

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, June 8, 2020

REGULAR BOARD MEETING

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

- | | | |
|----|------------------------------------------------|----------------------------------------------------------------------------------------|
| 1. | Roll Call | <u>Join via Google Meet</u> |
| 2. | Pledge of Allegiance | <u>Meeting ID</u> |
| 3. | Motion to Set Agenda | <u>meet.google.com/vds-ekmq-iuo</u> |
| 4. | Report—Committees of the Board | <u>Phone Numbers</u> |
| 5. | Calendar Items, Concerns, Correspondence, Etc. | <u>(US)+1 240-532-3597</u> |
| 6. | Report—Investment | <u>PIN: 955 293 891#</u> |
| 7. | Report—Superintendent | |

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

9. Minutes of the May 11, 2020, Regular Board Meeting

APPROVAL OF CLAIMS

10. Claims

INDIVIDUAL ITEMS

11. Approve Additions to Certified Administrator Salary Matrix
12. Approve Extension of Grass Range Bus Route into the Lewistown School District
13. Approve Extension of Lewistown Bus Route into the Grass Range School District
14. Approve Extension of Winifred Bus Routes into the Lewistown School District
15. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Respective Compensated Absences Fund(s)
16. Approve Request to Transfer Money from the Elementary and High School General Fund(s) to the Interlocal Fund
17. Approve Voiding Outdated Stale Warrant Claims
18. Approve Individual Transportation Contracts for the Elementary District
19. Approve Second Semester Claim for Individual Contract Bus Reimbursement
20. Approve Second Semester Elementary and High School Claims for Bus Reimbursement
21. Approve First Reading of Policy 3612P – Students Use of District Electronic Networks
22. Approve Second Reading of Policy 1110 – Taking Office
23. Approve Second Reading of Policy 1120 – Annual Organization Meeting
24. Approve Fergus High School Student Activity Account Changes
25. Approve Chokecherry Outdoor Concert at Lewistown Jr. High School Practice Field
26. Approve Notice of Resolution of Intent to Sell/Dispose of Surplus Property
27. Approve Additions to the Substitute List for the 2019-2020 School Year
28. Approve Personnel Report

ADJOURNMENT

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

4

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

SUMMARY:

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

Attached is the list for Standing Committees of the Board for the 2019-2020 School Year.

The Trustees need to sign up for committees for the 2020-2021 School Year.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

**STANDING COMMITTEES OF THE BOARD
2019-2020 School Year**

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

**OTHER COMMITTEES WITH BOARD REPRESENTATION
2019-2020 School Year**

| Committee | Number on Comm. | CJ Bailey | Kris Birdwell | Phil Koterba | Jeff Southworth | Jennifer Thompson | Stephen Vantassel | Monte Weeden |
|-----------------------------|-----------------|-----------|---------------|--------------|-----------------|-------------------|-------------------|--------------|
| | | | | | | | | |
| Activities | 2 | X | | | X | | | |
| | | | | | | | | |
| Curriculum Committees: | | | | | | | | |
| English Language Arts | 1 | | | X | | | | |
| | | | | | | | | |
| Health Insurance Program | 2 | | | | X | | X | |
| | | | | | | | | |
| School Calendar | 1 | X | | | | | | |
| | | | | | | | | |
| Vocational Advisory Council | 1 | | | | | | X | |
| | | | | | | | | |
| Gaining | 3 | | X | | | X | X | |
| | | | | | | | | |
| Policy Review | 3 | X | X | | | X | | |
| | | | | | | | | |
| Assessment | 2 | X | | | X | | | |
| | | | | | | | | |

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

| Committee | Number on Comm. | CJ Bailey | Kris Birdwell | Phil Koterba | Jeff Southworth | Jennifer Thompson | Stephen Vantassel | Monte Weeden |
|---------------------------------|-----------------|-----------|---------------|--------------|-----------------|-------------------|-------------------|--------------|
| | | | | | | | | |
| Building & Grounds | 3 | | | | | | | |
| | | | | | | | | |
| Insurance Risk Committee | 2 | | | | | | | |
| | | | | | | | | |
| Transportation | 3 | | | | | | | |

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

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

5

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

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

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

SUMMARY:

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

Inter Local Agreement with Montana Digital Academy

Thank You note from Angela Woolett

SUGGESTED ACTION:

 Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

6

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for May 2020 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

06/08/2020

Agenda Item No.

7

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

ITEM TITLE: REPORT—SUPERINTENDENT

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

SUMMARY:

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

- ❖ Staffing Update
- ❖ 2015-2020 Goals and Strategic Objectives-Review for July
- ❖ Driver's Ed and Camps
- ❖ Summer Maintenance
- ❖ School Bond Timeline – November 2021?
- ❖ Pierce Modular Lease
- ❖ Planning for Fall Schools Re-opening:
 - 3 phases
 - 10 Topics to Consider that will be addressed using 4 Task Forces
 - MOU with LEA – Special Board Meeting
 - June 30th deadline

SUGGESTED ACTION: Informational

Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

8

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

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

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

 Additional Information Attached

NOTES:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

9

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

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the May 11, 2020, Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

Additional Information Attached

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room and via Google Meet

215 7th Ave South
Lewistown, Montana 59457

MONDAY, May 11, 2020

OATH OF OFFICE (6:00 p.m.)

RHONDA LONG, FERGUS COUNTY SUPERINTENDENT OF SCHOOLS,
ADMINISTERED THE OATH OF OFFICE TO:
OATH OF OFFICE TO KRIS BIRDWELL, DOREEN HEINTZ AND JEFF SOUTHWORTH

ORGANIZATION MEETING

1. CALL TO ORDER
Superintendent Thom Peck called the Organizational Meeting to order.
2. ROLL CALL
TRUSTEES PRESENT:
CJ Bailey, Phil Koterba, Jennifer Thompson, Monte Weeden, Kris Birdwell,
Doreen Heintz, Jeff Southworth
TRUSTEES ABSENT:

STAFF PRESENT:
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades and various others via Google Meet.
OTHERS PRESENT:
Robert Pfund—KXLO Radio, Rhonda Long—County Superintendent of Schools,
Cooper Birdwell—Student Representative and other interested parties via Google Meet.
3. CALL FOR NOMINATIONS AND ELECTION OF CHAIR
Superintendent Thom Peck, called for nominations for Board Chair. Trustee Birdwell nominated Phil Koterba, seconded by Trustee Weeden. No other nominations were made. Motion carried unanimously.
4. CALL FOR NOMINATIONS AND ELECTION OF VICE-CHAIR
Trustee Koterba nominated Jennifer Thompson for Vice Chair, seconded by Trustee Birdwell. No other nominations were made. The motion carried unanimously.
5. APPOINTMENT OF THE DISTRICT CLERK
Trustee Thompson moved to nominate Rebekah Rhoades as District Clerk, seconded by Trustee Bailey. The motion carried unanimously.

ADJOURNMENT (6:05pm) – Approved Unanimously (Koterba/Weeden)

REGULAR BOARD MEETING

CALL TO ORDER (FOLLOWING THE ORGANIZATIONAL MEETING)

1. ROLL CALL
TRUSTEES PRESENT:
CJ Bailey, Phil Koterba, Jennifer Thompson, Monte Weeden, Kris Birdwell,
Doreen Heintz, Jeff Southworth
TRUSTEES ABSENT:

STAFF PRESENT:
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Jeff Friesen, Teresa Majerus and various others via Google Meet.
OTHERS PRESENT:
Robert Pfund—KXLO Radio, Cooper Birdwell—Student Representative and other interested parties via Google Meet.
2. PLEDGE OF ALLEGIANCE
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – approved unanimously (Weeden/Thompson)
4. RECOGNITION OF TERESA MAJERUS, SCHOOL COUNSELOR OF THE YEAR
Superintendent Peck recognized Teresa Majerus for her recent award as the Montana School Counselor of the Year.
5. REPORT—STUDENT REPRESENTATIVE
Cooper Birdwell, Student Representative to the Board, updated the Board on happenings at Fergus High School.
6. REPORT—LEA
The LEA was not available to report.
7. REPORT—COMMITTEES OF THE BOARD
No committees have met.
8. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.
Mr. Peck distributed information on the following:
 - Updated Certified Administrator Salary Matrix
 - OPI Variance of Standard Acceptance Letter
 - Principal 20 Day Plans
9. REPORT—BUDGET UPDATE
Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees on preliminary information regarding the 2020-2021 General Fund Budgets.
10. REPORT—INVESTMENT
Interest earned and distributed for April 2020, was \$3,981.76 in the Elementary and \$3,829.51 in the High School for a total of \$7,811.27.
11. REPORT—SUPERINTENDENT
Superintendent Peck updated the Board of Trustees on staffing throughout the District. Mr. Ventresca is in the process of obtaining a modular classroom for Highland Park next school year. Building and Grounds Committee may need to meet in the future in regards to maintenance projects in the District. Central Office staff will start the summer schedule on June 1, 2020, working four 10-hour days, Monday-Thursday. Mr. Peck updated the Board on dates of various events taking place throughout the District. Business Manager Rebekah Rhoades spoke to the Trustees regarding their option to participate in the District Health Insurance.

PUBLIC PARTICIPATION

12. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS

There was no public participation.

ACTION ITEMS

MINUTES

13. MINUTES OF THE APRIL 13, 2020, REGULAR BOARD MEETING
MINUTES OF THE APRIL 28, 2020 SPECIAL BOARD MEETING
– approved unanimously (Weeden/Southworth).

APPROVAL OF CLAIMS

14. CLAIMS – the claims referenced in the 2019-2020 Bill Schedule and submitted through May 11, 2020, were approved unanimously (Birdwell/Weeden). The Finance Committee for April – June 2020 is Board Chair Phil Koterba, Kris Birdwell and Monte Weeden.

INDIVIDUAL ITEMS

15. APPROVE FERGUS HIGH SCHOOL 2020 GRADUATION PROPOSAL – See Exhibit ‘A’ -- Approved Unanimously (Weeden/Southworth).
16. APPROVE FIRST READING OF POLICY 1110 WITH THE AMENDMENT TO STRIKETROUGH OF THE FIRST PARAGRAPH – TAKING OFFICE – Approved unanimously (Birdwell/Bailey).
17. APPROVE FIRST READING OF POLICY 1120 – ANNUAL ORGANIZATION MEETING – Approved unanimously (Weeden/Southworth).
18. APPROVE THE SECOND READING OF POLICIES 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1906P, 1907, 1908, 1908F, 1909, 1910, 1910F1, 1910F2, 1911, AND 1912. – Approved Unanimously (Birdwell/Bailey).
19. CANVASS OF ELECTION RESULTS—TRUSTEES – approved unanimously (Weeden/Bailey).
20. CANVASS OF ELECTION RESULTS—ELEMENTARY GENERAL FUND LEVY – approved unanimously (Bailey/Thompson).
21. CANVASS OF ELECTION RESULTS—HIGH SCHOOL GENERAL FUND LEVY – approved unanimously (Weeden/Bailey).
22. APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER’S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS – approved unanimously (Birdwell/Thompson).
23. APPROVE NON-RENEWAL OF NON-TENURED CERTIFIED STAFF SEAN KEPLER CONTRACT WITHOUT CAUSE – approved unanimously (Thompson/Weeden).
24. APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF FOR THE 2020-2021 SCHOOL YEAR – (Bailey/Southworth). 6 votes in favor, 1 abstention (Birdwell)
25. APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED AND CERTIFIED ADMINISTRATORS FOR THE 2020-2021 SCHOOL YEAR – approved unanimously (Weeden/Thompson)
26. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN AND OUT OF LEWISTOWN PUBLIC SCHOOLS – Approved Unanimously (Bailey/Thompson).
27. APPROVE FERGUS COUNTY INVESTMENT RESOLUTION – Approved Unanimously (Bailey/Thompson).
29. APPROVE PERSONNEL REPORT WITH AMENDMENT TO SET SALARY FOR PAUL BARTOS AT THE FHS ASSISTANT PRINCIPAL MA STEP 1 AT \$73, 542 FOR 207 DAYS – See Exhibit ‘B’ – approved unanimously (Bailey/Weeden).

ADJOURNMENT

The meeting was adjourned at 7:12 p.m. The next regular meeting will be held at 6:00 p.m. on Monday, June 8, 2020, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

Fergus High School Graduation Proposal

Sunday, May 24th - 2:00 PM

Fergus High School will be graduating approximately 70 students. Below is our proposal for meeting current health and safety recommendations.

1. Fergus High School Fieldhouse - Capacity 3500

- a. Only the families of the graduates will be allowed to attend. The fieldhouse seating has been mapped out in a manner to allot each graduate a section that seats ten people. Social distancing is observed between sections. Sign up for the sections will be on Monday, May 18th where each family will be given tickets and a map designating their selected section. Ushers will be available prior to graduation to assist attendees with locating their designated seating.
- b. Attendees are encouraged to wear masks, but are not mandated. Hand sanitizer will be available throughout the fieldhouse and lobby.
- c. Graduates will be seated on the floor with adequate spacing.
- d. Diploma presentation:
 - i. Historically presentation has alternated from one side to the other. This year we will present to all students on one side before presenting to the other. This will prevent students passing each other.
 - ii. Board members presenting diplomas will wear gloves.
 - iii. Graduates will follow the designated path from their seats, to the stage, to a photo area, and back to their seats.
 - iv. Photos will be taken by a professional and provided to families at no cost. This is to avoid people from moving throughout the fieldhouse to get pictures of the graduates.
 - v. Teacher reception line, if it happens, will follow distancing guidelines.
- e. The band and choir won't be present.
- f. Crowd movement/safety:
 - i. Doors propped open so people won't need to touch handles. If propping doors open is in violation of fire code, then personnel will be available to open the doors.
 - ii. Personnel will be available in the lobby to help people know where to find their designated seats. Poster boards with seating details also in the lobby.
 - iii. At the end of graduation seniors will be dismissed and leave the building.
 - iv. Crowd will be dismissed in order and through multiple exits.
 - v. Hand sanitizer will be available at the stairways.
 - vi. Handrails will be wiped clean before the facilities are open and before the crowd is dismissed.
 - vii. Bathrooms will be opened and cleaned in accordance with county recommendations.
- g. Live Broadcast - two pending options for additional spectators
 - i. A big screen set up in the parking lot allowing people to view from their cars with radio transmission.
 - ii. Live broadcast via the internet.

EXHIBIT 'B'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 11, 2020

| <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> |
|-------------------------|-----------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|--------------------------------------------------------------------|
| ARMSTRONG, Chad | Summer Session Driver Education Instructor | Lewistown Public Schools | Approve appointment for 72 hours at \$25.00 per hour for a total of \$1,800.00 for behind-the-wheel instruction | 6/1/2020 | Thom Peck | See Attached Memo |
| ARTZEN, Amber | Paraprofessional | Lewis and Clark School | Accept Letter of Resignation | 5/29/2020 | Danny Wirtzberger | See Attached Letter |
| AUCK, Staci | Summer Session Driver Education Instructor | Lewistown Public Schools | Approve appointment for 120 hours at \$25.00 per hour for a total of \$3,000.00 for behind-the-wheel instruction | 6/1/2020 | Thom Peck | See Attached Memo |
| AUGER, Chase | Teacher | Fergus High School | Approve appointment on schedule--BA Step 4 (Actual Step 0) 1.0 FTE for 187 days | 7/1/2020 | Tim Majerus | Replacing Karl Ortman |
| BARTOS, Carrie | Teacher | Lewis and Clark School | Approve appointment on schedule--BA Step 9, 1.0 FTE for 187 days | 7/1/2020 | Danny Wirtzberger | Replacing Lynn Lensing |
| BARTOS, Paul | Assistant Principal/Activities Director | Fergus High School | Approve appointment on FHS Vice Principal Salary schedule--MA Step 1, 1.0 FTE for 207 days | 7/1/2020 | Tim Majerus | Replacing Jim Daniels and Jeff Friesen |
| FISK, Shannon | Teacher | Fergus High School | Approve appointment on schedule--MA Step 9 + 30, 1.0 FTE for 187 days | 7/1/2020 | Tim Majerus | Replacing Lindy Thomas |
| GRUENER, Matt | Summer Session Driver Education Instructor | Lewistown Public Schools | Approve appointment for 108 hours at \$25.00 per hour for a total of \$2,700.00 for behind-the-wheel instruction | 6/1/2020 | Thom Peck | See Attached Memo |
| HANKINS, Ashley | Teacher | Highland Park School | Approve appointment on schedule--BA Step 5, 1.0 FTE for 187 days | 7/1/2020 | Matthew Ventresca | Replacing Jill Schwede who is moving into New Lifeskills Classroom |
| HENDERSON, Maria | Teacher | Garfield | Approve appointment on schedule--BA Step 4 (Actual Step 0) 1.0 FTE for 187 days | 7/1/2020 | Matt Lewis | Replacing Kaity Ireland |
| REESOR, Julie | Elementary Teacher | Lewis and Clark School | Approve appointment on schedule--BA Step 4 (Actual Step 0) 1.0 FTE for 187 days | 7/1/2020 | Danny Wirtzberger | Replacing Marie Kuhlmann |

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday May 11, 2020

| <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> |
|-----------------------|-------------------------|--------------------|---------------------------------------------------------------------------------|-----------------------|------------------------------|--------------------------|
| SCOTT, Lanette | School Food Server | Fergus High School | Accept Letter of Resignation | 4/27/2020 | Amie Friesen | See Attached Letter |
| WALTERS, Maida | English/Spanish Teacher | Jr. High School | Approve appointment on schedule--BA Step 4 (Actual Step 0) 1.0 FTE for 187 days | 7/1/2020 | Scott Dubbs and Jeff Friesen | Replacing Kristina Smith |

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

10

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

ITEM TITLE: CLAIMS

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

SUMMARY:

Approve claims paid through June 5, 2020, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2020 include: Board Chair Phil Koterba, Kris Birdwell and Monte Weeden.

*****Need to Select New Finance Committee Members for July-September 2020*****

SUGGESTED ACTION: Approve Claims as Presented

Additional Information Attached

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

11

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

ITEM TITLE: APPROVE ADDITIONS TO CERTIFIED ADMINISTRATOR SALARY MATRIX

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

SUMMARY:

The Board of Trustees needs to approve the attached Certified Administrator Salary Matrix that adds the position of Assistant HS Principal/Athletic Director. All changes are highlighted.

SUGGESTED ACTION: Approve Addition of Certified Administrator Salary Matrix

Additional Information Attached

NOTES:

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

Certified Administrator Salary Matrix 2020-2021

| Admin Base Pay | | 75,318 | Elementary Principal | |
|----------------|----|--------|----------------------|--------|
| | | MA | MA + 10 | MA +20 |
| Base -Yr | 1 | 75,318 | 77,578 | 79,905 |
| | 2 | 76,448 | 78,741 | 81,104 |
| | 3 | 77,595 | 79,922 | 82,320 |
| | 4 | 78,758 | 81,121 | 83,555 |
| | 5 | 79,940 | 82,338 | 84,808 |
| | 6 | 81,139 | 83,573 | 86,080 |
| | 7 | 82,356 | 84,827 | 87,372 |
| | 8 | 83,591 | 86,099 | 88,682 |
| | 9 | 84,845 | 87,391 | 90,012 |
| | 10 | 86,118 | 88,701 | 91,363 |
| | 11 | 87,410 | 90,032 | 92,733 |
| | 12 | 88,721 | 91,382 | 94,124 |
| | 13 | 90,052 | 92,753 | 95,536 |
| | 14 | 91,402 | 94,145 | 96,969 |
| | 15 | 92,773 | 95,557 | 98,423 |

| Admin Base Pay | | 77,094 | JH Principal | |
|----------------|----|--------|--------------|---------|
| | | MA | MA + 10 | MA +20 |
| Base -Yr | 1 | 77,094 | 79,407 | 81,790 |
| | 2 | 78,251 | 80,598 | 83,016 |
| | 3 | 79,425 | 81,807 | 84,262 |
| | 4 | 80,616 | 83,034 | 85,526 |
| | 5 | 81,825 | 84,280 | 86,808 |
| | 6 | 83,053 | 85,544 | 88,111 |
| | 7 | 84,298 | 86,827 | 89,432 |
| | 8 | 85,563 | 88,130 | 90,774 |
| | 9 | 86,846 | 89,452 | 92,135 |
| | 10 | 88,149 | 90,794 | 93,517 |
| | 11 | 89,471 | 92,155 | 94,920 |
| | 12 | 90,813 | 93,538 | 96,344 |
| | 13 | 92,176 | 94,941 | 97,789 |
| | 14 | 93,558 | 96,365 | 99,256 |
| | 15 | 94,962 | 97,810 | 100,745 |

| Admin Base Pay | | 78,871 | HS Principal | |
|----------------|----|--------|--------------|---------|
| | | MA | MA + 10 | MA +20 |
| Base -Yr | 1 | 78,871 | 81,237 | 83,674 |
| | 2 | 80,054 | 82,456 | 84,929 |
| | 3 | 81,255 | 83,692 | 86,203 |
| | 4 | 82,474 | 84,948 | 87,496 |
| | 5 | 83,711 | 86,222 | 88,809 |
| | 6 | 84,966 | 87,515 | 90,141 |
| | 7 | 86,241 | 88,828 | 91,493 |
| | 8 | 87,534 | 90,160 | 92,865 |
| | 9 | 88,847 | 91,513 | 94,258 |
| | 10 | 90,180 | 92,886 | 95,672 |
| | 11 | 91,533 | 94,279 | 97,107 |
| | 12 | 92,906 | 95,693 | 98,564 |
| | 13 | 94,299 | 97,128 | 100,042 |
| | 14 | 95,714 | 98,585 | 101,543 |
| | 15 | 97,150 | 100,064 | 103,066 |

| Admin Base Pay | | 73,542 | FHS Asst Principal | |
|----------------|----|--------|--------------------|--------|
| | | MA | MA + 10 | MA +20 |
| Base -Yr | 1 | 73,542 | 75,748 | 78,020 |
| | 2 | 74,645 | 76,884 | 79,191 |
| | 3 | 75,765 | 78,037 | 80,379 |
| | 4 | 76,901 | 79,208 | 81,584 |
| | 5 | 78,055 | 80,396 | 82,808 |
| | 6 | 79,225 | 81,602 | 84,050 |
| | 7 | 80,414 | 82,826 | 85,311 |
| | 8 | 81,620 | 84,069 | 86,591 |
| | 9 | 82,844 | 85,330 | 87,889 |
| | 10 | 84,087 | 86,609 | 89,208 |
| | 11 | 85,348 | 87,909 | 90,546 |
| | 12 | 86,628 | 89,227 | 91,904 |
| | 13 | 87,928 | 90,566 | 93,283 |
| | 14 | 89,247 | 91,924 | 94,682 |
| | 15 | 90,585 | 93,303 | 96,102 |

FHS Vice Principal Base Pay = Highest Daily Rate of Teacher x 207

Elementary Principal Base Pay = Highest Daily Rate of Teacher x 212

Junior High Principal Base Pay = Highest Daily Rate of Teacher x 217

High School Principal Base Pay = Highest Daily Rate of Teacher x 222

Highest Daily Rate of Teacher 2020-21

| | |
|--------------------|-----------------------|
| \$63,881.00 | MA+30, Step 15 |
| \$2,555.24 | 4% Longevity |
| <u>\$66,436.24</u> | Total Salary |
| \$355.27 | Daily Rate (187 days) |

Board Approval for past and future credits past MA by September 1st of each year (official transcripts required), only credits earned after 7/1/2019 and after employed by Lewistown Public Schools will be considered

All Administrators will be hired at Base - Yr 1

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

12

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

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

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

SUMMARY:

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

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

Additional Information Attached

NOTES:

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

Fergus County Bus Transportation Agreement

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

The Board of Trustees of Grass Range School District No.27, Fergus County and the Board of Trustees of Lewistown Public Schools No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Grass Range School for the 2019-2020 school year.

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

Description of Route: Cheadle Route

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

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

Board Chair
Grass Range School District # 27

Board Chair
Lewistown School District #1

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

13

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

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

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

SUMMARY:

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

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

Additional Information Attached

NOTES:

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

FERGUS COUNTY BUS TRANSPORTATION AGREEMENT

OUT-OF-DISTRICT APPROVAL

OUT-OF-COUNTY APPROVAL

The Board of Trustees of Lewistown School District #1, Fergus County, and the Board of Trustees of Grass Range School District #27, Fergus County, agree and approve the out-of-district/county approved bus route extensions to pick up students to attend the Lewistown Schools for the 2020-2021 School Year.

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

Description of Bus Route:

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

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

Board Chair
Lewistown School District #1

Board Chair
Grass Range School District #27

Date: _____

Date: _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chair

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

14

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

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

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

SUMMARY:

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

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

Additional Information Attached

NOTES:

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

Fergus County Bus Transportation Agreement

Out -of- District Approval

The Board of Trustees of Winifred District No. 115, Fergus County and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Winifred Schools for the 2020-2021 school year.

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

Description of Route:

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

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

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

Board Chairman

Board Chairman

School Dist # _____

School Dist # _____

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

Fergus County Bus Transportation Agreement

Out -of- District Approval

The Board of Trustees of Winifred District No. 115, Fergus County and the Board of Trustees of Lewistown School District No. 1, Fergus County, agree and approve the out of district/county approved bus route extensions to pick up students to attend the Winifred Schools for the 2020-2021 school year.

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

Description of Route:

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

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

Board Chairman

Board Chairman

School Dist # _____

School Dist # _____

Date _____

Date _____

Approved by Fergus County Transportation Committee:

Yes _____ No _____ Date: _____

County Transportation Committee Chairman

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

15

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

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

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

SUMMARY:

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

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

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

NOTES:

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

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

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

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

20-9-512. Compensated Absence Liability Fund.

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

16

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

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

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

SUMMARY:

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

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

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

NOTES:

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

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

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

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

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

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

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

17

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

ITEM TITLE: APPROVE VOIDING OUTDATED STALE CLAIMS WARRANTS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

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

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

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

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

SUGGESTED ACTION: Approve Voiding Outdated Stale Claims Warrants

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

OUTSTANDING CHECKS WRITTEN PRIOR TO 6/30/2019

| Check Number | Date | Payee | Amount | Type | Clear Date | Void Date | Fiscal Year |
|--------------|------------|------------------|----------|---------|------------|-----------|-------------|
| 124274 | 9/19/2018 | SARAH M CLOUD | \$7.99 | Expense | | | 2019 |
| 40759 | 11/30/2018 | WILSON, SHALON L | \$126.23 | Payroll | | | 2019 |

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

18

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

ITEM TITLE: APPROVE INDIVIDUAL TRANSPORTATION CONTRACTS FOR THE ELEMENTARY DISTRICT

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

SUMMARY:

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

Rebecca Reisig
Zelda Boogman

SUGGESTED ACTION: Approve Individual Transportation Contracts for the Elementary District

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

NOTES:

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



INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2020 - 2021

Due to School Clerk June 1

Contract # 49214

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

Is this a contract shared between elementary and high school?

Yes No

Are you applying for isolation status? Yes No

(If yes, please attach explanation)

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

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

Initials

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

Parent or Guardian Name:

Zelda Boogman

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00 HS/K12 0.00

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

EL 0.00 HS/K12 4.70

Contract is for one-way only

Students in each grade level covered by this contract

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

| Student Name | School | Grade |
|--------------|--------|-------|
| | | |
| | | |
| | | |
| | | |

THIS CONTRACT IS FOR:

Grades K-12

1st Semester Only 2nd Semester Only Both

Prekindergarten

1st Semester Only 2nd Semester Only Both

PREKINDERGARTEN

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

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

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

Prekindergarten child rides WITHOUT other school-age students

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

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

DEADLINES:

PARENTS: Due to School Clerk June 1

CLERKS: Send original to County Supt by July 1, retain a for your files

REIMBURSEMENT RATES

determined by 20-10-142, MCA

| | |
|--------|--------|
| EL | HS |
| \$0.00 | \$1.19 |

Agreement between parent (parent name) _____, and school district (district name) _____

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

The parties agree as follows:

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

I attest the above information is true and correct

| | | |
|--------------------------------|--------------------------|------|
| Elementary School District | Chair, Board of Trustees | Date |
| High School district | Chair, Board of Trustees | Date |
| Fergus H S | | Date |
| Signature - Parent or Guardian | | Date |

Address, City, Zip Code _____ Phone Number _____



INDIVIDUAL TRANSPORTATION CONTRACT

TR-4 (03/2018)

School Year 2020 - 2021

Due to School Clerk June 1

Contract # 49215

| | | |
|--------------------------------------------------------------------------------------------|-------------------------|-----------------------------|
| Elementary District Responsible for Reimbursing Contract Lewistown Elem | County Fergus | Legal Entity 0258 |
| High School or K-12 District Responsible for Reimbursing the Contract Fergus H S | County Fergus | Legal Entity 0259 |

Is this a contract shared between elementary and high school?

Yes No

Are you applying for isolation status? Yes No

(If yes, please attach explanation)

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

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

Initials

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

Parent or Guardian Name:

Rebecca Reisig

Physical Address (street address only).

Distance from Home to nearest school (one way)

EL 0.00 HS/K12 0.00

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

EL 0.00 HS/K12 4.20

Contract is for one-way only

Students in each grade level covered by this contract

| | | | | |
|-------|-------|-------|-------|-------|
| | Pre-K | K | 1-8 | 9-12 |
| Total | Total | Total | Total | Total |

| | | | |
|-------------------|------|------|------|
| Regular Trans | 0.00 | 1.00 | 1.00 |
| Spec. Ed. Trans | 0.00 | 0.00 | 0.00 |
| Room & Board | 0.00 | 0.00 | 0.00 |
| Coospondence | 0.00 | 0.00 | 0.00 |
| Reg. Contingency | 0.00 | 0.00 | 0.00 |
| Spec. Ed. Contin. | 0.00 | 0.00 | 0.00 |

DEADLINES:

PARENTS: Due to School Clerk June 1

CLERKS: Send original to County Supt by July 1, retain a for your files

REIMBURSEMENT RATES
determined by 20-10-142, MCA

| | |
|--------|--------|
| EL | HS |
| \$0.42 | \$0.42 |

Agreement between parent (parent name) _____, and school district (district name) _____
County, hereinafter referred to as the District(s).

The parties agree as follows:

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

I attest the above information is true and correct

| | | |
|-----------------------------------------------------|--------------------------|--------------|
| Elementary School District Lewistown Elem | Chair, Board of Trustees | Date |
| High School district Fergus H S | Chair, Board of Trustees | Date |
| Signature - Parent or Guardian | | Date |
| Address, City, Zip Code | | Phone Number |

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

19

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

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

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

SUMMARY:

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

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

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

NOTES:

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



TR-5
Individual Contract Reimbursement Claim
2nd Semester 2019-2020

14 Fergus
0258 Lewistown Elem

01/21/2020-05/29/2020

| <u>Contract #</u> | <u>Shared</u> | <u>Family Name</u> | <u>Daily</u> | | <u>Days</u> | | <u>Total</u> |
|------------------------------------------------|---------------|--------------------|--------------|------------------|--------------------|-------------------|----------------------|
| | | | <u>Rate</u> | <u>Isolation</u> | <u>Transported</u> | <u>Reimbursed</u> | <u>Reimbursement</u> |
| 48368 | False | Boogman, Zelda | 1.19 | No | 87.0 | 87.0 | 103.53 * |
| 48369 | False | Reisig, Rebecca | 0.84 | No | 87.0 | 87.0 | 73.08 * |
| Total Individual Contract Reimbursement | | | | | | | 176.61 |

Board Chair _____

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

20

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

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

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

SUMMARY:

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

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

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

Additional Information Attached **Estimated cost/fund source** _____
NOTES:

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



TR-6 Bus Route Reimbursement Claim 2nd Semester 2019-2020

01/21/2020-05/29/2020

14 Fergus 0258 Lewistown Elem

| Route # | Miles | | | Driver | VIN | Days | | Total |
|--------------------------------------|--------|---------|------|------------------------|-------------------|---------|------------|------------------|
| | % | Per Day | Rate | | | Claimed | Reimbursed | Reimbursement |
| 2 | 70.00 | 75.4 | 1.80 | Gregory D. Mikat | 4DRBWTAN5KB275773 | 87.0 | 87.0 | 8,265.35 |
| 3 | 70.00 | 51.0 | 1.36 | Floyd L. Carter | 4DRBWAAN7CB341925 | 87.0 | 87.0 | 4,224.02 |
| 4 | 70.00 | 66.0 | 1.80 | Wayne R. Lelek | 4DRBWAAN0hb524154 | 87.0 | 87.0 | 7,234.92 |
| 5 | 70.00 | 33.0 | 1.57 | Alexander G. Schofield | 4DRBWAAN6GB000568 | 87.0 | 87.0 | 3,155.23 |
| 6 | 70.00 | 53.7 | 1.57 | Michael D. Perrine | 4DRBWAAR57A322014 | 87.0 | 87.0 | 5,134.42 |
| 7 | 70.00 | 69.0 | 0.95 | Albert C. White | 4DRBUAAL1FB033528 | 87.0 | 87.0 | 3,992.00 |
| 8 | 70.00 | 49.4 | 1.80 | Kirby D. Rector | 4DRBWAAN1EB481987 | 87.0 | 87.0 | 5,415.23 |
| 11 | 100.00 | 10.0 | 1.36 | Cindy L. Noel | 4DRBWAAN16A218714 | 67.0 | 67.0 | 911.20 |
| 1A | 70.00 | 82.0 | 1.36 | Frank B. Burns | 4DRBWAANX9A668205 | 87.0 | 87.0 | 6,791.57 |
| Total Bus Route Reimbursement | | | | | | | | 45,123.94 |

Board Chair

Signature



TR-6 Bus Route Reimbursement Claim 2nd Semester 2019-2020

01/21/2020-05/29/2020

14 Fergus 0259 Fergus H S

| Route # | Miles | | | Driver | VIN | Days | | Total |
|--------------------------------------|-------|---------|------|---------------------------|-------------------|---------|------------|------------------|
| | % | Per Day | Rate | | | Claimed | Reimbursed | Reimbursement |
| 2 | 30.00 | 75.4 | 1.80 | Gregory D. Mikat | 4DRBWTAN5KB275773 | 87.0 | 87.0 | 3,542.29 |
| 3 | 30.00 | 51.0 | 1.36 | Floyd L. Carter | 4DRBWAAN7CB341925 | 87.0 | 87.0 | 1,810.30 |
| 4 | 30.00 | 66.0 | 1.80 | Wayne R. Lelek | 4DRBWAAN0hb524154 | 87.0 | 87.0 | 3,100.68 |
| 5 | 30.00 | 33.0 | 1.57 | Alexander G. Schofield | 4DRBWAAN6GB000568 | 87.0 | 87.0 | 1,352.24 |
| 6 | 30.00 | 53.7 | 1.57 | Michael D. Perrine | 4DRBWAAR57A322014 | 87.0 | 87.0 | 2,200.46 |
| 7 | 30.00 | 69.0 | 0.95 | Albert C. White | 4DRBUAAL1FB033528 | 87.0 | 87.0 | 1,710.86 |
| 8 | 30.00 | 49.4 | 1.80 | Kirby D. Rector | 4DRBWAAN1EB481987 | 87.0 | 87.0 | 2,320.81 |
| 1A | 30.00 | 82.0 | 1.36 | Frank B. Burns | 4DRBWAANX9A668205 | 87.0 | 87.0 | 2,910.67 |
| Total Bus Route Reimbursement | | | | | | | | 18,948.31 |

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

21

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

ITEM TITLE: APPROVE FIRST READING – BOARD POLICY # 3612P- STUDENTS USE OF DISTRICT ELECTRONIC NETWORKS

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

SUMMARY:

The Board of Trustees needs to approve the first reading of an updated Board Policy #3612P – Students use of district's electronic networks and consider adoption of said policy.

Information **highlighted** refers to the addition of an age component to students beginning in 2nd grade being issued a school email under the monitoring of their parents and the District.

SUGGESTED ACTION: Approve adoption of Board Policy

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

NOTES:

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

STUDENTS

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District’s electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Email – All students in grades 2 through 12 will be provided a District email account through the platform approved by the administration. Parents will have access to District-issued email accounts for students in grades 2 through 6. The platform approved for student email accounts will comply with all applicable laws and District policies. Student and, when applicable, parent use of the email account provided by the District will be in accordance with the expectations outlined in this procedure and its accompanying policy.
4. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;

- f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another, without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
 - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and

permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

Internet Safety

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

Legal Reference: Children’s Internet Protection Act, P.L. 106-554
Broadband Data Services Improvement Act/Protecting Children in
the 21st Century Act of 2008 (P.L. 110-385)
20 U.S.C. § 6801, et seq. Language instruction for limited English
proficient and immigrant students
47 U.S.C. § 254(h) and (l) Universal service

Policy History:

Adopted on:

Reviewed on:

Revised:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

22

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

ITEM TITLE: APPROVE SECOND READING—BOARD POLICY #1110 –TAKING OFFICE

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

SUMMARY:

The Board of Trustees needs to approve the second reading of Board Policy # 1110 –Taking Office and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

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

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1110

Taking Office

A newly-elected trustee shall take office as soon as the election results have been certified and the newly-elected trustee has taken and subscribed to an oath that he/she will faithfully and impartially discharge the duties of the office to the best of his/her ability.

A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath shall be filed with the county superintendent within fifteen (15) days after the receipt of the certificate of election.

Cross Reference: 1113 Vacancies

| | | |
|------------------|-----------------|-----------------------------------|
| Legal Reference: | § 1-6-101, MCA | Officers who may administer oaths |
| | § 2-16-116, MCA | Power to administer oaths |
| | § 20-1-202, MCA | Oath of office |
| | § 20-3-307, MCA | Qualification and oath |

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

23

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

ITEM TITLE: APPROVE SECOND READING—BOARD POLICY #1120 – ANNUAL ORGANIZATION MEETING

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

SUMMARY:

The Board of Trustees needs to approve the second reading of Board Policy #1120—Annual Organization Meeting and consider adoption of said policy.

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

SUGGESTED ACTION: Approve Adoption of Board Policy

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1120

Annual Organization Meeting

After issuance of election certificates to newly elected trustees, but no later than twenty-five (25) days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity to serve the remainder of the term. ~~After the issuance of the election certificates to the newly elected trustees in May, and on or before the third (3rd) Saturday in May, the Board shall elect from among its members a Chairman and a Vice-Chairman to serve one (1) year terms. If a Board member is unable to continue to serve as an officer, a replacement shall be elected immediately.~~ In the absence of both the Chairman and the Vice-Chairman, the Board shall elect a Chairman *pro tempore*, who shall perform the functions of the Chairman during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board members by the current Superintendent
2. Swearing in of newly-elected trustees
3. Call for nominations for Chairman to serve during the ensuing year
4. Election of a Chairman
5. Assumption of office by the new Chairman
6. Call for nominations for Vice-Chairman to serve during the ensuing year
7. Election of a Vice-Chairman
8. Appointment of a Clerk

Policies and Bylaws shall continue from year to year until and unless the Board changes them.

Legal Reference: § 20-3-321, MCA Organization and officers
§ 20-3-322(a), MCA Meetings and quorum
Title 1, Chapter 5, Part 6, MCA Notarial Acts

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

24

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL STUDENT ACTIVITY ACCOUNT CHANGES

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

SUMMARY:

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

Class of 2024

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

Class of 2020

SUGGESTED ACTION: Approve FHS Student Activity Account Changes

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

25

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

ITEM TITLE: APPROVE 2020 CHOKECHERRY OUTDOOR CONCERT TO BE HELD AT LEWISTOWN JR. HIGH SCHOOL PRACTICE FIELD

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

SUMMARY:

The Board of Trustees needs to approve the request by the Chokecherry Festival Concert Committee to use the Jr. High School Practice Field location to host the outdoor concert scheduled on September 11, 2020. Kyle Shobe, is the featured entertainment for this event. The proceeds from the concert will benefit: The Lewistown Boys and Girls Club, Fergus County 4-H Clubs and the Equine Youth Empowerment Group. The event will be insured by Montana State University.

The Jr. High Practice Field will allow for more room to “social distance” distance, while still being close to other Chokecherry Festival Activities on Main Street.

SUGGESTED ACTION: Approve Chokecherry Festival Outdoor Concert location at Lewistown Jr. High School Practice Field

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

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

26

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

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

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

SUMMARY:

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

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

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

NOTES:

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

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

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

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

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

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

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

DONE at Lewistown, Montana, this 8th day of June 2020.

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

ATTEST:

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

To be published in the News Argus on June 9, 2020

P.O. #

BIDDING INFORMATION

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Bids should be submitted to: Lewistown Public Schools, Attn: Rebekah Rhoades, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on Wednesday, June 24th, at 12:00 p.m. Bidders will be notified of the results. For general questions or to set up an appointment to view items, please contact Rebekah Rhoades at 535-8777 x 116.

LEWISTOWN PUBLIC SCHOOLS SURPLUS LIST

Bids accepted between 8:00am Tuesday, June 9, 2020 and 12:00pm on Wednesday, June 24, 2020.

Bids MUST include the following:

Bidder's Name

Bidder's Phone Number

Detailed Description of Item(s)

Bid Amount(s)

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

FHS Agricultural Ed Department items can be viewed on 6/23/20 (9a-3p) and 6/24/20 (9a-11:30a), winning bids must pick up items by noon 6/26/20

Highland Park:

Sharp T.V - Works

Sharp VCR - Does not Work

HP LaserJet P1102w Printer - Works

Garfield:

(5) 26" Sharp TV - works

(1) 20" Sansui TV - works

(1) Sharp VCR

(1) Presidian VCR/DVD

(6) TV/VCR Wall Mounts

Lewis & Clark:

6 hardback dictionaries – Good Condition

5 hardback thesauruses – Good Condition

Overhead cart

Shelf with two brackets

15 Novels - My Brother Sam is Dead – Average Condition

39 Novels – The Cay – Poor Condition

21 Novels – Johnny Tremain (mass market) – Poor Condition

14 Novels – Novel – Johnny Tremain (trade paper) – Poor Condition

25 Novels – Number the Stars – Poor Condition
28 Novels – The Adventures of Tom Sawyer (Trade paper) – Good Condition
17 Novels – The Adventures of Tom Sawyer (mass market) – Poor Condition
14 Novels - The Adventures of Tom Sawyer (mass market) – Average/Poor Condition
21 Novels – Shark Beneath the Reef – Good Condition
53 Text Books – Houghton Mifflin Science – Grade 5 – Poor Condition

Junior High School:

(3) gray four drawer file cabinets .
8 Books - Roll of Thunder, Hear My Voice – ISBN 0-14-038451-1 – Poor Condition
18 Books - Roll of Thunder, Hear My Voice – ISBN 0-14-034893-x – Poor Condition
larger teacher desk - poor condition
1991 Sharp TV - fair condition
(4) folding chairs - fair condition
(2) 6 ft portable tables
(3) metal rolling computer tables
72"x32"x12" bookshelf - fair condition
Brother Multifunction Laser Printer/Fax - MFC9420 CN - fair condition
Bretford Laptop Cart - fair condition
Evenheat Kiln - unknown condition

Fergus High School:

6x Choir risers with Red Carpeted tops – 5 are 12" wide 1 is 18" wide – Various states of disrepair/missing parts
2-Drawer, Green File Cabinet – missing lock – Old, Poor Condition
2-Drawer, Grey File Cabinet on wheels – Poor Condition
4-Drawer, Grey HON File Cabinet (Legal width) – missing lock, drawer mechanism broke
(16) speed football helmets – NOT ELIGIBLE FOR BID, MUST BE DISPOSED
(64) pair of shoulder pads – NOT ELIGIBLE FOR BID, MUST BE DISPOSED
Podium Desk Stand – Good Condition
(1) Sony 5.0 Mega Pixel CD Mavica Digital still camera and (1) 3.2 Mega Pixel MPEG Movie VX Digital Still Camera - shared AC Power Adaptor - brand new 3 pack, never opened Sony CD-RW compact discs plus two used discs – Believed to work
Dark brown colored, metal, four drawer file cabinet – No Lock – Drawers Stick
Ivers and Pond Piano - chipped keys – works but would need repairs
Krakauer Piano - chipped keys – works but would need repairs
Yamaha Clavinova electric keyboard - broken base, some functions work
2 Pioneer receivers - do not work
(3) 2 drawer file cabinets - dented and bent drawers
(3) Wood Book shelves

FHS Agricultural Education Department 2020 Surplus Items

Items below can be viewed on 6/23/20 (9a-3p) and 6/24/20 (9a-11:30a), winning bids must pick up items by noon 6/26/20

| Item | Quantity | Description | Operable? | Location | Tag Number |
|-----------------------------|----------|---------------------------------|-----------|-----------|------------|
| Sears Planer | 1 | Corded hand planer | Unknown | Woods Lab | 00245 |
| Porter Cable Sander | 2 | Square corded palm sander | Unknown | Woods Lab | |
| Air Sander | 2 | Hand held round sander | Unknown | Woods Lab | |
| Makita Router | 1 | Hand held corded router | Yes | Woods Lab | 02388 |
| Porter Cable Router | 1 | Hand held corded router | Yes | Woods Lab | 00423 |
| Porter Cable Orbital Sander | 1 | Hand held corded palm sander | Yes | Woods Lab | |
| Makita 110v Drill | 1 | Hand held corded drill | Yes | Woods Lab | |
| Hand Planes | 14 | Hand Planers | Yes | Woods Lab | |
| Makita Belt Sander | 1 | Hand held corded sander | Yes | Woods Lab | |
| Porter Cable Jigsaw | 1 | Hand held corded jigsaw | Unknown | Woods Lab | |
| Pro Value Pneumatic Sander | 1 | Hand held air compressed sander | Yes | Woods Lab | |
| Hand Plane Blades | 13 | Extra blades for hand planes | Yes | Woods Lab | |
| Hand Drills | 3 | Muscle driven drills | Yes | Woods Lab | |
| Porter Cable Router Table | 1 | Router table w/o router | Yes | Woods Lab | |
| Rockwell Delta Scroll Saw | 1 | Scroll saw | Yes | Woods Lab | 01825 |

| | | | | | |
|------------------------------------------------|---|---------------------------------------------------------------------|-----------------------|------------|-------|
| Delta Scroll Saw | 1 | Scroll saw | Yes | Woods Lab | |
| Rockwell Scroll Saw | 1 | Scroll saw | Yes | Woods Lab | |
| General Cabinet Maker | 1 | Large cabinet making machinery | Yes/May need a Switch | Woods Lab | |
| Super Max 37X2 Table Sander | 1 | Performax Product | Yes | Woods Lab | 03839 |
| Rockwell Delta Lathe | 1 | Wood Lathe | Yes | Woods Lab | |
| Peerless Powertool Drill Press | 1 | Drill Press | Yes/Broken Chuck | Woods Lab | 00133 |
| Level | 1 | 24 in long level | Yes | Woods Lab | |
| Level | 1 | 18 in level | Yes | Woods Lab | |
| | | | | | |
| Speedy Melt Forge and all associated Equipment | 1 | Forge, two sand pits, assorted molds, assorted tools, and crucibles | Yes | Metals Lab | |
| Amaco Electric Kiln | 1 | Electric Kiln with some Glass melting kit and workbook | Yes | Metals Lab | 00398 |
| Snap-on Counselor Digital Oscilloscope | 1 | | Yes | Metals Lab | |
| 5 Tired Metal Shelving | 1 | | Yes | Metals Lab | |
| Bevel Protractor in Case | 1 | | Yes | Metals Lab | |
| Surface Gauge with Case | 1 | | Yes | Metals Lab | |
| Pressure Gauge with Case | 1 | | Yes | Metals Lab | |
| Metal Stamps | 1 | Letter and number stamps for metal | Yes | Metals Lab | |
| Tap Wrench | 2 | | Yes | Metals Lab | |

| | | | | | |
|---------------------------------|---|-------------------|-----|-------------|--|
| 2 Door Green Locker | 1 | | Yes | Metals Lab | |
| Durabuilt Black Green Cabinet | 1 | | Yes | Welding lab | |
| Everett Industry Abrasive Saw | 1 | | Yes | Welding lab | |
| Red Tool Boxes on Wheels | 2 | H x L - 34" x 26" | Yes | Welding lab | |
| Grey and Red Craftsmen Tool Box | 1 | H x L - 34" x 26" | Yes | Welding lab | |
| Small Craftsmen Tool Box | 1 | H x L - 12" x 20" | Yes | Welding lab | |
| Waterloo Black Tool Box | 1 | H x L - 12" x 26" | Yes | Welding lab | |
| Blue Remline Tool Box | 1 | H x L - 37" x 42" | Yes | Welding lab | |

FHS FACS Department Surplus List – Spring 2020

| Item | Quantity | Reason for discard |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------|
| Rachel Ray Cookware, Blue: <ul style="list-style-type: none"> • 10" Skillet • 3 Qt. Saucepan • Dutch Oven • 8 ½" Skillet • 1 Qt. Saucepan | 1 1 1 1 1 | Nonstick coating scraped off, cracked handle |
| Rachel Ray Cookware, Violet: <ul style="list-style-type: none"> • 10" Skillet • 3 Qt. Saucepan | 1 1 | Nonstick coating scraped off |
| Rachel Ray Cookware, Red: <ul style="list-style-type: none"> • Dutch Oven | 1 | Nonstick coating scraped off |
| Rachel Ray Cookware, Orange: <ul style="list-style-type: none"> • 3 Qt Saucepan • Dutch Oven • 10 " Skillet | 1 1 1 | Nonstick coating scraped off |
| Rachel Ray Cookware, Green: <ul style="list-style-type: none"> • 3 Qt. Skillet • Dutch Oven • 10 " Skillet | 1 1 1 | Nonstick coating scraped off |
| Soup pots, miscellaneous sizes | 4 | Burned bottoms |
| Bakeware: <ul style="list-style-type: none"> • 9" x 13" pan • 8" square pans • 9" round cake pans • 9" square pans • Loaf pans • 8" round cake pans • 9" pie plate, nonstick | 5 7 6 5 15 4 1 | Nonstick coating scraped off, rusted surfaces, 1 springform pan broken |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------|
| <ul style="list-style-type: none"> • 6 ct. jumbo muffin tin • 12 ct. muffin tin • Cookie sheets • Pizza sheets • Medium springform pan | <p>2 4 7 4 2</p> | |
| Cutting Boards | 17 | Surfaces cut into, stains in grooves |
| Platters | 19 | Old, broken, scuffed |
| Silverware tray, beige | 1 | Torn |
| Silicone mats | 2 | Torn |
| Rolling pin | 1 | Uneven, unbalanced |
| Oven Mitts, blue | 4 | Holes in mitts |
| Hand towels | 25 | Stained, torn |
| Washcloths | 32 | Stained, torn |
| Success sign | 1 | Old, broken frame |
| Utensil holders, black | 5 | Broken, dirty |
| Biscuit cutter, yellow, plastic | 1 | Edging is torn |
| Wire Whisk | 1 | Broken handle |
| Pancake turners, black | 2 | Melted edges |
| Candy/Jelly thermometers | 3 | Broken |
| Tongs, curved handle | 1 | Bent |
| Cookie scooper, extra small | 1 | Tarnished |
| Carrot/Potato peeler | 1 | Tarnished |

| | | |
|---------------------------------------|---|------------------------------|
| Blenders, Cuisinart | 4 | Won't start |
| Large Rubber Scraper | 1 | Torn |
| Small Rubber Scrapers | 8 | Torn, gauges in plastic |
| Large Pancake Turners, black | 2 | Melted |
| Large Rubber Spatula | 1 | Torn |
| Small Rubber Spatula | 8 | Torn |
| Nonstick Pancake Turner, black | 2 | Torn, melted |
| Nonstick Pancake Turner, black, small | 4 | Melted |
| Microplane zester, wide | 1 | No guard |
| Wooden spoons | 2 | Chipped |
| Biscuit/Donut Cutters | 2 | Bent |
| Pastry brushes | 2 | Stained, falling apart |
| Cookie cutters | 2 | Falling apart |
| Soup Ladle | 1 | Tarnished, stained |
| Toastmaster Cool-edge grill | 1 | Nonstick coating scraped off |
| Large laundry baskets | 2 | Stained, molded |
| Poppery II Corn Popper | 1 | Melted inside |
| Plastic tumbler | 2 | Stained -- coffee, cracked |
| Glass fruit bowl | 1 | Stained -- coffee |
| Deep Fry pans | 2 | Nonstick coating scraped off |

| | | |
|--------------------------------|----|----------------------------|
| Crystal platter | 1 | Chipped |
| Wooden dividers | 3 | Stained |
| Plastic lid, round | 1 | No match |
| Glue guns | 2 | Broken |
| Magnet inserts to pin cushions | 10 | Sharp, broken pin cushions |
| Magnetic pin cushions | 3 | Broken |
| Dritz 30" x 36" cutting mat | 1 | Ripped/torn |
| Tape Dispenser | 1 | Broken |
| Wooden podium w/metal legs? | 1 | Broken |
| Omnigrid 6" x 24" cutting edge | 3 | Broken, chipped |

Lincoln Building:

Draper 5' projector screen
 ArcoVision 5' projector screen

Technology

****NO BIDS WILL BE ACCEPTED ON TECHNOLOGY ITEMS - MUST BE DISPOSED****

- (15) 24 Port Switches
- (1) 3 input AV Selector Switch
- (3) 48 Port Switches
- (1) 8 Port Hub
- (6) Air AP
- (1) Backup Power Supply
- (1) Channel Elimination Filter
- (1) Computer Power Controller
- (19) Dell Desktops
- (1) Lenovo Desktop
- (25) iPads

- (1) PF Sense
- (1) L3 24 Port Switch
- (11) Lenovo Laptops
- (1) Dell Laptop
- (1) HP Laptop
- (3) Monitors
- (1) APC UPS Power Backup
- (1) Desktop Firewall
- (1) Outlet Surger Protector with Coax
- (5) Projectors
- Random Cables
- (1) RCA/S Video to Coax Converter
- (7) Routers
- (1) Satellite Receiver
- (5) Servers
- (1) UHF/VHF/FM amplifier
- (1) Wireless LAN controller

Transportation:

1976 Chevy Step Van - 131,026 MILES - Engine and Transmission rebuilt prior to 1998 - Needs new ring gear on flywheel – Does not Run

1982 MCI MC9 47 passenger motor coach - 1,185,061 MILES - Engine rebuilt in 2001 by Gary's Field Service in Billings - Runs

- Minimum bid of \$1,000 on motor coach

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

27

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2019-2020 SCHOOL YEAR

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

SUMMARY:

The Board of Trustees needs to approve the addition to the substitute list, for the 2019-2020 School Year as listed below:

Substitute Payroll Specialist:
Bobbie Atchison

SUGGESTED ACTION: Approve Additions to the Substitute List for the 2019-2020 School Year

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

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

06/08/2020

Agenda Item No.

28

- 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:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday June 8, 2020

| <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> |
|-------------------------------------------------------------|------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------|-------------------------------|
| ARMSTRONG, Leisha | School Nurse | Lewis & Clark School | Accept Letter of Resignation | 6/1/2020 | Danny Wirtzberger | See Attached Letter |
| BUEHLER, Dylan | Football Coach | Jr. High School | Accept Letter of Resignation | 6.1.2020 | Jim Daniels and Scott Dubbs | See Attached Letter |
| BURKE, Emily | Teacher | Garfield School | Accept Letter of Resignation | 6/1/2020 | Matt Lewis | See Attached Letter |
| BURKE, Emily | Head Volleyball Coach | Jr. High School | Accept Letter of Resignation | 6/1/2020 | Jim Daniels and Scott Dubbs | See Attached Letter |
| DISTAD, Gary | Mechanic | Transportation | Approve contract renewal 8 hours per day for 260 days | 7/1/2019 | Rob Odermann | Classified Contract 2020-2021 |
| GRUENER, Brenda | Library | Highland Park School | Approve appointment for up to 80 hours at \$17.50 per hour if before July 1, 2020 and \$22.50 per hour if after July 1, 2020, for summer library relocation | 6/1/2020 | Matthew Ventresca | See Attached Memo |
| HENDERSON, Troy | Football Coach | Jr. High School | Accept Letter of Resignation | 6/1/2020 | Jim Daniels and Scott Dubbs | See Attached Letter |
| JENNESS, Ashley | Volleyball Coach | Fergus High School | Accept Letter of Resignation | 6/1/2020 | Jim Daniels and Scott Dubbs | See Attached Letter |
| KEPLER, Emmylyn | Teacher | Lewis & Clark School | Accept Letter of Resignation | 6/1/2020 | Danny Wirtzberger | See Attached Letter |
| LEWIS, Diane | Tennis Coach | Fergus High School | Accept Letter of Resignation | 6/1/2020 | Jim Daniels and Tim Majerus | See Attached Letter |
| MANGOLD, Mike | Football Coach | Jr. High School | Accept Letter of Resignation | 6/1/2020 | Jim Daniels and Scott Dubbs | See Attached Letter |
| PHILLIPS, Jenaye | Paraprofessional | Garfield School | Accept Letter of Resignation | 6/1/2020 | Matt Lewis | See Attached Letter |
| RECOMMENDATIONS FOR EXTENDED SCHOOL YEAR (ESY) STAFF | Special Education Summer School Teachers/Aides | Lewistown Public Schools | Approve appointment on schedule as per attached recommendation | August 5-16th, 2019 | Chelsey Rogers | See Attached Memo |

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday June 8, 2020

| <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> |
|----------------------|-----------------|-----------------|------------------------------|-----------------------|-----------------------|---------------------|
| SCHOLFIELD, Alex | Bus Driver | Transportation | Accept Letter of Resignation | 6/1/2020 | Rob Odermann | See Attached Letter |

Leisha Armstrong

121 Carroll Trl
Lewistown, MT 59457
(406) 380-2567
leishamarmstrong@gmail.com

22 May 2020

Thom Peck

Superintendent, Lewistown Public Schools
215 7th Ave South
Lewistown, MT 59457

Dear Mr. Peck

I am writing this letter to inform you that I will be resigning from my position as Lewistown Public School's School Nurse position.

I want to thank you and all the wonderful staff for giving me the opportunity to work in this district as the school Nurse. I have loved working with all the staff and students. I will miss all of you dearly in that setting but I will still remain an active Parent with the school district. I have informed my immediate supervisor, Danny Wirtzberger of this decision. I would like to finish out this current school year which includes the first week of June to fulfill my current obligations.

Thank you again and if I can be of any assistance I am happy to help.

Sincerely,

Leisha Armstrong RN

From: Dylan Buehler <dylan.buehler@lewistown.k12.mt.us>

Date: May 23, 2020 at 10:35:15 AM MDT

To: Jim Daniels <jdaniels@lewistown.k12.mt.us>

Subject: Junior High Football Resignation

Hey Jim,

I hope you're doing well. After a lot of thought, I will not be able to continue coaching junior high football. Time constraints with school, bicycle repairs, and open hours will have to be figured out before I put too much on my plate. I don't want to stretch my time too thin for my students, and for my family. I will miss it greatly, and have enjoyed the coaching that I have experienced for the Fergus Eagles over the years. I'm not saying that I will never coach again, I just have to give my beginning business a chance.

I appreciate everything you have done for the Eagles, and thank you immensely for your time,
Dylan Buehler

Thom Peck
Superintendent
Lewistown Public Schools
215 7th Ave. S.
05/21/2020

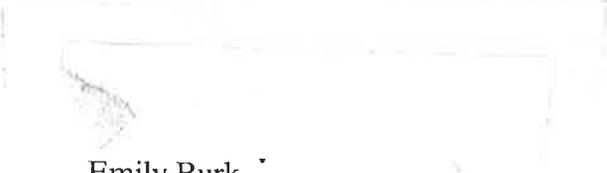
Dear Mr. Peck,

I have been incredibly honored to start my career as an elementary teacher for four years in the Lewistown Public School District. I have learned so much that I will take with me into all my future jobs as an educator. That being said, I am writing to inform you of my resignation from my position as a first grade teacher at Garfield Elementary School, effective at the end of the 2019-2020 school year.

This decision was not an easy one because I have absolutely loved my time at Garfield Elementary School, but my fiance has accepted a job in another state and we will be moving in June. I believe that my experience of working here has given me the best possible start to a successful teaching career and cannot begin to thank you enough for allowing me to be a part of your Lewistown Public Schools family.

It has been an honor to teach here and I wish you and all of Lewistown Public Schools the very best in the future. Thank you for all of your support throughout my time here.

Sincerely,



Emily Burk

From: Emily Burk <emily.burk@lewistown.k12.mt.us>
Date: May 27, 2020 at 12:19:34 PM MDT
To: Jim Daniels <jdaniels@lewistown.k12.mt.us>
Subject: JH Volleyball Coach

Hi Mr. Daniels!

I am writing to inform you that I will unfortunately be moving to Idaho this summer and will not return as the Head Volleyball Coach for the Junior High. This move has happened pretty unexpectedly, so I apologize for the late notice! I have sincerely enjoyed my time in Lewistown and want to thank you for giving me the opportunity to coach volleyball at the Junior High. I look forward to continuing to keep in touch with folks in Lewistown and to keep up with how the student-

Lewistown Public Schools Mail - Fwd: JH Volleyball Coach

athletes I have had the privilege of coaching the past few years are doing. I have already informed Mr. Donaldson about my leaving and offered a few suggestions for coaches for next year.

Thank you so much,
Emily Burk

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

From: **Troy Henderson** <thenderson@lewistown.k12.mt.us>

Date: Tue, May 19, 2020 at 9:06 AM

Subject: Resignation

To: Matt Donaldson <mdonaldson@lewistown.k12.mt.us>, Jim Daniels <jdaniels@lewistown.k12.mt.us>, Jeff Friesen <jfriesen@lewistown.k12.mt.us>

I am writing this email to let you all know that I will be stepping down from Coaching Junior High Football this year. It has been with great pleasure that I coach at the Junior high. I believe we had some great years but feel that it is time for me to go in a different direction. Coaching has definitely been some of my highlights in my career and will not ever forget the years I coach here.

Thank you for all the support from you all!

Troy

<https://mail.google.com/mail/u/0?ik=a91fe3c1d2&view=pt&search=all&permthid=thread-f%3A1667401604340167686&simpl=msg-f%3A166740160434...> 1/2

May 26, 20

Dear Mr. Daniels,

Please accept this letter as my formal resignation as 1st assistant volleyball coach at Fergus High, effective immediately.

I appreciate the opportunity to learn and coach with amazing head coaches, and look forward being a spectator now. Thank you for all of your support throughout the years, it is greatly appreciated.

Sincerely,

Ashley Jenness

836 Muddy Hollow Ln
Lewistown, MT 59457

June 1, 2020

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

Dear Mr. Peck,

Please accept my resignation from my 6th grade teaching position at Lewistown Public Schools at the conclusion of the 2019-20 school year. I have greatly enjoyed the opportunity to contribute to the education of the children of Lewistown and will leave with fond memories of my students.

During this past school year, I have had the pleasure of getting to know many fine young members of our community. I watched them tackle new concepts with determination and creativity and witnessed the achievement of numerous goals. They cooperated with each other and were kind to their peers and their teachers. When the school year ended in a very unexpected way, these students rose to the challenge of a new way of learning, and they excelled in many areas of academic and personal growth.

Following recent staffing changes at LPS, my husband has been pursuing new career opportunities. These changes will require us to leave the Lewistown area. Sean and I will both miss our interactions with our students, their families, and the LPS staff, but we are looking forward to what lies ahead for us. Thank you for providing a great experience for me to learn and grow as an educator.

Respectfully,



Emmylyn Kepler



Diane Lewis
FHS Business Education Teacher
& Tennis Coach
1001 Casino Creek Drive
Lewistown, MT 59457
dlewis@lewistown.k12.mt.us
June 3, 2020

Jim Daniels
FHS Athletic Director
1001 Casino Creek Drive
Lewistown, MT 59457

Dear Jim Daniels and LPS Board of Trustees:

Please accept my letter of resignation from the Fergus High School Head Boys and Girls Tennis Coaching position effective for the 2020-2021 Tennis Season. After 35 years of coaching, over 1,000 tennis players and over 123,000 bus and suburban miles I feel it is time for me to step aside and let others carry on the tennis traditions at Fergus High School.

It has been my honor to work with amazing and talented athletes in my tenure and have been blessed in all aspects of this experience. I will look back on my time with our Fergus Tennis Players as some of the most rewarding experiences of my teaching career. I pray that I have made as big of a difference in their lives as they have made in mine. To be honored with the players respect and hard work are memories I will cherish.

I wish to thank the past tennis players, the wonderful coaches I have had the privilege to work with and Lewistown Public Schools for entrusting me with this important worthwhile position.

Sincerely,

Diane Lewis

From: Mike Mangold
<mmangold@lewistown.k12.mt.us>
Date: May 27, 2020 at 10:37:34 AM MDT
To: Jim Daniels <jdaniels@lewistown.k12.mt.us>
Subject: Re: ljh football

5/27/20

To whom it concerns,

I am submitting my letter of resignation for Junior High football coaching. I thank the district for the opportunity the last 2 years and in the past for allowing me to coach the sport.

Sincerely,
Mike Mangold

<https://mail.google.com/mail/u/0?ik=a91fe3c1d2&view=pt&search=all&permthid=thread-f%3A1667863821327835362&simpl=msg-f%3A166786382132...> 1/2

Jenaye Phillips
505 N Dawes
Lewistown, MT 59457

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

May 12, 2020

To Whom It May Concern,

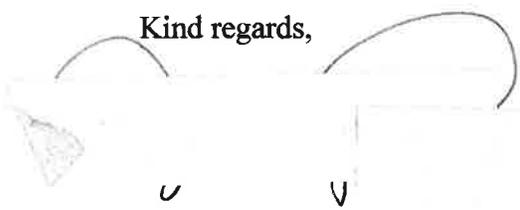
Please except this letter of resignation from my position as a Paraprofessional with Lewistown Public Schools. Per the terms of my contract, my last day of work will be May 29, 2020.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on our team and the professional relationships I've built.

I will do what I can to help make my leaving as easy as possible. Let me know what you would like me to do in the way of handing over my responsibilities during my final time.

Best wishes to you and all at Lewistown Public Schools in the future.

Kind regards,



Jenaye Phillips

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

215 7th Avenue South
Lewistown, MT 59457

Chris Rice, Director
(406) 535-9012

TO: Lewistown Board of Trustees

DATE: June 2, 2020

FROM: Chelsey Rogers

RE: Extended School Year

Please note the following recommendations for Special Education Extended School Year (ESY) staffing. ESY is required under the Individuals with Disabilities Education Act (IDEA) for those students with disabilities who show severe regression over non-instructional periods and require a prolonged period of time to recoup the skills. The need for ESY is an Individual Education Plan (IEP) Team decision, documented on the IEP.

The district's ESY program will be held August 10th through 21st, students currently in Grades 1-4 served at Highland Park, and students currently in Grades 5-12 served at Fergus High School. Students needing speech therapy will be served concurrently by a therapist from the Central Montana Learning Resource Center Cooperative.

Additional recommendations for staffing may be made at the August Board meeting, contingent upon confirmed student enrollment.

Staffing Recommendations for ESY

Lisa Shelagowski, special education teacher, \$22.50/hour, up to 140 hours
Cassi Gobble, special education teacher, \$22.50/hour, up to 70 hours

Jenifer Blazicevich, paraprofessional, \$15.00/hour, up to 70 hours
Dawn Perkins, paraprofessional, \$15.00/hour, up to 70 hours
Judy Fry, paraprofessional, \$15.00/hour, up to 70 hours

Thank you

SERVING SPECIAL STUDENTS IN
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES

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

From: **Alex Scholfield** <alex.scholfield@lewistown.k12.mt.us>

Date: Fri, May 8, 2020 at 10:46 AM

Subject: Letter of Resignation

To: Robert Odermann <robert.odermann@lewistown.k12.mt.us>

Rob and LPS Board,

I write to inform you that I will not be returning to my position as a Bus Driver for the 2020-2021 school year. This decision has been made due to factors unrelated to LPS. It has been a pleasure to work with the students and staff here and I wish you all the best.

Thank you.

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Alex Schofield
Bus Driver- Route 5

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School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

**LEWISTOWN PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR**

A. Pupil Instruction

| First Semester | 92 Days | Second Semester | 87 Days |
|----------------------|----------------------|----------------------|--------------------|
| FIRST QUARTER | | THIRD QUARTER | |
| First Week | Aug 21 -- Aug 23 3 | First Week | Jan 21 -- Jan 24 4 |
| Second Week | Aug 26 -- Aug 30 5 | Second Week | Jan 27 -- Jan 31 5 |
| Third Week | Sept 3 -- Sept 6 4 | Third Week | Feb 3 -- Feb 7 5 |
| Fourth Week | Sept 9 -- Sept 13 5 | Fourth Week | Feb 10 -- Feb 14 5 |
| Fifth Week | Sept 16 -- Sept 20 5 | Fifth Week | Feb 17 -- Feb 21 5 |
| Sixth Week | Sept 23 -- Sept 27 5 | Sixth Week | Feb 24 -- Feb 27 4 |
| Seventh Week | Sept 30 -- Oct 4 5 | Seventh Week | Mar 2 -- Mar 6 5 |
| Eighth Week | Oct 7 -- Oct 11 5 | Eighth Week | Mar 9 -- Mar 13 5 |
| Ninth Week | Oct 14 -- Oct 16 3 | Ninth Week | Mar 16 -- Mar 19 4 |
| Tenth Week | Oct 21 -- Oct 25 5 | | <u>42</u> |
| | <u>45</u> | | |

| | | | |
|-----------------------|--------------------|-----------------------|--------------------|
| SECOND QUARTER | | FOURTH QUARTER | |
| First Week | Oct 28 -- Nov 1 5 | First Week | Mar 23 -- Mar 27 5 |
| Second Week | Nov 4 -- Nov 5 3 | Second Week | Mar 30 -- Apr 3 5 |
| Third Week | Nov 11 -- Nov 15 5 | Third Week | Apr 6 -- Apr 9 4 |
| Fourth Week | Nov 18 -- Nov 22 5 | Fourth Week | Apr 15 -- Apr 17 3 |
| Fifth Week | Nov 25 -- Nov 26 2 | Fifth Week | Apr 20 -- Apr 24 5 |
| Sixth Week | Dec 2 -- Dec 6 5 | Sixth Week | Apr 27 -- May 1 5 |
| Seventh Week | Dec 9 -- Dec 13 5 | Seventh Week | May 4 -- May 8 5 |
| Eighth Week | Dec 16 -- Dec 20 5 | Eighth Week | May 11 -- May 15 5 |
| Ninth Week | Jan 2 -- Jan 3 2 | Ninth Week | May 18 -- May 21 4 |
| Tenth Week | Jan 6 -- Jan 10 5 | Tenth Week | May 26 -- May 29 4 |
| Eleventh Week | Jan 13 -- Jan 17 5 | | <u>45</u> |
| | <u>47</u> | | |

**Totals
179**

B. Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)

| | | |
|----------------|-------------------------------------------------------------------------------------|-------------|
| August 12 | <i>New Teacher Orientation</i> | |
| August 19-20 | PIR | 2.00 |
| October 17-18 | Staff Development Days - Teachers Convention | 2.00 |
| November 6-7 | Parent Teacher Conferences <i>(Evening on November 6, All Day on November 7)</i> | 1.50 |
| March 19 | Parent Teacher Conferences - Evening <u>ONLY</u> <i>(Regular Day for Students)</i> | 0.50 |
| May 22 | PIR | 1.00 |
| Floater | PIR | <u>1.00</u> |
| | | 8.00 |

Holidays / Vacations (Dates Inclusive)

C.

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|-----------------------|---------------------------------------|
| September 2 | Labor Day |
| October 17-18 | Fall Vacation (Teachers - Convention) |
| November 8 | Vacation Day |
| November 27-29 | Thanksgiving Vacation |
| December 23-January 1 | Winter Break |
| January 20 | Vacation Day |
| February 28 | Vacation Day |
| March 20 | Vacation Day |
| April 10-14 | Spring Break |
| May 25 | Memorial Day |
| July 3 | Independence Day |