

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Wednesday, September 18, 2019**

**SPECIAL BOARD MEETING**

**CALL TO ORDER (6:30 A.M.)**

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

5. Minutes of the August 12, 2019, Regular Board Meeting  
Minutes of the August 31, 2019, Special Board Meeting

**APPROVAL OF CLAIMS**

6. Claims

**INDIVIDUAL ITEMS**

7. Approve First Reading---Board Policy 1425 ---Abstentions from Voting
8. Approve First Reading---Board Policy 1512 ---Conflict of Interest
9. Approve First Reading---Board Policy 2100 --School Year Calendar and Day
10. Approve First Reading---Board Policy 4301 ---Community Relations
11. Approve First Reading---Board Policy 8425F --Service Animals in District Facilities
12. Approve Resolution to Restate and Amend the Lewistown Public Schools 403(b) Plan
13. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside/outside of the Lewistown Public Schools
14. Approve Additions to the Substitute List for the 2019-2020 School Year
15. Approve Personnel Report

**WORK SESSION (7:00 A.M.)**

16. CTA Architects --Facilities Discussion

**ADJOURNMENT**

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

## **PUBLIC PARTICIPATION**

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

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

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

LEWISTOWN PUBLIC SCHOOLS

Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/18/2019

Agenda Item No.

4

☐ 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

09/18/2019

Agenda Item No.

5

☒ 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 August 12, 2019, Regular Board Meeting
- Minutes of the August 29, 2019 Special Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 7<sup>th</sup> Avenue South  
Lewistown, Montana 59457

**MONDAY, August 12, 2019**

**REGULAR BOARD MEETING**

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

1. ROLL CALL  
TRUSTEES PRESENT:  
CJ Bailey, Jennifer Thompson, Monte Weeden, Phil Koterba, Stephen Vantassel, Jeff Southworth  
TRUSTEES ABSENT:  
Kris Birdwell,  
STAFF PRESENT:  
Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Bobbie Atchison, Leslie Long, Jared Long, Jondie Rianda, Scott Dubbs  
OTHERS PRESENT:  
Robert Pfund—KXLO Radio, Miriam Campan—Lewistown News Argus and other interested parties.
2. PLEDGE OF ALLEGIANCE  
The group recited the Pledge of Allegiance.
3. MOTION TO SET THE AGENDA – Approved Unanimously (Bailey/Thompson)
4. PRESENTATION – LEWISTOWN SEA LIONS  
Jennifer DeGuzman presented the Sea Lions swim team who won the State title this summer.
5. PRESENTATION – 2019-20 FFA OFFICERS  
James Aldrich, FFA President, and Jacy Ayers, Treasurer, presented their goals for the 2019-20 school year.
6. REPORT—COMMITTEES OF THE BOARD  
There were no committee meetings.
7. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.  
Change in Spring Parent/Teacher Conferences, preliminary enrollment, a summer maintenance update and Fun Facts about Lewistown Public Schools was shared.
8. REPORT—INVESTMENT  
Interest earned and distributed for June 2019 was reported with \$9,260.60 in the elementary funds and \$7,810.15 in the high school funds for a total of \$17,070.75. Interest earned and distributed for July 2019 will be reported in September.
9. REPORT—SUPERINTENDENT  
Thom Peck, Superintendent, updated the Board on staffing throughout the District. There has been and will be numerous training sessions for staff taking place prior to the first day of school. The back to school schedule and various

dates and events taking place throughout the District were shared. The first CTA Board Work Session will be taking place in the near future. The Board was informed that the Central Montana Education Center Building has officially been transferred to Lewistown Public Schools. Mr. Peck updated the Board on legal activities. A summary of the upgrades to technology were provided to the Board.

#### **PUBLIC PARTICIPATION**

10. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD ON NON-AGENDA ITEMS

James Aldrich reported that the FFA will be attending the National FFA Convention and noted that they are looking for donations for those students that may not be able to afford it.

#### **ACTION ITEMS**

##### **MINUTES**

11. MINUTES OF THE JULY 8, 2019, REGULAR BOARD MEETING – approved unanimously (Weeden/Bailey).

##### **APPROVAL OF CLAIMS**

12. CLAIMS – the claims referenced in the 2019-2020 Bill Schedule and submitted through August 9, 2019, were approved unanimously (Bailey/Thompson). The Finance Committee for July-September 2019 will be Board Chair Phil Koterba, CJ Bailey, Stephen Vantassel, and Jennifer Thompson.

##### **INDIVIDUAL ITEMS**

13. APPROVE LEWISTOWN PUBLIC SCHOOLS 2018-2019 ANNUAL REPORT – approved unanimously (Bailey/Southworth).
14. APPROVE ELEMENTARY TRUSTEES' FINANCIAL SUMMARY FOR THE 2018-2019 FISCAL YEAR – approved unanimously (Weeden/Southworth)
15. APPROVE HIGH SCHOOL TRUSTEES' FINANCIAL SUMMARY FOR THE 2018-2019 FISCAL YEAR – approved unanimously (Bailey/Weeden)
16. APPROVE ELEMENTARY BUDGET FOR THE 2019-2020 FISCAL YEAR – approved unanimously (Thompson/Weeden)
17. APPROVE HIGH SCHOOL BUDGET FOR THE 2019-2020 FISCAL YEAR – approved unanimously (Weeden/Thompson)
18. APPROVE IDEA PART B FEDERAL FLOW-THROUGH APPLICATION TO CMLRCC FOR SPECIAL EDUCATION EXPENSES – approved unanimously (Bailey/Thompson).
19. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT OUTSIDE/INSIDE OF LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Bailey/Weeden).
20. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2019-2020 SCHOOL YEAR – approved unanimously (Thompson/Southworth).
21. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Weeden/Bailey).

#### **ADJOURNMENT**

The meeting was adjourned at 7:45p.m. (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, September 9, 2019, at the Lincoln Board Room.

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**PHILIP KOTERBA**  
**BOARD CHAIR**

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**REBEKAH RHOADES**  
**BUSINESS MANAGER/CLERK**

**EXHIBIT 'A'**  
**LEWISTOWN PUBLIC SCHOOLS**  
**LEWISTOWN, MONTANA**

**Monday August 12, 2019**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>RECOMMENDED ACTION</b>	<b>EFFECTIVE DATE</b>	<b>RECOMMENDED BY</b>	<b>COMMENTS</b>
<b>ATCHISON, Bobbie</b>	Payroll Specialist	Central Office	Accept Letter of Resignation	12/31/2019	Rebekah Rhoades	See attached letter
<b>BETTS, David</b>	Bus Driver	Lewistown Public Schools	Approve appointment on schedule --TRANS Step 0 for 5 days per week for up to 4.5 hours per day for 185 days	8/7/2019	Rob Odermann	See attached memo
<b>BLACKADAR, Leslie</b>	Food Server	Garfield School	Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 4, Food Server for 5 days per week for 3.75 hours per day for up to 187 days	8/19/2019	Amie Friesen	Revised Contract
<b>CARTER, Floyd</b>	Bus Driver	Lewistown Public Schools	Approve appointment on schedule --TRANS Step 1 for 5 days per week for up to 8 hours per day for 185 days	8/7/2019	Rob Odermann	Revised Contract
<b>CONRAD, Cassidy</b>	Food Server/Kitchen Aide (Dishes)	Fergus High School and Central Kitchen	Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 1, Food Server for 5 days per week for 4 hours per day and Kitchen Aide for 3 hours per day up to 187 days	8/19/2019	Amie Friesen	Revised Contract
<b>GOSSACK, Anita</b>	Food Server	Lewis and Clark School	Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE + 30 Step 1, Food Server for 5 days per week for 3.5 hours per day for up to 187 days	8/19/2019	Amie Friesen	Revised Contract
<b>GRUENER, Matthew</b>	Driver Education Instructor	Fergus High School	Approve appointment at \$25.00 per hour as needed for behind-the-wheel driving instruction	August 21, 2019 -- May 29, 2020	Thom Peck	Matthew will be teaching in the classroom and assisiting in the behind-the-wheel driving instruction
<b>LELEK, Jonette</b>	Food Server	Lewis and Clark School	Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 8, Food Server for 5 days per week for 3.75 hours per day for up to 187 days	8/19/2019	Amie Friesen	Revised Contract
<b>PETERS, Elma</b>	Food Server	Highland Park School	Approve appointment on schedule--FOOD SERVER Step 0 for up to 3.5 hours per day for up to 187 days	8/19/2019	Amie Friesen	Revised Contract replacing Lorri Pierce
<b>PIERCE, Lorri</b>	Food Server/Kitchen Aide	Highland Park Schol	Accept Letter of Resignation	7/10/2019	Amie Friesen	See attached letter
<b>RAMMELT, Tanna</b>	Kitchen Aide	Central Kitchen	Approve appointment on schedule --FOOD SERVER/KITCHEN AIDE Step 0, Kitchen Aide 5 days per week for 5 hours per day for up to 187 days	8/19/2019	Amie Friesen	Yui Phansombun

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday August 12, 2019**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>RECOMMENDED ACTION</b>	<b>EFFECTIVE DATE</b>	<b>RECOMMENDED BY</b>	<b>COMMENTS</b>
<b>RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS</b>	EXTRA CURRICULAR ASSIGNMENTS	Lewistown Jr. High	Approve appointment on schedule as recommended	8/12/2019	Jim Daniels/Tim Majerus	See attached list
<b>GOBBLE, Cassi</b>	Special Education Summer School Teacher/Aide	Lewistown Public Schools	Approve appointment on schedule as per attached recommendation	August 5-16, 2019	Chelsey Rogers	See attached memo
<b>RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS</b>	Bus Drivers	Lewistown Public Schools	Approve appointment on schedule as recommended on attachment	8/7/2019	Rob Odermann	See attached list
<b>SCOTT, Lanette</b>	Food Server	Fergus High School	Approve appointment on schedule - -FOOD SERVER/KITCHEN AIDE Step 0, Food Server for 5 days per week for 3 hours per day for up to 187 days	8/19/2019	Amie Friesen	Replacing Jan Mane
<b>SHELAGOWSKI, Brett</b>	Driver Education Instructor	Fergus High School	Approve appointment at \$25.00 per hour as needed for behind- the-wheel driving instruction	August 21, 2019 - May 29, 2020	Thom Peck	Bret will be teaching in the classroom and assisitng in the behind-the-wheel driving instruction
<b>TRAFELET, Jeffrey</b>	Study Skills Paraprofessional	Fergus High School	Accept Verbal Resignation	8/5/2019	Tim Majerus	
<b>WALKER, Debra</b>	Bus Driver	Lewistown Public Schools	Approve appointment on schedule --TRANS + 45 Step 1 for 5 days per week for up to 4 hours per day for up to 185 days	8/7/2019	Rob Odermann	Revised Contract



**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Wednesday, August 29, 2019**

**SPECIAL BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager Rebekah Rhoades, Tim Majerus, Jeff Friesen, Jim Daniels, Jessica Miller, Jason Fry, Bobbie Atchison

OTHERS PRESENT:

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**

4. APPROVE EMERGENCY FOOTBALL COOP WITH GRASS RANGE & WINNETT FOR FALL 2019 – Approved Unanimously (Birdwell/Weeden)

**ADJOURNMENT**

The meeting was adjourned at 7:11 a.m. (Thompson – unanimous).

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**PHILLIP KOTERBA  
BOARD CHAIR**

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**REBEKAH RHOADES  
BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/18/2019

Agenda Item No.

6

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

Members of the Finance Committee for July-September 2019 include: Board Chair Phil Koterba, CJ Bailey, Stephen Vantassel, and Jennifer Thompson.

**\*\*Need to select new Finance Committee members for October-December 2019.**

**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**

09/18/2019

**Agenda Item No.**

7

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #1425 –ABSTENTIONS FROM VOTING

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy # 1425 –Abstentions from voting of said policy.

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

Removed specific references to situations where abstentions are permitted that are otherwise inconsistent with state law.

**SUGGESTED ACTION:** Approve Revision of Board Policy

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

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**NOTES:**

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

## Lewistown School District

### THE BOARD OF TRUSTEES

1425

#### Abstentions from Voting

Subject to the requirements and limitations set forth in Policies 1511 and 1512, 20-3-323(2), MCA, requires the minutes of each Board meeting to include the voting records of each trustee present. As a general rule of thumb, trustees should vote on all issues, unless casting a vote would be a violation of law. ~~In accordance with Montana law, there are instances in which it would be unlawful or inappropriate for a trustee to cast a vote on a particular issue, including, but not necessarily limited to, the following:~~

- ~~1. When hiring the relative of a trustee;~~
- ~~2. When casting a vote would directly and substantially affect, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or in which the trustee is engaged as counsel, consultant, representative, or agent;~~
- ~~3. When casting a vote would directly and substantially affect a business or other undertaking to its economic detriment, where a trustee has a substantial personal interest in a competing firm or undertaking;~~
- ~~4. When casting a vote would cause a trustee to have a pecuniary interest, either directly or indirectly, in a contract made by the trustee (while acting in the trustee's official capacity) or by the Board;~~
- ~~5. When casting a vote would put the trustee in the position of an agent or solicitor in the sale or supply of goods or services to the District.~~

~~In addition, a trustee shall be allowed to abstain from voting in order to avoid the appearance of impropriety or the appearance of a perceived conflict. If a trustee abstains from voting, the abstention should be recorded in the minutes and may include an explanation of the reasons for the abstention. The Board discourages abstentions, unless the reasons are substantiated as provided herein.~~

Legal Reference:	20-3-323, MCA	District policy and record of acts
	2-2-121, MCA	Rules of conduct for public officers and public employees
	2-2-105, MCA	Ethical requirements for public officers and public employees
	20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	20-1-201, MCA	School officers not to act as agents

#### Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/18/2019

Agenda Item No.

8

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

ITEM TITLE: FIRST READING—BOARD POLICY #1512 –CONFLICT OF INTEREST

Requested By: Board of Trustees    Prepared By: Thom Peck

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy #1512 –Conflict of Interest 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 Revision of Board Policy

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

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NOTES:

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

## Lewistown School District

### THE BOARD OF TRUSTEES

1512

#### Conflict of Interest

A trustee may not:

1. engage in a substantial financial transaction for the trustee=s private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
3. act as an agent or solicitor in the sale or supply of goods or services to a district.
4. have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions which are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. be employed in any capacity by the District.
6. perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the officer or employee has a substantial personal interest in a competing firm for undertaking.
7. perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which the officer or employee either has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
8. appoint to a position of trust or emolument any person related or connected by consanguinity within the fourth (4<sup>th</sup>) degree or by affinity within the second (2<sup>nd</sup>) degree.
  - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
  - b. This prohibition does not apply to the renewal of an employment contract of a person who was initially hired before the Board member to whom he/she is

related assumed the position.

- c. This prohibition does not apply if the trustees comply with the following requirements: 1) All trustees, except the trustee related to the person to be employed or appointed, vote to employ the related person; 2) the trustee related to the person to be employed abstains from voting; and 3) the trustees give fifteen (15) days written notice of the time and place of their intended action in a newspaper of general circulation in the county where the school is located.

## Degrees of Affinity

Affinity is the legal relationship arising as the result of marriage. Relationship by affinity terminates upon the death of one of the spouses or other dissolution of marriage, except when the marriage has resulted in issue still living.

## Degrees of Consanguinity

			4 Great Great Grandparent						
			3 Great Grandparent	5 Great Great Uncle					
		2 Grandparent	4 Great Uncle		6 Child of Great Uncle				
	1 Parent	3 Uncle		5 Child of GG Uncle		7 Child of GG Uncle			
								Grandchild of GG Uncle	
Appointing Power									
		2 Brother	4 1 <sup>st</sup> Cousin		6 2 <sup>nd</sup> Cousin			8 3 <sup>rd</sup> Cousin	
	1 Child	3 Nephew		5 1 <sup>st</sup> Cousin once removed		7 2 <sup>nd</sup> Cousin removed		once	
		2 Grandchild	4 Grand Nephew		6 1 <sup>st</sup> Cousin twice removed				
		3 Great Grandchild	5 Great Grand Nephew						
			4 Great Great Grandchild						

## Degrees of Affinity

					3 Great Grandfather-in-law	
			2 Grandfather-in-law			
	1 Father-in-law			3 Uncle-in-law		
Spouse of Appointing Power		2 Brother-in-law				
	1 Step Child			3 Nephew-in-law		
		2 Step Grandchild				
				3 Step Great Grandchild		



Cross Reference: 1425 Abstentions from Voting  
1511 Code of Ethics for School Board Members

Legal Reference:	2-2-302, MCA	Appointment of relative to office of trust or emolument unlawful B exceptions B publication of notice
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### Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/18/2019

Agenda Item No.

9

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

**ITEM TITLE:** FIRST READING—REVISION OF BOARD POLICY #2100 – SCHOOL YEAR CALENDAR AND DAY

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy # 2100 –School Year Calendar and Day and consider adoption of said policy.

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

Clarify “School Fiscal Year” section to reflect state law

**SUGGESTED ACTION:** Approve Revision of Board Policy

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

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**NOTES:**

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

## Lewistown School District

### INSTRUCTION

2100

#### School Year Calendar and Day

##### School Calendar

Subject to 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of days in a school term, length of the school day, and the number of school days in a school week. When proposing to adopt changes to a previously adopted school term, school week, or school day, the trustee shall: (a) negotiate the changes with the recognized collective bargaining unit representing the employees affected by the changes; (b) solicit input from the employees affected by the changes but not represented by a collective bargaining agreement; (c) and from the people who live within the boundaries of the school district.

##### Commemorative Holidays

The teachers and students shall devote a portion of the day on each commemorative holiday designated in ' 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

##### School Fiscal Year

At least the minimum number of aggregate hours must be conducted during each school fiscal year. The minimum aggregate hours required by grade are:

- (a) A minimum of 360 aggregate hours for kindergarten program;
- (b) 720 hours for grades 1 through 3;
- (c) 1,080 hours for grades 4 through 12; and
- (d) 1,050 hours may be sufficient for graduating seniors.

The minimum aggregate hours, described above, are not required for any pupil demonstrating proficiency pursuant to 20-9-311(4)(d), MCA.

In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

1. Pre-school staff orientation (not to exceed two (2) days);
2. Staff in-service training programs; and
3. Parent/teacher conferences.

Legal References:	' 20-1-301, MCA	School fiscal year
	' 20-1-302, MCA	School day and week
	' 20-1-304, MCA	Pupil-instruction-related day
	' 20-1-306, MCA	Commemorative exercises on certain days
	10.55.701, ARM	Board of Trustees
	10.65.101-03, ARM	Pupil-Instruction-Related Days

Policy History:

Adopted on: June 28, 2004

Revised on: October 24, 2005

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/18/2019

Agenda Item No.

10

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #4301 –COMMUNITY RELATIONS

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

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**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy #4301 –Community Relations and consider adoption of said policy.

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

Clarify policy to assist administrators with enforcement

**SUGGESTED ACTION:** Approve Revision of Board Policy

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

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**NOTES:**

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

## **Lewistown School District**

### **COMMUNITY RELATIONS**

4301

#### Visitors to the Schools

The District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the principal's office upon entering any District building. School visitors shall not interfere with school operations or delivery of educational services to students. Conferences should be held outside school hours or during the teacher's conference/prep time.

Cross Reference: 4313 Disruption of School Operations

#### Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/18/2019

Agenda Item No.

11

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #8425F –SERVICE ANIMALS IN DISTRICT FACILITIES

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of the revision of Board Policy # 8425F –Service Animals in District Facilities and consider adoption of said policy.

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

Policy undergoing review to comply with Office of Civil Rights decision outlining acceptable review of service animal request.

The regulations permit school districts to ask an individual accompanied by an animal two questions to determine if the animal qualifies as a service animal:

- (1) Is the animal required because of a disability, and
- (2) What work or task has the animal been trained to perform

The regulations permit removal of a service animal in limited circumstances: if the animal is out of control and the animal's handler does not take effective action to control it, and if the animal is not housebroken. If an animal is properly excluded, the school district must give the individual with a disability the opportunity to participate in the service, program, or activity without having the animal on the premises. In general, service animals are subject to the same licensing and vaccination rules that are applied to all dogs under local law.

**SUGGESTED ACTION:** Approve Revision of Board Policy

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

**NOTES:**

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

**Service Animals in District Facilities**

Please provide the following information about the service animal.

1. Parent/Staff and/or emergency contact information: \_\_\_\_\_  
\_\_\_\_\_
2. Type of service animal (breed, age, and history): \_\_\_\_\_  
\_\_\_\_\_
3. Insurance company insuring the service animal: \_\_\_\_\_  
Attached proof of insurance: ☐ Received ☐ Not Received  
Agent name and address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_
4. Proof of current and proper vaccinations: ☐ Received ☐ Not Received
5. Documentation of Public Access Test (PAT): ☐ Received ☐ Not Received  
Name of trainer or organization who administered the PAT: \_\_\_\_\_  
Address of trainer or organization: \_\_\_\_\_  
Phone number of trainer or organization: \_\_\_\_\_
6. List and attach any letters or other documentation from medical providers or other service providers regarding the student's/staff's need for the service animal: \_\_\_\_\_  
\_\_\_\_\_  
☐ Received ☐ Not Received
7. Has the student/staff member requesting use of the animal been trained as the animal's handler? ☐ Yes ☐ No
8. If no, who will act as the trained handler for the animal during the school/work day? \_\_\_\_\_  
\_\_\_\_\_
9. Is the student/staff able to independently care for the service animal's needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.) ☐ Yes ☐ No
10. Is the animal required because of a disability? \_\_\_\_\_  
\_\_\_\_\_



11. What work or task has the animal been trained to perform? \_\_\_\_\_
12. Describe the manner in which the service animal will meet the student's/staff's individual needs:

Revised on:

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

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

12

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

**ITEM TITLE:** APPROVE RESOLUTION TO RESTATE AND AMEND THE LEWISTOWN PUBLIC SCHOOLS 403(B) PLAN

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

**SUMMARY:**

The Board of Trustees needs to approve the attached Resolution to restate and amend the Lewistown Public Schools 403(b) Plan. This year, we made the decision to move our Flex and HSA accounts from American Fidelity to Aflac/Maestro. As a result, we are no longer able to keep AF PlanServe as our 403(b) 3<sup>rd</sup> Party Administrator. This resolution allows Admin Partners to become our new 403(b) Administrator and update the Plan.

**SUGGESTED ACTION:** Approve Resolution to Restate and Amend the Lewistown Public Schools 403(b) Plan

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

**NOTES:**

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

**Board Resolution (Prototype Public Education)**  
**Lewistown Public Schools 403(b) Plan**  
**Amendment and Restatement Date: 9/1/2019**

Lewistown Public Schools (the "Plan Sponsor") maintains the Lewistown Public Schools 403(b) Plan (the "Plan") for eligible employees, and wishes to amend and restate the Plan in accordance with IRS Revenue Ruling 2017-18 applicable to 403(b) pre-approved plans. A copy of the amended and restated Adoption Agreement, Administrative Appendix, Written Plan Document, and IRS Approval Letter for the Plan is attached to this Resolution.

**WHEREAS**, in accordance with Section 11.3 of the Plan document, the Plan Sponsor has the power to amend and restate the Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the Plan Sponsor hereby amends and restates the Plan in its entirety as the Non-ERISA Volume Submitter 403(b) Plan Document for Public Schools, Community Colleges, and Public Universities and Colleges effective 9/1/2019

**FURTHER RESOLVED**, it is the intention of the Board that the Plan will conform with all federal and state statutory and regulatory requirements applicable to 403(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the amended and restated plan is exempt from such requirements.

**FURTHER RESOLVED**, that the appropriate officers of the Plan Sponsor are hereby authorized to execute any and all documents and take any and all actions required to effectuate the intent of the foregoing resolutions.

**IN WITNESS WHEREOF**, the undersigned have adopted the foregoing resolutions as of the date set forth below.

For Lewistown Public Schools

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

13

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

**ITEM TITLE:** APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT OUTSIDE/INSIDE OF LEWISTOWN PUBLIC SCHOOLS

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

**SUMMARY:**

The Board of Trustees needs to approve the attached request for out-of-district and inside-of-district student attendance.

**SUGGESTED ACTION:** Approve Out-of-District Student Attendance Agreement Request for Placement Outside/Inside of Lewistown Public Schools

☒ **Additional Information Attached**    **Estimated cost/fund source** \_\_\_\_\_

**NOTES:**

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

## OUT OF DISTRICT STUDENTS 2019-2020

### STUDENTS ENTERING LEWISTOWN PUBLIC SCHOOLS/FERGUS HIGH SCHOOL

Student G	3rd Grade	District of Residence: King Colony Public Schools
Student H	2 <sup>nd</sup> Grade	District of Residence: King Colony Public Schools
Student I	4 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student J	2 <sup>nd</sup> Grade	District of Residence: King Colony Public Schools
Student K	1 <sup>st</sup> Grade	District of Residence: King Colony Public Schools
Student L	1 <sup>st</sup> Grade	District of Residence: King Colony Public Schools
Student M	4 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student N	9 <sup>th</sup> Grade	District of Residence: Roy Public Schools
Student O	Kindergarten	District of Residence: Roy Public Schools
Student P	1 <sup>st</sup> Grade	District of Residence: Winifred Public Schools
Student Q	9 <sup>th</sup> Grade	District of Residence: Moore Public Schools
Student R	7 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student S	Kindergarten	District of Residence: King Colony Public Schools
Student T	9 <sup>th</sup> Grade	District of Residence: Winifred Public Schools
Student U	10 <sup>th</sup> Grade	District of Residence: Winifred Public Schools
Student V	8 <sup>th</sup> Grade	District of Residence: Moore Public Schools
Student W	11 <sup>th</sup> Grade	District of Residence: Moore Public Schools
Student X	4 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student Y	7 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student Z	5 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student AA	2 <sup>nd</sup> Grade	District of Residence: King Colony Public Schools
Student AB	6 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student AC	8 <sup>th</sup> Grade	District of Residence: Hobson Public Schools
Student AD	8 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student AE	2 <sup>nd</sup> Grade	District of Residence: King Colony Public Schools
Student AF	8 <sup>th</sup> Grade	District of Residence: King Colony Public Schools
Student AG	6 <sup>th</sup> Grade	District of Residence: King Colony Public Schools

## OUT OF DISTRICT STUDENTS 2019-2020

### STUDENTS LEAVING LEWISTOWN PUBLIC SCHOOLS/FERGUS HIGH SCHOOL

Student 2	10 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 3	8 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 4	9 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 5	1 <sup>st</sup> Grade	District of Choice: Moore Public Schools
Student 6	8 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 7	4 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 8	2 <sup>nd</sup> Grade	District of Choice: Moore Public Schools
Student 9	1 <sup>st</sup> Grade	District of Choice: Moore Public Schools
Student 10	11 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 11	9 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 12	10 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 13	12 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 14	4 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 15	Kindergarten	District of Choice: Moore Public Schools
Student 16	11 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 17	10 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 18	10 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 19	10 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 20	9 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 21	9 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 22	1 <sup>st</sup> Grade	District of Choice: Moore Public Schools
Student 23	5 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 24	3 <sup>rd</sup> Grade	District of Choice: Moore Public Schools
Student 25	8 <sup>th</sup> Grade	District of Choice: Moore Public Schools
Student 26	11 <sup>th</sup> Grade	District of Choice: Moore Public Schools

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/18/2019

Agenda Item No.

14

☐ 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 \*(All approved substitutes are approved pending the results of their background check):

Substitute Teachers/Aides

Patrick Lance McMahon  
Brett Thackeray  
Caleb Uhler  
Vicki Vandervan  
Amanda Schrauth  
Katie Simpson  
Sean Kepler  
Betty Sanders  
David Gill

Substitute School Food

Rosemary Lafever  
Kaysi Davis

Substitute Bus Driver

Kathleen Schaeffer

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

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

09/18/2019

Agenda Item No.

15

☐ 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						
Thompson						
Southworth						
Vantassel						
Weeden						



**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday September 9, 2019**

<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>RECOMMENDED ACTION</b>	<b>EFFECTIVE DATE</b>	<b>RECOMMENDED BY</b>	<b>COMMENTS</b>
<b>BIRDWELL, Misti</b>	Volunteer Cross County Coach	Jr. High School		9/4/2019	Scott Dubbs	
<b>CROUSE, Lee</b>	Girls Basketball Coach	Jr. High School	Approve Out-Of-State travel for LJHS Girls Basketball team to Sheridan, WY	11/16/2019	Scott Dubbs	
<b>DONALDSON, Matthew</b>	Boys Basketball Coach	Jr. High School	Approve Out-Of-State travel for LJHS Boys Basketball team to Sheridan, WY	1/18/2020	Scott Dubbs	
<b>KEPLER, Sean</b>	Elementary Teacher	Jr. High School	Approve appointment on schedule - BA Step 4 (Actual Step 0) 0.625 FTE	8/19/2019	Scott Dubbs	Revised Contract
<b>OLSON, Mikaela</b>	Assistant Volleyball Coach	Jr. High School	Approve appointment on schedule - (.050 x \$34,404.00) \$1,720.20	8/19/2019	Scott Dubbs	Replace Nikki Casale
<b>ORTMAN, Karl</b>	Band Teacher	Fergus High School	Approve Out-Of-State Travel to attend Band Camp as Instructor, Winnipeg, Manitoba	10/28/19 thru 10/29/19	Tim Majerus	
<b>ORTMAN, Lauren</b>	Choralaires Advisor	Fergus High School	Approve appointment on schedule - (.040 x \$34,404.00) \$1,376.16	8/21/2019	Tim Majerus	
<b>PHELPS, Rayna</b>	Cheerleading Head Coach	Jr. High School	Approve appointment on schedule - (.030 x \$34,404.00) \$1,032.12	8/21/2019	Scott Dubbs	Replace Rachel Goodwin
<b>SCHOLFIELD, Alex</b>	Bus Driver	Transportation	Approve appointment on schedule - TRANS Step 0 for up to 4 hours per day for up to 170 days	9/11/2019	Rob Odermann	Replace Jodi Tombarge

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

**BOARD AGENDA ITEM**

**Meeting Date**

09/18/2019

**Agenda Item No.**

16

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

**ITEM TITLE:** WORK SESSION WITH CTA ARCHITECTS -FACILITY DISCUSSION

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

**SUMMARY:**

Tony Houtz, of CTA Architecture, will lead a discussion on possible Facility Options that the School District can take to the community through Community Forum meetings to address our three main concerns:

1. Safety and Security of our Buildings.
2. Infrastructure needs to bring our Buildings to Montana Code and future needs based on recent Facility Assessment.
3. Possible Additional Classroom space or expansion based on Program Needs and enrollment trends.

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

**NOTES:**

## **School District #1 Mission Statement:**

***Excellence Today, Success Tomorrow***

## **Core Values of the Lewistown Public Schools:**

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

**LEWISTOWN PUBLIC SCHOOLS  
2019-2020 SCHOOL CALENDAR**

**A. Pupil Instruction**

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

**Totals  
179**

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

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

**Holidays / Vacations (Dates Inclusive)**

**C.**

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