

**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
3. Motion to Set Agenda
4. Recognition—School Food Donation
5. Presentation —ALICE Training Session
6. Report—Student Representative
7. Report—LEA
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

10. Report—Investment
11. Report—Superintendent

PUBLIC PARTICIPATION

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

**ACTION ITEMS
MINUTES**

13. Minutes of the October 14, 2019, Regular Board Meeting
Minutes of the October 23, 2019, Special Board Meeting
Minutes of the November 7, 2019, Special Board Meeting

APPROVAL OF CLAIMS

14. Claims

INDIVIDUAL ITEMS

15. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools
16. Approve Additions to the Substitute List for the 2019-2020 School Year
17. 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

11/11/19

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION—COMMUNITY MEMBERS, GREG RAY AND AN ANONYMOUS DONOR, HAVE CONTRIBUTED FUNDING TO STUDENT LUNCH ACCOUNTS

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Greg Ray and an Anonymous community member, will be recognized for their generous donation to student lunch accounts that are in arrears. Greg and Anonymous promote their “No Hungry Kids Rule” assisting students in need.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

5

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

ITEM TITLE: PRESENTATION — ALICE TRAINING

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Tim Majerus, Zach Routzahn, Matt Lewis, Matt Ventresca and Teresa Majerus will present information from the ALICE (Alert-Lockdown-Inform-Counter-Evacuate) training they attended on October 17 and October 18, 2019.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

6

☐ 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

11/11/19

Agenda Item No.

7

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees Prepared By: LEA Representative

SUMMARY:

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

SUGGESTED ACTION: Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

8

☐ 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 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

11/11/19

Agenda Item No.

9

☐ 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.

Letter from LEA President, Luke Brandon

COPS Grant Rejection Letter

2020 Prevention Needs Assessment Student Survey from DPHHS

ALICE Training Thank You

Census 2020

2019 Youth Risk Behavior Survey

20 Day Plans

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

10

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

ITEM TITLE: REPORT—INVESTMENT

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

SUMMARY:

Interest earned and distributed for October 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

11/11/19

Agenda Item No.

11

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

ITEM TITLE: SUPERINTENDENT'S REPORT

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.

- ❖ Parent/Teacher Conferences
- ❖ LJHS Veteran's Day Assembly - Thank You!!
- ❖ Bond Messaging
- ❖ ELA & Math – Standards Based Curriculum, Grading & Reporting training (Dec. 11 & 12)
- ❖ Assessment Pilots
- ❖ Child Safety Team Meetings
- ❖ Education Center & Dawson Community College
- ❖ BBB/GBB/WR—First Day of Practice—Thursday, November 21, 2019
- ❖ No School—November 27-29, 2019—Thanksgiving Vacation
- ❖ Cat-Griz Food Drive – November 18-22, 2019
- ❖ FFA National Convention & John Deere Ag Expo – Bozeman, November 14-16, 2019
- ❖ FHS Evening PIR – Monday, November 18
- ❖ Model UN @ UM – Monday, November 25
- ❖ Science Olympiad @ MSU – Tuesday, November 26
- ❖ Lewis & Clark Christmas Concert – Tuesday, December 3 @ 7 p.m., FCPA
- ❖ FHS Band Concert – Thursday, December 5 @ 7 p.m. FCPA
- ❖ Garfield (6 p.m.) & FHS Choir Concert (7 p.m.)— Tuesday, December 10, FCPA
- ❖ Superintendent Evaluation Form
- ❖ Home Athletic Events:
 - FHS Basketball v. Custer Co. – Saturday, December 7
 - FHS Showcase – December 12-14

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

12

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

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS
THE BOARD ON NON-AGENDA ITEMS

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

13

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 14, 2019, Regular Board Meeting
- Minutes of the October 23, 2019 Special Board Meeting
- Minutes of the November 7, 2019 Special 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, October 14, 2019

REGULAR BOARD MEETING

CALL TO ORDER (4:30 p.m.)

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Bobbie Atchison, Matt Lewis, Amanda Bateman – LEA Representative, Michelle Trafton, Kristina Smith, Rob Odermann, Tim Majerus

OTHERS PRESENT:

Robert Pfund – KXLO Radio, Miriam Campan – News Argus, Libbey Fried-Jenness – Student Representative, Diane Oldenburg, Tia Carr and other interested parties.

3. MOTION TO SET AGENDA – Approved Unanimously (Thompson/Bailey)
4. Presentation – Central Montana Education Center Update
Diane Oldenburg updated the Board on the transfer of the CMEC building, her role with University of Providence and the Agreements with those entities utilizing the building.
5. Report—Student Representative
Libbey Fried-Jenness, Student Representative to the Board, was not at the meeting to report on FHS Activities, but included a report in the agenda.
6. Report – LEA
Amanda Bateman, Representative of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
7. Presentation – Junior High Student Council
Kristina Smith introduced the Junior High School Student Council offers for 2019-20 to the Board.
8. Presentation – Lewis and Clark Service Council
Danny Wirtzberger introduced the Lewis & Clark Service Council officers for 2019-20 to the Board.
9. Presentation – Elementary Principals – National Principals Conference
Danny Wirtzberger, Matt Ventresca and Matt Lewis presented their experiences from the National Principals Conference that took place in July 2019.

10. Report—Committees of the Board
There were no committee meetings. Jennifer Thompson will be the third member of the Gaining Committee.
11. Calendar Items, Concerns, Correspondence, Etc.
Stephen Vantassel spoke with Central Montana Medical Center CFO and they are willing to work with the Insurance Committee on Health Insurance Issues.

Phil Koterba notified the Board that he has contacted MTSBA regarding revising the Superintendent Evaluation process.

Mr. Peck handed out a packet of various correspondence to the Board as outlined on the agenda.
12. Report—Investment
Interest earned and distributed for August was \$3,383.85 in the Elementary and \$3,599.62 in the High School for a total of \$6,983.47. Interest earned and distributed for September was \$4,187.86 in the Elementary and \$4,246.20 in the High School for a total of \$8,434.06.
13. Report—Superintendent
Superintendent Thom Peck reported on the Student Count Day held October 7, 2019. The Board was updated on the COPS Grant (Safety & Security) that he applied for last school year and the Department of Commerce Grant (Infrastructure) applied for recently. The school audit was completed and came back with no findings. Mr. Peck reported that a HR MTSBA Workshop was held for the Administrative Staff at Lewistown Public Schools. The District is looking into Electronic Fingerprinting through the Department of Justice. The Board was updated on various dates and events taking place throughout the District.

PUBLIC PARTICIPATION

14. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Tia Carr brought information to the Board regarding Latex Allergies and requested the Board look at policy in regards to how it is handled in the school.

ACTION ITEMS

MINUTES

15. Minutes of the September 9, 2019, Regular Board Meeting
Minutes of the September 18, 2019, Special Board Meeting
with amendment to Thompson adjourning the meeting – Approved unanimously (Weeden/Thompson)

APPROVAL OF CLAIMS

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

INDIVIDUAL ITEMS

17. Approve Agreement between Lewistown Public Schools and the City of Lewistown 2019-2020 – Approved unanimously (Bailey/Thompson)
18. Approve Building Use Agreement with Job Service – Approved unanimously (Vantassel/Thompson)
19. Approve Building Use Agreement with the Workforce Development Board – Approved unanimously (Birdwell/Weeden)
20. Approve Disposal/Destruction of Documents per the State Record Retention Schedule – Approved unanimously (Bailey/Thompson)
21. Approve Second Reading---Board Policy 1425 ---Abstentions from Voting – Approved unanimously (Weeden/Birdwell)
22. Approve Second Reading---Board Policy 1512 ---Conflict of Interest – Approved unanimously (Birdwell/Southworth^{15h})

23. Approve Second Reading---Board Policy 2100 --School Year Calendar and Day – Approved unanimously (Thompson/Bailey)
24. Approve Second Reading---Board Policy 4301 ---Community Relations – Approved unanimously (Vantassel/Thompson)
25. Approve Second Reading---Board Policy 8425F –Service Animals in District Facilities – Approved unanimously (Bailey/Thompson)
26. Approve Out-of-District Student Attendance Agreement Requests for Placement in and out of the Lewistown Public Schools -- Approved unanimously (Bailey/Weeden)
27. Approve Additions to the Substitute List for the 2019-2020 School Year -- Approved unanimously (Weeden/Bailey)
28. Approve Personnel Report -- See Exhibit A -- Approved unanimously (Bailey/Weeden)

TERMINATION HEARING

29. Termination Hearing
Board Chair, Phil Koterba, called for an Executive Session at 6:08pm stating that the individual's right to privacy clearly exceeds the public's right to know.

ACTION ITEM

30. Approve recommendation of Administration to terminate Debbie Walker – Approved Unanimously (Bailey/Thompson)

ADJOURNMENT

The meeting was adjourned at 6:18 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, November 11, 2019, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday October 14, 2019

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
DAY, Joshua	Technology Support Specialist	Central Office	Approve contract extension for the remainder of 2019-2020 fiscal year-- COMP TECH/PAYROLL Step 0 for up to 191 days	10/8/19 thru 06-30-20	Scott Baldwin	See attached memo
LONG, Jared	FFA Advisor	Fergus High School	Approve Out-of-State Travel to attend the National FFA Convention in Indianapolis, Indiana	10/28/19 thru 11/3/19	Tim Majerus	
OLDENBURG, Diane	Hi-Set Examiner	Central Montana Education Center	Approve appointment for up to 312 hours per year at \$20.00 per hour --HI-SET EXAMINER	10/2/2019	Rebekah Rhoades	
PEARSON, Kameron	Special Ed Paraprofessional	Fergus High School	Approve appointment on schedule - PARA - CERT Step 0 for up to 7.5 hours per day for up to 146 days	10/15/2019	Tim Majerus	New position - Pending a successful background check
SMITH, Melanie	Girls Basketball Assistant -1 Coach	Jr. High School	Letter of Resignation	9/24/2019	Scott Dubbs	Letter of Resignation
WICHMAN, Nicole	Girls Basketball Assistant - 1 Coach	Jr. High School	Approve appointment on schedule - (.55 x \$34,404.00) \$1,892.22	10/14/2019	Scott Dubbs	Replacing Melanie Smith
WILLIAMS, Samantha	Food Service	Garfield School	Approve appointment on schedule - FOOD SERVER/KITCHEN AIDE Step 0, Lunch Server 2.5 hours per day 5 days per week (Total 12.5 hours per week) for up to 146 days	10/15/2019	Amie Friesen	Replacing Darla Larson - Pending a successful background check
WRIGHT, James	Custodian	Fergus High School	Approve appointment on schedule - MAINT II Step 0 for up to 8 hours per day for up to 186 days	10/15/2019	Jason Fry	Replacing Raymond Figueroa who replaced Gary Deffinbaugh

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Wednesday, October 23, 2019

SPECIAL BOARD MEETING

CALL TO ORDER (7:00 A.M.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, Stephen Vantassel, Jeff Southworth, Monte Weeden

TRUSTEES ABSENT:

Kris Birdwell

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Danny Wirtzberger, Jason Fry, Tim Majerus, Matt Ventresca, Bobbie Atchison, Matt Lewis, Scott Dubbs, Jeff Friesen

OTHERS PRESENT:

Anthony Houtz - CTA Architects, Dave Byerly, Dave Phillips

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

Anthony Houtz with CTA Architects facilitated a discussion on the facility assessment that was recently completed and options moving forward. There will be another Special Board Meeting held within the next two weeks.

ADJOURNMENT

The meeting was adjourned at 9:13 a.m. (Thompson – unanimous).

**PHILLIP R. KOTERBA
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER**

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Wednesday, November 7, 2019

SPECIAL BOARD MEETING

CALL TO ORDER (7:00 A.M.)

1. **ROLL CALL**

TRUSTEES PRESENT:

Board Chair Phil Koterba, Jennifer Thompson, Stephen Vantassel, Jeff Southworth, Kris Birdwell (6:13am)

TRUSTEES ABSENT:

CJ Bailey, Monte Weeden

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Danny Wirtzberger, Jason Fry, Tim Majerus, Matt Ventresca, Bobbie Atchison, Matt Lewis, Scott Dubbs, LuAnn Schrauth, Jeff Friesen

OTHERS PRESENT:

Robert Pfund – KXLO Radio, Anthony Houtz – Cushing Terrell (CTA Architects), Dave Byerly, Dave Phillips, James Aldrich

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 (8:11 a.m.)**

James Aldrich addressed the Board regarding his concerns that the FFA Club was given a bus without seatbelts to Indianapolis. He requested that all buses at Lewistown Public Schools have seatbelts. Mr. Majerus reported that the bus that was taken to Indianapolis was taken because it has the required sleeping area built in it for long trips that mandates two drivers.

**BOARD OF TRUSTEES
WORKSESSION**

4. **CTA Architects – Facilities Discussion**

Mr. Peck reported that Small Wonder would be interested in leasing/buying a building from the School District. The City is agreeable to removing the bushes next to the trail at the JHS. A portable classroom is likely necessary for 2020-21 at Highland Park Elementary.

Anthony Houtz with CTA Architects facilitated a discussion on the facility assessment that was recently completed, priorities in assessing facility needs and options moving forward.

Community and Staff meetings will be scheduled the first two weeks of December.

ADJOURNMENT

The meeting was adjourned at 8:19 a.m. (Thompson – unanimous).

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

14

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** LuAnn Schrauth

SUMMARY:

Approve claims paid through November 8 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.

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

11/11/19

Agenda Item No.

15

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

ITEM TITLE: APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN AND OUT OF LEWISTOWN PUBLIC SCHOOLS

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

SUMMARY:

The Board of Trustees needs to approve the following requests for out-of-district students to attend the Lewistown Public Schools as attached

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

☒ **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						

OUT OF DISTRICT STUDENTS 2019-2020

STUDENTS ENTERING LEWISTOWN PUBLIC SCHOOLS/FERGUS HIGH SCHOOL

Student AY	8 th Grade	District of Residence: Grass Range Public Schools
Student AZ	5 th Grade	District of Residence: Grass Range Public Schools
Student BA	5 th Grade	District of Residence: Grass Range Public Schools

STUDENTS LEAVING LEWISTOWN PUBLIC SCHOOLS/FERGUS HIGH SCHOOL

Student 27	12 th Grade	District of Choice: Hobson Public Schools
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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/19

Agenda Item No.

16

☐ 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/Para:

Carol Poppenga
Verna Hughes
Joann Otto
Cheyenne Mulvihill
Tiffany Wright

Substitute Mechanic:

Stephen Klippenes

Substitute School Food List:

Kristine Perkins
Jeannie Rickert

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

11/11/19

Agenda Item No.

17

☐ **Minutes/Claims**

☐ **Board of Trustees**

☐ **Superintendent's Report**

☐ **Action - Consent**

☒ **Action - Indiv.**

ITEM TITLE: APPROVE PERSONNEL REPORT

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

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ **Additional Information Attached** **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 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

Mr. Peck and Mr. Wirtz,

I am writing this letter today to notify you that I will be retiring effective December 31, 2019.

I have truly appreciated being able to be a part of a great team with the Lewistown School District for 25 years. During this time I have been able to work with so many wonderful people; I've met really great families and students alike. When I think about retiring, this will be the most difficult part to say goodbye to.

My job as a secretary started in January, and I always thought that was a great time to start. It is a slower time and it gave me time to learn before the craziness of the spring and fall duties, which is why retiring in January has always felt right to me. I will be more than happy to help out in anyway if needed, and again, I'm so grateful for the time I've had working with the Lewistown School District, staff, students and families.

Sincerely,

Jody d'Autremont

Received 10-22-19

Lewistown Junior High School

Jocelyn Krogstad

1320 West Broadway St.
Lewistown, MT 59457
jkrogstad@lewistown.k12.mt.us

24th October 2019

School District Number 1 Trustees,

My name is Jocelyn Krogstad and I teach family and consumer sciences at Lewistown Junior High School. In May, I applied for, and received, a scholarship to attend the Jumpstart National Educator Conference in Washington DC November 1st-3rd. .

The Jumpstart National Educator Conference is a professional development conference for pre-K through 12th grade educators dedicated to financial education in the classroom. I will receive tools and information to incorporate the most recent financial information into my junior high courses. My trip is fully covered by scholarships, including travel, conference registration, materials, and lodging, but I am asking to take a professional day on Friday, November 1st. I feel that this conference will greatly benefit me as an educator, as well as my students.

Thank you for your consideration in granting me professional leave for the Jumpstart Educator Conference. If you have questions please feel free to call me at Lewistown Junior High School, 535-5419 or email me at jkrogstad@lewistown.k12.mt.us.

Sincerely,

Amy

10-24-19
I Cheryl Denise Richardson do hereby give
you my 2 Week Notice at of 10-21 to 10-31
I move out of State.

Thank you

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