardless of age, or;
- 3. The member has part-time service in 25 or more fiscal years, in which case they are eligible for a regular retirement regardless of age, or;
- 4. The member has at least five years of creditable service and has attained the age of 50 (early retirement).

**19-20-802 (MCA) -- Early Retirement.**

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- (2) A member retiring early under subsection (1) must have terminated employment in all positions reportable to the retirement system and must file a written application with the retirement board.
- (3) The early retirement allowance must be determined as prescribed in [19-20-804](#), with the exception that the allowance will be reduced using actuarially equivalent factors based on the most recent actuarial valuation of the system.

**20-PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

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- ✓ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$650.00 per month for eighteen (18) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2021, with the final payment on February 15, 2023. All required payroll taxes will be withheld from each incentive payment.

In the event the District receives and accepts a resignation of an employee under the terms of this document, the employee shall not have the right to revoke said resignation after acceptance by the District.

In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2021.

Susan Flentie  
NAME (PRINTED)

1/15/21  
DATE

January 25, 2021

Mr. Thom Peck  
Superintendent of Schools  
Lewistown, Montana 59457


Dear Mr. Peck,

I would like to inform you that I will be retiring from Lewistown School District 1 on May 31st, 2021.

Thank you for the years of opportunity with the Lewistown School District. I have enjoyed my years as a teacher and appreciate the support that was lended to me during my tenure. The positive experiences that I have encountered have helped shape who I am today.

While I look forward to my retirement, I will miss the team of people at Lewis and Clark. I trust the friendships I have made will last a lifetime.

Sincerely,



Nancy Hudson  
5th grade teacher  
Lewis and Clark



LEWISTOWN PUBLIC SCHOOLS  
EARLY RETIREMENT INCENTIVE PLAN

JANUARY 11, 2021

The Board of Trustees for the Lewistown Public Schools is offering a one-time retirement incentive plan to eligible certified personnel contracted by the Lewistown Public Schools. This offering is only available from January 11, 2021, through February 12, 2021.

**I. CRITERIA FOR ELIGIBILITY**

- A. The plan benefits are limited solely to certified contracted personnel who will receive a retirement benefit from the Montana Teachers Retirement System during the year of the plan participation.
- B. At the time of retirement, certified personnel who have been employed by the District as a certified teacher for twelve (12) years and are eligible to retire under the Montana Teacher Retirement System as listed below, shall be eligible to participate in the early retirement plan (hereinafter referred to as the Plan).
- C. Eligible personnel planning to retire at the end of the 2020-2021 School Year and who elect to participate in the Plan shall submit their irrevocable resignation and acceptance of the Plan to the District Superintendent by 4:00 p.m. on Friday, February 12, 2021. After that date the Plan will become void.
- D. If any provision of this Plan in application of this agreement to any employee is held to be unenforceable or contrary to law then, in that event, the Board of Trustees shall have the option of voiding the Plan, thereby returning the employee to his or her former employment status, or enforcing the Plan to the extent permitted by law.
- E. The Board may offer as many incentives as it deems financially prudent.
- F. Participants will be considered on a seniority basis.

**ELIGIBILITY FOR A MONTANA TRS RETIREMENT BENEFIT**

A member who has terminated TRS covered employment may apply for a retirement benefit provided:

- 1. The member has attained age 60 with at least five full years of creditable service, or;
- 2. The member has been credited with 25 or more years of creditable service, in which case they are eligible for full retirement regardless of age, or;
- 3. The member has part-time service in 25 or more fiscal years, in which case they are eligible for a regular retirement regardless of age, or;
- 4. The member has at least five years of creditable service and has attained the age of 50 (early retirement).

**19-20-802 (MCA) -- Early Retirement.**

- (1) (a) A tier one member who is not eligible for service retirement but who has been credited with at least 5 years of creditable service and has attained the age of 50 is eligible for an early retirement allowance. (b) A tier two member who is not eligible for service retirement but who has at least 5 years of creditable service and has attained the age of 55 is eligible for an early retirement allowance.
- (2) A member retiring early under subsection (1) must have terminated employment in all positions reportable to the retirement system and must file a written application with the retirement board.
- (3) The early retirement allowance must be determined as prescribed in 19-20-804, with the exception that the allowance will be reduced using actuarially equivalent factors based on the most recent actuarial valuation of the system.

**20-PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

- X N.H. 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$650.00 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to eighteen (18) months beginning on September 1, 2021, and ending on February 28, 2023.
- \_\_\_\_\_ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$650.00 per month for eighteen (18) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2021, with the final payment on February 15, 2023. All required payroll taxes will be withheld from each incentive payment.

In the event the District receives and accepts a resignation of an employee under the terms of this document, the employee shall not have the right to revoke said resignation after acceptance by the District.

In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2021.

Nancy Hudson  
NAME (PRINTED)

January 30, 2021  
DATE

Nancy Hudson  
SIGNATURE

CENTRAL OFFICE USE:

Christy Rogers  
Received By

2-2-21  
Date

9 AM  
Time

Sue Standley  
M.A.Ed.  
Kindergarten Teacher

January 19, 2021

Mr. Thom Peck  
Lewistown School District,

I will be retiring the end of this 2020-2021 school year and do not want to leave with out thanking the District for hiring me for the Kindergarten teaching position I have enjoyed so much.

Thank you !

I also want to say that The District and the School Board are doing a fabulous job supporting education.

Sincerely,

Sue Standley M.A.Ed.

## **School District #1 Mission Statement:**

### ***Excellence Today, Success Tomorrow***

## **Core Values of the Lewistown Public Schools:**

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

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

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

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