

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, September 9, 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 – Introduction of New Teachers
5. Recognition – Fergus High School Student Council Officers and Foreign Exchange Students
6. Presentation—Elementary Principals attended The National Principals Conference
7. Report—Student Representative
8. Report—LEA
9. Report—Committees of the Board
10. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

11. Report—Investment
12. Report—Superintendent

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

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

APPROVAL OF CLAIMS

15. Claims

INDIVIDUAL ITEMS

16. Approve First Reading---Board Policy 1425 ---Abstentions from Voting
17. Approve First Reading---Board Policy 1512 ---Conflict of Interest
18. Approve First Reading---Board Policy 2100 --School Year Calendar and Day
19. Approve First Reading---Board Policy 4301 ---Community Relations
20. Approve First Reading---Board Policy 8425F --Service Animals in District Facilities
21. Approve Resolution to Restate and Amend the Lewistown Public Schools 403(b) Plan
22. Approve Out-Of-District Student Attendance Agreement Requests for Placement inside/outside of the Lewistown Public Schools
23. Approve Additions to the Substitute List for the 2019-2020 School Year
24. 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

09/09/2019

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION – INTRODUCTION OF NEW TEACHERS

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

SUMMARY:

School Board of Trustees are introduced to the new teachers at Lewistown Public Schools for the 2019-2020 School Year.

Lori Brown-Chauvet – KinderSteps
Amber Marks – Head Start, Special Education
Molly Ward – 2nd Grade
Bridgette Metcalfe – 4th Grade
Emmylynn (Bentley) Kepler – 6th Grade
Sean Kepler – Lewistown Junior High, Social Studies
Jocelyn Krogstad – Lewistown Junior High, FACS
Nicole Wichman – Lewistown Junior High, English
Lora Poser-Brown – LJH and L&C – Library Media Arts
Lindy Thomas – Fergus High, Special Education
Nicholas Staffileno – Fergus High, English
Jondie Rianda – Fergus High, Career Technical Education Agriculture
Teresa Vaughn – Fergus High, FACS

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

5

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

ITEM TITLE: RECOGNITION – FERGUS HIGH SCHOOL STUDENT COUNCIL OFFICERS AND FOREIGN EXCHANGE STUDENTS

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

SUMMARY:

School Board of Trustees are introduced to the Fergus High School Student Council Officers for the 2019-2020 School Year and the Foreign Exchange Students attending Fergus High School 2019-2020.

Student Council Officers:

President – Sam Fulbright
Vice-President – Jamie Eckhardt
Secretary – Libby Fried-Jenness
Treasurer – Macy Mangold
Student Council Representative – Alana Chalmers

Foreign Exchange Students:

Dongkun (Daniel) Kim – Korea
Pai-Marie Fuchs – Germany
Sarah Costa-Lima - Brazil

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

6

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

ITEM TITLE: PRESENTATION - ELEMENTARY PRINCIPALS ATTENDED THE NATIONAL PRINCIPAL CONFERENCE HELD IN SPOKANE, WA

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

SUMMARY:

Danny Wirtzberger, Matthew Ventresca and Matt Lewis will present information from the National Principal Conference they attended in Spokane, WA on July 7 through July 9, 2019.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

7

☐ 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:

FHS Club Report

1. BPA:
2. FCCLA:
3. FFA: Seqptember 3, held their bbq
4. HOW Club: N/A
5. YPR Club: N/A
6. Key Club: N/A
7. Art Club: N/A
8. Outdoors Club: N/A
9. Spanish Club:
10. Science Olympiad: N/A
11. Robotics: N/A
12. Graduation Matters: N/A
13. National Honor Society: Helped direct runners and hand out water to runners during the Chokecherry festival run on Saturday. That is their main fundraiser and keeps them nationally recognized.
14. F Club: N/A
15. Speech and Drama: N/A
16. Student Council: Student Body
President: Sam Fulbright
VP: Jamie Eckhardt
Treasurer: Macy Mangold
Secretary: Libbey Jenness
Representative: Alana Chalmers
Class elections were held Sept. 4.
17. Central Montana Youth Mentoring: Applications are due Sept. 16.
18. Astronomy Club: N/A
19. Youth Alive:
20. Ducks Unlimited: N/A
21. Skills USA: N/A
22. Gay-Straight Alliance: N/A
23. Model UN: N/A
24. Film Club: N/A
25. Tech Club:
26. Book Club:
27. IMPACT team: Successfully did Freshmen orientation. Held club/activity fair Sept. 4, where students had the opportunity to see everything offered to them and sign-up if they desired.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

8

☐ 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

09/09/2019

Agenda Item No.

9

☐ 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

09/09/2019

Agenda Item No.

10

☐ 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.

Tobacco Free and Prevention Program Award

Email Thank You

20 Day Plans

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

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 for July 2019 will be reported as follows:

Elementary	\$4,437.72
<u>High School</u>	<u>\$3,678.75</u>
Total	\$8,116.47

Interest amounts for August 2019 were not available at the time of posting the agenda.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

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:** 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.

- ❖ Current Enrollment: K-6 = 663 (+4), 7-8 = 189 (+3), 9-12 = 310 (-32) TOTAL = 1162 (-25)
- ❖ Board Tours – Set Date
- ❖ September 18, 7 a.m. – CTA Work Session—Options?? to Community
- ❖ College/Career Fair – September 18, 2019
- ❖ MCEL—October 16-18, 2019—Billings—Double Tree by Hilton Please let Thom know your plans by Friday, September 20, 2019
- ❖ Out of District Students – 55 (+4) Total, 8 (+4) at FHS
- ❖ Pixalot Cameras/NFHS Network at Golden Eagle Stadium and Fergus Gym
- ❖ Vulnerability Assessments
- ❖ Fire Systems and New Server at FHS
- ❖ CMEC Update – meeting with Dawson CC September 13
- ❖ Assessment Committee (Pilots iStation, Success Maker & Dream Box), ELA and Math Curriculum and ACE Training October 28-29
- ❖ Homecoming Week—September 30 – October 5, 2019
 - All School Pep Assembly--Friday, October 4, 2019--10:00 a.m.
 - Fergus Parade—Friday, October 4, 2019— 1:30 p.m.
- ❖ GO—Central/Eastern 'A' Divisional Meet—Thursday, September 26, 20189—Sidney
- ❖ Picture Day Schedule:

Monday	September 16, 2019	Fergus High School
Tuesday	September 17, 2019	Lewistown Junior High
Wednesday	September 18, 2019	Garfield Elementary
Thursday	September 19, 2019	Highland Park Elementary
Friday	September 20, 2019	Fergus High School
- ❖ GO—State Class 'A' Tournament—October 3-4 - Laurel
- ❖ Home Athletic Games/Meets:
 - Sept. 10 – XC – Fergus Invitational (JH and HS)
 - Sept. 12 - JHFB v. Fairfield
 - Sept. 14 – VB v. Custer County
 - Sept. 16 – JVFB v. Roundup
 - Sept. 17 – VB v. Billings Central
 - Sept. 19 – VB v. Laurel
 - Sept. 20 – FB v. Sidney
 - Sept. 21 – JHVB – Lewistown Jamboree
 - Sept. 27 – VB v. Havre
 - Sept. 28 – JHFB v. Hardin
- ❖ Ministerial Breakfast was held Thursday August 29, 2019

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

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 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

09/09/2019

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 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
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Southworth						
Thompson						
Vantassel						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 7th 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.

PHILIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday August 12, 2019

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
ATCHISON, Bobbie	Payroll Specialist	Central Office	Accept Letter of Resignation	12/31/2019	Rebekah Rhoades	See attached letter
BETTS, David	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
BLACKADAR, Leslie	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
CARTER, Floyd	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
CONRAD, Cassidy	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
GOSSACK, Anita	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
GRUENER, Matthew	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
LELEK, Jonette	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
PETERS, Elma	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
PIERCE, Lorri	Food Server/Kitchen Aide	Highland Park Schol	Accept Letter of Resignation	7/10/2019	Amie Friesen	See attached letter
RAMMELT, Tanna	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

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
RECOMMENDATIONS FOR ACTIVITIES AND ATHLETICS	EXTRA CURRICULAR ASSIGNMENTS	Lewistown Jr. High	Approve appointment on schedule as recommended	8/12/2019	Jim Daniels/Tim Majerus	See attached list
GOBBLE, Cassi	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
RECOMMENDATIONS FOR EXTRA-DUTY CONTRACTS	Bus Drivers	Lewistown Public Schools	Approve appointment on schedule as recommended on attachment	8/7/2019	Rob Odermann	See attached list
SCOTT, Lanette	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
SHELAGOWSKI, Brett	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
TRAFELET, Jeffrey	Study Skills Paraprofessional	Fergus High School	Accept Verbal Resignation	8/5/2019	Tim Majerus	
WALKER, Debra	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).

**PHILLIP KOTERBA
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

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 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:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

16

☐ 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

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

☒ 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 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

09/09/2019

Agenda Item No.

17

☐ 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

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

☒ 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						

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 (4th) degree or by affinity within the second (2nd) 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 st Cousin		6 2 nd Cousin			8 3 rd Cousin	
	1 Child	3 Nephew		5 1 st Cousin once removed		7 2 nd Cousin removed		once removed	
		2 Grandchild	4 Grand Nephew		6 1 st 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	

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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Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

18

☐ 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

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

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
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

09/09/2019

Agenda Item No.

19

☐ 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

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

☒ 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 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

09/09/2019

Agenda Item No.

20

☐ 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	Aye	Nay	Abstain	Other
<i>Board Action</i>						
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

09/09/2019

Agenda Item No.

21

☐ 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) 3rd 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
<i>Board Action</i>						
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

09/09/2019

Agenda Item No.

22

☐ 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
<i>Board Action</i>						
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 nd Grade	District of Residence: King Colony Public Schools
Student I	4 th Grade	District of Residence: King Colony Public Schools
Student J	2 nd Grade	District of Residence: King Colony Public Schools
Student K	1 st Grade	District of Residence: King Colony Public Schools
Student L	1 st Grade	District of Residence: King Colony Public Schools
Student M	4 th Grade	District of Residence: King Colony Public Schools
Student N	9 th Grade	District of Residence: Roy Public Schools
Student O	Kindergarten	District of Residence: Roy Public Schools
Student P	1 st Grade	District of Residence: Winifred Public Schools
Student Q	9 th Grade	District of Residence: Moore Public Schools
Student R	7 th Grade	District of Residence: King Colony Public Schools
Student S	Kindergarten	District of Residence: King Colony Public Schools
Student T	9 th Grade	District of Residence: Winifred Public Schools
Student U	10 th Grade	District of Residence: Winifred Public Schools
Student V	8 th Grade	District of Residence: Moore Public Schools
Student W	11 th Grade	District of Residence: Moore Public Schools

STUDENTS LEAVING LEWISTOWN PUBLIC SCHOOLS/FERGUS HIGH SCHOOL

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

23

☐ 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
<i>Board Action</i>						
Bailey						
Birdwell						
Koterba						
Southworth						
Thompson						
Vantassel						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

09/09/2019

Agenda Item No.

24

☐ 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

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
BIRDWELL, Misti	Volunteer Cross County Coach	Jr. High School		9/4/2019	Scott Dubbs	
CROUSE, Lee	Girls Basketball Coach	Jr. High School	Approve Out-Of-Sstate travel for LJHS Girls Basketball team to Sheridan, WY	11/16/2019	Scott Dubbs	
DONALDSON, Matthew	Boys Basketball Coach	Jr. High School	Approve Out-Of-State travel for LJHS Boys Basketball team to Sheridan, WY	1/18/2020	Scott Dubbs	
KEPLER, Sean	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
OLSON, Mikaela	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
ORTMAN, Karl	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	
ORTMAN, Lauren	Choralaires Advisor	Fergus High School	Approve appointment on schedule - (.040 x \$34,404.00) \$1,376.16	8/21/2019	Tim Majerus	
PHELPS, Rayna	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
SCHOLFIELD, Alex	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

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