

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, January 13, 2020

REGULAR BOARD MEETING

PAGE 1

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition --Jr. High School and Fergus High School Science Olympiad Teams
5. Recognition ---Jr. High School GIS Club
6. Presentation ---Scott Mickelsen, Representative of Dawson Community College
7. Presentation ---School Counselors
8. Presentation ---Michelle Trafton/ MTSS and Student Mental Health
9. Report—Student Representative
10. Report—LEA Report
11. Report—Committees of the Board
12. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

13. Report—Budget Report
14. Report---Election Information
15. Report—Investment Report
16. Report---Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

18. Minutes of the December 9, 2020, Regular Board Meeting
Minutes of the December 17, 2019 Special Board Meeting

APPROVAL OF CLAIMS

19. Claims

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, January 13, 2020

REGULAR BOARD MEETING

-CONTINUED PAGE 2-

INDIVIDUAL ITEMS

20. Approve Building Use Agreement with Dawson Community College
21. Approve Superintendent Contract
22. Approve Variances to Standards Application
23. Approve Disposal/Destruction of Documents per the State Record Retention Schedule
24. Approve Second Reading---Board Policy 1112--- Resignation of a Trustee
25. Approve Second Reading---Board Policy 4340---Public Access to District Records
26. Approve Second Reading---Board Policy 4410---Relations with the Law Enforcement and Child Protective Agencies
27. Approve Second Reading---Board Policy 5256---Reduction in Force
28. Approve Additions to the Substitute List for the 2019-2020 School Year
29. Approve Personnel Report

ADJOURNMENT

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

PUBLIC PARTICIPATION

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION OF FERGUS HIGH SCHOOL AND JR. HIGH SCHOOL SCIENCE OLYMPIAD TEAMS

Requested By: Board of Trustees **Prepared By:** Mike Mangold

SUMMARY:

Mike Mangold, FHS Science Olympiad Coach and Dana Leininger, Jr. High School Science Olympiad Coach, and their student teams will be recognized for their outstanding performance at the state competition on November 27, 2019 that was held in Bozeman.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

5

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

ITEM TITLE: RECOGNITION OF JR. HIGH SCHOOL GIS CLUB AND ADVISORS

Requested By: Board of Trustees Prepared By: Suzy Flentie and Katherine Spraggins

SUMMARY:

Suzy Flentie and Katherine Spraggins, GIS Club Advisors, and the Jr. High School GIS Club will be recognized as state finalists in the Samsung Solve for Tomorrow entry contest. They submitted a proposal addressing school safety in the event of a school shooter incident and were awarded a Samsung tablet for their classroom.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

6

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

ITEM TITLE: PRESENTATION --- SCOTT MICKELSEN, PRESIDENT OF DAWSON COMMUNITY COLLEGE

Requested By: Board of Trustees Prepared By: Thom Peck

SUMMARY:

Dawson Community College President, Scott Mickelsen will present information regarding launching a satellite campus of the community college in Lewistown in 2020.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

7

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

ITEM TITLE: PRESENTATION --- SCHOOL COUNSELORS, KAREN DURBIN, TERESA MAJERUS, ASHLEY JENNESS AND NYCOLE LAROWE

Requested By: Board of Trustees **Prepared By:** Karen Durbin, Teresa Majerus, Ashley Jenness and Nycole LaRowe

SUMMARY:

School Counselors, Karen Durbin, Teresa Majerus, Ashley Jenness and Nycole LaRowe will provide information regarding new procedures pertaining to student mental health management.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

8

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

ITEM TITLE: PRESENTATION --- MICHELLE TRAFTON/MTSS AND STUDENT MENTAL HEALTH

Requested By: Board of Trustees Prepared By: Michelle Trafton

SUMMARY:

Michelle Trafton will provide information regarding MTSS and student mental health.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

9

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

ITEM TITLE: REPORT---STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Libbey Fried-Jenness

SUMMARY:

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

The January Regular Board Meeting will be Libbey's last as Student Representative. Cooper Birdwell is the new Representative who will be recognized at that time. Thank You Libbey!!

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

10

- 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 Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

11

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee

SUMMARY:

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

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

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

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

01/13/2020

Agenda Item No.

12

- 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 Wellness Screening for all Employees on our Health Insurance Plan – January 28 & 29

MTSBA By-Laws Voting Results

20 Day Plans

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

13

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

ITEM TITLE: REPORT—BUDGET INFORMATION

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Attached is the 2020-2021 budget projections.

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

2020-2021 PRELIMINARY BUDGET PROJECTIONS As of 1/9/2020

ELEMENTARY

2019-2020 Final Budget	\$6,515,200.34	
2020-2021 Projected Budgets	\$6,668,143.29	without a vote
	\$6,707,673.94	with a vote
FY20 Budget vs FY21 Budget	\$152,942.95	higher without a vote
	\$192,473.60	higher with a vote

Estimated budget shortfall of **\$150,000 to \$200,000** (still many unknowns)

HIGH SCHOOL

2019-2020 Final Budget	\$3,263,646.40	
2020-2021 Projected Budgets	\$3,220,382.93	without a vote
	\$3,268,816.09	with a vote
FY20 Budget vs FY21 Budget	(\$43,263.47)	lower without a vote
	\$5,169.69	higher with a vote

Estimated budget shortfall of **\$200,000 to \$250,000** (still many unknowns)

Unknowns: Salary & Benefits (Gaining), Spring Enrollment, Retirements/Staff Resignations, Health Insurance Rates, Kindergarten Enrollment, SRSA Grant, Title I Funding

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

14

- 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 be unavailable to report on the election calendar and procedures for 2020. Please see attached election information.

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: Stephen Vantassel, Kris Birdwell and Jeff Southworth.

SUGGESTED ACTION: Informational Report

Additional Information Attached Estimated cost/fund source _____

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 Intent Filed for Nomination of School Board Trustee:

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	<p>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.</p> <p><i>Candidate should be registered to vote at the time the Oath is filed.</i></p>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 25	<p>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.</p> <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	<p>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.</p>	20-20-201(2)(a)
At least 60 days before	Friday, March 6	<p>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</p>	13-19-205
4 weeks preceding the close of regular registration	Monday, March 9	<p>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.</p>	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 2 (by 5 p.m.)	<p>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.</p>	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 2 (by 5 p.m.)	<p>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).</p>	20-3-305(2)(b)
No later than the 30th day before	Friday, April 3	<p>Deadline to notify election judges of appointment.</p>	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 ¼ 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
ELECTION HISTORY**

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

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

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

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

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

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

AS OF DECEMBER 2019:

ABSENTEE VOTERS IN ELEMENTARY DISTRICT
POLL VOTERS IN THE ELEMENTARY DISTRICT
TOTAL # OF VOTERS IN ELEMENTARY DISTRICT

2936 58%
2118 42%

5054

ABSENTEE VOTERS IN THE HS DISTRICT
POLL VOTERS IN THE HS DISTRICT
OF VOTERS IN THE HS DISTRICT

130 54%
111 46%

241

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

15

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

ITEM TITLE: REPORT— INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades

SUMMARY:

Interest earned and distributed for December 2019 was not available at the time of posting.

SUGGESTED ACTION: Informational

Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

16

- 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.

- ❖ No School—Monday, January 20, 2020—Vacation Day
- ❖ 3 Student Teachers: Victoria Schofield – 2nd Grade (Mrs. Kirsch) Rylea Rubright – 1st Grade (Mrs. Bateman), Caleb Uehler – 4th Grade (Mrs. Weichel)
- ❖ Model Schools Conference Proposal – June 28 – July 1, 2020
- ❖ Special School Board Meeting with CTA – January 21st at 7:00 a.m.
- ❖ 2020 MHSAA Annual Meeting – January 19-20, 2020 @ Billings
- ❖ Booster Game Feed Fundraiser – Monday, January 20, 2020 @ Elks 6:00 p.m.
- ❖ OPI Data & Assessment Conference – January 13-14, 2020 @ Helena
- ❖ MAEMSP Conference – January 26-28, 2020 @ Fairmont Hot Springs
- ❖ Fergus High Semester Tests, Tuesday, January 14 through Thursday, January 16, 2020
- ❖ Speech, Debate, & Drama Divisional Tourney – January 24-25, 2020 at Miles City
- ❖ Speech, Debate & Drama State Tourney – January 31 – February 1, 2020 at Whitefish
- ❖ FFA - Ag Mechanics Contest in Lewistown—Saturday, January 25, 2020
- ❖ **WR—Class A Duals Tournament—January 24-25, 2020 @ Fergus High**
- ❖ **WR – Eastern/Central 'A' Divisional Tournament @ Lewistown – Saturday, February 8, 2020**
- ❖ WR— All Class State Tournament—February 14-15, 2020—Billings Metra
- ❖ Home Athletic Games/Meets
 - BBB v. Billings Central – Friday, January 17
 - BB v. Hardin – Saturday, January 18
 - GBB v. Huntley Project – Tuesday, January 21
 - JHBB v. Laurel – Saturday, January 25
 - BB v. Park County – Friday, January 31
 - JHBB v. Hardin – Saturday, February 1

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

17

- 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: Superintendent Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

18

- 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 December 9, 2019, Regular Board Meeting
- Minutes of the December 17, 2019 Special Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

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

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, December 9, 2019

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah
Rhoades, Luke Brandon, Tim Majerus, Vic Feller, Bobbie Atchison,
Emmylynn Kepler

OTHERS PRESENT:

Robert Pfund – KXLO Radio and other interested parties.

2. PLEDGE OF ALLEGIANCE

3. MOTION TO SET AGENDA – Approved Unanimously (Birdwell/Weeden)

4. Recognition – FHS Fall Sports Teams and Coaches

Coaches from all of the Fall sports teams at Fergus High School introduced
players and spoke about the successes of their seasons.

5. Report—Student Representative

Libbey Fried-Jenness, Student Representative to the Board, was not in
attendance at the meeting.

6. Report – LEA

Luke Brandon, President of the Lewistown Education Association (LEA)
updated the Board of Trustees on the activities and happenings for their
organization.

7. Report—Committees of the Board

The Gaining Committee will be meeting on Wednesday, December 11th at
6:00pm. Mr. Peck will be scheduling at Calendar Committee will be meeting
in January.

8. Calendar Items, Concerns, Correspondence, Etc.

Mr. Peck handed out various correspondence to the Board as outlined on the
agenda, along with the MHSA Proposals for this year.

9. 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 – Jeff Southworth, Kris Birdwell, and
Stephen Vantassel.

10. Report—Budget

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board
information regarding the 2021 Budget.

11. Report—Investment
Interest earned and distributed for November was \$4,033.38 for the Elementary and \$3,908.17 for the High School for a total of \$7,941.55.
12. Report—Superintendent
Superintendent Thom Peck shared the successes of both the LJHS and FHS Science Olympiad teams and the LJHS Samsung Solve for Tomorrow Competition. Dawson Community College is very interested in the use of the CMEC Building. Mr. Peck shared updates from Maintenance, School Food and Transportation. Community Meetings were held last week in regards to the Bond and a Special Board Meeting will be held on December 17th at 6:00pm to discuss next steps. Mr. Peck updated the Board on various events taking place in the District.
13. Recognition of Parents, Patrons, and Others Who Wish to Address the Board
There was no public participation.

**ACTION ITEMS
MINUTES**

14. Minutes of the November 11, 2019, Regular Board Meeting
– Approved unanimously (Weeden/Birdwell)

APPROVAL OF CLAIMS

15. Claims -- Approved unanimously (Birdwell/Weeden)
Claims Committee for October through December 2019 is Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden. The new Claims Committee for January through March 2020 will be Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, Jeff Southworth.

INDIVIDUAL ITEMS

16. Approve First Reading---Board Policy 1112--- Resignation of a Trustee – Approved Unanimously (Birdwell/Thompson)
17. Approve First Reading---Board Policy 4340---Public Access to District Records – Approved unanimously (Vantassel/Southworth)
18. Approve First Reading---Board Policy 4410---Relations with the Law Enforcement and Child Protective Agencies – Approved Unanimously (Birdwell/Weeden)
19. Approve First Reading---Board Policy 5256---Reduction in Force – Approved Unanimously (Thompson/Bailey)
20. Approve Application Process to apply for OPI- Advanced Opportunity Act Funding – Approved Unanimously (Weeden/Thompson)
21. Approve Additions to the Substitute List for the 2019-2020 School Year – Approved unanimously (Thompson/Bailey)
22. Approve Personnel Report – See Exhibit A – Approved unanimously (Bailey/Weeden)

EXECUTIVE SESSION

23. Board Chair Phil Koterba called for an Executive Session at 7:00 p.m. to conduct the Superintendent’s evaluation stating that the individual’s right to privacy clearly exceeds the public’s right to know.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, January 13, 2020, at the Lincoln Board Room.

**PHILLIP R. KOTERBA
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

EXHIBIT 'A'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday December 9, 2019

<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>
ALEXANDER, Polly	Payroll Specialist	Central Office	Approve appointment on schedule---COMPUTER TECH/PAYROLL Step 0 for up to 8 hours per day up to 149 days	12/5/2019	Rebekah Rhoades	Replacing Bobbie Atchison
BENTLEY, Laurie	Classroom Volunteer	Lewis and Clark School	Volunteer Position; No contract	11/15/2019	Danny Wirtzberger	
BETTS, David	Bus Driver	Transportation	Accept letter of resignation	12/6/2019	Rob Odermann	See attached letter
DANIELS, Jim	First Assistant Boys Basketball Coach	Fergus High School	Approve appointment on schedule---(0.110 x \$34,404.00) \$3,784.44	12/10/2019	Tim Majerus/Jim Daniels	Replacing Derek Lear
PLAGENZ, Matt	Volunteer Boys Basketball Coach	Fergus High School	Volunteer Position; No contract	12/9/2019	Jim Daniels	
SEE, Faith	Secretary	Lewis and Clark School	Approve appointment on schedule ---SECRETARY Step 0 for up to 8 hours per day up to 121 days	12/10/2019	Danny Wirtzberger	Replacing Jody d'Autremont
SELPH, Gena (Balinda)	Food Server/Kitchen Aide	Highland Park School	Approve appointment on schedule---Food Server/Kitchen Aide Step 0, Lunch Server 2.5 hours per day for 5 days per week, Breakfast Server 2 hours per day for up to 2 days per week (Total 16.5 hours per week) for up to 106 days	12/17/2019	Amie Friesen	Replacing Cheryl (Dennise) Richardson
WALLACE, Robert	Volunteer Wrestling Coach	Fergus High School	Volunteer Position; No contract	12/9/2019	Jim Daniels	

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Wednesday, December 17, 2019

SPECIAL BOARD MEETING

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

1. ROLL CALL
TRUSTEES PRESENT:
Jennifer Thompson, Jeff Southworth, Kris Birdwell, CJ Bailey,
TRUSTEES ABSENT:
Board Chair Phil Koterba, Stephen Vantassel
STAFF PRESENT:
Superintendent Thom Peck, Business Manager Rebekah Rhoades, Danny Wirtzberger, Jason Fry, Matt Ventresca, Matt Lewis, Scott Dubbs, Jeff Friesen
OTHERS PRESENT:
Anthony Houtz – Cushing Terrell (CTA Architects), Dave Byerly, Small Wonder Childcare Board
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

WORKSESSION

4. CTA Architects – Facilities Discussion
Superintendent Peck introduced the Small Wonder Childcare Board and Director: Kylie Downs, Carly DeMars, Amy d’Autremont, Rebecca Roche, and Amber Davis.

Anthony Houtz with CTA Architects facilitated a discussion on the feedback from the Community and Staff Listening Sessions that were recently completed.

Concern was expressed regarding the timeline for the Bond Election and it was decided to postpone until all research can be done to move forward with the best plan. Tony will bring back a plan in January 2020 based on feedback from the community and staff that will be the starting point for reevaluating the final bond proposal. The next Special Board Meeting will be

held on Tuesday, January 21, 2019. Meetings will be held on at least a monthly basis going forward until a Bond Election date is determined. Staff and the community will be communicated with in regards to the changed timeline.

ADJOURNMENT

The meeting was adjourned at 8:39 a.m. (Thompson – unanimous).

JENNIFER THOMPSON
BOARD VICE CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

19

- 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 January 10, 2020, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2020 include: Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, Stephen Vantassel.

SUGGESTED ACTION: Approve Claims as Presented

Additional Information Attached Estimated cost/fund source _____

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

01/13/2020

Agenda Item No.

20

ITEM TITLE: APPROVE BUILDING USE AGREEMENT WITH DAWSON COMMUNITY COLLEGE

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

SUMMARY:

The Federal Government transfer of the Central Montana Education Center property on Airport Road from Montana State University – Northern to Lewistown Public Schools took place in August 2019. As a result, the District may now allow other educational providers to enter into a Building Use Agreement for their portion of the building (prorated by square footage utilized). This document has been reviewed by both MTSBA and Dawson Community College. An Agreement with Providence was approved by the Board in June 2019, placing them in position of the primary occupant, so University of Providence will also need to sign off on this Agreement.

SUGGESTED ACTION: Approve Building Use Agreement with Dawson Community College

Additional Information Attached

NOTES:

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

AGREEMENT

THIS AGREEMENT is made and entered into by and between the Lewistown School District, (“the District”) University of Providence, (“the University”) and the Dawson Community College (“DCC”).

WHEREAS, the District is the owner of the property identified as former BLM Lewistown Field Office, Lewistown, Montana; and

WHEREAS, the District leases the property to the University in accordance with terms of an Agreement executed on July 1, 2019; and

WHEREAS, the application for transfer of the property identifies DCC as an authorized occupant; and

WHEREAS, the terms of the Agreement between the University and the District authorize the University to assign portions of the property for use by DCC.

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions set forth herein, the parties hereto agree as follows:

1. **PREMISES:** The University agrees to permit the DCC to use a portion of the District-owned property known as the former BLM Lewistown Field Office located at 773 Airport Road, Lewistown, Montana, 59457, in accordance with the terms and conditions of this Agreement. The portion of the property to be utilized by DCC consists of the Adult Education Center (back open area) and shared areas (restroom facilities, entryway and lobby area near front desk and offices).

2. **TERM:** The term of this Agreement shall be for a period of 2 years, beginning on July 1, 2020, and continuing through June 30, 2022. The parties will meet and confer about the status of the Agreement during the month of January 2022. This Agreement may be renewed for a period of up to 5 years upon the execution of a successor written Agreement.

3. **CONSIDERATION:** In consideration for the use of said premises in accordance with the terms and conditions of this Agreement, the DCC agrees to maintain required insurance coverage, pay for required maintenance and operating costs related to the portion of the premises utilized by DCC as outlined in Exhibit A.

4. **USE OF PREMISES:** Any and all activities conducted on said premises shall conform and comply with all the Agreement between the University and District as well as District policies as well as all federal, state, and local laws, ordinances and regulations, including all non-discrimination laws. District Policies will be provided to DCC upon request. Specific School District policies of note include prohibition of tobacco use, limitation of access to registered sex offenders, school building security and preservation of student privacy. DCC agrees further to keep the premises in a clean, safe, and sanitary condition.

5. **RESPONSIBILITIES:** DCC agrees to provide for the care of the interior space being occupied by the offices and areas of use by staff. DCC's use or storage of gasoline, hazardous materials, or other flammable or explosive materials on the premises is prohibited. DCC shall not change or alter any part of the Premises, in any form, except with the written permission of the District. The building, placing, or constructing of any permanent structure or item by DCC is prohibited. Any structural change which is not approved by the District in writing will be subject to removal at DCC's expense.

DCC is exclusively responsible for the following expenses it may incur as a result of use of its use of the premises: custodial services and supplies, post office box, internet, garbage and waste services, and telephone services.

DCC is responsible for monitoring the premises for maintenance issues and report maintenance issues to the District. Any use of the premises by entities unaffiliated with DCC, the University, or District or their assignees or sublessees will be in accordance with the District's facilities use policies. All use of the premises will be reported to the District by October 1 of each year to ensure full compliance with the federally required Utilization Report.

6. **INSURANCE AND INDEMNITY**: DCC and any assignees are obligated to provide insurance coverage for the contents of the building consisting of property, effects, documents, or possessions of DCC or assignees, and the University and District shall not in any event be responsible for the loss of such property, effects, documents, or DCC's possessions located on the premises. DCC and assignees shall provide for a five hundred thousand (\$500,000) insurance policy for coverage for the contents of the building owned by DCC and assignees. DCC and assignees shall provide for insurance coverage for comprehensive general liability insurance in an amount not less than Two Million Dollars (\$2,000,000) for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. The policies shall name the District as an additional insured. Proof of insurance will be submitted to the District upon execution of this Agreement.

DCC and assignees agree to defend, indemnify and hold the University and District harmless from and against any and all claims, losses, liabilities or expenses, including without limitation attorneys' fees, which may arise, in whole or in part, out of (i) the negligence or willful misconduct of DCC, its employees, assignees or agents, (ii) a breach by DCC or assignees of its

obligations under this Agreement, (iii) violation of District policy, state law or federal law by DCC or assignees. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage.

DCC and assignees shall maintain a workers' compensation insurance policy covering all employees while providing services on the premises in accordance with Title 39, chapter 71, MCA and other applicable provisions of Montana's Workers' Compensation Act. DCC and assignees shall provide proof of such policy to District upon execution of the Agreement.

At not time during the term of this Agreement will University or District's insurance policies be considered to cover acts or omissions by DCC or assignees. All insurance policies required by this Paragraph must remain valid for the entire term of the Agreement. DCC and assignees must promptly notify University and District of any lapse in coverage. DCC and assignees will not provide services on the premises in the event any insurance coverage lapses. period. Failure to honor the terms of this Paragraph is grounds for termination of the Agreement.

7. **ASSIGNMENT**: DCC is not authorized to sublet any portion of the property.

8. **CHANGES**: University and DCC may, at any time by written order, request to negotiate changes to the agreement.

9. **STATUS**: This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement, and nothing contained herein shall be construed as providing for the sharing of profits or losses arising from the efforts of any or all of the parties.

10. **TERMINATION**: This Agreement will terminate upon expiration of the Agreement in Paragraph 2. Each Party shall have the right to terminate this Agreement upon one year's written notice submitted to the other Party. Each Party shall have the right to terminate this Agreement if

any other Party is in default of any obligation hereunder and such default is not cured within thirty (30) days of receipt of a notice from a non-defaulting Party specifying such default.

11. **RETURN OF PROPERTY:** Upon the expiration or earlier termination of this Agreement, DCC shall deliver promptly to the District all property relating to the business and work of the District. Such property shall include but not be limited to all keys and other District-owned property. Upon termination of the Agreement, DCC shall return Premises to the same condition in which it was received, ordinary wear and tear excepted, and free of DCC's personal property, trash, and debris.

After five (5) days following DCC's surrender of the Premises or termination of Agreement in any manner except by court order, and if the District reasonably believes that DCC has abandoned any personal property remaining on the Premises, the District may remove the property to a place for safekeeping, and take any steps reasonable and proper under Montana law. The District shall be entitled to reimbursement from DCC for actual costs of storage and safekeeping of the property.

12. **NOTICES:** All notices under this Agreement will be in writing and will be delivered by personal service, facsimile or codified mail, postage prepaid, or overnight courier to such address as may be designated from time to time by the relevant Party, which initially shall be the address set forth on the signature page to this Agreement. Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a Party.

13. **SIGNAGE:** Any signage to be installed by DCC must be first approved in writing by the School District Superintendent.

14. **PARTY REPRESENTATIVES:** The positions or persons noted shall serve as representatives for communication between the Parties regarding this Agreement. Rebekah Rhoades shall serve as the School District representative for purposes of communication under this Agreement. Scott Mickelsen shall serve as DCC representative for purposes of communication under this Agreement.

15. **ENTIRE AGREEMENT; MODIFICATION:** This Agreement contains the entire agreement between the parties, and may not be altered, modified, or amended, except by written agreement signed by the authorized representatives of the respective parties. Time is of the essence to the terms of this Agreement.

16. **PARTIAL INVALIDITY:** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force without being impaired or invalidated in a manner.

17. **CONSTRUCTION AND JURISDICTION:** This Agreement shall be construed under the laws of the State of Montana, and the parties agree that the courts of the State of Montana shall have personal jurisdiction over the parties in relation to any claim or cause of action arising from or related to the provisions hereof, including, but not limited to, any action for breach or enforcement of the terms and conditions of this Agreement. In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of the costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the Court. The District's failure to require strict compliance with the conditions of this Agreement or to exercise any right provided, shall not be deemed a waiver of such default, nor limit the District's rights with respect to that or other default.

IN WITNESS WHEREOF:

LEWISTOWN SCHOOL DISTRICT

By: _____
Chair, Board of Trustees

Date: _____

University of Providence

By: _____
Authorized Representative

Date: _____

Dawson Community College

By: _____
Authorized Representative

Date: _____

EXHIBIT 'A'

**ESTIMATED EXPENSES FOR THE EDUCATION CENTER IN LEWISTOWN:
13,326 SQ FT CLASSROOM BUILDING**

**DAWSON COMMUNITY COLLEGE PORTION = 1592 SQ FT (12% OF
PRORATED EXPENSES)**

DCC RESPONSIBILITY (WILL NEED TO COORDINATE WITH UNIVERSITY OF PROVIDENCE):

CUSTODIAL SUPPLIES
CUSTODIAL SERVICES (WOULD INCLUDE MOWING LAWN)
POST OFFICE BOX
INTERNET/PHONE
WASTE SERVICES

**DISTRICT RESPONSIBILITY TO BILL MONTHLY (WILL BILL PROVIDENCE/DCC/OTHER ENTITIES
MONTHLY ON A PRORATED BASIS):**

INSURANCE = \$3,100/YR = \$258/MO
STREET MAINTENANCE TAXES = \$2,200/YR = \$184/MO
CITY WATER AND SEWER CLASSROOM BUILDING = \$1,500/YR = \$125/MO
IRRIGATION FOR LAWN SPRINKLERS = \$650/YR = \$55/MO
GAS/ELECTRIC = \$20,000/YR = \$1,667/MO (UNABLE TO GET ACTUAL FIGURES FROM
NORTHWEST ENERGY, AMOUNT BASED ON COSTS FOR A SIMILAR
BUILDING IN THE DISTRICT)
SNOW PLOW LOT = \$2,500/YR = \$209/MO (DEPENDS ON WINTER)
LAWN FERTILIZER/WEED KILLER (NUTRALAWN) = \$215/YR = \$18/MO
SPRINKLER SYSTEM MAINTENANCE = \$145/YR = \$12/MO
FIRE EXTINGUISHER INSPECTION = \$150/YR = \$13/MO
KENCO SECURITY & ALARM INSPECTION = \$400/YR = \$34/MO
ELEVATOR SERVICE/REPAIRS = \$2,000 = \$167/MO (UNABLE TO GET ACTUAL FIGURES,
AMOUNT BASED ON COSTS FOR A SIMILAR ELEVATOR IN THE DISTRICT)

MONTHLY FEE NOT PRORATED

MAJOR MAINTENANCE FEE = \$2,400/YR = \$200/MO (DCC)

ALL AMOUNTS ARE **APPROXIMATE** AND BASED ON PREVIOUS YEAR'S BILLS. WHERE NOTED, THE SCHOOL DISTRICT DID NOT HAVE ACCESS TO PREVIOUS YEAR'S BILLS AND *ESTIMATED* COSTS ARE USED OR THE AMOUNTS ARE LEFT UNKNOWN. THIS IS NOT MEANT TO BE AN ALL INCLUSIVE LIST OF ROUTINE EXPENSES. THE UNIVERSITY, DCC AND ANY OTHER ENTITIES IN THE BUILDING WILL BE BILLED MONTHLY FOR ACTUAL COSTS INCURRED IN ADDITION TO THE MAJOR MAINTENANCE FEE.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

21

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

ITEM TITLE: APPROVE SUPERINTENDENT CONTRACT

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

SUMMARY:

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**SUPERINTENDENT EMPLOYMENT CONTRACT
LEWISTOWN SCHOOL DISTRICT**

THIS AGREEMENT, is made and entered into by and between the Board of Trustees (the "Board") of Lewistown School District (the "District") and Thom Peck (the "Superintendent").

1. Term. The Board, by and on behalf of the District, employs the Superintendent, and the Superintendent accepts employment as District Superintendent for the District for a term of two years from July 1, 2019, to June 30, 2021.

2. Record of Authorization for Contract. This contract was approved by the Board at a properly noticed regular board meeting dated January 14, 2019. Such approval shall be reflected in the official minutes of such meeting, which shall be available for review by the public upon request.

3. Renewal. This Contract, together with the salary agreed to herein, shall be reviewed on or before February 1 in the final year of the contract for consideration of renewal for an additional term of 1 or 2 years, at which time the Board shall make a determination to extend or not to extend the Contract. Should this Contract be renewed by the Board, the salary as stated herein shall be determined in accordance with section 8.

4. Duties. The Superintendent is the chief executive officer of the District and shall perform the duties of District Superintendent for the District as prescribed in the job description and as may be assigned by the Board. The Superintendent shall comply with legal Board directives, § 20-4-402, MCA, and other applicable state and federal law, District policies as they exist or may hereafter be adopted or amended, which are incorporated in and made a part of this Contract as though fully set forth herein, except to the extent that any district policy directly conflicts with a specific provision of this contract, in which case, the contract language shall control. The Superintendent shall perform the duties of the Superintendent of schools for the District with reasonable care, skill, and expertise, and in a thorough, prompt, and efficient manner. The Superintendent agrees to devote his time and energy to the performance of these duties in a competent manner.

5. Professional Activities. The Superintendent may attend and participate in appropriate professional meetings at the local, state and national levels with the reasonable expenses for such attendance to be borne by the District, including membership fees and dues of the Superintendent in such organization. "Appropriate" and "reasonable" shall include those meetings and expenses incorporated into the budget or otherwise pre-approved by the Board. The Board encourages the Superintendent to attend at least one, but not limited to one, national conference through the duration of this contract.

6. Professional Certification and Records. This Agreement is conditioned on the Superintendent's providing the necessary certification and experience records and other records required for the personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any material misrepresentation may be grounds for dismissal. The term "material" as used herein means any misrepresentation other than minor or insignificant deviation(s) that would not have a bearing on the veracity of the Superintendent or the decision of Board to extend an offer of employment to the Superintendent.

7. Reassignment. The Superintendent shall not be reassigned from the position of Superintendent to another position during the term of the Contract without the mutual written consent of the parties. Reassignment shall not be construed, however, as including the assignment of additional administrative duties as part of a reduction in the number of administrators in the district. In the event that additional duties and responsibilities are required of the Superintendent beyond those anticipated by the parties at the time of execution of this Agreement, the salary of the Superintendent may be renegotiated commensurate with said additional duties and responsibilities.

8. Compensation. For fiscal year 2019-2020, the Board agrees to pay the Superintendent for Superintendent's services an annual salary of One Hundred Four Thousand Thirty Dollars and no cents (\$104,030.00), paid in equal monthly installments unless otherwise agreed to by the parties. The salary referenced in this section shall be paid on the basis of a Two Hundred and Sixty (260) day Contract, with a corresponding daily rate of pay of Four Hundred Dollars and seventeen cents (\$400.17).

For fiscal year 2020-2021, the Board agrees to pay the Superintendent for Superintendent's services an annual salary of One Hundred Five Thousand Seventy Dollars and no cents (\$105,070.00), paid in equal monthly installments unless otherwise agreed to by the parties. The salary referenced in this section shall be paid on the basis of a Two Hundred and Sixty (260) day Contract, with a corresponding daily rate of pay of Four Hundred Dollars and twelve cents (\$404.12).

9. Salary Adjustment. The Board shall review the Superintendent's salary on an annual basis in conjunction with the evaluation of performance referenced in section 10, and in its discretion increase the salary.

10. Evaluation. The Board shall evaluate and assess in writing the performance of the Superintendent at least once each school year, prior to January 31.

11. Holidays. The Superintendent is entitled to days off with pay on those holidays specified in section 20-1-305, MCA, subject to the provisions of that section.

12. Vacation Leave and Accrual. The Superintendent is entitled to vacation leave benefits and subject to the cap on accumulation of annual vacation leave under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the Clerk in advance of use of vacation leave or any absences from the District up to five (5) days. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District beyond five (5) days. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Agreement.

13. Personal Leave. The Superintendent shall be entitled to five (5) days of personal leave per Contract year.

The personal leave days shall not accumulate or carryover, nor shall they be subject to cash payout upon retirement, resignation, or Contract termination.

14. Sick Leave and Accrual. The Superintendent is entitled to the sick leave benefits under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the clerk in advance of use of sick leave, if practical, from the District up to five (5) days. The Superintendent shall inform the board chair in advance of use of sick leave, if practical, from the District beyond five (5) days. The Superintendent shall promptly report all absences due to sick leave to the clerk.

15. Professional Dues. The Board shall pay the Association dues of the Superintendent for the American Association of School Administrators, the School Administrators of Montana, and the SAM Region in which the School District is located, as well as other appropriate affiliations, and civic and social memberships as approved by the Board.

16. Travel Reimbursement. The Board shall reimburse the Superintendent for use of his automobile in conducting business on behalf of the District in accordance with section 2-18-503, MCA.

17. Medical Insurance. The District will pay the full premium for a comprehensive family medical/dental insurance program equivalent to the District's insurance program currently in effect.

18. Consultation Activities. The Superintendent shall be permitted to undertake writing, teaching, speaking engagements and personal investment activities, provided these activities are not deemed by the Trustees to be in conflict with the performance of the Superintendent's duties for the School District. Any consulting work undertaken by the Superintendent for compensation, must be accomplished on the

Superintendent's annual leave days, holidays or other non-duty days and/or at times that are considered non-business hours.

19. Professional Liability. The Board shall provide for the immunization, defense, and indemnification of the Superintendent as provided in section 2-9-305, MCA.

20. Termination by Mutual Agreement. This Contract may be terminated by mutual agreement of the Superintendent and the Board in writing upon such terms and conditions as may be mutually agreed.

21. Retirement, Death, Disability. This Agreement shall be terminated upon the death of the Superintendent or upon the Superintendent's retirement. "Retirement" shall mean cessation of services in all states as a superintendent or other administrator in a position requiring certification. If the Superintendent becomes unable to perform the essential functions of the job with reasonable accommodation by the District for a period of time in excess of the Superintendent's accrued vacation and sick leave, this agreement may be terminated.

22. Dismissal for Cause. The Board may dismiss the Superintendent during the term of this Contract for good cause following a hearing before the Board. The Superintendent is entitled to all protections governing dismissal proceedings granted by Montana and federal law. The costs of any legal representation secured by the Superintendent for counsel during dismissal proceedings shall be paid by the Superintendent.

23. Controlling Law. This Contract will be governed by the laws of the state of Montana.

24. Complete Agreement. This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

25. Savings Clause. In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

26. Successors and Assigns. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns, including any change of membership of the Board.

27. Notices. All notices, consents, request, instructions approvals or other communications provided for herein shall be in writing and delivered by personal delivery or regular U.S. mail, return receipt requested, to the last known address of the party being provided such notice.

28. Acceptance. This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 p.m., the 31st day of January, 2019.

LEWISTOWN SCHOOL DISTRICT

BOARD OF TRUSTEES CHAIR

DATE

DISTRICT SUPERINTENDENT

DATE

DISTRICT CLERK

DATE

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

22

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

ITEM TITLE: APPROVE VARIANCES TO STANDARDS APPLICATION

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

SUMMARY:

Variances to Standards Application
10.55.709 Library Media Services, K-12

SUGGESTED ACTION:

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

VARIANCES TO STANDARDS APPLICATION

Initial Application (two years)

Purpose: [ARM 10.55.604\(1\)](#) "A local board of trustees may apply to the Board of Public Education through the Superintendent of Public Instruction to implement a variance to a standard or a section of standards, excluding standards stating statutory criteria, standards pertaining to educator licensure or endorsement, and content standards as defined by the Board of Public Education and provided in guidance from the Superintendent of Public Instruction."

DUE DATES (check one)

- First semester implementation; first Monday in March
 Second semester implementation; first Monday in July
-

COUNTY: Fergus

DISTRICT: Lewistown School District #1

LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

Highland Park Elementary

1. **Standard(s) for which a variance is requested, e.g., 10.55.709. If there is a program delivery standard, be sure to list it as well, e.g., 10.55.1801.**

10.55.709 Library Media Services, K-12

- 2. Provide evidence that local community stakeholders were involved in the consideration and development of the proposed variance. Community stakeholder groups include parents, community members, and students as applicable.**

The proposed variance will be noted in the elementary newsletter January 17, 2020 and January 24, 2020. (See attached). In addition, the PTO will meet at their regular meeting on January 20 to discuss the proposed variance to standards.

We have also contacted Lewistown City Library. The City Library Director, Danielle Smith, and we will maintain our relationship with the City Library in which Highland Park Elementary students are bussed to the City Library. Each class, five 2nd grade classes, five 3rd grade classes and five 4th grade classes, goes to the City Library once a month for one hour.

- 3. Provide evidence that local school stakeholders were involved in the consideration and development of the proposed variance. School stakeholder groups include trustees, administrators, teachers and classified school staff.**

The proposed variance was reviewed and discussed numerous times; it was discussed at the Lewistown School District Board meeting on January 13, 2020. It was also discussed at the Leadership Team meeting on January 7th, 2020 and again at the Highland Park Elementary Staff Meeting on Wednesday, January 8, 2020.

4. Attach Board of Trustee meeting minutes that show the Board of Trustees adopted the application for a variance at an official, properly noticed meeting.

5. Describe the variance requested.

Lewistown Public Schools requests a variance to Montana School Accreditation Standard 10.55.709. Garfield Elementary School (K-1st grade) and Highland Park (2nd-4th grade) share a Librarian between the two schools. The variance is in regard to 10.55.709 (1)(b) - Schools with 251 - 500 students must employ 1.0 FTE Library Media Specialist (59). Currently, Highland Park Elementary's enrollment is 291 and Garfield Elementary's enrollment is 193. Thus, at Highland Park we are required to have a 1.0 FTE Library Media Specialist. It has been very difficult to hire a 0.5 Library Media Specialist to meet Accreditation Standards at each school or all of our five schools in the District. We have used Paraprofessionals and the Lewistown City Library to supplement students' Library time and to meet Accreditation Standards.

6. Provide a statement of the mission and goals of this proposed variance.

Our goal is to continue to provide a learning environment that creates independent learners who are efficient consumers and producers of information. Highland Park Elementary (Grades 2-4) will continue to have scheduled library time each week with the help of paraprofessionals and City Library time each month. We still feel we are meeting the needs of our students in regards to their Library time.

- 7. List specific measurable objectives that demonstrate the proposed variance will meet or exceed the results under the current standard(s).**
1. Continue the current schedule and allow for flexible scheduling to ensure that the Library responds to information needs, fostering intellectual curiosity and supporting learning in coordination with the Regular Classroom Teachers.
 2. Continue to collaborate with teachers to gain understanding of content standards and will use FastBridge scores, AR levels and grade level content to enhance students reading and comprehension.
 3. MAP reading data will be utilized to to develop and purchase materials suitable for students. These scores will also be used for long range planning to manage the human, financial, and physical resources needed for a successful library.
 4. MTSS data will be utilized in the same manner as the MAP data.
 5. Teacher Evaluation documents with measurable objectives will utilized to ensure the teacher is delivering the desired curriculum based on the Library Media program standards.

- 8. What data or evidence will be gathered to document progress toward meeting the measurable objectives?**

Data gathered from MAP scores, FastBridge scores, AR scores, and teacher evaluation rubric scores. Classroom data will also be shared in regard to student comprehension and learning and student grade level placement data. Further, the number of book checkouts will be gathered and compared to previous years.

9. Describe how and why the proposed variance would be:

a. Workable.

1. Highland Park Elementary and Garfield Elementary are within 7 blocks of each other and the schedule is set up in a way that the Library Media Specialist can work in both buildings to meet both buildings student needs. In addition, the City Library continues to work with Highland Park Elementary so that each class of 2nd - 4th Grade class gets at least 1 hour/month in the City Library. We hope to increase more library time at the City Library next year.
2. We are expecting a slight increase in our Elementary Grades but we hope to run a School Bond Election in 2021 that would increase Library space/staff at Highland Park.
3. Our Students and Staff are very comfortable with the current schedule and format.
4. LPS believes this is the most fiscally responsible way to fulfill our student needs and benefit the taxpayers of our district.

b. Educationally sound.

Currently, we have a certified Library Media Specialist that serves both Garfield and Highland Park Elementary. We also use Paraprofessionals who assist the Librarian and provide guidance to students. We also use the City Library in which each 2nd Grade, 3rd Grade and 4th Grade Class spends 1 hour/month at the City Library. Literacy remains a top priority for the District. All Elementary students receive 90 minutes - 2 hours of Literacy Instructiona each day.

- c. Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.2101.**

As mentioned above, our curriculum and program is alligned with 10.55.1801 - Library Media.

- d. Where applicable, aligned with content standards under ARM Chapters 53 and 54.**

Our current library program does meet each benchmark for grade 4. All students in grades 2-4 at Highland Park Elementary have scheduled library time in which our librarian or paraprofessional adheres to those benchmarks and standards. All of these students are versed on the inquiry process and how to retrieve information, they have ample time to seek out individual needs and questions with our librarian or paraprofessional, we have a library with both print and electronic sources they can utilize, and through all of their other curriculums they learn to navigate through relevant sources.

Required school district signatures:

Board Chair Name: Phil Koterba

Board Chair Signature: _____ Date: _____

Superintendent Name: Thom J. Peck

Superintendent Signature: _____ Date: _____

Mail the signed form to:

**Accreditation and Educator Preparation Division
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501**

OPI USE ONLY

Superintendent of Public Instruction: _____ Date: _____

Approve Deny

Board of Public Education Chair _____ Date: _____

Approve Deny

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

23

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

ITEM TITLE: APPROVE DISPOSAL/DESTRUCTION OF DOCUMENTS PER THE STATE RECORD RETENTION SCHEDULE

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

SUMMARY:

The Board of Trustees need to approve the disposal/destruction of documents that have met the State record retention requirements.

SUGGESTED ACTION: Approve Disposal/Destruction of Documents per the State Record Retention Schedule

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

RECORDS DESTRUCTION DOCUMENT (RM88)

NO. SD#1 FORM #7

PAGE 1 OF 2 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:

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

2. AGENCY CONTACT:

NAME: Rebekah Rhoades

PHONE #: 406-535-8777 EMAIL:rrhoades@lewistown.k12.mt.us

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete
 Incinerate
 Shred as Classified
 Toss without Restriction
 Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

*List reviewed by State Archivist & released
Joelie de Folz 1/6/20*

SIGNATURE:

NAME AND TITLE:

DATE:

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
7	SDR VIII-1 6e	HEALTH / DENTAL INS	8	83-2005, 10-2011	.1	
7	SDR VIII-1 6d	GROUP LIFE INSURANCE	8	80-99, 01-02, 02-04	.1	
	SDR VIII-1 6h	UNION DUES	8	09/06-08/07	.1	
7	SDR VIII-1 6i	OTHER PAYROLL DEDUCTIONS- FLEX	8	99-04,05-07,10/11	.1	
7	SDR VIII-1 7	INSURANCE REPORTS AND BILLS	8	7/06-12/08	.1	
7	SDR VIII-1 8	PAYROLL DISTRIBUTION REPORT	8	7/06-12/08	.1	
7	SDR IX-5 45B	STAFF ACCIDENT REPORT	1	88-2001, 02/03, 04/05	.1	
7	SDR VIII -1 -15	W-2 FORMS-COOP	8	94-1997	.1	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Date:

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:

5. LIST OF RECORD SERIES-CONTINUED

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
7	SDR VIII - 1- 15	W-2 FORMS - DISTRICT	8	1992- 2000	.1	
7	SDR IX-4 - 34	OTHER INDIVIDUAL EMPLOYMENT CONTRACTS	8	1966- 1969	.1	
7	SDRIII-4 - 53	PUPIL INSTRUCTION RELATED DAYS (PIR)	8	1999- 2001, 2003- 20011	.1	
7	SDRVIII-1 6 e	ENROLLMENT: HEALTH /DENTAL INSURANCE	8	2000- 2002, 2010/201 1	.1	
7	SDRIII-2 - 39	FEDERAL TAX FORM 1099	4	1987, 1991- 1997	.1	
7	SDRIII-2 - 24	CLAIMS/PAYROLL TRANSMITTALS	8	2009/201 0,2010/20 11	.1	
					1	
7	SDRIX-1 -2	APPLICATIONS NOT HIRED	3	1990- 1999, 2005- 2015/16	3	
7	SDRIX-5 - 42	POSITION RECRUITMENT FILE	3	1990- 1999, 2005- 2015/16	3	
7	SDRIX-5 - 43	REQUISTION FOR PERSONNEL	3	1990- 1999, 2005- 2015/16	3	
7	SDRX-5 2A	GRADE BOOKS - JHS	1	1997-98	.1	
7	SDRIII-3 41F	FOOD SERVICE DAILY MEAL RECORDS COUNT-JHS	3	1995- 1996	.1	

7	SDRXII-1 - 10	PURCHASE ORDERS - JHS ACTIVITIES	8	1994-98	.1	
7	SDRXII-1 - 2	BANK STATEMENTS - JHS ACTIVITIES	8	1991-98	.1	
7	SDRXII-1 - 8	LEDGERS (ACTIVITY RECORD AND/OR ACCOUNTS - JHS)	8	1993-98	.1	
7	SDRVIII-1 - 1	ABSENCE REPORT - JHS	8	1987-88	.1	

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

24

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

ITEM TITLE: APPROVE – SECOND READING---BOARD POLICY 1112---RESIGNATION OF A TRUSTEE

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

SUMMARY:

The Board of Trustees needs to approve the first reading of the revision said policy.

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

SUGGESTED ACTION: Approve First Reading Board Policy 1112

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

NOTES:

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

Lewistown School District

THE BOARD OF TRUSTEES

1112

Resignation

Resignation of a trustee, ~~for whatever reason, must be submitted in writing to the Clerk. A resignation is effective seventy-two (72) hours after its submission unless withdrawn during that period by the resigner through written notification of withdrawal made to the Clerk. must be in writing, must stipulate an effective date and must be submitted to the Clerk of the District.~~

The Board shall accept the resignation at its next regularly scheduled meeting and proceed to fill the vacancy as provided by statute and Board policy.

Trustees retiring from the Board may be recognized for their service to the District by presentation of a service plaque or other appropriate activities.

Legal Reference: ' 2-16-502, MCA Resignations
 ' 20-3-308, MCA Vacancy of trustee position

Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana**

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

25

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

ITEM TITLE: APPROVE -SECOND READING---BOARD POLICY 4340---PUBLIC ACCESS TO DISTRICT RECORDS

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

SUMMARY:

The Board of Trustees needs to approve the first reading of the revision of said policy.

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

SUGGESTED ACTION: Approve First Reading Board Policy 4340

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

NOTES:

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

Lewistown School District

COMMUNITY RELATIONS

4340
page 1 of 2

Public Access to District Records

Within the limits of an individual's right of privacy, full access to information concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

School District records@ include any writing, printing, photostating, photographing, etc. (including electronic mail), that has been made or received by the school in connection with the transaction of official business and presented for informative value or as evidence of a transaction, and all other records required by law to be filed with the District. School District records@ do not include the personal notes and memoranda of staff which remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Superintendent shall serve as public records coordinator@ with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Superintendent shall authorize the inspection and copying of the District=s records only in accordance with the criteria set forth in this policy.

In accordance with Title 2, Chapter 4, MCA, the District shall make available for public inspection and copying all District records, or portions, except those which contain the following information:

1. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;
2. Personal information in files maintained for staff, to the extent that disclosure will violate their right to privacy;
3. Test questions, scoring keys, or other examination data used to administer academic tests;
4. The contents of real estate appraisals, made for or by the District relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three (3) years after the appraisal;
5. Preliminary drafts, notes, recommendations, and intraDistrict memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the District in connection with any District action;

6. Records that are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending resolution;
7. Records or portions of records, the disclosure of which would violate personal rights of privacy; and
8. Records or portions of records, the disclosure of which would violate governmental interests.
9. Records of information relating to individual or public safety or the security of public schools if release of information jeopardizes the safety of facility personnel, the public, students in public school.

If the District denies any request, in whole or in part, for inspection and copying of records, the District shall provide the requesting party with reasons for the denial.

If the record requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District shall not provide access to lists of individuals which the requesting party intends to use for commercial purposes or which the District reasonably believes shall be used for commercial purposes if such access is provided. However, the District may provide mailing lists of graduating students to representatives of the U.S. armed forces and the National Guard for the purpose of recruitment.

The coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure, when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Legal Reference: Title 20, Ch. 6, MCA School districts
' 26109, MCA Prohibition on distribution or sale of mailing lists B
exceptions B penalty

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

26

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

ITEM TITLE: APPROVE – SECOND READING---BOARD POLICY 4410---RELATIONS WITH THE LAW ENFORCEMENT & CHILD PROTECTIVE AGENCIES

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

SUMMARY:

The Board of Trustees needs to approve the first reading of the revision of said policy.

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

SUGGESTED ACTION: Approve First Reading Board Policy 4410

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

NOTES:

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

Lewistown School District

COMMUNITY RELATIONS

4410

Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

County or Regional Interdisciplinary Child Information and School Safety Team

The District will participate in the Fergus County interdisciplinary child information and school safety team established by Section 52-2-211, MCA. This team consists county-level representatives of the youth court, the county attorney, the department of public health and human services, the county superintendent of schools, the sheriff, the chief of any police force, the superintendents of public school districts in the County, and the department of corrections.

The purpose of the team is “to facilitate the exchange and sharing of information that one or more team members may be able to use in serving a child in the course of their professions and occupations, including but not limited to abused or neglected children, delinquent youth and youth in need of intervention, and of information relating to issues of school safety.”

The Superintendent is authorized to participate in the formation of and request information from the interdisciplinary information and school safety team regarding students in the School District. The Superintendent shall utilize this authority on a regular basis to ensure the safety and security of the District.

The District shall strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities shall be established. Such procedures shall be made available to affected staff and periodically revised.

Cross Reference: 4313 Disruption of School Operations

Legal Reference: ' 201206, MCA Disturbance of school
B penalty

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

27

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

ITEM TITLE: APPROVE – SECOND READING---BOARD POLICY 5256---PERSONNEL - REDUCTION IN FORCE

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

SUMMARY:

The Board of Trustees needs to approve the first reading of the revision of said policy.

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

SUGGESTED ACTION: Approve First Reading Board Policy 5256

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

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

28

- 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 2018-2019 School Year as listed below:

Substitute Teacher/Aide List:

Madeleine Dobrowski
Gabriele Drishinski
Justice Johnston

SUGGESTED ACTION: Approve additions to the substitute list for the 2019-2020 school year

Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

01/13/2020

Agenda Item No.

29

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

ITEM TITLE: APPROVE PERSONNEL REPORT

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

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve all items

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

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday January 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>
CONRAD, Cassidy	Food Server/Kitchen Aide	Fergus High School	Accept letter of resignation	12/21/2019	Amie Friesen	See attached letter
PHANSOMBUN, Suwaphit	Custodian	Garfield School	Accept letter of resignation	1/3/2020	Jason Fry	See attached letter
POSER-BROWN, Lora	Volunteer Assistant Speech and Drama Coach	Fergus High School	Volunteer Position; No Contract	1/14/2020	Jim Daniels	
VICTOR, Teresa	Bus Driver	Transportation	Approve appointment on schedule--TRANS Step 4 for up to 4.5 hours per day for up to 83 days	1/27/2020	Rob Odermann	Replacing David Betts
VICTOR, Tommy	Bus Driver	Transportation	Approve appointment on schedule--TRANS Step 4 for up to 4 hours per day for up to 83 days	1/27/2020	Rob Odermann	Replacing Debbie Walker

Cassidy Conrad

1000 Fountain Terrace Drive Unit 101 •Lewistown, MT 59457 •(406) 366-2268• cassidyconrad03@yahoo.com

12-10-2019

Ms. Amie Friesen
Director of Food Service
Lewistown Public Schools
215 7th Avenue South
Lewistown, MT 59457

Dear Amie,

Please accept this letter as notice of my resignation from my position as a food service employee. My last day of employment will be December 21, 2019.

I have received an offer to work in the field of education with Small Wonder Inc., and after careful consideration, I realized that this opportunity is too exciting for me to decline.

It has been such a pleasure working with you and all of the wonderful women in food service at our schools and in the Central Kitchen.

Thank you again for the opportunity to work with Lewistown Public Schools. I wish you and your staff the best.

Sincerely,

Cassidy Conrad

Suwaphit Phansombun
715 W pine st
Lewistown, MT 59457

12/12/2019

Jason Fry
supervisor
Lewistown Public schools
215 7th Avenue South
Lewistown, MT 59457

I regret to inform you that I am resigning from my position as custodian for Garfield School. My last day of employment will be January 3, 2020.

I would like to thank all of you for the opportunities that you have provided me during the last several months.

I have enjoyed my position with the school.

Sincerely

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

