

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, January 21, 2020

SPECIAL BOARD MEETING

CALL TO ORDER (6:30 a.m.)

BOARD OF TRUSTEES

1. Roll Call
2. Pledge of Allegiance
3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board
4. Approve Extension Date--Board Policy 6417--Administrator's Severance Pay
5. Approve Personnel Report
6. CTA Architect Firm – Facilities Discussion

ADJOURNMENT

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

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/21/2020

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

01/21/2020

Agenda Item No.

4

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

ITEM TITLE: APPROVE EXTENSION DATE FOR POLICY 6417--ADMINISTRATOR'S SEVERANCE PAY

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

SUMMARY:

The Board of Trustees needs to approve the extension date to January 9 of said policy.

SUGGESTED ACTION: Approve Extension Date Board Policy 6417

Additional Information Attached

NOTES:

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

Lewistown School District

ADMINISTRATION

6417

Administrator's Severance Pay

Conditions

- The District must be notified in writing regarding the intent to retire by January 5 of the retirement year.
- For purposes of this policy "Administrator" will be defined as principal and/or assistant principal.
- To receive this benefit the Administrator must have been hired on or before July 1, 1998.
- In order to participate the Administrator must have twenty-five (25) years of eligible retirement credit with the Montana Teachers Retirement System and have served as an Administrator for at least eight (8) consecutive years in the District.
- The sum total will be issued on or before July 15 immediately following the principal's or assistant principal's actual retirement.
- A principal or assistant principal is not eligible to participate in the Early Retirement Program more than once.
- In the event of the Administrator's death during the period between the date of his/her retirement and receipt of the full account of his/her payments, the Board will pay the full balance of any remaining payment to the Administrator's estate or designated beneficiary.

Payment Schedule

An Administrator electing early retirement will receive payment based on twenty-five percent (25%) of the Administrator's last contracted salary. Contracted salary does not include extracurricular or extra-duty stipends. A fractional portion of a year will not be considered when determining years of service. The years of service must be verified by the Montana Teachers Retirement System as of June 30 of the retirement year.

Policy History:

Adopted on: June 28, 2004

Revised on: September 24, 2007

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

01/21/2020

Agenda Item No.

5

- 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:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Tuesday January 21, 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>
DUBBS, Scott	Principal	Lewistown Jr. High School	Accept letter of resignation	6/30/2020	Thom Peck	See attached letter
IRELAND, Kaity	Teacher	Garfield School	Accept letter of resignation	5/29/2020	Matt Lewis	See attached letter
PECK, Thom	Superintendent	Central Office	Approve out of state travel to attend Model Schools Conference in Orlando, Florida	6/28/20 thru 7/1/20	Thom Peck	See attachment

January 9, 2020

Dear Board of Trustees and Administrative Staff,

I am writing to notify you of my intention to retire from my position as an administrator with the Lewistown Public Schools at the end of this school year, contingent on Board approval of my administrative severance package.

I have greatly appreciated the opportunities that this District and community has provided me; as well as, the professional guidance of almost every administrator and staff member I have worked with during my tenure with the Lewistown schools. I came home to Lewistown in part to work with students in a school system that encouraged staff participation within the community, and on a larger basis, with state and national professional education organizations. Their influence, support and networking has been an important part of my professional life and of my work with students and staff.

My relationship with the students and staff of Lewistown Junior High School and Fergus High School in particular, and the district as a whole, will always be extremely important to me. However, now is the time I need to give much more of myself to my wife and my family.

Thank you board members (and the board members before you) for your selfless work. Thanks also for the many opportunities and the support you have provided over the years. I will always treasure the positive impacts our schools have made in the lives of our students and our community.

Sincerely,

408 Bergamot Drive, Lewistown, MT 59457
scottdubbs@hotmail.com

January 13, 2020

Dear Mr. Lewis,

Please accept this as my resignation from my position as a Kindergarten teacher at Garfield Elementary School in the Lewistown School District. My last day will be May 29th, 2020.

It has been a pleasure working with all of the students and staff at Garfield. This school district is incredibly supportive.

Thank you,

Kaity Ireland

**Model Schools Conference June 28-July 1, 2020 –
Orlando, Florida**

Registration	\$645
Airfare (Billings)	\$489 (roundtrip)
Motel (4 nights)	\$225/night Orlando World Center Marriott \$199/night Coronado Springs Resort \$199/night Port Orleans Resort–French Qu.

Approximate TOTAL: \$1934

Key Focus Areas:

Transformational Leadership	Rigor, Relevance, and Relationships	Data-Driven Instruction	Blended Teaching and Learning
Rigorous Curriculum Design	Social-Emotional Learning	Equity for Excellence	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/21/2020

Agenda Item No.

6

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

ITEM TITLE: CTA ARCHITECT FIRM – FACILITIES DISCUSSION

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

The Board of Trustees will conduct a discussion with CTA Architect's for the purposes of facility planning and a potential bond initiative.

SUGGESTED ACTION: Informational

Additional Information Attached

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

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

**Totals
179**

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

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