

**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.)**

**BOARD OF TRUSTEES**

1. Roll Call
2. Pledge of Allegiance

**PUBLIC PARTICIPATION**

3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

4. Board Consideration of Current Circumstances Related to COVID-19 for Possible Declaration of Unforeseen Emergency Pursuant to 20-9-801 through 20-9-806, MCA
5. Approve Authorization of Proficiency Standards
6. Approve Authorization of Off-Site Instruction/Distance Learning

**DISCUSSION**

7. COVID-19-- Discussion

**ADJOURNMENT**

## **PUBLIC PARTICIPATION**

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

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/18/2020

Agenda Item No.

3

☐ 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

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

**SUMMARY:**

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

**SUGGESTED ACTION:**

\_\_\_\_\_  
☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

\_\_\_\_\_  
NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/18/2020

**Agenda Item No.**

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

**ITEM TITLE:** BOARD CONSIDERATION OF CURRENT CIRCUMSTANCES RELATED TO COVID-19 FOR POSSIBLE DECLARATION OF UNFORESEEN EMERGENCY PURSUANT TO 20-9-801 THROUGH 20-9-806, MCA

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

**SUMMARY:**

*The Board of Trustees will take into consideration circumstances to 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.*

**SUGGESTED ACTION:**    Board Consideration of Circumstances Related to COVID-19

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☒ **Additional Information Attached**

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**NOTES:**

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

## **Lewistown School District #1 Board of Trustees Resolution**

WHEREAS, the Lewistown School District #1 is preparing for the school closure based on the statewide outbreak of COVID-19; and

WHEREAS, the Board wishes to minimize disruption of the District's operations;

NOW, THEREFORE, be it resolved that the Superintendent, in consultation with the Board Chair, authorized to pay all non-discretionary claims and take any other action authorized by law during the school closure, which the Board will approve once the Board resumes regular operations.

NOW, THEREFORE, be it resolved that during the emergency closure the Superintendent may authorize, in the situation where no state funds are to be denied, all classified employees to be paid in the same manner as though school were not closed. Administrators and other certified staff will consider the day(s) as regular work days for purposes of fulfilling their contract. For those employees who actually do work, pay will be provided as stipulated in Policy 2221P.

NOW, THEREFORE, be it further resolved that the Superintendent is authorized to assign and utilize staff as necessary prior to, during, and after a closure, to provide any leave and enter into agreements with staff for the purposes of protecting the health and safety of the school community, continuing the efficient operations of the District, and including declaration of proficiency standards, and ensuring staff to return to work in the District during school closure.

Approved on \_\_\_\_\_, 2020

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Vice Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Attest: \_\_\_\_\_  
District Clerk

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/18/2020

**Agenda Item No.**

5

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

**ITEM TITLE:** APPROVE AUTHORIZATION OF PROFICIENCY STANDARDS

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

**SUMMARY:**

The Board of Trustees needs to approve the authorization of Proficiency Standards to comply with the circumstances related to COVID-19.

**SUGGESTED ACTION:** Approve Authorization of Proficiency Standards

☐ **Additional Information Attached**

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/18/2020

**Agenda Item No.**

6

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

**ITEM TITLE:** APPROVE AUTHORIZATION OF OFF-SITE INSTRUCTION/DISTANCE LEARNING

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

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**SUMMARY:**

The Board of Trustees needs to approve authorization of off-site instruction/distance learning opportunities to comply with COVID-19.

**SUGGESTED ACTION:** Approve Authorization of Off-Site Instruction/Distance Learning

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☐ **Additional Information Attached**

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**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/18/2020

**Agenda Item No.**

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

**ITEM TITLE:** COVID-19 - DISCUSSION

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

**SUMMARY:**

The Board of Trustees will discuss the school's response to COVID-19 .

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

**NOTES:**



## **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									
					<b>45</b>							<b>42</b>	
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									
					<b>47</b>							<b>45</b>	

**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
	<b>(Evening on November 6, All Day on November 7)</b>	
March 19	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
May 22	PIR	1.00
<b>Floater</b>	<b>PIR</b>	<b>1.00</b>
		<b>8.00</b>

**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

