

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

1001 Casino Creek Road
Lewistown, Montana 59457

MONDAY, May 11, 2020

Join with Google Meet

Meeting ID

meet.google.com/umw-hoon-wji

Phone Numbers

(US)+1 443-712-7832

PIN: 904 659 261#

Page One of Two

OATH OF OFFICE (6:00 P.M.)

Rhonda Long, Fergus County Superintendent of Schools, will Administer the
Oath of Office to Kris Birdwell, Jeff Southworth and Doreen Heintz

ORGANIZATION MEETING

1. Call to Order
2. Roll Call
3. Call for Nominations and Election of Chair
4. Call for Nominations and Election of Vice-Chair
5. Appointment of the District Clerk

ADJOURNMENT

REGULAR BOARD MEETING

CALL TO ORDER (Following the Organizational Meeting)

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Special Recognition
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.
9. Report—Budget Update
10. Report—Investment
11. Report—Superintendent

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

1001 Casino Creek Road
Lewistown, Montana 59457

MONDAY, May 11, 2020

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PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

13. Minutes of the April 13, 2020, Regular Board Meeting
Minutes of the April 28, 2020 Special Board Meeting

APPROVAL OF CLAIMS

14. Claims

INDIVIDUAL ITEMS

15. Approve Fergus High School 2020 Graduation Proposal
16. Approve First Reading of Policy 1110 – Taking Office
17. Approve First Reading of Policy 1120 – Annual Organization Meeting
18. Approve Second Reading of Policies 1900 to 1912 for the purposes of establishing emergency policy framework and adopting identified emergency policies with selected options.
19. Canvass of Election Results—Trustee Election
20. Canvass of Election Results—Elementary General Fund Levy
21. Canvass of Election Results—High School General Fund Levy
22. Approve Contracting with the Fergus County Clerk and Recorder’s Office to Act as Election Administrator for School Elections
23. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause
24. Approve Issuing Contracts for the Classified Staff for the 2020-2021 School Year
25. Approve Issuing Contracts for the Certified and Classified Administrators for the 2020-2021 School Year
26. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools
27. Approve Fergus County Investment Resolution
28. Approve Personnel Report

ADJOURNMENT

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

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

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

ITEM TITLE: OATH OF OFFICE

Requested By: Board of Trustees **Prepared By:** Rhonda Long – County Superintendent

SUMMARY:

Rhonda Long, Fergus County Superintendent of Schools, will administer the Oath of Office to Kris Birdwell, Jeff Southworth, and Doreen Heintz who were elected as Trustees of Lewistown School District Number One.

SUGGESTED ACTION: Informational

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

NOTES:

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 5th day of May, 2020, the candidate Kris A. Birdwell was duly elected to fill the office of Trustee for the term of Three (3) years, beginning on the 11th day of May, 2020, and ending at the trustee organizational meeting in May 2023, or until a successor has been elected or appointed and has been qualified.

ISSUED this 11th day of May, 2020:

Board Chair: Phillip Koterba

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20____

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____
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CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 5th day of May, 2020, the candidate Jeff Southworth was duly elected to fill the office of Trustee for the term of Three (3) years, beginning on the 11th day of May, 2020, and ending at the trustee organizational meeting in May 2023, or until a successor has been elected or appointed and has been qualified.

ISSUED this 11th day of May, 2020:

Board Chair: Phillip Koterba

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20____

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____

CERTIFICATE OF ELECTION OF TRUSTEE

THIS IS TO CERTIFY that at the Annual School Election of the Lewistown School District No. 1 of Fergus County, State of Montana, held on the 5th day of May, 2020, the candidate Doreen Heintz was duly elected to fill the office of Trustee for the term of Three (3) years, beginning on the 11th day of May, 2020, and ending at the trustee organizational meeting in May 2023, or until a successor has been elected or appointed and has been qualified.

ISSUED this 11th day of May, 2020:

Board Chair: Phillip Koterba

Board Chair Signature: _____

District Clerk: Rebekah Rhoades

District Clerk Signature: _____

School District No. 1, Fergus County, State of Montana

File the following oath with the county superintendent within fifteen (15) days of your receipt of this Certificate of Election. Upon completion of taking and filing the oath of office, you will have the rights and obligations of a Trustee of the School Board pursuant to Montana law and in accordance with [20-3-324, MCA](#). You will hold this position until your successor has been qualified.

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, and the Constitution of the state of Montana, and that I will discharge the duties of my office with fidelity (so help me God).

Signature of Candidate: _____

Signed and sworn to before me this ____ day of _____, 20____, by _____
Printed Name of Candidate

Signature of Notary or Public Official

Printed name of Notary or Public Official

Notary Public for the State of Montana (include stamp/seal)

Residing at: _____

My Commission Expires: _____, 20____

Canvassed results must be published once in a newspaper that will give notice to the largest number of people of the district. [20-20-416](#), MCA

Received by county superintendent: _____

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

1 - 5

☐ Minutes/Claims ☐ Board of Trustees ☐ Superintendent's Report

☐ Action – Consent

☐ Action – Indiv.

ITEM TITLE: ORGANIZATION MEETING

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

SUMMARY:

The following will take place for the organizational meeting:

- Call to Order
- Roll Call
- Call for Nominations and Election of the Chair
- Call for Nominations and Election of the Vice-Chair
- Appointment of the District Clerk

SUGGESTED ACTION: Informational

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

NOTES:

REPORT OF ORGANIZATION OF BOARD OF TRUSTEES
ELEMENTARY SCHOOL DISTRICT NUMBER ONE
HIGH SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA

This is to certify that at the annual organizational meeting of the Board of Trustees held May 11, 2020, a
Board Chair and Board Vice-Chair were appointed as follows:

Board Chair

Board Vice-Chair

Address

Address

Phone

Phone

<p>BOARD OF TRUSTEES</p>

Dated: May 11, 2020

DISTRICT CLERK CERTIFICATE OF APPOINTMENT

**LEWISTOWN PUBLIC SCHOOLS
SCHOOL DISTRICT NUMBER ONE
FERGUS COUNTY, MONTANA**

THIS IS TO CERTIFY THAT, the Trustees of Lewistown Public Schools, School District Number One, have duly appointed _____ as Clerk of the District on the 11th day of May 2020 .

School Laws of Montana:

Section 20-3-321

Organization and Officers: (1) the Trustees of each district shall employ and appoint a competent person, who is not a member of the Trustees, as the Clerk of the District.

Clerk of the District: As provided in 20-3-321, the Trustees shall employ and appoint a Clerk of the District. The Clerk of the District shall attend all meetings of the Trustees to keep an accurate and permanent record of all the proceedings of each meeting. If the Clerk is not present at a meeting, the Trustees shall have one of their members or a district employee act as Clerk for the meeting and such person shall supply the Clerk with a certified copy of the proceedings. The Clerk of the District also shall be the custodian of all documents, records, and reports of the Trustees. Unless the Trustees provide otherwise, the Clerk shall;

- (1) Keep an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of this title; and
- (2) Prepare the annual Trustees' report required under the provisions of 20-9-213(6).

BOARD OF TRUSTEES

REGULAR BOARD MEETING

Lewistown Public Schools

Board of Trustees

May 11, 2020

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

4

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

ITEM TITLE: SPECIAL RECOGNITION

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

SUMMARY:

The Board will be informed of a Lewistown Public Schools staff member who has received a prestigious award and will be recognized at this meeting.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

5

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees **Prepared By:** Cooper Birdwell

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

6

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

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

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

7

☐ 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.

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			

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

8

☐ 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.

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

9

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2020-2021 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ Additional Information Attached

NOTES:

2020-2021 PRELIMINARY BUDGET PROJECTIONS

As of 5/11/2020

ELEMENTARY

2019-2020 Final Budget	\$6,515,200.34	
2020-2021 Preliminary Budgets	\$6,743,983.90	
 FY20 Budget vs FY21 Budget	 \$228,783.56	
 Levy on May Ballot	 \$228,783.56	 PASSED

Estimated budget shortfall of **\$0**

HIGH SCHOOL

2019-2020 Final Budget	\$3,263,646.40	
2020-2021 Preliminary Budgets	\$3,270,188.03	
 FY20 Budget vs FY21 Budget	 \$6,541.63	
 Levy on May Ballot	 \$6,541.63	 PASSED

Estimated budget shortfall of **\$40,000** (will use Interlocal Fund to cover shortfall)

The numbers above include increase to all staff salaries, 8.6% health insurance increase, and 10% dental insurance decrease. Staffing changes (all positions have been filled). Six Kindergarten sections and an additional Life Skills Class at HP.

Unknowns:

Kindergarten Enrollment, Title I Funding (Elementary will receive an additional \$17,000 in RLIS, but the other portions may be reduced--will know in July)

Reductions:

1.0 certified at FHS, .6 certified at JHS, Athletic Director combined with Vice Principal at FHS, .875 Para at FHS

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

10

☐ Minutes/Claims

☒ Board of Trustees

☐ Superintendent's Report

☐ Action – Consent

☐ Action – Indiv.

ITEM TITLE: REPORT—INVESTMENT

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

SUMMARY:

Interest earned and distributed for April 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

05/11/2020

Agenda Item No.

11

☐ 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
- ❖ Building & Grounds Update – Portable at HP and LED upgrades
- ❖ Retirement Dinner (4 Staff Members) – May 20th at 6:00 p.m. Elk's Lodge
- ❖ Graduation Week Schedule
 - Kiwanis and Academic Awards – Tuesday, May 19, 2020. Format TBD
 - Senior Brunch/Picnic – Wednesday, May 20, 2020 – 11 a.m. at the Elk's
 - Graduation Practice/Senior Checkout – Thursday, May 21, 2020 Format TBD
 - Eagle Walk – Working on Plans
 - Baccalaureate – Wednesday, May 20, 2020 - 7:00 – 8 p.m. Frank Burns
 - GRADUATION – Sunday, May 24, 2:00 p.m.
- ❖ Summer Schedule—Lincoln Building hours are 8 a.m. – 5 p.m. closed on Fridays (begins June 1, 2020)
- ❖ COVID-19 Concerns or Discussion

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

12

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

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

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

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

13

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

ITEM TITLE: MINUTES

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

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the April 13, 2020, Regular Board Meeting
- Minutes of the April 28, 2020, Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM and electronically via ZOOM
215 Seventh Avenue South
Lewistown, Montana 59457**

MONDAY, April 13, 2020

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Jennifer Thompson, Phil Koterba, Jeff Southworth,
Monte Weeden, Stephen Vantassel

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah
Rhoades, Tim Majerus, Jeff Friesen, and others via Zoom.

OTHERS PRESENT:

Miriam Campan – Lewistown News Argus, KXLO Radio, Cooper Birdwell –
Student Representative to the Board, and other interested parties via Zoom.

2. PLEDGE OF ALLEGIANCE

3. Motion to Set Agenda – approved unanimously (Weeden/Bailey)

4. Report—Student Representative

Cooper Birdwell, Student Representative, recently sent out a survey to the
students regarding how the school closure distance learning was going from
the student's perspective.

5. Report—LEA

Luke Brandon, LEA President, was not present to provide an update.

6. Report—Committees of the Board

There were no committee meetings.

7. Calendar Items, Concerns, Correspondence, Etc.

Mr. Peck shared the following with the Board:

- 2020 OPI Accreditation Status Reports
- 2020 Title I Audit – Corrective Action Report
- Administrator 20 Day Plans
- Virtual Town Hall Meeting Schedule

SUPERINTENDENT'S REPORT

8. Report—Election Information

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board
the 2020 School Election Calendar and advised them of the Trustee seats

that will be up for election in 2020 – Kris Birdwell, Jeff Southworth and Stephen Vantassel.

9. Report—Budget Update
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2020-2021 school year.
10. Report—Investment
Interest for March 2020 was \$3,592.21 in the Elementary and \$3,500.39 in the High School for a total of \$7,092.60.
11. Report—Superintendent
Superintendent Peck informed the Board updates regarding the COVID-19 school closure and how the district is responding and adapting. Discussion ensued regarding student accountability and grading. The Board was updated on staffing throughout the district. Mr. Peck informed the Board of radio spots and dates for “town hall” meetings this coming week.

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 March 9, 2020 Regular Board Meeting
Minutes of the March 18, 2020 Emergency Board Meeting
Minutes of the March 26, 2020 Special Board Meeting
– Approved Unanimously (Bailey/Thompson)

APPROVAL OF CLAIMS

14. Claims – The claims referenced in the 2019-2020 Bill Schedule and submitted through April 10, 2020, were approved unanimously (Birdwell/Weeden). The Finance Committee for April – June 2020 is Board Chair Phillip Koterba, Stephen Vantassel, Kris Birdwell, and Monte Weeden.

INDIVIDUAL ITEMS

15. Approve Second Reading—Board Policy 3650—Pupil Online Personal Information Protection – Approved Unanimously (Bailey/Southworth)
16. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools – Approved Unanimously (Thompson/Bailey)
17. Approve MT Broadband Grant Environmental Review Resolution – Approved Unanimously (Birdwell/Weeden)
18. Approve Dental Insurance Rates – Approved Unanimously (Weeden/Vantassel)
19. Approve Certification for Indirect Cost Rates for FY 2020-2021 – Approved Unanimously (Vantassel/Southworth)
20. Approve Multi-District Agreement for Technology Services – Approved Unanimously (Thompson/Weeden)
21. Approve 2020-2021 Classified Salary Matrix – Approved Unanimously (Bailey/Thompson)
22. Approve Additions to the Substitute List for the 2019-2020 School Year – Approved Unanimously (Bailey/Weeden)
23. Approve Personnel Report – See Exhibit A – Approved Unanimously (Birdwell/Bailey)

Recess taken at 7:12pm.

TERMINATION HEARING – EXECUTIVE SESSION

24. Board Chair Phil Koterba called for an Executive Session at 7:38 p.m. to conduct an employee termination hearing stating that the individual's right to privacy clearly exceeds the public's right to know.

ACTION ITEM (reconvened in open session at 8:37pm)

25. Approve recommendation for termination of employment of Karl Ortman – Approved Unanimously (Birdwell/Vantassel)

ADJOURNMENT

The meeting was adjourned at 8:39 p.m. (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, May 11, 2020, at the Lincoln Board Room.

PHILLIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday April 13, 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>
DANIELS, Jim	Athletic Director	Fergus High School	Accept Letter of Resignation	6/30/2020	Tim Majerus	See Attached Letter
LENSING, Lynn	Teacher	Lewis and Clark School	Accept Letter of Resignation	6/30/2020	Danny Wirtzberger	See Attached Letter
STAFFILENO, Nick	Teacher	Fergus High School	Accept Letter of Resignation	6/30/2020	Tim Majerus	See Attached Letter
THOMAS, Lindy	Teacher	Fergus High School	Accept Letter of Resignation	6/30/2020	Tim Majerus	See Attached Letter

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

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

Tuesday, April 28, 2020

SPECIAL BOARD MEETING

CALL TO ORDER (6:00 P.M.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, Stephen Vantassel, Jennifer Thompson, Kris Birdwell, Monte Weeden, CJ Bailey, Jeff Southworth

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades and several others via Zoom Meeting

OTHERS PRESENT:

Dr. Bennett and Dr. Holmes -- Central Montana Medical Center, Ben Phillips – Fergus County Disaster and Emergency Services, Megan Spry – Central Montana Public Health and several others via Zoom Meeting

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

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

Dr. Bennett and Dr. Holmes responded to various questions from the Board regarding the COVID-19 virus and their concerns.

Ben Phillips, Fergus County DES Coordinator, expressed concerns to the Board regarding opening the schools at this time.

BOARD OF TRUSTEES

ACTION ITEMS

4. I move that the Board of Trustees declare an unforeseen emergency within the meaning of that term as set forth in Title 20, Chapter 9, Part 8, to become immediately effective and to continue through June 30, 2020. This motion is based on COVID-19 risks; in recognition that the Governor's waiver of student instruction time will expire on May 7; and in recognition that the Governor's April 22, 2020 Directive implicating Executive Orders 2-2020 and 3-2020 specify that elected school boards and their districts that adopt their own declaration of emergency will continue to receive all state funding, including transportation funding. – Approved Unanimously (Birdwell/Bailey)
5. I move the Board of Trustees of Lewistown School District suspend District *Policy* 1310 for the limited purpose of considering, reviewing, identifying needed

options and adopting *Policies* 1900-1912 after one reading. This motion is exclusive to the consideration of *Policies* 1900-1912 at the meeting held on April 28, 2020, and will not apply to other meetings or topics. – Motion Failed Unanimously (Birdwell/Southworth)

6. I move the Board of Trustees of Lewistown School District to approve the First Reading of Policies 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1906P, 1907, 1908, 1908F, 1909, 1910, 1910F1, 1910F2, 1911, and 1912. – Approved Unanimously (Birdwell/Vantassel)
7. Approve Plan of Action in Response to COVID-19 Pandemic – See Exhibit A – Approved Unanimously (Bailey/Southworth)

DISCUSSION

8. Other COVID-19 Pandemic School Topics
Superintendent Thom Peck stated that the Seniors will be honored even though online learning will continue.

ADJOURNMENT

The meeting was adjourned at 8:10 p.m. (Thompson – unanimous).

PHILLIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

EXHIBIT ‘A’

Lewistown Public Schools

Educational Plan for the remainder of the School Year 2019-20

After surveying our teachers, receiving input from the Fergus County Health, Fergus County Emergency Services and Central Montana Medical Center and in evaluating Governor Bullocks School Opening Guidelines from April 22, 2020. LPS Administration would like to recommend the following plan to the School Board of Trustees:

1. For the safety and health of our staff and students, we will continue providing online learning and distribution of learning packets for the remainder of the 2019-20 school year.
2. All formal instruction for grade promotional readiness or high school credit will be completed by May 15th. New instructional material will not be presented after May 15th, unless needed for course completion or promotional readiness.
3. The weeks following May 15th will be used to assist students who have not met the grade promotional readiness standards. This time will be used for students needing credit recovery to ensure they have met graduation standards and maintain eligibility for activities for the fall semester or 1st quarter 2020-21. In addition, those student wishing to raise their grade may choose to continue to work on their progress. Students have the option continue with online instruction or they may make appointments with their respective school to receive direct, face-to-face instruction that meet all Governor Bullock’s School Reopening Considerations, CDC and Fergus County Health social distancing requirements. Students who are at high risk or who have family members who are at high risk will not be penalized for failing to attend and will continue to receive remote support.
4. During the weeks following May 15th staff will be collecting student work, Chromebooks, textbooks, grading student work, and providing grade promotional evidence or high school credit evidence as requested by OPI and/or the Governor’s Office.
5. The weeks following May 15th, the Classified employees will still be considered “essential” employees. These employees may still be in the building working with students or working on other deemed essential duties. Compensation for these employees will be provided through the remainder of the academic year, May 29, 2020.
6. LPS will honor those teachers and staff that fall into the at-risk category because of their age or other health risks. These individuals will have additional accommodations including: continue to teach remotely, work with students in small groups while maintaining social distancing or utilizing a larger teaching space where social distancing can be maintained. Both Students and Staff accommodations will depend on local circumstances and personal risk factors.
 - Parents may request transportation to and from school if the student chooses to opt for direct, face-to-face instruction by appointment after May 15, 2020.
 - Free Meals will still be delivered up to May 15th and the District is still working on verification from OPI to deliver after that or we may have free meals available at the Lewistown Boys and Girls Club.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

14

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth

SUMMARY:

Approve claims paid through May 8, 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

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

15

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

ITEM TITLE: APPROVE FERGUS HIGH SCHOOL 2020 GRADUATION PROPOSAL

Requested By: Board of Trustees Prepared By: Tim Majerus/Jeff Friesen

SUMMARY:

- . Tim Majerus and Jeff Friesen will present the Board with proposal information for the 2020 Fergus High School Graduation Ceremony. Included in the proposal will be a letter mailing to parents of seniors with the graduation information. The letter will be mailed by May 14, 2020.

SUGGESTED ACTION: Approve Proposal as Presented

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

16

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

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

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve the first 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:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
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

05/11/2020

Agenda Item No.

17

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

ITEM TITLE: FIRST 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 first 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:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
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

5/11/2020

Agenda Item No.

18

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

ITEM TITLE: APPROVE SECOND READING OF POLICIES 1900 TO 1912 FOR THE PURPOSES OF ESTABLISHING EMERGENCY POLICY FRAMEWORK AND ADOPTING IDENTIFIED EMERGENCY POLICIES WITH SELECTED OPTIONS

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

SUMMARY:

MTSBA has developed additional [Model Emergency Covid-19 Policies](#) to empower Boards of Trustees in their governance of Montana's local schools during the period of public health emergency. Boards of Trustees govern school districts with transparency and accountability ensuring the operations of a public school reflect the circumstances in a community. The policies will help Boards and school leaders honor the following priorities: quality instruction to students; a healthy and safe setting for students, staff, and the community; needed support teachers and staff; and responsible financial and operational procedures. The policies are intended to provide methods to complete the 2019-2020 school fiscal year in a manner that meets these priorities and secures district funding while providing an operational platform for considering long term innovations in the delivery of education services. The policies are [accompanied by a helpful info-graphic](#) to help guide school officials in their decision making process.

The [MTSBA Model Emergency Covid-19 Policies](#) specifically address issues related to Boards of Trustees' authority to reopen schools and then operate schools once reopened during this school fiscal year. The policies provide options for Boards to consider in collaboration with their administrative team, employees, parents, students, health officials, and community when making decisions about how instruction will be delivered to students; how gatherings and events will take place on school property; how the health and safety of staff and students will be protected and preserved while schools are open; and how financial and operational functions of the school district will continue during the period of public health emergency. Boards should carefully consider each option and adopt the option that reflects the circumstances in the community.

SUGGESTED ACTION: Approve Second Reading of Policies 1900 to 1912 Series Board Policies

☒ **Additional Information Attached**

NOTES:

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

LEWISTOWN SCHOOL DISTRICT

1900 SERIES COVID-19 EMERGENCY POLICIES

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1900	Introduction
1901	School District Policy and Procedures
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1906P	Student Instruction Resources and Best Practices
1907	School District Declaration of Emergency
1908	Family Engagement
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1909	Human Resources and Personnel
1910	Personnel Use of Leave
1910F1	Emergency Paid Sick Leave Employee Request Form
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1911	School District Budget Adoption and Amendment and Audit
1912	School District Elections During Emergency

The board of trustees and its staff are operating under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 Virus and/or the declaration of an unforeseen emergency (community disaster) made by the Board of Trustees. In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the board has organized all emergency school policies into a temporary chapter. The Board has also included this introductory section as a heading for each policy to ensure understanding of the purpose and duration of each policy adopted pursuant to this chapter.

Purpose(s) of Policies

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

Term of COVID-19 Emergency Measures Policies

The term of School District Policies Numbered 1900-1999 shall run concurrent with any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, county health department or the board of trustees. These policies shall terminate, unless further extended, on the earlier of June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply to the district have lawfully expired or have been dissolved.

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

Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and accompanying Directives
Section 20-9-801-806, MCA – Emergency School Closure
Section 50-1-202-204, MCA – Public Health Laws
Section 10-3-104, MCA – General Authority of Governor
Article X, section 8 – Montana Constitution

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

COVID-19 Emergency Measures

1901

Emergency Policy and ProceduresApplicability of Emergency Policy Series

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

Legal References

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

Adoption and Amendment of Policies

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

Suspension of Policies

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

Administrative Procedures

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Alternative Grading

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

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

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

School District Meetings, Gatherings, Events, and Visitors

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

School District Events

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

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

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

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

Visitors to Schools

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

Volunteers

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

Facilities Use Agreements

The Board of Trustees suspends community use of District facilities. Unless an event is specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and other similar requests

submitted in accordance with District Policy 4330 shall not be considered while this policy governs the period of a public health emergency.

Enforcement

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Use of Transportation Funds During Periods of Emergency Declaration

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

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

Cost Guidelines

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

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

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

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Student, Staff, and Community Health and Safety

The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property in accordance with Policy 1909, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials.

Symptoms of Illness

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

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

Physical Distancing

Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and their colleagues and peers throughout the school day inside any school build, on school t-provided transportation and on school property before and after school. Staff members will arrange classrooms and restructure courses, transportation services, and food service to meet this standard.

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

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

Masks as Personal Protective Equipment

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

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

Cleaning and Disinfecting

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

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

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

Student Arrival

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

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

Temperature Screening

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

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

Healthy Hand Hygiene Behavior

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

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

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

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

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

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

Vulnerable Individuals

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

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

Food Preparation and Meal Service

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

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

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

Transportation Services

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

Public Awareness

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

Confidentiality

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

Transfer of Funds for Safety Purposes

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

Cross Reference:

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Student Instruction and Services

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

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

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

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

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

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

The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.

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

School Facility as Instructional Setting

The Board of Trustees authorizes instruction of students at the school facility in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the 2019-2020 school year.

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

Offsite and Online Instructional Setting

The Board of Trustees authorizes offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

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

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

Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of the 2019-2020 school year.

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

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

Special Education and Accommodation of Disabilities or Diagnoses

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. The supervising teacher or building administrator shall

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

Student Attendance

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

Student Safety and Counseling

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

Homeless Students and Students in Foster Care

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

Student Discipline

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

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

Cross Reference: Policy 1005FE – Proficiency-Based Learning
 Policy 1902 – Alternative Grading
 Policy 1905 - Staff, Student, and Community Health and Safety
 Policy 2100 – School Calendar
 Policy 2140 – Guidance and Counseling

 Policy 2161 – Special Education
 Policy 2168 – Distance Learning
 Policy 2410 – Graduation
 Policy 2420 – Grading and Progress Reports

Policy 2421 – Promotion and Retention
Policy 2150 – Suicide Training and Awareness
Policy 3125 – Homeless Students
Policy 3122 - Attendance Policy
Policy 3310 - Student Discipline

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Student Instruction Resources and Best Practices

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

Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-site, or blended learning model as outlined in Policy 1906.

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

Planning & Communication

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

Set Expectations

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

Differentiated Instruction & Learning Models

- Embed experiential learning that fosters a learning environment that promotes connections. Districts participating in Transformational Learning funding can utilize their Strategic Plan as a guiding document and adapt to a virtual environment.
- Social Emotional Learning and connections.
 - Begin the day by connecting with students—a Brain Teaser or an exercise for students to share a topic of interest or something from home with others.
- Record lessons

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

Demonstrating Learning

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

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

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

Policy History:
 Adopted on:

Reviewed on:
Revised on:
Terminated on:

Lewistown School District

COVID-19 Emergency Measures

1907

School District Declaration of Emergency

The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. An emergency declaration issued by the Board of Trustees authorizes the School District to take extraordinary measures to protect students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a manner that serves the needs of students, their families, and staff and preserves the School Districts full entitlement of funding.

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Family Engagement

The Board of Trustees authorizes the supervising teacher or district administrator to provide Policy 1908F to families requesting to opt-out of onsite instruction at the school facility for the duration of the declared public health emergency.

Students of families opting out of onsite instruction at the school facility for the remainder of the 2019-2020 school fiscal year shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

Students of families opting out of onsite delivery shall be treated the same as students instructed at the school facility for purposes of grading, discipline, and other educational rights.

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Family Onsite Instruction Opt-Out Form

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

Students of families opting out of onsite instruction at the school facility for the remainder of the 2019-2020 school fiscal year shall receive offsite, online, and proficiency-based instruction, or any combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. School District staff shall arrange for any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of hours or determination of proficiency for the requesting student. Students determined to be proficient in one or more courses of the district shall be incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency.

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

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

Parent

Date

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Human Resources and Personnel

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

Work Schedule and Assignment for Certified Staff

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

Work Schedule and Assignment of Duties for Classified Staff

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

Personal Conduct

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

Student Services

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

Compensation and Benefits

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

Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar for the remainder of the 2019-2020 school year unless there is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Personnel Use of Leave

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

District Leave

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

Federal Law Controls Federal Leave Provisions

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

Emergency Paid Sick Leave

In accordance with Federal law, employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

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

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

Emergency Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay when the employee, who has been employed for at least

30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

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

Legal Reference: Families First Coronavirus Response Act

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Lewistown School District

COVID-19 Emergency Measures

1911

School District Budget Adoption, Amendment and Audit

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

School District Elections Rescheduled Due to Emergency

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

19

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

ITEM TITLE: CANVASS OF ELECTION RESULTS—TRUSTEE ELECTION

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 5, 2020, School District Number One Election.

SUGGESTED ACTION: Approve Election Results

☒ Additional Information Attached

NOTES:

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

Fergus County Clerk & Recorder
Fergus County Election Administrator

Rana J. Wichman
712 W Main St., Suite 204
Lewistown, MT 59457
clerkrecorder@co.fergus.mt.us
Phone: 406-535-5242 Fax: 406-535-9023

Date: May 7, 2020
To: Lewistown School District #1 School Board
Lewistown School District #1 Superintendent
Lewistown School District #1 Clerk
From: Rana J. Wichman, Fergus County Election Administrator
Re: May 5, 2020 – School District #1 Elementary School Trustees and Levy
School District #1 High School Levy

The unofficial Results for the May 5, 2020 Lewistown School District #1 Trustee and Levy Elections are as follows:

Trustees:

Kris Birdwell	2235
Aaron Golik	1031
Doreen Heintz	1093
Jeff Southworth	1779
Stephen Vantassel	762

Elementary Levy:

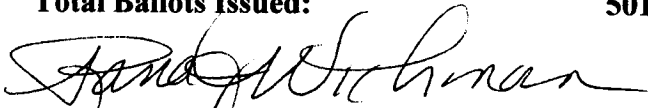
For	1576
Against	1052

High School Levy:

For	1589
Against	1168

Total Ballots Accepted (Elementary)	2670
Rejected Ballots:	46
Undeliverable	590
Not Returned	<u>1713</u>
Total Ballots Issued:	5019

Total Ballots Accepted (High School)	118
Rejected Ballots:	0
Undeliverable:	15
Not Returned:	<u>108</u>
Total Ballots Issued:	241


Rana J. Wichman
Fergus County Election Administrator

May 5, 2020 Lewistown School												
Election Official Results												
School Trustees:												
	Andra & Dixie 1	Abbie & Betty 1	Vicky & Dan 1	Andra & Dixie 2	Abbie & Betty 2	Vicky & Dan 2	Abbie & Betty 3	HS Ballots	Totals			
Birdwell, Kris	400	400	400	249	394	342	50	x	2235	*		
Golik, Aaron	194	185	193	104	174	157	24	x	1031			
Heintz, Doreen	200	208	185	119	194	166	21	x	1093	*		
Southworth, Jeff	318	321	306	213	319	275	27	x	1779	*		
Vantassel, Stephen	132	149	138	93	132	103	15	x	762			
Elementary Levy												
For	273	297	280	177	270	245	34	x	1576	*		
Against	197	193	189	119	180	149	25	x	1052			
High School Levy												
For	261	287	276	169	259	239	35	63	1589	*		
Against	209	204	195	135	192	154	24	55	1168			

Canvass of Votes and Declaration of Results

CANVASS OF VOTES CAST AT THE _____ SCHOOL DISTRICT NO. ____ ELECTION,
_____ COUNTY, ON THE _____ DAY OF _____, 20____.

OFFICE	NAME of CANDIDATE/ISSUE	NUMBER OF VOTES	TOTALS

We hereby certify that this constitutes a full, true and complete canvass of the number of votes cast, and declaration of results of _____ School District, No. _____, _____ County for the offices/issues enumerated and we hereby declare elected the individuals listed receiving the highest number of votes.

Attest my hand this _____ day of _____, 20 _____.

Board of Trustees:

_____	_____	_____
Trustee	Trustee	Trustee
_____	_____	_____
Trustee	Trustee	Trustee

Trustee		

Election Administrator		

**LEWISTOWN PUBLIC SCHOOLS
ELECTION HISTORY**

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

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

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

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

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

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

AS OF DECEMBER 2019:

# ABSENTEE VOTERS IN ELEMENTARY DISTRICT	2936	58%
# POLL VOTERS IN THE ELEMENTARY DISTRICT	2118	42%
TOTAL # OF VOTERS IN ELEMENTARY DISTRICT	5054	
# ABSENTEE VOTERS IN THE HS DISTRICT	130	54%
# POLL VOTERS IN THE HS DISTRICT	111	46%
# OF VOTERS IN THE HS DISTRICT	241	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

20

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

ITEM TITLE: CANVAS OF ELECTION RESULTS---ELEMENTARY GENERAL FUND LEVY

Requested By: Thom Peck Prepared By: Thom Peck

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 5, 2020, School District Number One Election.

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

21

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

ITEM TITLE: CANVAS OF ELECTION RESULTS---HIGH SCHOOL GENERAL FUND LEVY

Requested By: Thom Peck Prepared By: Thom Peck

SUMMARY:

In accordance with 20-20-415, MCA, the Board of Trustees will canvass the certified tally sheets from the May 5, 2020, School District Number One Election.

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

22

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

ITEM TITLE: APPROVE CONTRACTING WITH THE FERGUS COUNTY CLERK AND RECORDER'S OFFICE TO ACT AS ELECTION ADMINISTRATOR FOR SCHOOL ELECTIONS IN 2020-2021

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

SUMMARY:

The Board of Trustees needs to approve Lewistown Public Schools contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for the school elections and conduct all aspects of the election process for the 2020-2021 Fiscal Year in accordance with 20-20-417 MCA.

If the Board chooses to run a polling place election Rebekah Rhoades will be the Election Administrator and the election will be held by the District.

SUGGESTED ACTION: Approve Contracting with the Fergus County Clerk and Recorder's Office to act as Election Administrator for School Elections in 2020-2021

☒ **Additional Information Attached**

NOTES:

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

TRUSTEE RESOLUTION REQUESTING COUNTY CONDUCT ELECTION(S)

BE IT RESOLVED, the Board of Trustees for School District No. 1, Fergus County, State of Montana, requests that Fergus County, State of Montana, conduct the following school elections for School District No. 1, Fergus County for fiscal year 2021:

☐ All Elections

☒ Specific Elections

1. Regular Election, if by mail ballot
2. Special Election, if by mail ballot

In accordance with 20-20-417, MCA, the county will perform the duties imposed on the trustees and the clerk of the district for school elections in 20-20-203, 20-20-313, and 20-20-401, and deliver to the trustees, for the purpose of canvassing the vote, the certified tally sheets and other items as provided in 13-15-301.

Other election duties not specified will be conducted by mutual agreement between the district clerk and the county election administrator.

Print Name of Board Chair

Signature of Board Chair

Print Name of Clerk

Signature of Clerk

DATED this _____ day of _____, 20____.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

23

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

ITEM TITLE: APPROVE NON-RENEWAL OF NON-TENURED CERTIFIED STAFF CONTRACT WITHOUT CAUSE

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

SUMMARY:

The Board of Trustees needs to approve the non-renewal of non-tenured certified staff, Sean Kepler, without cause.

SUGGESTED ACTION: Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

24

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CLASSIFIED STAFF FOR THE 2020-2021 SCHOOL YEAR

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Classified Staff for the 2020-2021 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Classified Staff

☒ Additional Information Attached

NOTES:

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

**CLASSIFIED CONTRACTS
2020-2021 SCHOOL YEAR**

Last Name	First Name	Description	Hours Per Day	Position Days
ALEXANDER	POLLY	PAYROLL SPECIALIST	8	260
ARMSTRONG	LEISHA	SCHOOL NURSE	7	200
BIGLEN	SHELLY	FIRST BAKER	7	187
BIRDWELL	MISTI	SP ED AIDE	7.5	186
BLACKADAR	LESLEY	FOOD SERVER	3.5	187
BLAZICEVICH	JENIFER	SP ED AIDE	7.5	186
BLAZICEVICH	MISHAELA	FOOD SERVER	3.75	187
BLAZICEVICH	MISHAELA	KITCHEN AIDE	3	187
BOWEN	CONNIE	SP ED AIDE	7.5	186
BOWEN	KC	SP ED AIDE	7.5	186
BRISTOL	JENNIFER	SCHOOL SECRETARY	8	215
BROWN	CLAUDIA	SP ED AIDE	7.5	186
CARTER	FLOYD	BUS DRIVER	8	185
CHARBONNEAU	LISA	SP ED AIDE	7.5	186
CLARK	BRADLEY	CUSTODIAN	8	260
CONNER	TRACY	TITLE I AIDE	7.5	186
CONRAD	GRETCHEN	SP ED AIDE	7.5	186
DAVIS	BETH	FOOD SERVER/CASHIER	3.75	187
DAVIS	BETH	KITCHEN AIDE	3	187
DAY	JOSHUA	TECH SUPPORT SPECIALIST	8	260
D'HOOGHE	JOAN	SP ED BUS AIDE	7.5	185
FIGUEROA	RAYMOND	CUSTODIAN	8	260
FISCUS	ZABREA	TECH SUPPORT SPECIALIST	8	260
FSK	DALE	GRUNDSKEEPER/MAINT	8	260
FOSTER	GAYLE	SP ED AIDE	7.5	186
FRY	JUDY	SP ED AIDE	7.5	186
GOBBLE	CHRISTINE	RECEIVING/AP CLERK	5	260
GOSSACK	ANITA	FOOD SERVER	3.5	187
HENSLEY	DANIEL	MAINTENANCE	8	260
HERSEL	ROBERTA	PRINCIPAL'S SECRETARY	8	225
HODGE	EMILY	SP ED AIDE	7.5	186
HORNTVEDT	AMBER	SP ED AIDE	7.5	186
HUTCHINS	MANDIE	SP ED AIDE	7.5	186
JAMES	TEELA	FOOD SERVER/CASHIER	4	187
JAMES	TEELA	KITCHEN AIDE	3	187
JENSEN	JOHN	REGIONAL TECH COORDINATOR (SALARIED)	8	260
JOHNSON	JENNIFER	SP ED AIDE	7.5	186
KARHI	ALYSANN	SP ED AIDE	7.5	186
KARHI	NICOLE	SP ED AIDE	7.5	186
KELLY	STEVEN	HEAD CUSTODIAN	8	260
KINGSFORD	MANDI	FOOD SERVER/CASHIER	2.5	187
KINGSFORD	MANDI	SECOND BAKER	4	187
KOLAR	DARLA	SP ED AIDE	7	186
KOLAR	DARLA	SUB CALL IN	0.75	186
KONERT	DANIEL	MAINTENANCE	8	260

Last Name	First Name	Description	Hours Per Day	Position Days
KONERT	SHAWNA	SP ED AIDE	7.5	186
LELEK	JONETTE	FOOD SERVER	3.5	187
LELEK	WAYNE	BUS DRIVER	4.5	185
MAXWELL	SHANNON	SP ED AIDE	7.5	186
MCKINNEY	NORINE	SP ED AIDE	7.5	186
MCLENDON	DARCY	SP ED AIDE	7.5	186
MCRAE	SANDY	TITLE 1 AIDE	7.5	186
MIKAT	GREGORY	BUS DRIVER	4	185
MILLER	JEANETTE	SP ED BUS AIDE	2	185
MILLER	JEANETTE	SWEEPER	6	185
NOEL	CINDY	BUS DRIVER	8	260
O'DELL	FLEETA	BUS AIDE	1	186
O'DELL	FLEETA	OFFICE/SUB CALL IN	2.5	186
O'DELL	FLEETA	PLAYGROUND AIDE	2.5	186
OLSON	TARA	SP ED AIDE	7.5	186
O'NEAL	JASON	SP ED AIDE	7.5	186
PAULSON	DONNA	SECOND COOK	7	187
PAULSON	DONNA	SUB FIRST COOK/BAKER	0	187
PEARSON	KAMERON	SP ED AIDE	7.5	187
PECK	ANGELA	SP ED AIDE	7.5	186
PERKINS	DAWN	SP ED AIDE	7.5	186
PERRINE	MICHAEL	BUS DRIVER	4	185
PETERS	ELMA	FOOD SERVER	2.5	187
PETERSON	SARA	SCHOOL SECRETARY	8	225
PFAU	WENDY	ACTIVITIES SECRETARY	8	225
PHILLIPS	JENAYE	SP ED AIDE	7.5	186
PRINDLE	LYNNE	TITLE 1 AIDE	7.5	186
RAMEY	THOMAS	FHS HEAD CUSTODIAN	8	260
RAMMELT	TANNA	KITCHEN AIDE	8	187
RASMUSSEN	KAMI	FOOD SERVER/CASHIER	4.25	187
RHYNER	MISTI	SP ED AIDE	7.5	186
RICHARDSON	CHERYL	FOOD SERVER	2.5	187
ROGERS	CHRISTINE	ADMINISTRATIVE SECRETARY	8	260
ROGERS	JACK	CUSTODIAN	8	260
RUMMANS	DAVID	SP ED AIDE	7.5	186
RUTTEN	KRISTIN	IMC TECHNICIAN	8	215
SAVINELLI	CHERYL	SP ED AIDE	7.5	186
SCHOENFELDER	LANNA	SCHOOL SECRETARY	8	215
SCHOFIELD	ALEXANDER	BUS DRIVER	4	186
SCHRAUTH	LUANN	PURCHASING/ACCOUNTS PAYABLE	8	260
SCHUCHARD	SHAWN	CUSTODIAN	8	260
SEBEK	SHERRI	FOOD SERVER	3.5	187
SEE	FAITH	SCHOOL SECRETARY	8	215
THAYNE	MELINDA	SECOND COOK	7	187
VANDERBEEK	CHIARA	SP ED AIDE	7.5	186
VICTOR	TERESA	BUS DRIVER	4.5	186
VICTOR	TOMMY	BUS DRIVER	4	186
WATSON	JADE	MECHANIC	8	260
WHITE	ALBERT	BUS DRIVER	4	185

Last Name	First Name	Description	Hours Per Day	Position Days
WICHMAN	TAHAN	TECH SUPPORT SPECIALIST	8	260
WIEGERT	KIM	RECORDS/TECH SUPPORT	7	210
WILLEMS	LAURIE	SP ED AIDE	7.5	186
WILLIAMS	DEBRA	FIRST COOK	7	187
WILLIAMS	SAMANTHA	FOOD SERVER	2.5	187
WOJTOWICK	JOHN	ACCOMPANIST	3	186
WOOD	JR	DELIVERY VAN DRIVER	6	186
WRIGHT	JAMES	CUSTODIAN	8	260
WYMAN	MICHAEL	CUSTODIAN	8	260

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

25

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR CERTIFIED AND CLASSIFIED ADMINISTRATORS FOR THE 2020-2021 SCHOOL YEAR

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

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified and Classified Administrators for the 2020-2021 School Year as listed on the attachment.

A 1% increase was given to Classified Administrators in line with the increase given to all other staff. Budget constraints limit providing any additional increase. During the 2020-21 school year, the Board will consider developing a matrix for the Classified Administrators.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified and Classified Administrators

☒ **Additional Information Attached**

NOTES:

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

RECOMMENDED 2020-2021 SALARIES

CERTIFIED ADMINISTRATORS			
Name	Position	FTE	Salary
FRIESEN, JEFFREY	JHS PRINCIPAL	1.00	LJHS Principal Salary Matrix, MA Step 5
LEWIS, MATTHEW	PRINCIPAL	1.00	Elementary/Asst Principal Salary Matrix, MA Step 13
MAJERUS, TIMOTHY	HS PRINCIPAL	1.00	FHS Principal Salary Matrix, MA Step 14
VENTRESCA, MATTHEW	PRINCIPAL	1.00	Elementary/Asst Principal Salary Matrix, MA Step 7
WIRTZBERGER, DANIEL	PRINCIPAL	1.00	Elementary/Asst Principal Salary Matrix, MA Step 5

CLASSIFIED ADMINISTRATORS			
BALDWIN, WILLIAM SCOTT	TECHNOLOGY DIRECTOR	1.00	2019-2020 Level + Percentage Increase (1%)
FRIESEN, AMIE	SCHOOL FOOD DIRECTOR	1.00	2019-2020 Level + Percentage Increase (1%)
FRY, JASON	MAINTENANCE DIRECTOR	1.00	2019-2020 Level + Percentage Increase (1%)
ODERMANN, ROBERT	TRANSPORTATION DIRECTOR	1.00	2019-2020 Level + Percentage Increase (1%)
RHOADES, REBEKAH	BUSINESS MGR/CLERK	1.00	2019-2020 Level + Percentage Increase (1%)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

26

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

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

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

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

<u>Student</u>	<u>Grade</u>	<u>District of Residence</u>	<u>District of Choice</u>
BD	9	Lewistown	Boulder

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

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

Agenda Item No.

27

ITEM TITLE: APPROVE FERGUS COUNTY INVESTMENT RESOLUTION

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

SUMMARY:

The Board of Trustees needs to approve the attached resolution for the 2020-2021 Investment Program for the Lewistown Public Schools as presented by the Fergus County Commissioners.

SUGGESTED ACTION: Approve Fergus County Investment Resolution

☒ **Additional Information Attached**

NOTES:

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

FERGUS COUNTY INVESTMENT RESOLUTION

WHEREAS, the Fergus County Commissioners have established an investment program incorporating all county and school districts' cash on deposit with the County Treasurer, which will be administered through the County Treasurer's Office;

WHEREAS, all research indicates that Lewistown School District No. 1 interest revenue will be increased appreciably by participation in the County Investment Program;

WHEREAS, Subsection (4) of Section 20-9-213, MCA, places the authority to invest any monies of the School District with the Board of Trustees and Subsection (10) of Section 20-9-212, MCA, prescribes a duty for the County Treasurer to invest money of the School District as directed by the Board of Trustees of the School District.

WHEREAS, while participating in the Fergus County Investment Pool, all monies will be invested as directed by the County Treasurer, under the guidelines of the Fergus County Investment Committee's Bylaws, and there will be no individual investments for any one entity.

NOW, THEREFORE, BE IT RESOLVED, that Lewistown School District Number 1, Fergus County, will participate in the Fergus County Investment Program from July 1, 2020, through June 30, 2021, and pay the 2 % investment program administrative fee from the resultant interest revenue;

BE IT FURTHER RESOLVED that the Board of Trustees appoints Rebekah Rhoades, Business Manager/District Clerk (By-laws Article 11, Section Id) as our representative to the Fergus County Investment Committee, and,

BE IT FURTHER RESOLVED, that the Fergus County Treasurer is hereby designated the agent of Lewistown School District No. 1, Fergus County, for the purpose of investing all available cash of the School District.

DATED this 11th day of May 2020.

CHAIR, BOARD OF TRUSTEES
SCHOOL DISTRICT NO. 1

ATTEST:

SCHOOL DISTRICT CLERK
SCHOOL DISTRICT NO. 1

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

05/11/2020

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:

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

**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
ARNTZEN, 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 Elementary/FHS Vice Principal Salary schedule--MA Step 5, 1.0 FTE for 212 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

May 4, 2020

Mr. Danny Wirtzberger
Lewis & Clark School
Lewistown School District
212 Crystal Drive
Lewistown, MT 59457

Dear Mr. Wirtzberger,

Please except this as my official letter of resignation for the position of paraprofessional with Lewis & Clark School, as I have accepted the position of elementary school teacher with the Winifred School District. My resignation will be effective upon completion of the 2019-2020 school year.

Thank you for the opportunity to work with you, the staff and students the last two years. I have gained an immense amount of knowledge and experience working at Lewis & Clark Elementary, and I will take that with me as I begin a new adventure. Also, thank you for your constant support as I work towards my goal of becoming an elementary school teacher.

Sincerely,

Amber Arntzen



Amie Friesen <amie.friesen@lewistown.k12.mt.us>

Resignation

2 messages

Lanette Scott <lanette.scott@hotmail.com>

Sat, Apr 25, 2020 at 5:21 PM

To: Amie Friesen <amie.friesen@lewistown.k12.mt.us>

Dear Amie,

Please consider this as my letter of resignation as a Lewistown Public Schools Food Server for the 2020 - 2021 school year.

Sincerely,
Lanette Scott

Sent via the Samsung GALAXY S® 5, an AT&T 4G LTE smartphone

Amie Friesen <amie.friesen@lewistown.k12.mt.us>

Mon, Apr 27, 2020 at 9:04 AM

To: Lanette Scott <lanette.scott@hotmail.com>

Thank you Lanette!

[Quoted text hidden]

Amie Friesen
Lewistown Public Schools
Food Service Director

Memorandum

From: Thom Peck
Date: May 7, 2020
Re: Summer Driver Education

I am requesting the Board of Trustees approval to hire Staci Auck, Chad Armstrong and Matt Gruener to instruct the Driver Education summer session for 2020. They have each received the appropriate Traffic Education Endorsement from the Office of Public Instruction to teach Driver Education.

Approximate dates of employment and approximate contract amounts:

Chad Armstrong	June 1 – July 1, 2020	\$1800.00 (BTW only – 72 hours)
Staci Auck	June 1 – July 1, 2020	\$3000.00 (Classroom & BTW – 120 hours)
Matt Gruener	June 1 – July 1, 2020	\$2700.00 (BTW only – 108 hours)

The rate of pay is \$25.00 per hour for classroom time and behind-the-wheel (BTW) driving and observation time. Thank you for your consideration.

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					DAYS		THIRD QUARTER					DAYS	
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									
					45							42	
SECOND QUARTER					DAYS		FOURTH QUARTER					DAYS	
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									
					47							45	

**Totals
179**

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

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

Holidays / Vacations (Dates Inclusive)

C.

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

