

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

MONDAY, April 13, 2020

REGULAR BOARD MEETING

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

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

SUPERINTENDENT'S REPORT

10. Report—Investment
11. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

13. Minutes of the March 9, 2020 Regular Board Meeting
Minutes of the March 18, 2020 Emergency Board Meeting
Minutes of the March 26, 2020 Special Board Meeting

APPROVAL OF CLAIMS

14. Claims

INDIVIDUAL ITEMS

15. Approve Second Reading—Board Policy 3650—Pupil Online Personal Information Protection
16. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools.
17. Approve MT Broadband Grant Environmental Review Resolution
18. Approve Dental Insurance Rates
19. Approve Certification for Indirect Cost Rates for FY 2020-2021

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

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Lewistown, Montana 59457

MONDAY, April 13, 2020

REGULAR BOARD MEETING

CONTINUED PAGE 2

- 20. Approve Multi-District Agreement for Technology Services
- 21. Approve 2020-2021 Classified Salary Matrix
- 22. Approve Additions to the Substitute List for the 2019-2020 School Year
- 23. Approve Personnel Report

TERMINATION HEARING-EXECUTIVE SESSION

- 24. Termination Hearing

ACTION ITEM

- 25. Action on Termination Hearing

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>*

*Due to COVID-19 public health concerns and the resulting Governor's emergency declaration,
3/29/20 Stay-At-Home Order, and social distancing restrictions, the public is prohibited from
physically attending the meeting. As a result, the meeting will be conducted by electronic means.
Members of the public will be able to observe and participate in the meeting by the following:*

Topic: April Board Meeting
Time: Apr 13, 2020 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/812868621?pwd=aG8xd0l6eTJZTmFTNUZuY2M2TTBndz09>

Meeting ID: 812 868 621
Password: 3UeUGy

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, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

4

☐ 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

04/13/2020

Agenda Item No.

5

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

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

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

6

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

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

SUMMARY:

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

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

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

04/13/2020

Agenda Item No.

7

☐ 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.

2020 OPI Accreditation Status reports

2020 Title I Audit – Corrective Action Report

20 Day Plans

Parent phone call

Thank You's – Alpine Floral and Anonymous Business Owner

SUGGESTED ACTION:

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

8

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

ITEM TITLE: REPORT—ELECTION INFORMATION

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

SUMMARY:

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

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

Board members terms of office that are due to expire in 2020 include: Kris Birdwell, Jeff Southworth and Stephan Vantassel.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2020	Expire 2021	Expire 2022
SCHOOL DISTRICT #1	Kris Birdwell Jeff Southworth Stephen Vantassel	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson

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

_____ 3-year term (to expire in 2023)

_____ 3-year term (to expire in 2023)

_____ 3-year term (to expire in 2023)


Declaration of Intents Filed for Nomination of School Board Trustee:

Stephen Vantassel
Aaron Golik

SCHOOL ELECTION CALENDAR 2020

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 12 through Thursday, March 26	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate should be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 25	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. <ul style="list-style-type: none">• Bond Elections are subject to additional requirements (see 20-9-422, MCA).• Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, February 28	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 6	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: Mail Ballot Plan Timetable and Instructions	13-19-205
4 weeks preceding the close of regular registration	Monday, March 9	Notice of close of regular registration. The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 2 (by 5 p.m.)	Last day trustee candidates may withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 2 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent (must be filed with the district clerk, regardless of who is running the election).	20-3-305(2)(b)
No later than the 30th day before	Friday, April 3	Deadline to notify election judges of appointment.	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 3	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 3	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees may cancel the election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. Send a copy to the county election administrator to aid with the provisions of late registration. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
30 days before any election	Monday, April 6	Close of regular voter registration. Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	13-2-301
Not more than 30 days before	Monday, April 6	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 7	Start of Late Registration. Late voter registration starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 26 Through Saturday, April 25	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district, if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none">• If the polling place has changed from the previous school election, that change must be referred to in the notice.• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204
At least 20 days before	Wednesday, April 15	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none">• The ballot (with stubs removed);• Instructions for voting and returning the ballot;• A secrecy envelope, free of marks that would identify the voter; and• A self-addressed, return envelope with affirmation printed on the back.	13-13-214 20-20-401
Not before the 20 th day nor later than the 15 th day	Wednesday, April 15 through Monday, April 20	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	Saturday, April 25 through Sunday, May 3	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Day before (By Noon)	Monday, May 4	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 4	Deliver certified copy of the lists of registered electors. Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	20-20-313
Day before (between noon and 5pm)	Monday, May 4	Late registration closed. Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	13-2-304
Election Day 	Tuesday, May 5	ELECTION DAY. The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election. Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 11	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	13-15-107
Following receipt of the tally sheets from all polls and within 25 days after the election	By Friday, May 29	Trustees canvass the votes, issue certificates of election, and publish results. Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. <i>If the election was called by acclamation the trustees should still canvass results and issues certificates of election at this time.</i>	20-20-415 20-20-416
Within 5 days after the official canvas	Monday, May 11 through Wednesday, June 3	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding $\frac{1}{4}$ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 13 through Monday, June 8	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	13-16-204 20-20-420
Within 25 days of election	By Friday, May 29	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
June 1	Monday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	By Friday, June 12	Candidate completes and files Oath of Office with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting, but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	20-3-307 20-1-202 1-6-101

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

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

Additional References:

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

Election Manual: [School Election Handbook](#)

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

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 4/9/2020

ELEMENTARY

2019-2020 Final Budget	\$6,515,200.34	
2020-2021 Preliminary Budgets	\$6,692,337.81	without a vote (\$54,000 more than projected)
	\$6,743,983.90	with a vote (\$74,000 more than projected)
FY20 Budget vs FY21 Budget	\$177,137.47	higher without a vote
	\$228,783.56	higher with a vote
Levy on May Ballot	\$51,646.09	

Estimated budget shortfall of **\$0 to \$53,000**

HIGH SCHOOL

2019-2020 Final Budget	\$3,263,646.40	
2020-2021 Preliminary Budgets	\$3,225,474.49	without a vote (\$5,000 more than projected)
	\$3,270,188.03	with a vote (\$1,000 more than projected)
FY20 Budget vs FY21 Budget	(\$38,171.91)	lower without a vote
	\$6,541.63	higher with a vote
Levy on May Ballot	\$44,713.54	

Estimated budget shortfall of **\$38,000 to \$82,000**

The numbers above include a 1% increase to all staff salaries and 8.8% health insurance increase. The numbers also include any known staffing changes.

Many Unknowns Still Exist:

Salary (Classified & Administrator), Retirements/Staff Resignations, Kindergarten Enrollment, Title I Funding

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

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 for March 2020 is as follows:

Elementary	\$3,592.21
<u>High School</u>	<u>\$3,500.39</u>
 TOTAL	 \$7,092.60

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

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:** Thom Peck

SUMMARY:

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

- ❖ COVID-19 Updates
 - Blended offsite instruction with online instruction and learning packets (K-4)
 - Over 320 Chromebooks checked out
 - Mid Rivers – 13 different families provided with 2 months Free Internet Access
 - “SecURLy” company that monitors Chromebooks remotely – identifies bad stuff
 - Up to 300 meals delivered each day – now include breakfast items
 - SMILES (“Blessings in a Backpack”) program still going
 - 504 Plan & IEP students are still getting services
 - Surveys and making personal connections
 - “Grading” and what does “Proficiency” mean – Transition into next year
- ❖ Staffing – Kindergarten, HP Special Ed, 6th Grade, L&C Special Ed, LJH English (Spanish), FHS Special Ed, FHS Asst. Principal/AD
- ❖ Classified Staff – projects to keep working and online professional development opportunities
- ❖ Principal's Radio Spots and Town Halls – Wednesday, April 15 (K-4, 5-6 pm & FHS 6-7:30pm) and Thursday, April 16, 5th -8th Grade, 5:30 pm – 7 pm

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

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

04/13/2020

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 March 9, 2020, Regular Board Meeting
- Minutes of the March 18, 2020 Emergency Board Meeting
- Minutes of the March 26, 2020 Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

☒ **Additional Information Attached**

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457**

MONDAY, March 9, 2020

REGULAR BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
CJ Bailey, Kris Birdwell, Stephen Vantassel, Jennifer Thompson, Phil Koterba, Jeff Southworth
TRUSTEES ABSENT:
Monte Weeden
STAFF PRESENT:
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Luke Brandon—LEA President, Matt Lewis, Vic Feller, Danny Wirtzberger, Jeff Friesen, Tim Majerus, Melanie Smith, Emmylyn Kepler, Mary Kepler, Jody Henderson, Sara McKinney
OTHERS PRESENT:
Miriam Campan – Lewistown News Argus, Robert Pfund – KXLO Radio, Cooper Birdwell – Student Representative to the Board, Tia Carr, Travis Chapman and other interested parties.
2. PLEDGE OF ALLEGIANCE
3. Motion to Set Agenda – Approved Unanimously (Bailey/Thompson)
4. Recognition of FHS Wrestling Team and Coaches
Head Coach Brendan DeCock introduced and recognized the FHS Wrestling Team and the successes of their season. Coach DeCock was recognized for all of his work on local tournaments this season.
5. Recognition of Fergus County Spelling Bee First Place Winners
Mr. Peck recognized Owen Day for winning the County Spelling Bee and stated that he will be competing in the State Spelling Bee. Talon King placed second at the County Spelling Bee. Averil Sparks placed first place in the Lewis & Clark Spelling Bee.
6. Recognition of Geography Bee First Place Winners
Mr. Peck recognized Wyatt Elam and Gavin Thomas for winning the local Geography Bee. They have both taken a written exam and qualified for the State Geography Bee.
7. Presentation – Suzy Flentie, Samsung Project Video
Susie Flentie presented a video created by the GIS Club for the Samsung Solve for Tomorrow contest and introduced a few students that worked on the project.

8. Report—Student Representative
Cooper Birdwell, Student Representative, updated the Board on activities at Fergus High School.
9. Report—LEA
Luke Brandon, LEA President, updated the Board on activities and happenings with the Lewistown Education Association.
10. Report—Committees of the Board
The Calendar Committee met and the calendar will be approved later in the meeting.
11. Calendar Items, Concerns, Correspondence, Etc.
Mr. Peck presented the following to the Board:
 - Department of Commerce Letter on Infrastructure Grant and Recipient List
 - MHSA Letter on adding Girls Wrestling and Boys Powerlifting
 - OPI Letter on Transformational Learning Priority List
 - Amazon Future Engineer Letter
 - Retirement Letter from Jim Daniels

SUPERINTENDENT'S REPORT

12. 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.
13. Report—Budget Update
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2020-2021 school year.
14. Report—Investment
Interest for February 2020 was reported as \$3,328.39 in the Elementary and \$3,117.43 in the High School for a total of \$6,445.82.
15. Report—Superintendent
Superintendent Peck updated the Board on staffing throughout the District. Mr. Peck reviewed the Communicable Disease policy with the Board and explained the District's philosophy in response to Coronavirus fears. Distance Learning would be an option if the need to close school were to arise. The student cell phone policy is being reviewed and may be changed in next year's handbooks. Mr. Peck requested the Board consider the District's position regarding sports cooperatives. LJHS recently hosted the State Middle School Wrestling Tournament. Thom will be working with Central Montana Medical Center to look into the possibility of having a Medical Clinic in the High School. The Board was updated on various dates/events taking place throughout the District.

PUBLIC PARTICIPATION

16. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Travis Chapman expressed his thank you for starting the KinderSteps program at Garfield Elementary.

Tia Carr thanked the Board for hearing her concerns regarding latex allergies and removing latex from the schools as much as possible.

ACTION ITEMS

MINUTES

17. Minutes of the February 10, 2020, Regular Board Meeting
Minutes of the February 25, 2020 Special Board Meeting
Approved Unanimously (Birdwell/Thompson)

APPROVAL OF CLAIMS

18. Claims – The claims referenced in the 2019-2020 Bill Schedule and submitted through March 6, 2020, were approved unanimously (Thompson/Bailey). The Finance Committee for January – March 2019 is Board Chair Phillip Koterba, CJ Bailey, Jennifer Thompson, and Jeff Southworth. New Finance Committee – Board Chair Phillip Koterba, Stephen Vantassel, Kris Birdwell, and Monte Weeden.

INDIVIDUAL ITEMS

19. Decision and Ratification of the 2020-2022 Collective Bargaining Agreement – Approved Unanimously (Vantassel/Birdwell)
20. Second Reading---Board Policy 1005FE ---Proficiency-Based ANB – Approved Unanimously (Birdwell/Bailey)
21. Second Reading---Board Policy 1015FE---Personalized Learning Opportunities – Approved Unanimously (Thompson/Birdwell)
22. Approve Certified Contract Language – Approved Unanimously (Bailey/Southworth)
23. Approve Issuing Contracts for Certified Staff –Approved Unanimously (Bailey/Thompson)
24. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause for Marie Kuhlman – Approved Unanimously (Thompson/Birdwell)
25. Set Elementary District Number One Levy Amount – Approved Unanimously (Bailey/Thompson)
26. Set High School District Number One Levy Amount – Approved Unanimously (Thompson/Vantassel)
27. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2021 – Approved Unanimously (Southworth/Thompson)
28. Approve 2020-2021 School Calendar Option A – Approved Unanimously (Bailey/Southworth)
29. Approve Additions to the Substitute List for the 2019-2020 School Year – Approved Unanimously (Bailey/Thompson)
30. Approve Personnel Report – See Exhibit A – Approved Unanimously (Birdwell/Thompson)

ADJOURNMENT

The meeting was adjourned at 7:41 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, April 13, 2020, at the Lincoln Board Room.

PHILLIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'

LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday March 9, 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>
FLENTIE, Suzy	Teacher	Junior High	Approve Out-Of-State Travel to New York to attend the National Teacher Academy for Samsung Solve for Tomorrow	3/31/20 thru 4/3/20	Scott Dubbs	See attached memo
KARHI, Nicole	Special Ed Paraprofessional	Garfield School	Approve appointment on schedule- PARA EDUCATOR-CERT Step 0 for up to 7.5 hours per day for up to 50 days	3/16/2020	Matt Lewis	New Postion thru 5/29/20. Pending a successful background check

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Wednesday, March 18, 2020

EMERGENCY BOARD MEETING

CALL TO ORDER (6:30 P.M.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, Stephen Vantassel, Jennifer Thompson, Jeff Southworth, Kris Birdwell, Monte Weeden (left meeting at 7:00pm), CJ Bailey

TRUSTEES ABSENT:

STAFF PRESENT:

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

OTHERS PRESENT:

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

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

There was no public participation.

BOARD OF TRUSTEES

ACTION ITEMS

4. The Board of Trustees of Lewistown School District declare an unforeseen emergency in accordance with Sections 20-9-801 through 20-9-806, MCA, due to the community and school health concerns related to COVID-19 and authorize the administration to take necessary steps to execute this declaration and inform the public and government agencies of this declaration – Approved Unanimously (Birdwell/Bailey)
5. The superintendent is authorized to work with district staff in making determinations regarding pupils who are proficient in courses in which the pupils are enrolled without regard to the aggregate hours of instruction provided. The superintendent is directed to make a final determination of proficiency for each pupil for each enrolled course, using district assessments, including class grades at a minimum, and reporting a full-time equivalent conversion of ANB for such pupils, based on the scheduled time ordinarily provided through the aggregate hours of instruction for such courses – Approved Unanimously (Bailey/Koterba)
6. The superintendent is authorized to work with district staff in providing instruction for pupils of the district. Such instruction may include any method or methods identified as

appropriate by the superintendent, including but not limited to offsite instruction as defined and referenced in sections 20-1-101(5); 20-1-101(14); 20-7-118; and 20-9-311(11),
MCA – Approved Unanimously (Vantassel/Bailey)

DISCUSSION

7. COVID-19—Discussion (7:00PM)

Trustee Birdwell mentioned the following as items to consider:

- Students asking to be enrolled from other areas during the shutdown
- Meeting the standards for educating Special Education Students
- Coaching stipends for Spring sports
- All schools get three emergency closure days per year that do not have to be made up

General discussion took place regarding future planning in regards to COVID-19.

ADJOURNMENT

The meeting was adjourned at 7:49 p.m. (Thompson – unanimous).

PHILLIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Thursday, March 26, 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

TRUSTEES ABSENT:

Jeff Southworth

STAFF PRESENT:

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

OTHERS PRESENT:

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

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

There was no public participation.

BOARD OF TRUSTEES

ACTION ITEMS

4. Approve Memorandum of Understanding with the Lewistown Education Association –Approved Unanimously (Bailey/Thompson)
5. Approve Plan of Action in Response to COVID-19 Pandemic – See Exhibit ‘A’ – Approved Unanimously (Birdwell/Thompson)
6. Approve First Reading—Board Policy 3650—Pupil Online Personal Information Protection – Approved Unanimously (Bailey/Weeden)

DISCUSSION

7. Financial Impacts COVID-19 School Closure
Business Manager, Rebekah Rhoades, updated the Board on the possible financial implications of the School Closure due to COVID-19
8. Other District Updates in Regards to COVID-19 School Closure
Superintendent, Thom Peck, updated the Board on what has taken place in schools due to the school closure.

ADJOURNMENT

The meeting was adjourned at 6:54 p.m. (Thompson – unanimous).

PHILLIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

EXHIBIT 'A'

MODEL PLAN OF ACTION LEWISTOWN PUBLIC SCHOOLS DATE OF INITIAL PLAN: March 18, 2020 REVISION DATES: March 26, 2020

Plans should be submitted to SchoolClosure@mt.gov.

OVERVIEW

On Sunday, March 15, 2020, Governor Bullock ordered all K-12 public schools in Montana closed starting Monday, March 16 through Friday, April 10, 2020. Pursuant to the March 19, 2020, directive of Governor Bullock, requirements for pupil instruction from Monday, March 16 through April 10, 2020, were waived with Montana's public schools receiving full funding, including the state transportation reimbursement. The Governor further directed that during the mandated school closure from March 16-March 27, 2020, school districts were to plan and begin implementation on the following:

1. Offsite learning instruction and structure;
2. School meals, consistent with what the District regularly provides;
3. Services for students with disability; and
4. Other services customarily provided to students.

Through his March 19, 2020, directive, the Governor stated that districts will receive full funding and all requirements for pupil instruction will be waived if the following conditions are met:

1. Lewistown School District creates a Plan of Action to address those specific areas identified above;
2. The Board of Trustees approves the District's Plan of Action;
3. The Governor, in consultation with OPI, approves the Board of Trustees' endorsed Plan of Action and waives all requirements for pupil instruction. The Governor's March 19, 2020, directive provides that: "Presumptively, the Governor will approve waiver requests that are approved by school boards."
4. Lewistown School District will submit periodic reports to the Governor addressing those specific areas identified above.

PLAN OF ACTION

The following represents the District's REQUIRED Plan of Action to address pupil instruction, the provision of school meals for students, compliance with IEP's and 504 plans of students with disabilities, and other services the District customarily provides to students:

1. **Offsite learning instruction and structure:** Lewistown School District has the following structure in place to ensure off-site learning for students. The District has ensured that continuity plans for educational services can be accessed by all students, regardless of resources available at home. The strategies identified below are, of course, customized to meet the individual needs of each students.

Examples to include:

- Certified and Classified Staff will be on-site (at school) or teleworking (off-site) providing instruction to students through the following mechanism:
 - On-line instruction using teacher websites from our School District website: www.lewistown.k12.mt.us and using Google Classroom. Various links can also be used with Google Classroom to provide educational enrichment activities. Every student in grades 5-12 has a school email. Email has also provided a way for students, parents, and school personnel to communicate offsite learning.
 - Video chats/tutoring through Google Meet, Zoom, Google Hangout and Screencast. Teachers may also use YouTube to download videos for students.
 - Phone conference calls if families do not have internet access or a computer
 - Hard copy packets of materials have also been distributed, beginning on Monday, March 23rd. This is especially applicable to our K-4th grade students. All schools have gone through a specific process to distribute educational materials to maintain social distancing guidelines.
 - Through a specific process beginning on March 23rd, all students or their parents have been allowed to pick up any textbook, journals, notebooks, lab books, etc. from the school that has adhered to social distancing requirements.
- In order to ensure that all students have access to on-line coursework, Lewistown School District is
 - providing those students who don't have the necessary devices with laptops for checking out during the instructional materials distribution day on March 23rd. Families can check out a Chromebook, sign in right there, and have access to teacher's website and Google Classroom, Google Hangout and Google Meet.
 - using transportation funds (pursuant to 20-10-101(5) to reimburse parents for the costs of internet access. Lewistown School District is working very closely with Mid Rivers Communications to provide monthly internet access for a reduced cost of \$19.95/month. The School District is also promoting a community campaign to provide Family Sponsorships for needy families.

2. School meals, consistent with what the District regularly provides: The District has implemented the following strategies to ensure that our students are continuing to receive nutritional meals, the same as if the District was open for pupil instruction.

Examples may include:

- Lewistown School District is serving grab-and-go lunches with breakfast food, too during regular scheduled school days.
- Lewistown School District is delivering meals to students at three different school sites for pickup with our school meal delivery vans
- In addition, the community based SMILES or "Blessings in a Backpack program is still providing meals for needy families on the weekends.

-
- 3. Services for students with disability: The District has implemented the following strategies to ensure that each student who is on an IEP or 504 Plan continue to receive the educational and related services to make progress towards their individual goals. The strategies identified below are customized and differentiated to meet the individual needs of each IDEA and 504 students.**

Examples may include:

- Lewistown School District is providing a Free and Appropriate Education for students with disabilities through multiple delivery methods.
- Lewistown School District is conducting IDEA and 504 meetings via electronic means (Zoom, Google Meet, phone conference calls) using DocuSign and/or meeting in person, but complying with CDC Guidelines, State Guidelines and/or local health guidelines;
- Lewistown School District is providing educational and related services, in collaboration with parents and staff, through all means available, including
 - Alternative learning sites
 - On-line learning
 - Video chats/tutoring
 - Phone conference calls
 - Hard copy packets of materials
 - Textbooks, Journals and notebooks

- 4. Other services customarily provided to students: The District has implemented the following strategies to ensure that our students receive service that we provide the same as if pupils were being educated on-site.**

Examples include:

- Lewistown School District is providing guidance counseling supports and services. Every Counselor has set up a website of their own that provides resources and helpful tips to help students and families cope with these challenging times.
- Lewistown School District is providing social and emotional supports and services.
- Lewistown School District is providing medical services through our School Nurse. The School Nurse has her own website and has produced a public service video on the COVID-19.
- Lewistown School District is further providing support services for our staff through disinfecting, deep cleaning all buildings at least once a week and we have added numerous new hand sanitizers in every building. The District is providing masks produced through our 3D Printers and other medical supplies to Central Montana Medical Center and we hope to provide grocery delivery to our elderly community.

CHECKLIST

During the planning and implementation of the District's Plan of Action, we have implemented the following processes/mechanisms to ensure compliance with the Governor's March 19, 2020 Directive, ongoing collaboration with all stakeholders and effective communications with our community, staff, parents and students:

Check all that apply:

- ☒ On Wednesday, March 18, 2020, the Board of Trustees made a Declaration of Unforeseen Emergency pursuant to 20-9-801 through 20-9-806, MCA
- ☒ At a properly noticed meeting, the Board of Trustees reviewed this Plan of Action, engaged in dialogue and deliberation regarding the same, and prior to approving this Plan, the public had an opportunity to provide input regarding the Plan.
- ☒ Our administrative staff have taken the lead in coordinating meetings with parents, certified and classified staff while maintaining the social-distancing, self-isolation and other guidance of the CDC, the State and local health officials.
- ☒ Our certified and classified staff participated in the development and implementation of this Plan.
- ☒ All parents/guardians of our students have been informed of our Plan for the continuity of educational and other services to their children.
- ☒ We have maintained regular contact with our community during this time of uncertainty to provide our community that we are providing for the needs of students and families and doing our part to minimize the impact of COVID-19 on our community, staff, parents and students.
- ☒ The District has adopted the Model Policy 3650 Pupil Online Personal Information Protection (1st Reading on March 26th)
- ☒ The District has taken measures to ensure that all communications relating to the provision of programs and services for students and families are accessible to individuals with disabilities. This includes ensuring that all messages are available in both audio and visual formats.
- ☒ The District leadership has reviewed COVID-19 basic information provided by the CDC.
- ☒ The District has established a point of contact with local and state health authorities to discuss the impact of COVID-19 on their community.

- X The District has provided students, staff, and parents with COVID-19 fact sheets from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>.
- X The District has conducted a training for staff and students on common preventative measures for COVID-19 prevention including:
- Washing hands with soap for at least 20 seconds
 - Avoiding touching eyes, nose, and mouth
 - Covering coughs and sneezes with tissues and throwing away tissues
 - Avoiding contact with others when sick
- X The District has and will continue to comply with FERPA in reference to any student who may be identified as having COVID-19
- X The District has and will continue to comply with HIPAA Privacy laws in reference to any staff member who may be identified as having COVID-19.
- X The District has taken safety measures to comply with CDC guidelines on social distancing (6-feet of distance between individuals), limiting large groups of individuals from being together, and provided disinfectant wipes, etc. to regularly sanitize surfaces within the school, including but not limited to: door handles/knobs, restrooms, surfaces and electronic devices shared by staff and others, etc.
- X The District has adequately equipped maintenance and cleaning staff with personal protective equipment gloves and gowns that are appropriate for the cleaning products used and to minimize having contact with potentially contaminated surfaces.
- X The District has a cleaning schedule that is updated daily.
- X The District has educated all staff to recognize the symptoms of COVID-19 in case they become exposed to the virus themselves.
- X The District has cancelled school sponsored events/travel of students and staff.
- X The District has a process in place for regular review of and refinement of this Plan to ensure it continues to meet the needs of our students.
- X The Board of Trustees will review and when necessary approve any updates to this Plan for submission to the Governor's Office.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

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 April 10, 2020, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2020 include: Board Chair Phillip Koterba, Stephen Vantassel, 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						
Southworth						
Koterba						
Vantassel						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

15

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

ITEM TITLE: APPROVE – SECOND READING---NEW BOARD POLICY 3650---PUPIL ONLINE PERSONAL INFORMATION PROTECTION

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

SUMMARY:

The Board of Trustees needs to approve the second reading of the new said policy.

SUGGESTED ACTION: Approve Second Reading New Board Policy 3650--Pupil Online Personal Information Protection

☐ **Additional Information Attached**

NOTES:

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

Lewistown Public School District

STUDENTS

3650

Page 1 of 2

Pupil Online Personal Information Protection

Compliance

The School District will comply with the Montana Pupil Online Personal Information Protection Act. The School District shall execute written agreements with operators who provide online applications for students and employees in the school district. The School District will execute written agreements with third parties who provide digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records. The written agreements will require operators and third parties to the School District for K-12 purposes or the delivery of student or educational services to comply with Montana and federal law regarding protected student information. All pupil records accessed by the operator or third party during the term of the agreement or delivery of service to the application will continue to be the property of and under the control of the school district.

Operators of Online Applications

Operators providing online applications to the School District shall not target advertising to students, sell student information, or otherwise misuse student information. Operators shall not use information to amass a profile about a pupil, except in furtherance of K-12 school purposes. Operators shall not sell a pupil's information, including protected information unless authorized by law. Operators shall not disclose protected information unless the disclosure is made in accordance with School District policy, state or federal law, or with parent consent. Operators shall implement and maintain reasonable security procedures and practices appropriate to the nature of the protected information and safeguard that information from unauthorized access, destruction, use, modification, or disclosure. Operators shall delete a pupil's protected information if the school or district requests the deletion of data under the control of the school or district.

Third Parties Providing Software and Services

Third parties providing digital education software and services to the School District shall certify that pupil records will not be retained or available to the third party upon completion of the terms of the agreement. Furthermore, third parties shall not use any information in pupil records for any purpose other than those required or specifically permitted by the agreement with the operator. Third parties shall not use personally identifiable information in pupil records to engage in targeted advertising.

Third parties providing digital education software and services to the School District shall provide a description of the means by which pupils may retain possession and control of their own pupil-generated content. Third parties shall provide a description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information

in the pupil's records and correct erroneous information. Third parties shall provide a description of the actions the third party will take, including the designation and training of responsible

3650

Page 2 of 2

individuals, to ensure the security and confidentiality of pupil records. Third parties shall provide a description of the procedures for notifying the affected parent, legal guardian, or pupil if 18 years of age or older in the event of an unauthorized disclosure of the pupil's records;

Failure to Comply and Legal Review

An operator's or third party's failure to honor the law, agreement or School District policy will result in termination of services. The School District will report any operator who fails to honor the law to the appropriate authorities for criminal prosecution.

All contracts and agreements executed under this agreement will be reviewed by the School District's legal counsel.

Cross Reference: 3600 Student Records
 3650F Model Agreement

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. 99
 Montana Pupil Online Personal Information Protection Act, Title 20, chapter 7, part 13, MCA

Policy History:

Adopted on:

Reviewed on:

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

16

☐ 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>
BC	8	Moore	Lewistown

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

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

17

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

ITEM TITLE: APPROVE – MT BROADBAND GRANT ENVIRONMENTAL REVIEW RESOLUTION

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

SUMMARY:

The Board of Trustees needs to approve the MT broadband grant environmental review resolution. Approval to apply for the grant was given by the Board in May 2019, but as part of the reimbursement process we must give an opportunity for public comment. No public comment has been received and there was no environmental impact, as the District was solely replacing cable to the building.

SUGGESTED ACTION: Approve the MT broadband grand environmental review resolution.

☒ **Additional Information Attached**

NOTES:

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

Resolution

to accept the determination that the 500 MB project up-grade to the wide area network is categorically exempt from environmental review is appropriate for the Lewistown School District a.k.a. Lewistown Public Schools as the project involved the functional replacement of existing facilities.

WHEREAS, the Lewistown School District a.k.a. Lewistown Public Schools has completed an assessment to identify potential environmental impacts to the project of upgrading the existing wide area network to 500 MB transport speeds;

WHEREAS, the draft Environmental Assessment was made available for public comment and the findings were presented and reviewed at a public meeting;

WHEREAS, no substantive public comment was received, (or public comment was received and responded to);

WHEREAS, the Lewistown School District a.k.a. Lewistown Public Schools has determined that the that the 500 Mb project upgrade to the wide area network will not significantly affect the quality of the human environment and accordingly the Lewistown School District a.k.a. Lewistown Public Schools has determined an Environmental Impact Statement (or Environmental Assessment and EIS if project is Categorical Exclusion); is not necessary;

NOW, THEREFORE, BE IT RESOLVED by Lewistown School District a.k.a. Lewistown Public Schools as follows;

That Lewistown School District a.k.a. Lewistown Public Schools adopts the final Environmental Assessment for the 500 Mb project upgrade to the wide area network.

Passes and approved on this 13th day of April 2020.

Signed: _____

Name: _____

Title: _____

Date: _____

Attested: _____

EXHIBIT I

ENVIRONMENTAL CHECKLIST

NAME OF PROJECT:	Upgrade Wide Area Network to 500 MBPS
PROPOSED ACTION:	to replace existing equipment to Allow for transport speeds of 500 MB to WACU
LOCATION:	Lewistown, Montana

Key Letter:

N – No Impact; **N/A** – Not Applicable; **B** – Potentially Beneficial; **A** – Potentially Adverse; **P** – Approval/Permits Required;

M – Mitigation Required

PHYSICAL ENVIRONMENT

Key	1	Soil Suitability, Topographic and/or Geologic Constraints (e.g., soil slump, steep slopes, subsidence, seismic activity)
N/A		Response and source of information:
Key	2	Hazardous Facilities (e.g., power lines, hazardous waste sites, acceptable distance from explosive and flammable hazards including chemical/petrochemical storage tanks, underground fuel storage tanks, and related facilities such as natural gas storage facilities & propane storage tanks)
N/A		Response and source of information:
Key	3	Effects of Project on Surrounding Air Quality or Any Kind of Effects of Existing Air Quality on Project (e.g., dust, odors, emissions)
N/A		Response and source of information:
Key	4	Groundwater Resources & Aquifers (e.g., quantity, quality, distribution, depth to groundwater, sole source aquifers)
N/A		Response and source of information:
Key	5	Surface Water/Water Quality, Quantity & Distribution (e.g., streams, lakes, storm runoff, irrigation systems, canals)
N/A		Response and source of information:
Key	6	Floodplains & Floodplain Management (Identify any floodplains within one mile of the boundary of the project.)
N/A		Response and source of information:

Key Letter:**N** – No Impact; **N/A** – Not Applicable; **B** – Potentially Beneficial; **A** – Potentially Adverse; **P** – Approval/Permits Required;**M** – Mitigation Required

Key	7	Wetlands Protection (Identify any wetlands within one mile of the boundary of the project.) <i>Response and source of information:</i>
N/A		
Key	8	Agricultural Lands, Production, & Farmland Protection (e.g., grazing, forestry, cropland, prime or unique agricultural lands) (Identify any prime or important farm ground or forest lands within one mile of the boundary of the project.) <i>Response and source of information:</i>
N/A		
Key	9	Vegetation & Wildlife Species & Habitats, Including Fish and sage grouse (e.g., terrestrial, avian and aquatic life and habitats) <i>Response and source of information:</i>
N/A		
Key	10	Unique, Endangered, Fragile, or Limited Environmental Resources, Including Endangered Species (e.g., plants, fish or wildlife) <i>Response and source of information:</i>
N/A		
Key	11	Unique Natural Features (e.g., geologic features) <i>Response and source of information:</i>
N/A		
Key	12	Access to, and Quality of, Recreational & Wilderness Activities, Public Lands and Waterways, and Public Open Space <i>Response and source of information:</i>
N/A		
HUMAN ENVIRONMENT		
Key	1	Visual Quality – Coherence, Diversity, Compatibility of Use and Scale, Aesthetics <i>Response and source of information:</i>
N/A		
Key	2	Nuisances (e.g., glare, fumes) <i>Response and source of information:</i>
N		
Key	3	Noise -- suitable separation between noise sensitive activities (such as residential areas) and major noise sources (aircraft, highways & railroads) <i>Response and source of information:</i>
N		

Key Letter:**N** – No Impact; **N/A** – Not Applicable; **B** – Potentially Beneficial; **A** – Potentially Adverse; **P** – Approval/Permits Required;**M** – Mitigation Required

Key	4	Historic Properties, Cultural, and Archaeological Resources Response and source of information:
N/A		
Key	5	Changes in Demographic (population) Characteristics (e.g., quantity, distribution, density) Response and source of information:
N/A		
Key	6	General Housing Conditions - Quality, Quantity, Affordability Response and source of information:
N/A		
Key	7	Displacement or Relocation of Businesses or Residents Response and source of information:
N/A		
Key	8	Public Health and Safety Response and source of information:
N/A		
Key	9	Lead Based Paint and/or Asbestos Response and source of information:
N/A		
Key	10	Local Employment & Income Patterns - Quantity and Distribution of Employment, Economic Impact Response and source of information:
N/A		
Key	11	Local & State Tax Base & Revenues Response and source of information:
N		
Key	12	Educational Facilities - Schools, Colleges, Universities Response and source of information:
B		This project will increase the connectivity up to 500 Mbps for 7 locations providing an estimated 1,247 students + District faster connectivity.
Key	13	Commercial and Industrial Facilities - Production & Activity, Growth or Decline. Response and source of information:
N		
Key	14	Health Care – Medical Services Response and source of information:
N/A		
Key	15	Social Services – Governmental Services (e.g., demand on)

Key Letter:**N** – No Impact; **N/A** – Not Applicable; **B** – Potentially Beneficial; **A** – Potentially Adverse; **P** – Approval/Permits Required;**M** – Mitigation Required

N/A		Response and source of information:
Key	16	Social Structures & Mores (Standards of Social Conduct/Social Conventions)
N/A		Response and source of information:
Key	17	Land Use Compatibility (e.g., growth, land use change, development activity, adjacent land uses and potential conflicts)
N/A		Response and source of information:
Key	18	Energy Resources - Consumption and Conservation
N		Response and source of information:
Key	19	Solid Waste Management
N/A		Response and source of information:
Key	20	Wastewater Treatment - Sewage System
N/A		Response and source of information:
Key	21	Storm Water – Surface Drainage
N/A		Response and source of information:
Key	22	Community Water Supply
N/A		Response and source of information:
Key	23	Public Safety – Police
N/A		Response and source of information:
Key	24	Fire Protection – Hazards
N		Response and source of information:
Key	25	Emergency Medical Services
N/A		Response and source of information:

Key Letter:**N** – No Impact; **N/A** – Not Applicable; **B** – Potentially Beneficial; **A** – Potentially Adverse; **P** – Approval/Permits Required;**M** – Mitigation Required

Key	26	Parks, Playgrounds, & Open Space
N/A		Response and source of information:
Key	27	Cultural Facilities, Cultural Uniqueness & Diversity
N/A		Response and source of information:
Key	28	Transportation Networks and Traffic Flow Conflicts (e.g., rail; auto including local traffic; airport runway clear zones - avoidance of incompatible land use in airport runway clear zones)
N		Response and source of information:
Key	29	Consistency with Local Ordinances, Resolutions, or Plans (e.g., conformance with local comprehensive plans, zoning, or capital improvement plans)
N		Response and source of information:
Key	30	Is There a Regulatory Action on Private Property Rights as a Result of this Project? (consider options that reduce, minimize, or eliminate the regulation of private property rights.)
N/A		Response and source of information:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

18

ITEM TITLE: APPROVE DENTAL INSURANCE RATES

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 04/13/2020

SUMMARY:

The Board of Trustees needs to approve the proposed decrease for the Dental Insurance Rates for the 2020-2021 School Year as listed on the attachment. For the past two years, we have been asked by Boulder Dental to take periodic "premium holidays". Since our claims rates have decreased over this period of time, they are recommending a 10% decrease in rates.

SUGGESTED ACTION: Approve Dental Insurance Rates for the 2020-2021 School Year

☒ **Additional Information Attached**

NOTES:

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

BOULDER DENTAL

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21 Proposed	Monthly Premium Decrease
	Rates	Rates	Rates	Rates	Rates	Rates	Rates	Rates	Rates	
Single	\$44.15	\$44.15	\$44.15	\$44.15	\$53.00	\$53.00	\$53.00	\$53.00	\$48.00	\$5.00
Two-Party	\$73.30	\$73.30	\$73.30	\$73.30	\$88.00	\$88.00	\$88.00	\$88.00	\$79.00	\$9.00
Employee + Dependent	\$84.85	\$84.85	\$84.85	\$84.85	\$102.00	\$102.00	\$102.00	\$102.00	\$92.00	\$10.00
Family	\$122.80	\$122.80	\$122.80	\$122.80	\$147.00	\$147.00	\$147.00	\$147.00	\$132.00	\$15.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

19

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

ITEM TITLE: APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY 2020-2021

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY 2020-2021 grants. This approval allows the District to set aside a portion (this year, 4.05%) of its grant expenditures and use that amount to pay general costs related to grant administration.

SUGGESTED ACTION: Approve Certification for the Indirect Cost Rates for FY 2020-2021

☒ Additional Information Attached

NOTES:

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



Office of Public Instruction
Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501

CERTIFICATION FOR INDIRECT COST RATE

For FY 2020-2021

Due April 30, 2020

SS #	School System (SS) Name	County #	County	LE's Included
0420	Lewistown Public Schools	14	Fergus	EL 0258 Lewistown Elem HS 0259 Fergus H S K12

Proposed Restricted Indirect Cost Rate 4.05 % (Round to nearest hundredth (X.XX%) of a percent.)

INSTRUCTIONS: Complete and submit with one copy of each application for Indirect Cost Rate. A single application by School System (SS) should be submitted for the elementary and high school district. A copy of this certification will be returned upon approval of your rate.

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish the final indirect cost rate for the periods indicated above are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted in allocating costs as indicated in the attached Predetermined Indirect Cost Allocation - Schedule A.

(2) All costs included in the proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. In addition, similar types of costs have been accounted for consistently and the Office of Public Instruction will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Signature of District Superintendent or Board Chairperson	Street Address or P.O. Box	
	215 7th Avenue South	
Printed Name of Authorized Official	City	Zip Code
PHILLIP KOTERBA	Lewistown	59457
Title	Date	
BOARD CHAIR	4/13/2020	

Send completed form to:

School Accounting and Budgeting
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

ACCEPTED AND APPROVED FOR THE SUPERINTENDENT OF PUBLIC INSTRUCTION BY:

Approved Rate for FY2021

Date Approved

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

20

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

ITEM TITLE: APPROVE MULTI- DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

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

SUMMARY:

The Board of Trustees needs to approve the multi-district agreement for regional technology services for the 2020-2021 school year.

SUGGESTED ACTION: Approve 2020-2021 Multi-District Technology Services Agreement

☒ **Additional Information Attached**

NOTES:

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

Regional Technology Multidistrict Agreement

This Multidistrict Agreement (hereinafter “Agreement”) is entered into this 1st day of July, 2020 by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton Elementary School, Harlowton High School, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser Elementary, Geyser High School and the Central Montana Learning Resource Center Cooperative (collectively hereinafter “Districts”).

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

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

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

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

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

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2020 to June 30, 2021. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

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

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by June 1, 2020.

As agreed on this _____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

ATTACHMENT 'A'

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

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

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

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

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

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

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

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14. This Agreement must be approved by the participating schools Board of Trustees by June 1, 2020.

As agreed on this _____ day of _____, 20____

Fergus High School (LE0259)
Prime Agency

Fergus High School (LE0259)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

21

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

ITEM TITLE: APPROVE 2020-2021 CLASSIFIED STAFF SALARY MATRIX

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

SUMMARY:

The Board of Trustees needs to approve the attached salary matrix for the 2020-2021 Fiscal Year for the Classified Staff. This matrix reflects a 1.0% increase.

SUGGESTED ACTION: Approve 2020-2021 Classified Staff Salary Matrix

☒ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
FY2020-21 CLASSIFIED PAY MATRIX
April 13, 2020

FY20 NEGOTIATED INCREASE: 1.0%

	0	1	2	3	4	5	6	7	8	9	10	11+
ADMIN SECRETARY	14.33	14.77	15.20	15.63	16.06	16.49	16.92	17.79	17.79	17.79	17.79	18.64
ADMIN SECRETARY+15	14.77	15.20	15.63	16.06	16.49	16.92	17.35	18.21	18.21	18.21	18.21	19.07
ADMIN SECRETARY+30	15.20	15.63	16.06	16.49	16.92	17.35	17.79	18.64	18.64	18.64	18.64	19.50
ADMIN SECRETARY+45	16.06	16.49	16.92	17.35	17.79	18.21	18.64	19.50	19.50	19.50	19.50	20.36
COMPUTER TECH/PAYROLL	18.10	18.65	19.19	19.73	20.28	20.82	21.36	22.45	22.45	22.45	22.45	23.53
COMPUTER TECH/PAYROLL+15	18.65	19.19	19.73	20.28	20.82	21.36	21.91	22.98	22.98	22.98	22.98	24.07
COMPUTER TECH/PAYROLL+30	19.19	19.73	20.28	20.82	21.36	21.91	22.45	23.53	23.53	23.53	23.53	24.62
COMPUTER TECH/PAYROLL+45	20.28	20.82	21.36	21.91	22.45	22.98	23.53	24.62	24.62	24.62	24.62	25.71
FIRST COOK/BAKER	11.92	12.26	12.61	12.96	13.29	13.64	13.99	14.68	14.68	14.68	14.68	14.68
FIRST COOK/BAKER+15	12.26	12.61	12.96	13.29	13.64	13.99	14.33	15.03	15.03	15.03	15.03	15.03
FIRST COOK/BAKER+30	12.61	12.96	13.29	13.64	13.99	14.33	14.68	15.37	15.37	15.37	15.37	15.37
FIRST COOK/BAKER+45	13.29	13.64	13.99	14.33	14.68	15.03	15.37	16.06	16.06	16.06	16.06	16.06
FOOD SERVER/KITCHEN AIDE	11.23	11.50	11.77	12.05	12.32	12.32	12.32	12.32	12.32	12.32	12.32	12.32
FOOD SERVER/KITCHEN AIDE+15	11.50	11.77	12.05	12.32	12.58	12.58	12.58	12.58	12.58	12.58	12.58	12.58
FOOD SERVER/KITCHEN AIDE+30	11.77	12.04	12.32	12.58	12.85	12.85	12.85	12.85	12.85	12.85	12.85	12.85
FOOD SERVER/KITCHEN AIDE+45	12.32	12.59	12.86	13.12	13.39	13.39	13.39	13.39	13.39	13.39	13.39	13.39
HOT LUNCH VAN	13.04	13.34	13.64	13.93	14.23	14.23	14.23	14.23	14.23	14.23	14.23	14.23
HOT LUNCH VAN+15	13.34	13.64	13.93	14.23	14.53	14.53	14.53	14.53	14.53	14.53	14.53	14.53
HOT LUNCH VAN+30	13.64	13.93	14.23	14.53	14.83	14.83	14.83	14.83	14.83	14.83	14.83	14.83
HOT LUNCH VAN+45	14.23	14.53	14.83	15.13	15.43	15.43	15.43	15.43	15.43	15.43	15.43	15.43
IMC TECH	13.06	13.44	13.82	14.19	14.58	14.94	15.33	15.33	15.33	15.33	15.33	15.33
IMC TECH+15	13.44	13.82	14.19	14.58	14.94	15.33	15.71	15.71	15.71	15.71	15.71	15.71
IMC TECH+30	13.82	14.19	14.58	14.94	15.33	15.71	16.09	16.09	16.09	16.09	16.09	16.09
IMC TECH+45	14.58	14.94	15.33	15.71	16.09	16.47	16.85	16.85	16.85	16.85	16.85	16.85
MAINT I	9.28	9.63	9.96	10.31	10.67	10.67	10.67	10.67	10.67	10.67	10.67	10.67
MAINT I+15	9.63	9.96	10.31	10.67	11.01	11.01	11.01	11.01	11.01	11.01	11.01	11.01
MAINT I+30	9.97	10.31	10.67	11.00	11.34	11.34	11.34	11.34	11.34	11.34	11.34	11.34
MAINT I+45	10.67	11.00	11.34	11.68	12.03	12.03	12.03	12.03	12.03	12.03	12.03	12.03
MAINT II	13.04	13.36	13.69	14.01	14.34	14.66	14.99	15.64	15.64	15.64	15.64	16.29
MAINT II+15	13.36	13.69	14.01	14.34	14.66	14.99	15.32	15.97	15.97	15.97	15.97	16.63
MAINT II+30	13.69	14.01	14.34	14.66	14.99	15.32	15.64	16.29	16.29	16.29	16.29	16.95
MAINT II+45	14.34	14.66	14.99	15.32	15.64	15.97	16.29	16.95	16.95	16.95	16.95	17.60
MAINT III	13.37	13.70	14.04	14.37	14.71	15.05	15.37	16.05	16.05	16.05	16.05	16.71
MAINT III+15	13.70	14.04	14.37	14.71	15.05	15.37	15.71	16.38	16.38	16.38	16.38	17.05
MAINT III+30	14.04	14.37	14.71	15.05	15.37	15.71	16.05	16.71	16.71	16.71	16.71	17.37
MAINT III+45	14.71	15.05	15.37	15.71	16.05	16.38	16.71	17.38	17.38	17.38	17.38	18.06
MAINT IV	13.92	14.27	14.62	14.97	15.32	15.67	16.01	16.71	16.71	16.71	16.71	17.41
MAINT IV+15	14.27	14.62	14.97	15.32	15.67	16.01	16.36	17.06	17.06	17.06	17.06	17.75
MAINT IV+30	14.62	14.97	15.32	15.67	16.01	16.36	16.71	17.41	17.41	17.41	17.41	18.10
MAINT IV+45	15.32	15.67	16.01	16.36	16.71	17.06	17.41	18.10	18.10	18.10	18.10	18.80
MAINT V	18.94	19.41	19.89	20.35	20.83	21.30	21.78	22.73	22.73	22.73	22.73	23.68
MAINT V+15	19.41	19.89	20.35	20.83	21.30	21.78	22.25	23.20	23.20	23.20	23.20	24.15
MAINT V+30	19.89	20.35	20.83	21.30	21.78	22.25	22.73	23.68	23.68	23.68	23.68	24.61
MAINT V+45	20.83	21.30	21.78	22.25	22.73	23.20	23.68	24.62	24.62	24.62	24.62	25.56
MAINT VI	21.23	22.29	23.36	24.42	25.48	26.55	27.60	27.60	27.60	27.60	27.60	27.60
MAINT VI+15	22.29	23.36	24.42	25.48	26.55	27.60	28.66	28.66	28.66	28.66	28.66	28.67
MAINT VI+30	23.36	24.42	25.48	26.55	27.60	28.66	29.73	29.73	29.73	29.73	29.73	29.73
MAINT VI+45	24.42	25.48	26.55	27.60	28.66	29.73	30.79	30.79	30.79	30.79	30.79	30.79
MECH I	17.03	17.45	17.88	18.30	19.20	20.09	20.33	20.80	20.80	20.80	20.80	21.28
MECH I+15	17.45	17.88	18.30	18.73	19.62	20.52	20.75	21.23	21.23	21.23	21.23	21.70
MECH I+30	17.88	18.30	18.73	19.15	20.04	20.94	21.18	21.66	21.66	21.66	21.66	22.12
MECH I+45	18.54	18.96	19.39	19.81	20.71	21.60	21.84	22.31	22.31	22.31	22.31	22.79
PARA EDUCATOR	11.02	11.29	11.57	11.85	12.13	12.39	12.67	12.67	12.67	12.67	12.67	12.67
PARA EDUCATOR+15	11.84	12.11	12.39	12.66	12.95	13.22	13.49	13.49	13.49	13.49	13.49	13.49
PARA EDUCATOR+30	12.19	12.47	12.73	13.02	13.29	13.57	13.85	13.85	13.85	13.85	13.85	13.85
PARA EDUCATOR+45	12.91	13.17	13.45	13.72	14.00	14.28	14.55	14.55	14.55	14.55	14.55	14.55
PARA EDUCATOR+CERT	13.61	13.87	14.16	14.43	14.70	14.98	15.26	15.26	15.26	15.26	15.26	15.26
PURCH/REC	16.13	16.60	17.08	17.57	18.05	18.54	19.02	19.99	19.99	19.99	19.99	20.95
PURCH/REC+15	16.60	17.08	17.57	18.05	18.54	19.02	19.50	20.48	20.48	20.48	20.48	21.44
PURCH/REC+30	17.08	17.57	18.05	18.54	19.02	19.50	19.99	20.95	20.95	20.95	20.95	21.92
PURCH/REC+45	18.05	18.54	19.02	19.50	19.99	20.48	20.95	21.92	21.92	21.92	21.92	22.89
SECOND COOK/BAKER	11.72	12.05	12.40	12.74	13.08	13.42	13.76	14.44	14.44	14.44	14.44	14.44
SECOND COOK/BAKER+15	12.05	12.40	12.74	13.08	13.42	13.76	14.10	14.77	14.77	14.77	14.77	14.77
SECOND COOK/BAKER+30	12.40	12.74	13.08	13.42	13.76	14.10	14.44	15.11	15.11	15.11	15.11	15.11
SECOND COOK/BAKER+45	13.08	13.42	13.76	14.10	14.44	14.77	15.12	15.80	15.80	15.80	15.80	15.80
SECRETARY	12.89	13.27	13.66	14.04	14.44	14.82	15.20	15.98	15.98	15.98	15.98	16.75
SECRETARY+15	13.27	13.65	14.04	14.44	14.82	15.20	15.59	16.37	16.37	16.37	16.37	17.14
SECRETARY+30	13.65	14.04	14.44	14.82	15.20	15.59	15.98	16.75	16.75	16.75	16.75	17.52
SECRETARY+45	14.44	14.82	15.20	15.59	15.98	16.37	16.75	17.53	17.53	17.53	17.53	18.30
TRANSPORTATION	16.73	17.06	17.40	17.73	18.07	18.07	18.07	18.07	18.07	18.07	18.07	18.07
TRANSPORTATION+15	17.06	17.40	17.73	18.07	18.41	18.41	18.41	18.41	18.41	18.41	18.41	18.41
TRANSPORTATION+30	17.40	17.73	18.07	18.40	18.74	18.74	18.74	18.74	18.74	18.74	18.74	18.74
TRANSPORTATION+45	18.07	18.41	18.73	19.07	19.41	19.41	19.41	19.41	19.41	19.41	19.41	19.41
WORK EXPERIENCE DRIVER	10.59	10.86	11.12	11.39	11.65	11.92	12.18	12.18	12.18	12.18	12.18	12.18
WORK EXPERIENCE DRIVER+15	11.38	11.64	11.91	12.17	12.44	12.70	12.97	12.97	12.97	12.97	12.97	12.97
WORK EXPERIENCE DRIVER+30	11.72	11.98	12.25	12.51	12.77	13.04	13.30	13.30	13.30	13.30	13.30	13.30
WORK EXPERIENCE DRIVER+45	12.40	12.66	12.92	13.18	13.46	13.72	13.98	13.98	13.98	13.98	13.98	13.98
SCHOOL NURSE (RN)	19.97	20.57	21.17	21.77	22.37	22.97	23.57	23.57	23.57	23.57	23.57	23.57
SCHOOL NURSE (RN)+15	20.57	21.17	21.77	22.37	22.97	23.57	24.17	24.17	24.17	24.17	24.17	24.17
SCHOOL NURSE (RN)+30	21.17	21.77	22.37	22.97	23.57	24.17	24.77	24.77	24.77	24.77	24.77	24.77
SCHOOL NURSE (RN)+45	22.37	22.97	23.57	24.17	24.77	25.37	25.97	25.97	25.97	25.97	25.97	25.97

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

22

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

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

Requested By: Board of Trustees **Prepared By:** Christy Rogers

SUMMARY:

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

Substitute Teachers

Madison Comes

Bree Ziolkowski

Substitute Accompanist

Meryl McKenna

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

☐ Additional Information Attached

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

23

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Thom Peck

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						
Southworth						
Koterba						
Vantassel						
Thompson						
Weeden						

**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



FERGUS HIGH SCHOOL ACTIVITIES
Jim Daniels, Athletic Director
Wendy Pfau, Activities Secretary
1001 Casino Creek Drive, 406-535-2321

March 6, 2020

Dear Mr. Majerus,

After teaching, coaching, and being an Athletic Director in the Lewistown School District One system for thirty seven years it is time to pass the baton on! I will be retiring at the end of my 2019-20 contract year.

Thank you to everyone past/present in the School District, community, and especially the students!! It has been quite a ride!!! Pretty sure I will still have Blue and Gold in my blood!! GIVE ME AN "E"!! OR SHOULD I SAY "R"!

Sincerely,

Jim Daniels
FHS Athletic Director

March 10, 2020
Tim Majerus; Thom Peck
Lewistown Public Schools
Lewistown, MT 59457

Mr. Majerus and Mr. Peck,

The purpose of this letter is to officially inform the school district that I do not intent to renew my teaching contract for the 2020-2021 school year. I have been offered a position with the Laurel Public School District that I have accepted.

I want to express my deepest appreciation for my time employed by LPS and opportunity to work at FHS under Mr. Majerus's leadership. The consistent support by the administrative team was unwavering throughout the year, which fostered an academically enriching and emotionally supportive environment for myself and my students to grow and be successful.

As the SPED department transitions for the upcoming school year, I will do my best to assure a successful and seamless transition for the students and staff.

Again, thank you for the opportunity to be a part of the LPS team.

Regards,
Lindy Thomas



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

Letter of Resignation

1 message

Lynn Lensing <llensing@lewistown.k12.mt.us>

Wed, Apr 8, 2020 at 11:21 AM

To: Danny Wirtzberger <danny.wirtzberger@lewistown.k12.mt.us>, Thom Peck <thom.peck@lewistown.k12.mt.us>

Dear Mr. Wirtzberger and Mr. Peck,

I am writing to inform you that I am resigning from my special education teaching position at Lewis and Clark Elementary at the end of the 2019-2020 school year. I have accepted an elementary position in my home town of Winifred where my children currently attend school.

This job change, although exciting, ends a long career of teaching in the Lewistown school district. I am forever grateful for the years of employment, the forever friendships, and the opportunity to teach the children of Lewistown.

I know in my heart I need to be with my kids in Winifred, but the last 23 years of teaching in Lewistown will forever be a part of me. Again, thank you for this wonderful career.

Sincerely,

Lynn Lensing

Nick Staffileno
714 2nd Ave. South, Apartment K4, Lewistown, MT 59457

April 6, 2020

Thom Peck
Superintendent
Lewistown Public Schools
215 7th Avenue S.
Lewistown, MT 59457

Dear Mr. Peck,

Please accept my resignation from Lewistown Public Schools as a 9th and 10th grade English teacher. My last day will be May 29, the day that my contract expires. This decision has not been an easy one, for Fergus High School was truly a fantastic workplace. I enjoyed the administrators, faculty, and students immensely, and I leave this school with only fond memories.

As I briefly explained to you in person, the impetus for this move is family-related and not the result of any dissatisfaction with LPS. My wife and I simply found that being away from family was harder than we expected. Even though we are leaving, I am so thankful to have had the opportunity to work with the amazing people here in Lewistown. I have grown as a teacher and as a person, and I know that I will always look back on my first year of teaching as an invaluable, formative experience.

Thank you for giving me the opportunity to work alongside the faculty and staff here at LPS. And more than anything, thank you for letting me teach and learn from the students. Lewistown has a bright future, to say the least.

Sincerely,

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

24

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

ITEM TITLE: TERMINATION HEARING

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

SUMMARY:

The Board of Trustees will need to consider a recommendation for Termination by Superintendent Thom Peck.

SUGGESTED ACTION: Discussion

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/13/2020

Agenda Item No.

25

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

ITEM TITLE: ACTION ON TERMINATION HEARING

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees will need to take action based on information provided during the Termination Hearing.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

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