

**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
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of FHS Fall Sports Teams and Coaches
5. Report—Student Representative
6. Report—LEA
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

9. Report—Election Information
10. Report—Budget
11. Report—Investment
12. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

14. Minutes of the November 7, 2019 Special Board Meeting
Minutes of the November 11, 2019 Regular Board Meeting

APPROVAL OF CLAIMS

15. Claims

INDIVIDUAL ITEMS

16. Approve First Reading---Board Policy 1112--- Resignation of a Trustee
17. Approve First Reading---Board Policy 4340---Public Access to District Records
18. Approve First Reading---Board Policy 4410---Relations with the Law Enforcement and Child Protective Agencies
19. Approve First Reading---Board Policy 5256---Reduction in Force
20. Approve Application Process to apply for OPI- Advanced Opportunity Act Funding
21. Approve Additions to the Substitute List for the 2019-2020 School Year
22. Approve Personnel Report

**LEWISTOWN PUBLIC SCHOOLS
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MONDAY, December 9, 2019

REGULAR BOARD MEETING

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EXECUTIVE SESSION

23. Superintendent's Evaluation

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

12/09/2019

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION – FERGUS HIGH SCHOOL SPORTS TEAMS AND COACHES

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Head Football Coach, Vic Feller, Head Volleyball Coach, Adrienna DeCock, Head Cross Country Coach, Suzie Flentie and Head Golf Coach, Brett Thackeray would like to recognize their teams and their individual sport season.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

5

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

6

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

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

SUMMARY:

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

SUGGESTED ACTION: Informational Report

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

7

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

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

SUMMARY:

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

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

Calendar Committee Meeting – January Meeting? Depending on Gaining

SUGGESTED ACTION: Informational Report

☒ 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

12/09/2019

Agenda Item No.

8

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

ITEM TITLE: CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

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

SUMMARY:

Time is provided on the agenda for the Board to discuss calendar items, concerns, correspondence, future agenda items, and comments for the good of the district.

Joyce & Ed Eck Donation

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

9

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

ITEM TITLE: REPORT—ELECTION INFORMATION

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

SUMMARY:

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

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

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

SUGGESTED ACTION: Informational

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

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

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

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

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

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

Additional References:

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

Election Manual: [School Election Handbook](#)

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/9/2019

Agenda Item No.

10

☐ 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:

Rebekah Rhoades, Business Manager/District Clerk, will report on Fiscal Year 2020-2021 budget projections.

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

11

☐ 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 amounts for the month of November were 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

12/09/2019

Agenda Item No.

12

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

ITEM TITLE: REPORT—SUPERINTENDENT

Requested By: Superintendent **Prepared By:** Superintendent

SUMMARY:

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

- ❖ Science Olympiad – LJH 2nd out of 71 Teams & FHS 4th & 7th out of 92 Teams
- ❖ Samsung Solve for Tomorrow Competition – School Shooter Door (HCR)
- ❖ Student Suicide Response
- ❖ Assessment Update – SuccessMaker (Math)
- ❖ Curriculum Grade Level Meetings & ACE Trainings December 11 & 12
- ❖ Dawson Community College – Approved Agreement in January Board Meeting
- ❖ Maintenance – LED installed in FHS Shop; Transportation – New Delivery Truck, New Route Bus and New Cruiser; Technology – New Access Points in all 5 Schools
- ❖ Listening Sessions Feedback
- ❖ Garfield and FHS Choir Music Concert – Tuesday, December 10, 2019, 6/7 p.m. – FCPA
- ❖ FHS Blood Drive sponsored by NHS –December 11, 2019, 9 am to 2:30 pm
- ❖ L&C Music Concert – Thursday, December 12, 2019, 7 p.m. - FCPA
- ❖ LJH Music Concert—Tuesday, December 17, 2019—7 p.m.—FCPA
- ❖ HP —Thursday, December 19, 2019—10 a.m./1:30 p.m.—FCPA
- ❖ No School—December 23, 2019– January 2, 2019—Winter Break
- ❖ LJHS BBB— Practice Begins —Thursday, January 2, 2020
- ❖ Home Athletic Games/Meets:
 - FHS Showcase – December 12-14 – FHS and Civic Center
 - FHS Boys' BB v. Huntley – Thursday, December 19
 - FHS Boys & Girls BB v. Laurel – Friday, December 20
 - FHS Speech, Debate & Drama – Saturday, December 21**
 - FHS Boys' BB v. Sidney – Friday, January 3
 - FHS Boys & Girls BB v. Dawson – Saturday, January 11

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

13

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

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS
THE BOARD

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

14

☒ **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 November 11, 2019 Regular Board Meeting

SUGGESTED ACTION: Approve Minutes as Presented

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

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, November 11, 2019

REGULAR BOARD MEETING

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

Jeff Southworth

STAFF PRESENT:

Superintendent Thom Peck, Luke Brandon – LEA President, Bobbie Atchison, Tim Majerus, Teresa Majerus, Matt Lewis, and Zach Routzahn

OTHERS PRESENT:

Robert Pfund – KXLO Radio, Libbey Fried-Jenness – Student Representative, Miram – News Argus and James Aldrich

3. MOTION TO SET AGENDA – Approved Unanimously (Bailey/Birdwell)
4. Recognition– School Food Donation
Gregory Ray and an anonymous donor were recognized for their donation to the School Food Department to pay off negative lunch accounts.
5. Presentation – ALICE Training Session
Matt Lewis presented information regarding the ALICE Training that took place at Fergus High in October 2019. School Board was supportive to to pursue becoming ALICE Organization Certification
6. Report—Student Representative
Libbey Fried-Jenness, Student Representative to the Board, updated the Board on various activities throughout Fergus High School.
7. Report – LEA
Luke Brandon - President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
8. Report—Committees of the Board
There were no committee meetings.
9. Calendar Items, Concerns, Correspondence, Etc.
Superintendent Peck handed out a packet of various correspondence to the Board.
10. Report—Investment
Interest earned and distributed for October was \$4,526.55 in the Elementary and \$4,377.42 in the High School for a total of \$8,903.97.
11. Report—Superintendent
Superintendent Thom Peck reported on the parent teacher conferences held last week. He discussed 21st messaging to the public and staff for the upcoming

Bond. Mr. Peck shared discussion points from his meeting with the President at Dawson Community College and the possibility of DCC being a part of the Education Center. Mr. Peck shared the Superintendent Evaluation Form with the Board for the December Board Meeting. The Board was updated on various dates and events taking place throughout the District.

PUBLIC PARTICIPATION

12. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
James Aldrich shared the FFA experience at the National Convention in Indianapolis.

ACTION ITEMS MINUTES

13. Minutes of the October 14, 2019, Regular Board Meeting
Minutes of the October 23, 2019, Special Board Meeting
Minutes of the November 7, 2019, Special Board Meeting
-- Approved unanimously (Thompson/Bailey)

APPROVAL OF CLAIMS

14. Claims –Approved unanimously (Vantassel/Weeden)
Claims Committee for October through December 2019 will be Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden.

INDIVIDUAL ITEMS

15. Approve Out-of-District Student Attendance Agreement Requests for Placement in and out of the Lewistown Public Schools – Approved unanimously (Bailey/Thompson)
16. Approve Additions to the Substitute List for the 2018-2019 School Year – Approved unanimously (Vantassel/Thompson)
17. Approve Personnel Report -- See Exhibit A – Approved unanimously (Weeden/Bailey)

ADJOURNMENT

The meeting was adjourned at 6:55 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, December 9, 2019, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

THOM J. PECK
SUPERINTENDENT

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday November 11, 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>
D'AUTREMONT, Jody	Secretary	Lewis & Clark	Accept Letter of Resignation	12/31/2019	Danny Wirtzberger	See attached letter
FORAN, Steve	Volunteer Girls Basketball Coach	Jr. High School	Volunteer position, no contract	10/14/2019	Scott Dubbs	
KROGSTAD, Jocelyn	Teacher	Jr. High School	Approve out of state travel to to attend Finance Conference in Washington, DC	11/1/19 thru 11/4/19	Scott Dubbs	See attached letter
ODERMANN, Rob	Transportation Director	Transportation	Approve out of state travel to Fontana, CA to pick up new school delivery van	11/14/19 thru 11/15/19	Rebekah Rhoades	
RICHARDSON, Cheryl	School Food Server	Highland Park	Accept Letter of Resignation	10/31/2019	Amie Friesen	See attached letter

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

15

☒ 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 December 6, 2019, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2019 include: Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth and Monte Weeden.

****Need to select new Finance Committee members for January–March 2020**

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

16

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

ITEM TITLE: APPROVE – FIRST 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	Aye	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

12/09/2019

Agenda Item No.

17

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

ITEM TITLE: APPROVE – FIRST 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

12/09/2019

Agenda Item No.

18

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

ITEM TITLE: APPROVE – FIRST 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	Aye	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

12/09/2019

Agenda Item No.

19

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

ITEM TITLE: APPROVE – FIRST 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	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Thompson						
Vantassel						
Weeden						

Lewistown School District

PERSONNEL

5256

Reduction in Force

The Board has the exclusive authority to determine the appropriate number of employees. A reduction of certified employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, or other reasons deemed relevant by the Board.

The Board shall follow the procedure stated in the current collective bargaining agreement when considering a reduction in force. Generally, the reduction in certified employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the Board may terminate certified employees.

~~The Board shall consider performance evaluations, staff needs, and other reasons deemed relevant by the Board, in order to determine the order of dismissal if it reduces classified staff or discontinues some type of educational service.~~ If no collective bargaining agreement covers the affected employee, the Board will consider needs of students, employee performance evaluations, staff needs, and other reasons it deems relevant, in determining order of dismissal when it reduces classified staff or discontinues some type of educational service.

Cross Reference: 5250 Non-renewal of Employment/Dismissal from Employment

Legal Reference: ' 20-4-206, MCA Notification of non-tenure
teacher reelection B acceptable B termination

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

20

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

ITEM TITLE: APPROVE – APPLICATION PROCESS FOR OPI-MONTANA ADVANCED OPPORTUNITY ACT FUNDING

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

SUMMARY:

House Bill 387, passed in the 2019 Montana state legislative session provides state funding to school districts for expanding personalized learning opportunities for students to accelerate their career and college readiness and reduce out-of-pocket costs for families: empower students to actively engage in forming successful postsecondary pathways.

SUGGESTED ACTION: Approve Application process for OPI – Montana Advanced Opportunity

☒ 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						

OPI – Montana Advanced Opportunity Application

Application Window: Anticipated to open the 1st Monday of December 2019 and close the 2nd Monday in January 2020

House Bill 387, passed in the 2019 Montana state legislative session provides state funding to school districts for expanding personalized learning opportunities for students to accelerate their career and college readiness and reduce out-of-pocket costs for families; empower students to actively engage in forming successful postsecondary pathways.

Application Guidance:

1. The application is a fillable form that you can complete and download to your computer.
2. The application checklist must have all the boxes marked to be a complete application.
3. The application must be approved in a board meeting of your Trustees and signed by your board chair.
4. The application has one upload requirement: the completed application checklist with your board chair's signature.
5. The submission of the application will be a digital upload on the OPI Transformational Learning page, using the submit button.
6. Districts with more than one LEA under a single governing board, can submit a single combined application.

Submitter Name:

District Name:

LEA#:

District Name:

LEA#:

- ☒ The district's board of trustees shall submit an application that has been approved, by motion of the board of trustees and signed by the board chair, to the Board of Public Education, on a form provided by the Office of Public Instruction.
- ☒ District Development of an Advanced Opportunity Plan.
- ☒ Include in your strategic plan, appropriate planning horizons for implementation - measurable objectives to ensure accountability, and planned strategies that:
 - ☒ Develop a personalized, advanced opportunity plan for each participating pupil grades 6-12 that fosters student interest pathways for career and postsecondary opportunities that honors individual interests, passions, strengths, needs and culture and is supported through relationships among family, teachers, businesses, peers, post-secondary, and the larger community.
 - ☒ Embed community-based, experiential, online and work-based learning opportunities and foster a learning environment that incorporates both virtual and face-to-face connections.
 - ☒ Ensure equality of educational opportunity for all pupils of the district.

The school district's board chair signature affirms that the application has been completed and approved by the Board of Trustees. It is acknowledged that the full application will be kept at the district site. The checklist and any attached documents are affirmation that the required elements of HB 387 are part of the applicant's supporting documents.

School District Board Chair Printed Name

School District Board Chair Signature

Date

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

21

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

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

Requested By: Board of Trustees Prepared By: Christy Rogers

SUMMARY:

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

Substitute Teacher/Aide

Maria Henderson

Curtis Cauffman

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

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/09/2019

Agenda Item No.

22

☐ 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:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday December 9, 2019

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
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	

EXECUTIVE SESSION

As per the provisions of 2-3-203
Montana Codes Annotated.

The Board Chair,
will now call for an Executive Session
deeming the demands of individual privacy
clearly exceed the merits of public disclosure.

All parties not involved in the Executive
Session are asked to leave the Board Room
at this time.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/9/2019

Agenda Item No.

23

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

ITEM TITLE: EXECUTIVE SESSION---SUPERINTENDENT'S EVALUATION

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation

SUGGESTED ACTION: Discussion

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the district. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

LEWISTOWN PUBLIC SCHOOLS 2019-2020 SCHOOL CALENDAR

A. Pupil Instruction

First Semester					92 Days	Second Semester					87 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	21 -- Aug	23	3		First Week	Jan	21 -- Jan	24	4	
Second Week	Aug	26 -- Aug	30	5		Second Week	Jan	27 -- Jan	31	5	
Third Week	Sept	3 -- Sept	6	4		Third Week	Feb	3 -- Feb	7	5	
Fourth Week	Sept	9 -- Sept	13	5		Fourth Week	Feb	10 -- Feb	14	5	
Fifth Week	Sept	16 -- Sept	20	5		Fifth Week	Feb	17 -- Feb	21	5	
Sixth Week	Sept	23 -- Sept	27	5		Sixth Week	Feb	24 -- Feb	27	4	
Seventh Week	Sept	30 -- Oct	4	5		Seventh Week	Mar	2 -- Mar	6	5	
Eighth Week	Oct	7 -- Oct	11	5		Eighth Week	Mar	9 -- Mar	13	5	
Ninth Week	Oct	14 -- Oct	16	3		Ninth Week	Mar	16 -- Mar	19	4	
Tenth Week	Oct	21 -- Oct	25	5							
					45						42
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct	28 -- Nov	1	5		First Week	Mar	23 -- Mar	27	5	
Second Week	Nov	4 -- Nov	5	3		Second Week	Mar	30 -- Apr	3	5	
Third Week	Nov	11 -- Nov	15	5		Third Week	Apr	6 -- Apr	9	4	
Fourth Week	Nov	18 -- Nov	22	5		Fourth Week	Apr	15 -- Apr	17	3	
Fifth Week	Nov	25 -- Nov	26	2		Fifth Week	Apr	20 -- Apr	24	5	
Sixth Week	Dec	2 -- Dec	6	5		Sixth Week	Apr	27 -- May	1	5	
Seventh Week	Dec	9 -- Dec	13	5		Seventh Week	May	4 -- May	8	5	
Eighth Week	Dec	16 -- Dec	20	5		Eighth Week	May	11 -- May	15	5	
Ninth Week	Jan	2 -- Jan	3	2		Ninth Week	May	18 -- May	21	4	
Tenth Week	Jan	6 -- Jan	10	5		Tenth Week	May	26 -- May	29	4	
Eleventh Week	Jan	13 -- Jan	17	5							
					47						45

**Totals
179**

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

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

Holidays / Vacations (Dates Inclusive)

C.

September 2	Labor Day
October 17-18	Fall Vacation (Teachers - Convention)
November 8	Vacation Day
November 27-29	Thanksgiving Vacation
December 23-January 1	Winter Break
January 20	Vacation Day
February 28	Vacation Day
March 20	Vacation Day
April 10-14	Spring Break
May 25	Memorial Day
July 3	Independence Day

