

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**Lincoln Board Room**

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

**MONDAY, March 11, 2019  
REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of Jr. High School Boys Basketball Teams and Coaches
5. Recognition of Fergus County Spelling Bee First Place Winners, Skylar Rutten and Averi Sparks
6. Recognition of Geography Bee First Place Winners, Gavin Thomas and Kieran Netburn
7. Presentation—Fergus County Port Authority Workforce Committee
8. Presentation---Fergus High School Think Tank Group –Student Link and Advisor, Karen Durbin
9. Presentation—Tim Majerus, Fergus High School Principal--- Hi SET Option Update
10. Report—Student Representative
11. Report—LEA
12. Report—Committees of the Board
13. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

14. Report—Election Information
15. Report—Budget Update
16. Report—Investment
17. Report—Superintendent

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

19. Minutes of the February 11, 2019, Regular Board Meeting  
Minutes of the February 11, 2019, Special Board Meeting

**APPROVAL OF CLAIMS**

20. Claims

**INDIVIDUAL ITEMS**

21. First Reading---Board Policy 1000 ---Legal Status and Operation
22. First Reading---Eliminate Board Policy ---1100--- Organization
23. First Reading---Board Policy 1310—Adoption and Amendment of Policies
24. First Reading---Board Policy 3226---Bullying/Harassment/Hazing/Intimidation/ Menacing
25. First Reading---Board Policy 6121F District Organization--Organizational Chart
26. First Reading ---Board Policy 6110F Formal Superintendent Evaluation Form

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**REGULAR BOARD MEETING**

**-CONTINUED PAGE 2-**

27. Approve Issuing Contracts for Certified Staff
28. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause
29. Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause
30. Approve contract with CTA Architects
31. Set Elementary District Number One Levy Amount
32. Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2020
33. Approve Multi-District Agreement for Technology Services
34. Approve Additions to the Substitute List for the 2018-2019 School Year
35. 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**

03/11/2019

**Agenda Item No.**

4

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

**ITEM TITLE:** RECOGNITION – JUNIOR HIGH SCHOOL BOYS BASKETBALL TEAMS AND COACHES  
KYLE TRAFTON AND MATT DONALDSON

**Requested By:** Board of Trustees    **Prepared By:** \_\_\_\_\_  
\_\_\_\_\_

**SUMMARY:**

Kyle Trafton and Matt Donaldson Jr. High School Boys Basketball Coaches, will introduce players and give perspective on this past season.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

**Agenda Item No.**

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

**ITEM TITLE:** RECOGNITION OF FERGUS COUNTY SPELLING BEE WINNERS

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

**SUMMARY:**

Skylar Rutten of Lewistown Jr. High School and Averi Sparks of Lewis and Clark Elementary School won first place awards at the County Spelling Bee Competition on February 12, 2019. The Spelling Bee was held at the Fergus High School Performing Arts.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

**NOTES:**

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

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

**ITEM TITLE:** RECOGNITION OF GEOGRAPHY BEE WINNERS

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

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**SUMMARY:**

Kieran Netburn – Lewistown Jr. High School grade 7, and Gavin Thomas –Lewis and Clark Elementary School grade 5, won first place honors at their individual school Geography Bee competition. They will represent Lewistown Public Schools at the state competition in Billings.

**SUGGESTED ACTION:** Informational

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

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**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

7

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

ITEM TITLE: PRESENTATION---FERGUS COUNTY PORT AUTHORITY WORKFORCE COMMITTEE

Requested By: Board of Trustees    Prepared By: Dave Byerly/Jeff Friesen

SUMMARY:

- . The Fergus County Port Authority Workforce Committee will present the Board with information regarding their work towards hiring a Workforce Coordinator to benefit the community. A portion of the funding for this position will be requested from the School District as an Adult Ed Levy with a 2-year funding commitment.

SUGGESTED ACTION: Informational

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Additional Information Attached

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NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

8

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

**ITEM TITLE:** PRESENTATION BY FERGUS HIGH SCHOOL THINK TANK STUDENT GROUP – STUDENT LINK AND ADVISOR, KAREN DURBIN

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

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**SUMMARY:**

The Fergus High School Think Tank Student Group is a new addition at Fergus High School. FHS Counselor, Karen Durbin will explain the student link and purpose of the student group.

**SUGGESTED ACTION:** Informational

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Additional Information Attached

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**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

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

ITEM TITLE: PRESENTATION TIM MAJERUS, FERGUS HIGH SCHOOL PRINCIPAL—HI-SET OPTION UPDATE

Requested By: Board of Trustees      Prepared By: Tim Majerus

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**SUMMARY:**

Tim Majerus, Fergus High School Principal will update the Board with information on the Hi-SET Option status.

**SUGGESTED ACTION:** Informational

Additional Information Attached

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NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

10

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**

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

11

- 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

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**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**

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**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/11/2019

Agenda Item No.

12

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 2018-2019 School Year.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

**STANDING COMMITTEES OF THE BOARD  
2018-2019 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
<b>Building &amp; Grounds</b>	<b>3</b>	<b>X</b>		<b>X</b>				<b>X</b>
<b>Insurance Risk Committee</b>	<b>2</b>		<b>X</b>			<b>X</b>		
<b>Transportation</b>	<b>3</b>		<b>X</b>		<b>X</b>			<b>X</b>

**OTHER COMMITTEES WITH BOARD REPRESENTATION  
2018-2019 School Year**

Committee	Number on Comm.	CJ Bailey	Kris Birdwell	Phil Koterba	Jeff Southworth	Jennifer Thompson	Stephen Vantassel	Monte Weeden
<b>Activities</b>	<b>2</b>	<b>X</b>			<b>X</b>			
<b>Curriculum Committees:</b>								
<b>Fine Arts, Library, Technology, Guidance, Health Enhancement</b>	<b>2</b>		<b>X</b>			<b>X</b>		
<b>Health Insurance Program</b>	<b>2</b>			<b>X</b>		<b>X</b>		
<b>School Calendar</b>	<b>1</b>	<b>X</b>						
<b>Vocational Advisory Council</b>	<b>1</b>						<b>X</b>	
<b>Gaining</b>	<b>3</b>		<b>X</b>			<b>X</b>	<b>X</b>	
<b>Policy Review</b>	<b>3</b>	<b>X</b>	<b>X</b>			<b>X</b>		

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

13

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.

SUGGESTED ACTION: Informational

Additional Information Attached

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

14

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

**ITEM TITLE:** REPORT—ELECTION INFORMATION

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

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**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2019.

Attached are the Terms of Office Listing and the 2018-2019 School Election Calendar.

Board members terms of office that are due to expire in 2019 include: Phil Koterba and Jennifer Thompson.

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

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**NOTES:**

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD MEMBERS TERMS OF OFFICE**

As currently exists, Board members terms of office are as follows:

	<b>Expire 2019</b>	<b>Expire 2020</b>	<b>Expire 2021</b>
<b>SCHOOL DISTRICT #1</b>	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Stephen Vantassel	CJ Bailey Monte Weeden

**School District #1 Two -- Three (3) Year Terms:**

\_\_\_\_\_ 3-year term (to expire in 2022)

\_\_\_\_\_ 3-year term (to expire in 2022)

**Declaration of Intent Filed for Nomination of School Board Trustee:**

Phillip R. Koterba  
Jennifer Thompson

## SCHOOL ELECTION CALENDAR 2019

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	<b>Thursday, December 13 through Thursday, March 28</b>	<p><b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b></p> <p><i>Candidate must be registered to vote at the time the Oath is filed.</i></p>	<a href="#">13-10-201</a>  <a href="#">20-3-305</a>
At least 70 days before	<b>Tuesday, February 26</b>	<p><b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct.</p> <ul style="list-style-type: none"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li> </ul>	<a href="#">13-19-202</a> <a href="#">13-19-203</a> <a href="#">20-9-422</a> <a href="#">20-20-201</a> <a href="#">20-20-203</a>
At least 67 days before (within 3 days of passage of the election resolution)	<b>Friday, March 1</b>	<p><b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.</p>	<a href="#">20-20-201(2)(a)</a>
At least 60 days before	<b>Friday, March 8</b>	<p><b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator. Link to instructions: <a href="#">Mail Ballot Plan Timetable and Instructions</a></p>	<a href="#">13-19-205</a>
4 weeks preceding the close of regular registration	<b>Monday, March 11</b>	<p><b>Notice of close of regular registration.</b> The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.</p>	<a href="#">13-2-301</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 4 (by 5 p.m.)</b>	<p><b>Last day trustee candidates may withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.</p>	<a href="#">20-3-305(3)(a)</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 4 (by 5 p.m.)</b>	<p><b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b> (must be filed with the district clerk, regardless of who is running the election).</p>	<a href="#">20-3-305(2)(b)</a>
No later than the 30th day before	<b>Friday, April 5</b>	<p><b>Deadline to notify election judges of appointment.</b></p>	<a href="#">13-4-101</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	<b>Friday, April 5</b>	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a> <a href="#">15-10-425</a>
Not less than 30 days before	<b>Friday, April 5</b>	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
30 days before any election	<b>Monday, April 8</b>	<b>Close of regular voter registration.</b> Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	<a href="#">13-2-301</a>
Not more than 30 days before	<b>Monday, April 8</b>	<b>Contact your county election administrator</b> for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Day after Close of Regular Registration	<b>Tuesday, April 9</b>	<b>Start of Late Registration.</b> Late voter registration starts and continues through the close of polls on election day, except that late registration is closed from noon to 5 pm on the day before the election. Late registration must be completed at the office of the county election administrator.	<a href="#">13-2-304</a>
Not less than 10 days, or more than 40 days before	<b>Thursday March 28 Through Saturday, April 27</b>	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">20-20-204</a>
At least 20 days before	<b>Wednesday, April 17</b>	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed);</li> <li>• Instructions for voting and returning the ballot;</li> <li>• A secrecy envelope, free of marks that would identify the voter; and</li> <li>• A self-addressed, return envelope with affirmation printed on the back.</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	<b>Wednesday, April 17 through Monday, April 22</b>	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	<b>Saturday, April 27 through Sunday, May 5</b>	<b>Absentee/Mail Ballot Counting Notice.</b> Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10<sup>th</sup> day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>
Day before (By Noon)	<b>Monday, May 6</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 6</b>	<b>Deliver certified copy of the lists of registered electors.</b> Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<a href="#">20-20-313</a>
Day before (between noon and 5pm)	<b>Monday, May 6</b>	<b>Late registration closed.</b> Late registration is closed between noon and 5pm the day before the election. Electors may late register on election day at the office of the county election administrator.	<a href="#">13-2-304</a>
Election Day 	<b>Tuesday, May 7</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
No sooner than 3pm on the 6 <sup>th</sup> day after the election	<b>Monday, May 13</b>	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">13-15-107</a>
Following receipt of the tally sheets from all polls and within 15 days after the election	<b>By Wednesday, May 22</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvas	<b>Monday, May 13 through Tuesday, May 28</b>	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	<b>Monday, May 13 through Tuesday, May 28</b>	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>
Within 15 days of election	<b>By Wednesday, May 22</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
June 1	<b>Friday, May 31</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	<b>By Wednesday, June 5</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent. <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below), but must be completed within 15 days of issuance.</i> <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

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

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

**Additional References:**

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

Election Manual: [School Election Handbook](#)

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

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

15

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2019-2020 General Fund Budgets.

**SUGGESTED ACTION:** Informational

Additional Information Attached

NOTES:

# 2019-2020 BUDGET PROJECTIONS

## As of 3/6/2019

### ELEMENTARY

<b>2018-2019 Final Budget</b>	\$6,281,294.57	
<b>2019-2020 Projected Budgets</b>	\$6,466,207.33	w/out a vote
	\$6,510,845.45	w/a vote
<b>2019-2020 Projected Expenses</b>	\$6,532,561.30	
<b>Over/Under Budget</b>	(\$66,353.97)	w/out a vote
	(\$21,715.85)	w/a vote
<b>FY19 Budget vs FY20 Budget</b>	\$184,912.76	increase w/out a vote
	\$229,550.88	increase w/a vote

---

### HIGH SCHOOL

<b>2018-2019 Final Budget</b>	\$3,273,592.13	
<b>2019-2020 Projected Budgets</b>	\$3,261,895.32	w/out a vote
	\$3,275,821.94	w/a vote
<b>2019-2020 Projected Expenses</b>	\$3,309,964.98	
<b>Over/Under Budget</b>	(\$48,069.66)	w/out a vote
	(\$34,143.04)	w/a vote
<b>FY19 Budget vs FY20 Budget</b>	(\$11,696.81)	increase w/out a vote
	\$2,229.81	increase w/a vote

---

**The numbers above include the following:**  
 2% increase to salaries for all staff  
 10% health insurance increase  
 Additional Pre-ETS Funding (approx. \$50,000) at FHS  
 Final ANB/Enrollment sent to OPI

**Unknowns: Retirements/Staff Resignations\*, Health Insurance Rates, Kindergarten Enrollment, Title I Funding**

**Other Considerations: Certified Staffing at JHS (increase in enrollment), Paraprofessional needs**

\*Retirements/Resignations could save up to \$27,000 more in High School and \$36,000 more in Elementary

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

16

- 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 February 2019 was not available at the time of posting.

SUGGESTED ACTION: Informational

Additional Information Attached

NOTES:

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

17

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

**ITEM TITLE:** REPORT—SUPERINTENDENT

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

---

**SUMMARY:**

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

- ❖ Staffing Update
- ❖ Review of Evacuation and Re-Unification protocol and Monday, March 4 Incident
- ❖ TalentEd Online Recruiting, Application, Reference Check, Interview, and Offer Software
- ❖ Self-Contained Special Ed Program Visits
- ❖ Open Mic at FHS, every Wednesday during March – FHS Library, 12:05 pm
- ❖ FHS Make-up time during Core/Flex
- ❖ Parent/Teacher Conferences—Tuesday, March 26, 2019—Evening Only
- ❖ Montana Shakespeare – Highland Park – Tuesday, March 12
- ❖ 4<sup>th</sup> Grade Music Program, Thursday, March 14 at 6:00 p.m. – FCPA
- ❖ MASS and META Spring Conference and Day of Advocacy, March 18 & 19 at Helena
- ❖ Wax Museum – Lewis and Clark – Friday, March 15
- ❖ Cheer Fest – March 15-16 @ Fergus High Gym – 22 Teams
- ❖ 1<sup>st</sup> Grade Music Program, March 21 at 6:00 p.m. - FCPA
- ❖ Prom at FHS—April 6, 2019
- ❖ Parent/Teacher Conferences – Tuesday, March 26, 2018 – Evening Only
- ❖ FHS Skills USA State Convention, April 4-6 - Havre
- ❖ Home Athletic Games/Meets:
  - 1<sup>st</sup> Day of Spring Sports (Boys & Girls Track, Boys & Girls Tennis, Softball),  
March 11<sup>th</sup>
  - TR – Central Montana Inv. – Saturday, March 30 - TBA
  - SB v. Hardin, Friday, April 5 at 3/5 p.m.
  - TR – FHS Twilight – Tuesday, April 9 – 3:30 pm
  - SB – FHS Round Robin, April 12 & 13 TBA
  - LJHS TR 1<sup>st</sup> Day, Monday, March 25

**SUGGESTED ACTION:** Informational

**Additional Information Attached**

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LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

18

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: Informational

Additional Information Attached

NOTES:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

19

- 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 February 11, 2019, Regular Board Meeting
- Minutes of the February 11, 2019 Special Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

**Additional Information Attached**

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South

Lewistown, Montana 59457

**MONDAY, February 11, 2019**

**REGULAR BOARD MEETING**

**CALL TO ORDER (6:36 p.m.)**

1. ROLL CALL

TRUSTEES PRESENT:

CJ Bailey, Kris Birdwell, Jennifer Thompson, Phil Koterba, Monte Weeden,  
Stephen Vantassel (via phone), Jeff Southworth

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah  
Rhoades, Luke Brandon – LEA President, Diane Lewis, Scott Baldwin, Tim  
Majerus, Bobbie Atchison

OTHERS PRESENT:

Libbey Fried-Jenness – Student Representative, Kendra Mihlfeldt, Jenny  
Chalmers, Courtney Moline and other interested parties.

2. PLEDGE OF ALLEGIANCE

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

4. Recognition of the Business Professionals of America Club

Diane Lewis, BPA Advisor, recognized her members of the BPA Club for their  
excellent results at Regionals. She also recognized Jennifer Chalmers for her  
effort in volunteering with the BPA Club. They will be competing at State in  
the near future.

5. Report—Student Representative

Libbey Fried-Jenness, Student Representative to the Board, reported on  
upcoming activities at Fergus High School.

6. Report – LEA

Luke Brandon, President of the Lewistown Education Association (LEA)  
updated the Board of Trustees on the activities and happenings for their  
organization. The LEA Executive Board met recently and discussed the  
process for transfers, hoping to get clarification from the Board and Mr. Peck  
on that process. Mr. Peck stated that the transfer is not guaranteed, but  
interviews will be done.

7. Report—Committees of the Board

The Calendar Committee met and the 2019-20 calendar will be considered for  
approval later in the agenda.

CJ Bailey requested that a Policy Committee be established to review all  
district policies. Kris Birdwell, Jennifer Thompson, and CJ Bailey will be on  
that committee for the remainder of the 2018-19 school year.

8. Calendar Items, Concerns, Correspondence, Etc.

- Thank you from the National Association of Agricultural Educators

- Perkins IV Accountability Data
  - Legislative Session Highlights as of 2/8/19
  - Administrator 20 Day Plans
  - Spring Sports Schedules (tentative)
9. Report—2017-2018 Audit Report  
Business Manager Rebekah Rhoades reported Paul Strom and Associates completed the audit for FY2017-2018. There were no findings or material weaknesses in our financial statements or internal control processes. The audit report is posted in its entirety on the District website as well as a hard copy at the District Business Office for the public to view.
  10. Report—Election Information  
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2019 School Election Calendar and advised them of the Trustee seats that will be up for election in 2019 – Phil Koterba and Jennifer Thompson.
  11. Report—Budget Information  
Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the budget outlook for 2019-2020 school year.
  12. Report—Investment  
Interest earned and distributed for December was \$5,790.35 in the High School and \$7,353.06 in the Elementary, for a total of \$13,143.41. Interest earned and distributed for January was \$6,429.48 in the High School and \$8,504.07 in the Elementary, for a total of \$14,933.55.
  13. Report—Superintendent  
Superintendent Thom Peck reported that the Tiny House built by the Construction Academy is now listed on the MLS with a local realtor. Mr. Peck recently attended the MHSAA annual meeting and gave a summary of what took place at that meeting. January PIR Day received great feedback from Principals. Three teachers have accepted the Retirement Incentive and one certified teacher have resigned. Curriculum is currently being worked on in teams, led by the Principals and Superintendent. A Self-Contained Special Education program is being researched with the intent to better meet student needs. Several building inspections have been completed in the past few weeks and any issues found are being addressed. Mr. Peck updated the Board on various events taking place throughout the District.

## **PUBLIC PARTICIPATION**

14. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items  
Courtney Moline was introduced to the Board, as she is working toward an Administrative degree and will be shadowing Thom Peck.

## **ACTION ITEMS**

### **MINUTES**

15. Minutes of the January 14, 2019, Regular Board Meeting – Approved unanimously (Birdwell/Southworth)

### **APPROVAL OF CLAIMS**

16. Claims – Approved unanimously (Thompson/Bailey)  
Claims Committee for January through March 2019 will be Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, and Stephen Vantassel.

### **INDIVIDUAL ITEMS**

17. Approve Out-Of-District Student Attendance Agreement Requests for Placement In and Out of Lewistown Public Schools – Approved unanimously (Bailey/Thompson)
18. Approve First Semester Claim for Individual Contract Bus Reimbursement – Approved unanimously (Weeden/Bailey)
19. Approve First Semester Elementary & High School Claims for Bus Reimbursement – Approved unanimously (Birdwell/Thompson)
20. Approve Trustee Resolution Calling for an Election – Approved unanimously (Bailey/Thompson)

21. Approve 2019-2020 School Calendar – Approved unanimously (Bailey/Weeden)  
Luke Brandon expressed the teacher’s desires to have a vote on the calendar, as has been done in the past. CJ Bailey clarified that a vote is not required per the CBA and that the feedback was received from all staff.
22. Approve Audit Contract for FY19-FY21 – Approved unanimously (Birdwell/Thompson)
23. Approve Additions to the Substitute List for the 2018-2019 School Year – Approved unanimously (Weeden/Southworth)
24. Approve Personnel Report – See Exhibit A – with the amendment to add Lisa Pierce as a volunteer Cheer Coach – Approved unanimously (Weeden/Southworth)

**EXECUTIVE SESSION**

25. Board Chair Phil Koterba called for an Executive Session at 7:43 p.m. to conduct the Superintendent’s post-evaluation stating that the individual’s right to privacy clearly exceeds the public’s right to know.

**ADJOURNMENT**

The meeting was adjourned at 9:05 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, March 11, 2019, at the Lincoln Board Room.

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**PHILLIP R. KOTERBA**  
**BOARD CHAIR**

---

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday February 11, 2019**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>FELLER, Vic, HUDSON, Troy, JOHNSON, Orin and LEAR, Derek</b>	Football Coaches	Fergus High School	Approve Out-Of-State Travel to attend Football Clinic at Reno, Nevada	3/6/19 thru 3/11/19	Jim Daniels	See Attached Letter
<b>HESER, Holly</b>	Certified Teacher	Fergus High School	Accept Letter of Resignation	5/31/2019		See Attached Letter
<b>KELSEY, Michael</b>	Head Track Coach	Jr. High School	Accept Verbal Resignation	1/31/2019	Scott Dubbs	
<b>TRAFELET, Jeffrey</b>	Study Skills Paraprofessional	Fergus High School	Approve appointment on schedule-- PARA EDUCATOR - CERT Step 0 for up to 7.5 hours per day up to 85 days	1/28/2019	Tim Majerus	Replacing Betty Sanders
<b>WHITNEY-REED, Jill</b>	Certified Teacher	Lewis & Clark	Accept Letter of Resignation	5/31/2019		See Attached Letter
<b>WIRTZBERGER, Danny, LEWIS, Matt and VENTRESCA, Matthew</b>	Elementary Principals		Approve Out-Of-State Travel to attend the National Elementary Principals Conference at Spokane, WA	7-9-19 thru 7-12-19	Thom Peck	See Attached Letter

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Thursday, February 11, 2019**

**SPECIAL BOARD MEETING**

**CALL TO ORDER (5:30 P.M.)**

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Jeff Friesen, Karen Durbin, Teresa Majerus

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.

**EXECUTIVE SESSION**

4. Board Chair Phil Koterba called for an Executive Session at 5:31 p.m. to conduct the Student Discipline Hearing stating that the individual's right to privacy clearly exceeds the public's right to know.

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

5. Create a committee of the Board to review Board Policies – (Bailey/Thompson)

Amend the previous motion to create a committee to review the Bullying Policy – Approved Unanimously (Birdwell/Southworth)

## **ADJOURNMENT**

The meeting was adjourned at 6:36 p.m. (Bailey – unanimous).

---

**PHILLIP KOTERBA**  
**BOARD CHAIR**

---

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

20

- 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 March 8, 2019, as approved by the Finance Committee.

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

**\*\*\*Need to select new Finance Committee members for April - June 2019\*\*\***

**SUGGESTED ACTION:** Approve Claims as Presented

**Additional Information Attached**

**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**

03/11/2019

**Agenda Item No.**

21

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #1000 –Legal Status and Operation

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy # 1000 –Legal Status and Operation and consider adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption 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

### THE BOARD OF TRUSTEES

1000

#### Legal Status, Operation and Organization

The legal name of this District is Lewistown School District No. 1 of Fergus County, State of Montana. The District is classified as a class one district and is operated according to the laws and regulations pertaining to a class one district.

The Board of Trustees of the School District #1 is the governmental entity established by the State of Montana to plan and direct all aspects of the District's operations, to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

To achieve its primary goal of providing each child with a basic system of free quality education as 15 required by Montana Law, the Board shall exercise the full authority granted to it by the laws of the 16 state. Its legal powers, duties, and responsibilities are derived from the Montana Constitution and 17 state statutes and administrative rules.

~~In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.~~

The policies of the Board define the organization of the Board and the manner of conducting its official business. The policies of the District are modified/updated from time to time to reflect the operation of the District. ~~The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.~~

All handbooks approved by the Board are regarded as and given the same significance as District 24 policy

Legal Reference: § 20-3-323, MCA District policy and record of acts 29  
§ 20-3-324, MCA Powers and duties  
§ 20-6-101, MCA Definition of elementary and high school districts  
§ 20-6-201, MCA Elementary district classification  
§ 20-6-301, MCA High school district classification  
§ 20-9-309, MCA Basic system of free quality public elementary and 34 secondary schools defined – identifying educationally relevant factors – establishment of funding formula 36 and budgetary structure – legislative review  
Article X, Section 8, MT Constitution

Policy History:

Adopted on: June 28, 2004

Reviewed on: February 18, 2019

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

22

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

**ITEM TITLE:** FIRST READING—ELIMINATE BOARD POLICY #1100—ORGANIZATION

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #1100 –Legal Status and Operation and consider adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption 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

### THE BOARD OF TRUSTEES

1100

#### Organization

The legal name of this District is Lewistown School District No. 1, Fergus County, State of Montana. The District is classified as a class one district and is operated according to the laws and regulations pertaining to a class one district.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties, and responsibilities of the Board.

Legal References:	' 20-3-324, MCA	Powers and duties
	' 20-6-101, MCA	Definition of elementary and high school districts
	' 20-6-201, MCA	Elementary district classification
	' 20-6-301, MCA	High school district classification

#### Policy History:

Adopted on: June 28, 2004

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

23

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #1310 –ADOPTION AND AMENDMENT OF POLICIES

**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 Board Policy # 1310 –Adoption and Amendment of Policies and consider adoption of said policy.

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

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

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

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**NOTES:**

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

## Lewistown School District

### THE BOARD OF TRUSTEES

1310

#### District Policy

##### Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Policy proposals shall first be referred to the Superintendent. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the second (2<sup>nd</sup>) reading. The final vote for adoption shall take place not earlier than at the second (2<sup>nd</sup>) reading of the particular policy.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

##### Policy Manuals

~~The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.~~

~~Proposals for new policies or changes to existing policies shall be referred to the Superintendent for detailed study prior to consideration by the Board.~~

The Superintendent shall develop and maintain a current policy manual which includes all policies of the District. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

##### Waiver of Policies

On a case-by-case basis and under exceptional circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies and an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

##### Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

Legal References: 20-3-323, MCA  
10.55.701, ARM

District policy and record of acts  
Board of Trustees

Policy History:

Adopted on: June 28, 2004

Reviewed on: February 18, 2019

Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

24

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #3226 –BULLYING/HARASSMENT/HAZING/INTIMIDATION/MENACING

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #3226 – Bullying/Hazing/Intimidation/Menacing and consider adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption 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

### STUDENTS

3226  
Page 1 of 2

#### Bullying/Harassment/Hazing/Intimidation/Menacing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, hazing, intimidation, or menacing by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

#### Definitions:

- 1) "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
- 2) "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, where students are under the control of the District or where the employee is engaged in District business.
- 3) "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
- 4) ~~"Bullying, harassment, intimidation, or menacing" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop, and that has the effect of:~~
  - ~~• Physically harming a student or damaging a student's property;~~
  - ~~• Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;~~
  - ~~• Creating a hostile educational environment.~~
- 4) "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe,

or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:

- a) Physically harming a student or damaging a student's property;
- b) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c) Creating a hostile educational environment, or;
- d) Substantially and materially disrupts the orderly operation of a school.

5) "Electronic communication device" means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

#### Reporting:

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of bullying, harassment, hazing, intimidation, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

#### Exhaustion of administrative remedies:

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

#### Responsibilities:

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for development of administrative regulations, including reporting and investigative procedures, as needed.

#### Consequences:

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the

Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation:

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Cross Reference: 3225F Harassment Reporting Form for Students

Legal Reference: § 20-5-207, MCA “Bully-Free Montana Act”  
§ 20-5-208, MCA Definition  
§ 20-50-209, MCA Bullying of student prohibited  
§ 20-5-210, MCA Enforcement – exhaustion of administrative remedies  
10.55.701(2)(f), ARM Board of Trustees  
10.55.719, ARM Student Protection Procedures  
10.55.801(1)(d), ARM School Climate

Policy History:

Adopted on: June 28, 2004  
Revised on: October 9, 2006  
Reviewed on: February 18, 2019

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

25

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

**ITEM TITLE:** FIRST READING—BOARD POLICY #6121F –DISTRICT ORGANIZATION—ORGANIZATIONAL CHART

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

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy # 6121F –District Organization/Organizational Chart and consider adoption of said policy.

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

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

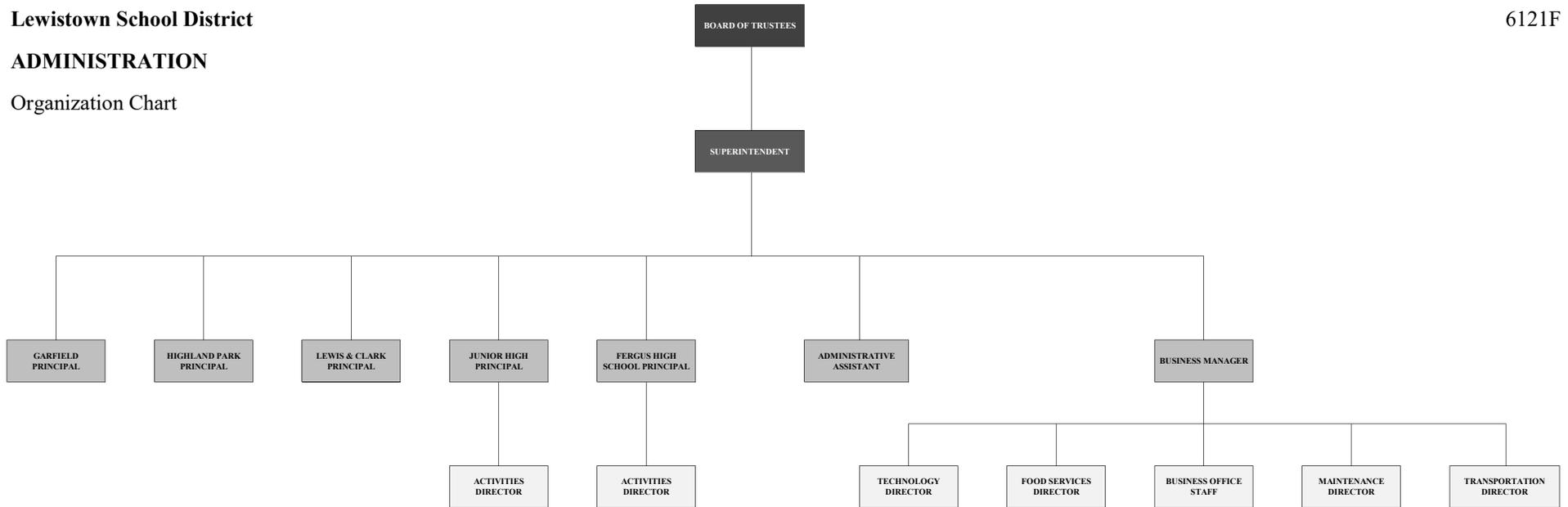
**Additional Information Attached**    Estimated cost/fund source \_\_\_\_\_

**NOTES:**

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

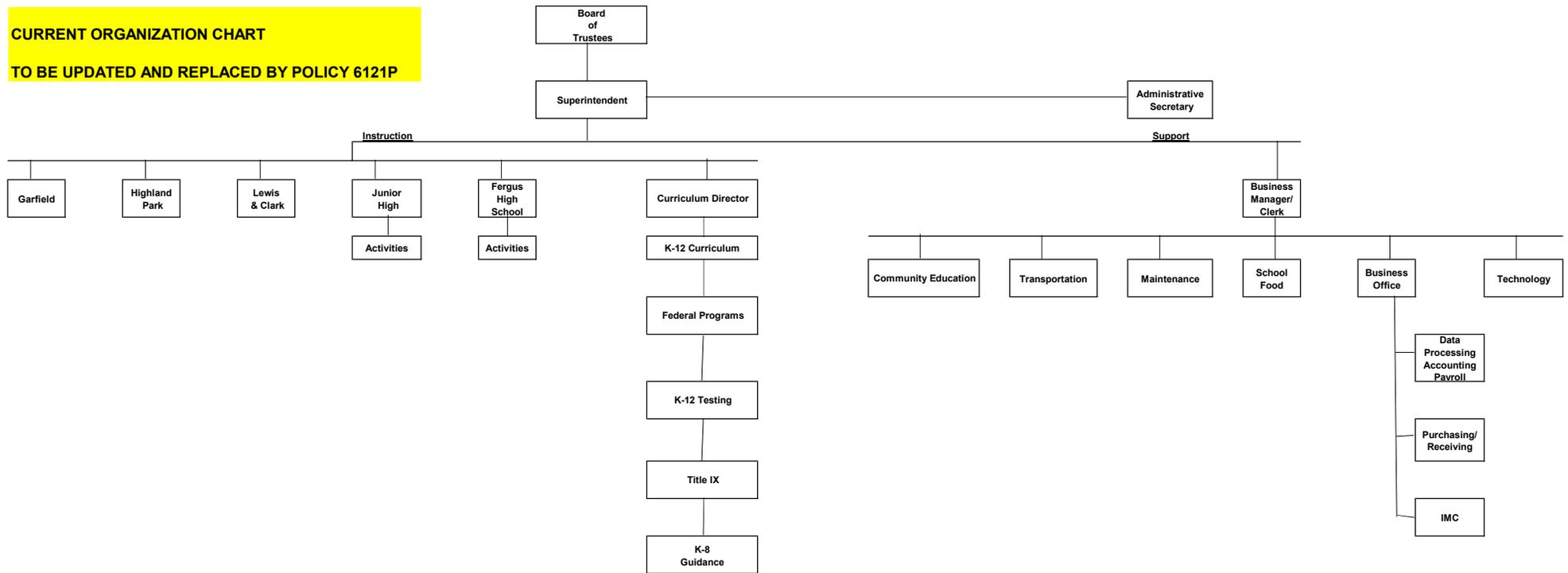
**Lewistown School District**  
**ADMINISTRATION**  
Organization Chart

6121F



**Adopted on:**

**CURRENT ORGANIZATION CHART**  
**TO BE UPDATED AND REPLACED BY POLICY 6121P**



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/11/2019

Agenda Item No.

26

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

ITEM TITLE: FIRST READING—BOARD POLICY #6110F –FORMAL SUPERINTENDENT EVALUATION FORM

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the first reading of Board Policy #6110F –Formal Superintendent Evaluation Form and consider adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption 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						

**FORMAL SUPERINTENDENT EVALUATION FORM**

**Superintendent:** \_\_\_\_\_

**Fiscal Year:** \_\_\_\_\_

**PURPOSE:** This evaluation is being conducted to provide the Superintendent with the School Board’s assessment of their strengths and weaknesses relative to performance as the Superintendent of this School District. It is the intent that this instrument will serve to provide the Superintendent with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/ Superintendent working relationship and the achievement of their mutual goal: To make the School District the most effective it can be.

**PROCESS:** Each Board Member shall complete this evaluation form individually, and each form shall be signed and dated. A designee of the Board Chair shall prepare a composite evaluation form complete with comments. A copy of that composite shall be provided to the Superintendent at the earliest possible time after completion, and executive session designated for discussion of the evaluation.

At the conclusion of the executive session, one composite evaluation form, after being signed by the Superintendent and the Board Chair, shall be placed in the personnel file of the Superintendent. All other existing composites shall be destroyed by the Board Chairperson.

**KEY TO THE RATING SCALE:** (5 is the highest rating; 1 is the lowest rating)

- (NK) No knowledge, unable to evaluate.
- (5) Performance exceeds job requirements.
- (4) Performance is above average.
- (3) Performance is satisfactory.
- (2) Action should be taken to improve performance.
- (1) Performance does not meet job requirements.

**I. RELATIONSHIP WITH THE BOARD:**

- A. Keeps the Board adequately informed of activities, progress, and problems. NK 5 4 3 2 1
- B. Keeps the Board adequately informed of their activities. NK 5 4 3 2 1
- C. Facilitates the decision-making process for the Board by making sound recommendations for Board action. NK 5 4 3 2 1
- D. Follows up on all problems and issues brought to their attention. NK 5 4 3 2 1
- E. Is receptive to Board Member ideas and suggestions. NK 5 4 3 2 1
- F. Accepts criticism as constructive suggestion for improvement. NK 5 4 3 2 1

**Comments :**

**II. MANAGEMENT SKILLS AND ABILITIES (GENERAL/FISCAL):**

A.	Understands and complies with District policies and goals.	NK	5	4	3	2	1
B.	Prepares all necessary reports and keeps accurate records.	NK	5	4	3	2	1
C.	Demonstrates a thorough knowledge and understanding of the education field.	NK	5	4	3	2	1
D.	Expresses ideas clearly and fluently, both verbally and in writing.	NK	5	4	3	2	1
E.	Prepares a balanced budget which is realistic and in good format.	NK	5	4	3	2	1
F.	Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year's end.	NK	5	4	3	2	1

Comments:

**III. RELATIONSHIP WITH STAFF:**

A.	Hires and retains competent staff to ensure the best service to students.	NK	5	4	3	2	1
B.	Encourages and facilitates staff development.	NK	5	4	3	2	1
C.	Understands the work of the staff and the problems that arise.	NK	5	4	3	2	1
D.	Encourages staff initiative and participation in planning and decision-making.	NK	5	4	3	2	1
E.	Delegates appropriate tasks to capable personnel.	NK	5	4	3	2	1
F.	Maintains open, concerned, and congenial relations with staff.	NK	5	4	3	2	1
G.	Assesses the performance of employees fairly and reasonably.	NK	5	4	3	2	1

Comments:

**IV. PUBLIC RELATIONS:**

- A. Effectively represents the District to other organizations and the public in a positive and professional manner. NK 5 4 3 2 1
- B. Participates with statewide districts and in statewide activities. NK 5 4 3 2 1

Comments:

**V. PROFESSIONAL AND PERSONAL ATTRIBUTES:**

- A. Participates in professional activities and associations. NK 5 4 3 2 1
- B. Tries to improve competencies in his professional field. NK 5 4 3 2 1
- C. Projects a professional demeanor. NK 5 4 3 2 1
- D. Is willing to spend whatever time necessary to meet the responsibilities of the position of Superintendent. NK 5 4 3 2 1
- E. Performs adequately in stressful situations, retaining objectivity and self-control. NK 5 4 3 2 1
- F. Displays a positive attitude towards his responsibilities. NK 5 4 3 2 1

Comments:

**VI. GENERAL QUESTIONS:**

- A. What impressed you the most about the Superintendent's performance this past year?
- B. In what areas has the Superintendent shown exceptional improvement?
- C. What specific recommendations do you have for the Superintendent to improve performance?
- D. Do you have any additional comments regarding the Superintendent that have a bearing on this evaluation?

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**FORMAL SUPERINTENDENT EVALUATION FORM**

**Superintendent:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

~~**Purpose:** This evaluation is being conducted to provide the Superintendent with the Board of Trustees' assessment of his performance. It is the intent of this instrument to serve as a guide for change and improvement. Further, this instrument will serve as a catalyst to strengthen the Board/Superintendent relationship and the achievement of district goals.~~

~~**Process:** Each Board member will complete this evaluation form individually and bring it to the executive session scheduled following the \_\_\_\_\_, \_\_\_\_\_, Board Meeting. During that session, any member can request more information in order to complete the evaluation. The Superintendent will also have the opportunity to present pertinent information the Board may not have. After the Board members have turned in their individual evaluation forms, the Board Chair will prepare a composite evaluation, complete with comments. The Superintendent will receive a copy of the composite evaluation.~~

~~The composite evaluation form, signed by the Superintendent and the Board Chair, will be placed in the Superintendent's personnel file. The signed individual forms, used as source documents for the composite, shall be given to the Superintendent for his use.~~

# **COMPONENTS OF EFFECTIVE ADMINISTRATION**

~~1. Serves as chief executive officer of the School Board.~~

~~(Refer to Superintendent's Job Description Sections A and F)~~

~~Rating: \_\_\_\_\_ Exceeds expectations~~

~~\_\_\_\_\_ Meets expectations~~

~~\_\_\_\_\_ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Proposes and implements policies of the School Board.~~
- ~~• Reports to the School Board about the status of programs, personnel and operations of the district.~~
- ~~• Facilitates the decision-making process for the Board by making sound recommendations for Board action which are consistent with the district's vision, mission statements and Board goals.~~
- ~~• Communicates as liaison between the School Board and school personnel.~~
- ~~• Informs the School Board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education.~~
- ~~• Prepares and distributes notices and agendas of meetings to the School Board.~~
- ~~• Keeps School Board adequately informed of the Superintendent's activities, particularly those activities affecting the functioning of the school district.~~
- ~~• Attends meetings of the Board and takes part in deliberations, but does not vote.~~
- ~~• Ensures the filing of all reports required by statute or regulation.~~

**2. Acts as the educational leader of the schools.**

(Refer to Superintendent's Job Description Sections B, D, G, K, and M)

**Rating:** \_\_\_\_\_ Exceeds expectations

\_\_\_\_\_ Meets expectations

\_\_\_\_\_ Does not meet expectations

**Comments (Including suggestions for improvement and commendations):**

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Supervises all administrative staff.~~
- ~~• Oversees planning and evaluation of curriculum and instruction.~~
- ~~• Devises procedures for adopting textbooks and other instructional materials for approval by the School Board.~~
- ~~• Visits schools on a regular basis.~~
- ~~• Maintains a current knowledge of developments in curriculum and instruction through continuing education.~~
- ~~• Supervises staff development.~~
- ~~• Keeps the public informed about modern educational practices, educational trends, and the practices and problems of the school district.~~
- ~~• Administers and supervises the educational program of the district.~~
- ~~• Shows respect in dealing with the public, Board and district staff.~~

~~3. Directs community relations activities.  
(Refer to Superintendent's Job Description Section L)~~

~~Rating: \_\_\_\_\_ Exceeds expectations  
\_\_\_\_\_ Meets expectations  
\_\_\_\_\_ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district.~~
- ~~• Responds to concerns expressed in the community.~~
- ~~• Maintains contacts with the news media.~~
- ~~• Maintains a recognized presence in community activities.~~
- ~~• Involves the community in planning and problem solving for the schools.~~
- ~~• Represents the district with other school systems, social institutions, business firms, government agencies and the general public.~~

~~4. Oversees staff personnel management.  
(Refer to Superintendent's Job Description Section E)~~

~~Rating: \_\_\_\_\_ Exceeds expectations~~

~~\_\_\_\_\_ Meets expectations~~

~~\_\_\_\_\_ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Organizes recruitment of personnel.~~
- ~~• Assigns personnel to schools and offices.~~
- ~~• Ensures administration of personnel policies and programs.~~
- ~~• Implements an evaluation process for all personnel.~~
- ~~• Maintains up-to-date job descriptions for all personnel.~~
- ~~• Encourages staff initiative and participation in planning and decision making.~~

**5. Oversees student personnel services.**

~~(This item is not in the Superintendent's Job Description)~~

~~Rating: \_\_\_\_\_ Exceeds expectations~~

~~\_\_\_\_\_ Meets expectations~~

~~\_\_\_\_\_ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Ensures adequate student record system.~~
- ~~• Implements policies and programs relating to behavior and discipline of students.~~
- ~~• Oversees programs for health and safety of students.~~
- ~~• Communicates as liaison between schools and community social agencies.~~

**6. Oversees financial management**

(Refer to Superintendent's Job Description Sections H and I)

**Rating:** \_\_\_\_\_ Exceeds expectations

\_\_\_\_\_ Meets expectations

\_\_\_\_\_ Does not meet expectations

**Comments (Including suggestions for improvement and commendations):**

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Prepares and proposes a balanced district budget in accordance with the law.~~
- ~~• Approves and directs, in accordance with the law and regulations of the Board, purchases and expenditures within the limits of the budget.~~
- ~~• Maintains a complete and accurate inventory of district assets.~~
- ~~• Reports to the School Board on financial condition of the schools.~~
- ~~• Establishes procedures for procurement of equipment and supplies.~~

~~7. Oversees facilities management.~~

~~(Refer to Superintendent's Job Description Section J)~~

~~Rating: \_\_\_\_\_ Exceeds expectations~~

~~\_\_\_\_\_ Meets expectations~~

~~\_\_\_\_\_ Does not meet expectations~~

~~Comments (Including suggestions for improvement and commendations):~~

~~The following bulleted items serve as examples to illustrate our collective understanding of the above Superintendent's responsibilities. The list is not intended to be either exhaustive or complete:~~

- ~~• Prepares long and short range plans for facilities and sites.~~
- ~~• Ensures the maintenance of school property and safety of personnel and property.~~
- ~~• Inspects school property on a regular basis.~~
- ~~• Supervises utilization of school property in accordance with Board policy.~~
- ~~• Monitors any construction, renovation and demolition of school facilities.~~
- ~~• Represents the school before local or state agencies controlling building requirements or providing financing for buildings.~~

~~*Please rate the Superintendent's performance and his efforts to accomplish the Board's adopted goals. (In the future we will insert District Goals.)*~~

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

27

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

**ITEM TITLE:** APPROVE ISSUING CONTRACTS FOR CERTIFIED STAFF

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

**SUMMARY:**

The Board of Trustees needs to approve issuing contracts for the Certified Staff for the 2019-2020 School Year as listed on the attachment.

**SUGGESTED ACTION:** Appoint Issuing Contracts for the Certified Staff

**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						

**2019-2020 CERTIFIED STAFF**

<b>EMPLOYEE NAME</b>	<b>LOCATION</b>	<b>STEP</b>	<b>LANE</b>	<b>FTE</b>	<b>TENURE</b>
ARMSTRONG, CHAD A	JUNIOR HIGH SCHOOL	YEAR 15	MA	1.000	Yes
ARMSTRONG, GINA GEORGE	HIGHLAND PARK SCHOOL	YEAR 15	BA+20	1.000	Yes
BATEMAN, AMANDA D	GARFIELD SCHOOL	YEAR 15	MA	1.000	Yes
BOLING, AUDREY K	GARFIELD SCHOOL	YEAR 13	BA+10	1.000	Yes
BRANDON, LUKE A	FERGUS HIGH SCHOOL	YEAR 15	BA+30	1.000	Yes
BRAULICK, DOUGLAS E	FERGUS HIGH SCHOOL	YEAR 14	BA+10	1.000	Yes
BREIDENBACH, BRADLEY P	LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.000	Yes
BREIDENBACH, SHERRY J	FERGUS HIGH SCHOOL	YEAR 15	BA+20	1.000	Yes
BUEHLER, DYLAN C	LEWIS & CLARK SCHOOL	YEAR 4	BA+20	1.000	Yes
BURK, EMILY A	GARFIELD SCHOOL	YEAR 3	BA	1.000	4th Contract
CASALE, NICOLETTE M	GARFIELD SCHOOL	YEAR 1	BA	1.000	No
CIRRINCIONE, MEGGAN M	FERGUS HIGH SCHOOL	YEAR 7	MA+20	1.000	Yes
CLOUD, SARAH M	HIGHLAND PARK SCHOOL	YEAR 15	MA+20	1.000	Yes
COMES, JULIE B	HIGHLAND PARK SCHOOL	YEAR 15	MA+30	1.000	Yes
DANIELS, JAMES M	FERGUS HIGH SCHOOL	YEAR 15	BA	0.519	Yes
DECOCK, ADRIENNA J	FERGUS HIGH SCHOOL	YEAR 5	BA+20	1.000	Yes
DECOCK, BRENDON A	FERGUS HIGH SCHOOL	YEAR 9	MA	1.000	Yes
DONALDSON, MATTHEW S	JUNIOR HIGH SCHOOL	YEAR 7	MA+30	1.000	Yes
DURBIN, KAREN L	FERGUS HIGH SCHOOL	YEAR 15	MA+10	1.054	Yes
EIKE, MIRANDA D	JUNIOR HIGH SCHOOL	YEAR 11	BA	1.000	Yes
FELLER, VICTOR J	FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
FLENTIE, SUSAN	JUNIOR HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
FOX, SANDRA A	LEWIS & CLARK SCHOOL	YEAR 13	MA+30	1.000	Yes
GILSKEY, LAURA A	HIGHLAND PARK SCHOOL	YEAR 15	BA+30	1.000	Yes
GOBBLE, CASSI J	FERGUS HIGH SCHOOL	YEAR 1	BA	1.000	No
GREMAUX, CINDY R	LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.000	Yes
GRUENER, BRENDA L	HIGHLAND PARK SCHOOL	YEAR 14	MA	1.000	Yes
GRUENER, MATTHEW C	LEWIS & CLARK SCHOOL	YEAR 3	BA+30	1.000	No
HENDERSON, JODI L	HIGHLAND PARK SCHOOL	YEAR 3	BA	1.000	4th Contract
HENDERSON, TROY I	FERGUS HIGH SCHOOL	YEAR 15	MA+20	1.000	Yes
ELLIOTT, SARAH E	JUNIOR HIGH SCHOOL	YEAR 9	BA+20	1.000	Yes
HOUDSHELL, MEGAN C	GARFIELD SCHOOL	YEAR 2	BA	1.000	No
HUDSON, NANCY A	LEWIS & CLARK SCHOOL	YEAR 15	BA+30	1.000	Yes
HUDSON, TROY D	FERGUS HIGH SCHOOL	YEAR 15	BA+30	1.000	Yes
IRELAND, KAITLIN M	GARFIELD SCHOOL	YEAR 2	BA	1.000	No
IRISH, JEAN M	GARFIELD SCHOOL	YEAR 8	BA+10	1.000	Yes
IRWIN, KATHLEEN L	HIGHLAND PARK SCHOOL	YEAR 15	BA+30	1.000	Yes
JENNESS, ASHLEY D	HIGHLAND PARK SCHOOL	YEAR 10	MA+10	1.000	Yes
JENNI, AMANDA K	LEWIS & CLARK SCHOOL	YEAR 9	BA	1.000	Yes
JENSEN, JENNIFER L	HIGHLAND PARK SCHOOL	YEAR 15	BA	1.000	Yes
JOHNSON, ORIN W	GARFIELD SCHOOL	YEAR 5	BA	1.000	Yes
KIRSCH, ELIZABETH A	HIGHLAND PARK SCHOOL	YEAR 15	MA	1.000	Yes
KUHLMANN, MARIE E	LEWIS & CLARK SCHOOL	YEAR 6	BA	1.000	No
LAROWE, DESIREE N	GARFIELD SCHOOL	YEAR 3	MA+30	1.000	4th Contract
LEAR, DEREK J	HIGHLAND PARK SCHOOL	YEAR 5	MA	1.000	Yes
LENSING, LYNN L	LEWIS & CLARK SCHOOL	YEAR 15	MA+30	1.000	Yes
LEWIS, DIANE	FERGUS HIGH SCHOOL	YEAR 15	BA+20	1.000	Yes
LONG, JARED R	FERGUS HIGH SCHOOL	YEAR 11	MA+20	1.214	Yes
LONG, LESLIE A	FERGUS HIGH SCHOOL	YEAR 15	MA	1.000	Yes
LOUIS, EMILY A	GARFIELD SCHOOL	YEAR 1	BA	1.000	No

**2019-2020 CERTIFIED STAFF**

<b>EMPLOYEE NAME</b>	<b>LOCATION</b>	<b>STEP</b>	<b>LANE</b>	<b>FTE</b>	<b>TENURE</b>
MAJERUS, TERESA M	JUNIOR HIGH SCHOOL	YEAR 15	MA+10	1.027	Yes
MANGOLD, MIKE T	FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
MCKINNEY, SARA L	HIGHLAND PARK SCHOOL	YEAR 10	BA	1.000	Yes
MILLER, JESSICA R	FERGUS HIGH SCHOOL	YEAR 6	MA+20	1.000	Yes
MURPHY, JILL E	HIGHLAND PARK SCHOOL	YEAR 7	BA+10	1.000	Yes
NEFZGER, TIMOTHY W	FERGUS HIGH SCHOOL	YEAR 12	MA+30	1.000	4th Contract
STROUF, LEAH E	GARFIELD SCHOOL	YEAR 4	BA+10	1.000	No
OLSON, STEVE J	FERGUS HIGH SCHOOL	YEAR 15	MA	1.000	Yes
ORTMAN, KARL T	FERGUS HIGH SCHOOL	YEAR 8	MA+30	1.000	Yes
ORTMAN, LAUREN L	JUNIOR HIGH SCHOOL	YEAR 6	BA	1.000	Yes
PATTEN, TACE M	GARFIELD SCHOOL	YEAR 3	BA	1.000	4th Contract
PEARSON, SARA A	GARFIELD SCHOOL	YEAR 8	BA+10	1.000	Yes
ROBERTS, PAMELA L	GARFIELD SCHOOL	YEAR 7	BA	1.000	4th Contract
RUSSELL, JEFFREY L	LEWIS & CLARK SCHOOL	YEAR 15	BA	1.000	Yes
SANDERS, CASEY L	JUNIOR HIGH SCHOOL	YEAR 9	MA	1.000	No
GRENSTEN, RACHAEL H	HIGHLAND PARK SCHOOL	YEAR 6	MA	1.000	Yes
SHELAGOWSKI, BRETT A	JUNIOR HIGH SCHOOL	YEAR 13	BA+30	1.000	Yes
SHELAGOWSKI, LISA M	HIGHLAND PARK SCHOOL	YEAR 13	MA	1.000	Yes
SMITH, KRISTINA W	JUNIOR HIGH SCHOOL	YEAR 2	BA	1.000	No
SMITH, MELANIE K	FERGUS HIGH SCHOOL	YEAR 15	MA+20	1.000	Yes
SPARKS, BRIDGET K	GARFIELD SCHOOL	YEAR 15	MA	1.000	Yes
SPRAGGINS, KATHERINE A	JUNIOR HIGH SCHOOL	YEAR 15	MA	1.000	Yes
STANDLEY, SUSAN	GARFIELD SCHOOL	YEAR 4	MA+30	1.000	Yes
STIVERS, SYDNEY M	FERGUS HIGH SCHOOL	YEAR 2	BA	1.000	No
TRAFTON, MICHELLE S	FERGUS HIGH SCHOOL	YEAR 15	MA+30	1.000	Yes
VALLINCOURT, JESSICA M	FERGUS HIGH SCHOOL	YEAR 7	MA+20	1.000	Yes
VALLINCOURT, NOAH D	JUNIOR HIGH SCHOOL	YEAR 6	MA+30	1.000	Yes
VAUGHN, KERRY A	HIGHLAND PARK SCHOOL	YEAR 8	MA+20	1.000	Yes
WEICHEL, POLLY D	HIGHLAND PARK SCHOOL	YEAR 15	BA+20	1.000	Yes
WEINHEIMER, LEEANNE	HIGHLAND PARK SCHOOL	YEAR 15	MA+20	1.000	Yes
WELSH, DEVNEY M	HIGHLAND PARK SCHOOL	YEAR 9	BA+30	1.000	Yes
WIRTZBERGER, KATELIN E	JUNIOR HIGH SCHOOL	YEAR 1	BA	1.000	No

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

28

**ITEM TITLE:** APPROVE NON-RENEWAL OF NON-TENURED CERTIFIED STAFF CONTRACT WITHOUT CAUSE

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

**SUMMARY:**

The Board of Trustees needs to approve the non-renewal of non-tenured certified staff, Andy Heck, without cause.

**SUGGESTED ACTION:** Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause

**Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

29

**ITEM TITLE:** APPROVE NON-RENEWAL OF NON-TENURED CERTIFIED STAFF CONTRACT WITHOUT CAUSE

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

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**SUMMARY:**

The Board of Trustees needs to approve the non-renewal of non-tenured certified staff, Kenton Cripps, without cause.

**SUGGESTED ACTION:** Approve Non-Renewal of Non-Tenured Certified Staff Contract without Cause

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**Additional Information Attached**

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**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

30

**ITEM TITLE:** APPROVE CONTRACT WITH CTA ARCHITECTS

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

**SUMMARY:**

The Board of Trustees needs to approve the contract with CTA for services related to creating a District-wide Facility Assessment.

**SUGGESTED ACTION:**

**Additional Information Attached**

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

31

**ITEM TITLE:** SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

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

**SUMMARY:**

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$44,638.12\* WHICH IS APPROXIMATELY 3.46\* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$4.67\* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$9.34\*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

- FOR the additional levy.
- AGAINST the additional levy.

\*Maximum amounts. The Board may elect to request any amount up to this maximum.

**SUGGESTED ACTION:** Set Elementary District Number One Levy Election

**Additional Information Attached**

**NOTES:**

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

32

**ITEM TITLE:** APPROVE ADOPTION OF RESOLUTION ESTIMATING CHANGES IN REVENUES/MILLS FROM TUITION, ADULT EDUCATION, BUILDING RESERVE, TRANSPORTATION AND BUS DEPRECIATION LEVIES FOR SCHOOL FISCAL YEAR 2020

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

**SUMMARY:**

The Board of Trustees needs to approve the attached resolution, per the requirements of Senate Bill 307 (SB307) implemented by law in the 2017 Legislative Session.

Many factors contribute to calculating the following year's budget and cannot be accurately predicted at this time. This Resolution is an **estimate** of increases in levies and will likely not be the amounts levied at the Budget Meeting held in August.

HB159 was recently signed by the Governor and includes the intent that funding is to be appropriated for the Natural Resources K-12 facilities payment to support school major maintenance aid in the Building Reserve Fund permissive levy. Appropriation for these funds is in HB2 (not yet approved by Legislature).

SB92, currently making its way through Legislature, would expand permissible expenditures of state school major maintenance aid and major maintenance permissive levies to include school and student safety and security, including expenses related to school resource officers and counselors.

**SUGGESTED ACTION:** Approve Adoption of Resolution Estimating Changes in Revenues/Mills from Tuition, Adult Education, Building Reserve, Transportation and Bus Depreciation Levies for School Fiscal Year 2020

**Additional Information Attached**

**NOTES:**

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

## Resolution of Intent to Impose an Increase in Fund Levies

The Lewistown Public School District is committed to financial transparency. Nonvoted levies are an essential part of the budgeting process and this authority has been in place for many years. Senate Bill 307 (SB307), which was passed into law during the 2017 Legislative Session, requires the District to provide notice of its intent to increase nonvoted levies in the ensuing fiscal year. The Lewistown Public Schools Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2019:

LEWISTOWN ELEMENTARY SCHOOL DISTRICT										
Fund	2018-19 Actual Levies			2019-20 Projections						
	\$	Mills		\$	Mills	Change \$	Mills	Change	Est. Annual Tax	Est. Annual Tax
								Impact \$100K home	Impact \$200K home	
General - BASE	\$ 592,142	40.78	\$	524,822	40.62	\$ (67,320)	(0.16)	\$ (0.22)	\$ (0.44)	
General - OverBASE	\$ 1,299,052	99.63	\$	1,299,052	100.55	\$ 0	0.92	\$ 1.24	\$ 2.48	
Transportation	\$ 400,409	30.99	\$	439,060	33.98	\$ 38,651	2.99	\$ 4.04	\$ 8.08	
Bus Depreciation	\$ 72,500	5.61	\$	129,800	10.05	\$ 57,300	4.44	\$ 5.99	\$ 11.98	
Tuition	\$ 114,537	11.19	\$	145,000	11.22	\$ 30,463	0.03	\$ 0.04	\$ 0.08	
Adult Ed	\$ -	0.00	\$	-	-	\$ -	-	\$ -	\$ -	
Technology	\$ 61,498	4.76	\$	61,498	4.76	\$ -	-	\$ -	\$ -	
Flexibility	\$ -	0.00	\$	-	-	\$ -	-	\$ -	\$ -	
Debt Service	\$ -	0.00	\$	-	-	\$ -	-	\$ -	\$ -	
Building Reserve Permissive	\$ -	0.00	\$	33,178	2.57	\$ 33,178	2.57	\$ 3.47	\$ 6.94	
Building Reserve Voted	\$ 98,000	7.59	\$	98,000	7.59	\$ -	-	\$ -	\$ -	
<b>Grand Total</b>	<b>\$ 2,638,138</b>	<b>200.55</b>	<b>\$</b>	<b>2,730,410</b>	<b>211.34</b>	<b>\$ 92,272</b>	<b>10.79</b>	<b>\$ 14.56</b>	<b>\$ 29.12</b>	

FERGUS HIGH SCHOOL DISTRICT										
Fund	2018-19 Actual Levies			2019-20 Projections						
	\$	Mills		\$	Mills	Change \$	Mills	Change	Est. Annual Tax	Est. Annual Tax
								Impact \$100K home	Impact \$200K home	
General - BASE	\$ 297,143	21.15	\$	279,028	19.86	\$ (18,115)	(1.29)	\$ (1.74)	\$ (3.48)	
General - OverBASE	\$ 694,176	49.41	\$	764,332	54.40	\$ 70,156	4.99	\$ 6.74	\$ 13.48	
Transportation	\$ 168,011	11.96	\$	189,522	13.49	\$ 21,511	1.53	\$ 2.07	\$ 4.14	
Bus Depreciation	\$ 268,515	19.11	\$	216,200	15.39	\$ (52,315)	(3.72)	\$ (5.02)	\$ (10.04)	
Tuition	\$ 36,932	2.63	\$	25,000	1.78	\$ (11,932)	(0.85)	\$ (1.15)	\$ (2.30)	
Adult Ed	\$ -	0.00	\$	14,900	1.06	\$ 14,900	1.06	\$ 1.43	\$ 2.86	
Technology	\$ 54,165	3.86	\$	54,165	3.86	\$ -	-	\$ -	\$ -	
Flexibility	\$ -	0.00	\$	-	-	\$ -	-	\$ -	\$ -	
Debt Service	\$ -	0.00	\$	-	-	\$ -	-	\$ -	\$ -	
Building Reserve Permissive	\$ -	0.00	\$	19,746	1.41	\$ 19,746	1.41	\$ 1.90	\$ 3.80	
Building Reserve Voted	\$ 98,000	6.98	\$	98,000	6.98	\$ -	-	\$ -	\$ -	
<b>Grand Total</b>	<b>\$ 1,616,941</b>	<b>115.10</b>	<b>\$</b>	<b>1,660,893</b>	<b>118.23</b>	<b>\$ 43,952</b>	<b>3.13</b>	<b>\$ 4.23</b>	<b>\$ 8.46</b>	

Impacts above are based on current certified taxable valuations from the current school fiscal year. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than presented here. These estimates are preliminary and changes are expected before the final budgets are set in August.

Along with the public notice requirement for nonvoted levies, SB307 allows for an additional levy in the Building Reserve Fund. Each school district may increase mills in their building reserve fund based on \$15,000.00 plus \$100 per ANB up to 10 mills. The 2019 Legislature approved funding for a state major maintenance aid, making it beneficial for the school district to begin permissively levying in the Building Reserve Fund for the upkeep of facilities.

The Permissive Building Reserve levy and associated funding will be used to finance projects identified in the District's Facility Assessment and student safety.

DATED this 11th day of March, 2019.

Phillip Koterba, Board Chair

Rebekah Rhoades, Business Manager/Clerk

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

33

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

**ITEM TITLE:** APPROVE MULTI-DISTRICT AGREEMENT FOR TECHNOLOGY SERVICES

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

**SUMMARY:**

For the past several years, several Central Montana School Districts have been participating in a Technology Cooperative. Based in Lewistown, our Cooperative offers technology services to area school districts. Participation in the Cooperative is voluntary. Districts that choose to participate pay a fixed amount per ANB to the Lewistown School District to finance the Cooperative's activities.

The MTSBA-approved agreement is attached for the Board's review and approval. Once the Lewistown Board approves the document, original agreements will be distributed to each participating district for their counter-approval.

**SUGGESTED ACTION:** Approve Multi-District Agreement for Technology Services

**Additional Information Attached**

**NOTES:**

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

## Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton Elementary School, Harlowton High School, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser Elementary, Geyser High School and the Central Montana Learning Resource Center Cooperative (collectively hereinafter "Districts").

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2019 to June 30, 2020. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

any Participating District may terminate its participation in the multi-district cooperative upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2019.

As agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Fergus High School (LE0259)  
Prime Agency

Lewistown Elementary (LE0258)  
Cooperating Agency

\_\_\_\_\_  
Board Chair, Prime Agency

\_\_\_\_\_  
Board Chair, Cooperating Agency

\_\_\_\_\_  
District Clerk, Prime Agency

\_\_\_\_\_  
District Clerk, Cooperating Agency

## ATTACHMENT 'A'

Below is a list of the services provided by Lewistown Public Schools Technology Support Staff.

ISP Management: Lewistown Public Schools tech support will research and make recommendations on the ISP (Internet Service Provider) the schools should use along with the amount of bandwidth they should be provided with. LPS will provide support and be a contact with the ISP to implement, support, and service the internet connections needed for the school.

Network Management: Lewistown Public Schools Tech Support will research and recommend the network equipment to include, but not limited to Switches, Routers, Firewalls, wireless, and content filtering the school should purchase. LPS will provide service to setup, install, implement, and support all network equipment and internal network connections within the school.

Server Management: Lewistown Public Schools Tech Support will research and make recommendations for the servers and storage equipment the school should purchase. LPS will provide support for configuring, installing, implementing, and maintaining the server and backup environment for the school.

Computer and device management: Lewistown Public Schools Tech Support will work with the school tech contact and other individuals to make recommendations on computers and other devices the school will use in its classroom and education environment. We will configure, install, implement, and maintain those devices recommended to ensure the best possible connectivity and usability.

Websites: Websites are to be managed by the individual school districts.

In addition to the above listed, Lewistown Public Schools Tech Support will provide technical knowledge to the school for the development of a Technology Plan.

## Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Lewistown Elementary, Fergus High School, Grass Range Elementary, Grass Range High School, Harlowton Elementary School, Harlowton High School, Ayers Elementary, Roy K-12 Schools, Winifred K-12 Schools, Moore Elementary, Moore High School, Deerfield Elementary, Spring Creek Colony Elementary, King Colony Elementary, Hobson K-12 Schools, Judith Gap Elementary, Judith Gap High School, Stanford K-12 Schools, Geyser Elementary, Geyser High School and the Central Montana Learning Resource Center Cooperative (collectively hereinafter "Districts").

WHEREAS, pursuant to section 20-3-363, MCA, the boards of trustees of any two or more school districts may enter into an Multidistrict Agreement to create a multidistrict cooperative to perform any services, activities, and undertakings of the Participating Districts and to provide for the joint funding and operation and maintenance of all Participating Districts upon the terms and conditions as may be mutually agreed to by the districts subject to the conditions of section 20-3-363, MCA;

WHEREAS, an Agreement made pursuant to section 20-3-363, MCA, must be approved by the board of trustees of all Participating Districts;

WHEREAS, all expenditures in support of the Multidistrict Agreement may be made from the interlocal cooperative fund in accordance with sections 20-9-703 and 20-9-704, MCA. Each Participating District of the multidistrict cooperative may transfer funds into the interlocal cooperative fund from the general fund, any budgeted fund, or any non-budgeted fund of the Participating Districts, except as limited/prohibited law as follows:

1. transfers to the interlocal cooperative fund from each Participating District's general fund are limited to an amount not to exceed the direct state aid in support of the respective school district's general fund;
2. transfers from the retirement fund, the debt service fund or the compensated absence liability fund are prohibited; and
3. transfers may not be made with funds restricted by federal law unless such transfer is in compliance with any restrictions or conditions imposed by federal law.

WHEREAS, in accordance with section 20-9-703, MCA, Fergus High School shall be designated as the prime agency. All other Participating Districts shall be designated as cooperating agencies;

WHEREAS, expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by law and that are within the final budget for the budgeted fund from which the transfer was made.

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of providing technology services (Refer to Attachment 'A' for a description of services) for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this interlocal cooperative agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2019 to June 30, 2020. This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement.
11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 180 days written notice to all Participating Districts. In addition,

any Participating District may terminate its participation in the multi-district cooperative upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 13 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.
13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.
14. This Agreement must be approved by the participating schools Board of Trustees by May 1, 2019.

As agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Fergus High School (LE0259)  
Prime Agency

Fergus High School (LE0259)  
Cooperating Agency

\_\_\_\_\_  
Board Chair, Prime Agency

\_\_\_\_\_  
Board Chair, Cooperating Agency

\_\_\_\_\_  
District Clerk, Prime Agency

\_\_\_\_\_  
District Clerk, Cooperating Agency

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

34

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

**ITEM TITLE:** APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2018-2019 SCHOOL YEAR

**Requested By:** Board of Trustees    **Prepared By:** Jennifer Peterson

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2018-2019 School Year as listed below:

Substitute Teacher/Aide List:

Lisa Pierce  
 Julianna Parker  
 Alexandra Newton  
 Sarah Preeo  
 Bobbie Patterson

Substitute School Food

Christine Olson

**SUGGESTED ACTION:** Approve Additions to the Substitute List for the 2017-2018 School Year

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

03/11/2019

**Agenda Item No.**

35

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

**ITEM TITLE:** APPROVE PERSONNEL REPORT

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

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve All Items

**Additional Information Attached**

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday March 11, 2019**

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>RECOMMENDED BY</i>	<i>COMMENTS</i>
<b>BENTLEY, Emmylyn</b>	Head Track Coach	Junior High	Approve appointment on schedule--(.065 x \$33,729.00) \$2,192.39	3/25/2019	Scott Dubbs	
<b>BUEHLER, DeeAnn</b>	Elementary Teacher	Lewis and Clark and Highland Park	Accept Letter of Resignation	5/31/2019		See attached letter
<b>CLOUD, Charles</b>	Library Media Arts Teacher	Lewis and Clark and Jr. High	Accept Letter of Resignation	5/31/2019		See attached letter
<b>FRANCIS, Chad</b>	Bus Driver	Transportation	Accept Letter of Resignation	2/25/2019		See attached letter
<b>GATZ, Brian</b>	Volunteer Tennis Coach	Fergus High		3/11/2019	Jim Daniels	
<b>GATZ, Tricia</b>	Volunteer Tennis Coach	Fergus High		3/11/2019	Jim Daniels	
<b>GRUENER, Matt</b>	First Assistant Tennis Coach	Fergus High	Approve appointment on schedule--(.105 x \$33,729.00) \$3,541.55	3/11/2019	Jim Daniels	
<b>MIKAT, Gregory</b>	Bus Driver	Bus Barn	Approve appointment on schedule--TRANS Step 0 for up to 4.5 hours per day for up to 56 days	3/11/2019	Steve Klippenes	Replacing Chad Francis
<b>MILLER, Beverly Kim</b>	Junior High Teacher	Junior High	Accept Letter of Resignation	5/31/2019		See attached letter
<b>ROGERS, Chelsey</b>	Special Education Teacher	Fergus High	Accept Letter of Resignation	5/31/2019		See attached letter
<b>SOUCY, Trevor</b>	Volunteer Track Coach	Fergus High		3/11/2019	Susan Flentie	

2-11-19

Steve,

I Chad Francis am Resigning  
From Lewisburg School District as  
a Route and Activity trip driver.

My last day will be Feb 25, 2019.  
Thank-you for all you did for me  
and your professionalism.

Regards -

February 18, 2019

Chelsey Rogers  
201 15<sup>th</sup> Ave S  
Lewistown, MT 59457

Dear Mr. Peck:

Please accept my letter of resignation from my current position as a high school Special Education teacher at Fergus High School. My last day will be May 31, 2019.

It has been a pleasure teaching students in the Lewistown community, one that is so near and dear to my heart. I am so thankful for all the experience Lewistown has provided me in my teaching career. I am thrilled to be the new Special Education Director for Central Montana Learning Resource Cooperative Center and look forward to working with the Lewistown School District and surround rural areas.

I am thankful you for all the support and generosity the school community has given me. I will forever cherish the time spent with my students, and colleagues.

I will be sure to complete all grading and other responsibilities before my departure. Thank you again for all your support.

Best,

Chelsey Rogers

Charles Cloud  
508 East Boulevard Street  
Lewistown, MT 59457

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Lewistown School District  
215 Seventh Avenue South  
Lewistown, MT 59457

Mr. Thom Peck,

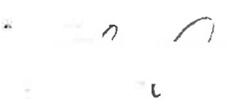
Please accept this letter as my formal resignation from the Library Media Art position at Lewis and Clark Elementary and the Lewistown Junior High School, effective at the end of my contract.

After much deliberation, I have decided to step away from the teaching profession. I have enjoyed my tenure in the school district. Working with the people in the district has been an absolute joy. Likewise, interacting with the students has been incredibly rewarding.

I appreciate the opportunities for growth and development the school district has provided during my tenure. I thank you for all the guidance and support that was given to me.

Please let me know if I can be of any help during the transition period. I wish you and the Lewistown School District the very best going forward.

Sincerely,



Chuck Cloud



377 Flower Hills Rd  
Lewistown, MT 59457  
February 14, 2019

Lewistown School District #1  
215 7<sup>th</sup> Avenue South  
Lewistown, MT 59457

To Whom It May Concern:

This letter is to inform you of my retirement at the end of the 2018-2019 school year. I would like to thank the staff, board members, faculty, and administration for all the support over the years. It has been a true pleasure to work in the Lewistown School District. Thank you.

Sincerely,

B. Kim Miller

**19-20-802 (MCA) -- Early Retirement.**

- (1) (a) A tier one member who is not eligible for service retirement but who has been credited with at least 5 years of creditable service and has attained the age of 50 is eligible for an early retirement allowance. (b) A tier two member who is not eligible for service retirement but who has at least 5 years of creditable service and has attained the age of 55 is eligible for an early retirement allowance.
- (2) A member retiring early under subsection (1) must have terminated employment in all positions reportable to the retirement system and must file a written application with the retirement board.
- (3) The early retirement allowance must be determined as prescribed in 19-20-804, with the exception that the allowance will be reduced using actuarially equivalent factors based on the most recent actuarial valuation of the system.

**20-PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$800.00 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2019, and ending on August 31, 2021.
2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$800.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2019, with the final payment on August 15, 2021. All required payroll taxes will be withheld from each incentive payment.

In the event the District receives and accepts a resignation of an employee under the terms of this document, the employee shall not have the right to revoke said resignation after acceptance by the District.

In the event of the Retiree's death during the period between the date of retirement and the receipt of the full amount of the incentive, the District shall pay any remaining balance to the Retiree's estate or designated beneficiary.

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2019.

Beverly Kim Miller  
NAME (PRINTED)

2/14/2019  
DATE

Beverly Kim Miller  
SIGNATURE

CENTRAL OFFICE USE: Rebekah Rhodes  
Received By

2/15/19  
Date

8:00am  
Time

## 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 2018-2019 SCHOOL CALENDAR

### A. Pupil Instruction

First Semester	90 Days	Second Semester	89 Days
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
First Week	Aug 23 -- Aug 24    2	First Week	Jan 24 -- Jan 25    4
Second Week	Aug 27 -- Aug 31    5	Second Week	Jan 28 -- Feb 1    5
Third Week	Sept 4 -- Sept 7    4	Third Week	Feb 4 -- Feb 8    5
Fourth Week	Sept 10 -- Sept 14    5	Fourth Week	Feb 11 -- Feb 15    5
Fifth Week	Sept 17 -- Sept 21    5	Fifth Week	Feb 18 -- Feb 21    4
Sixth Week	Sept 24 -- Sept 28    5	Sixth Week	Feb 25 -- Mar 1    5
Seventh Week	Oct 1 -- Oct 5    5	Seventh Week	Mar 4 -- Mar 8    5
Eighth Week	Oct 8 -- Oct 12    5	Eighth Week	Mar 11 -- Mar 15    5
Ninth Week	Oct 15 -- Oct 17    3	Ninth Week	Mar 18 -- Mar 22    5
Tenth Week	Oct 22 -- Oct 26    5		<b>43</b>
	<b>44</b>		
<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
First Week	Oct 29 -- Nov 2    5	First Week	Mar 25 -- Mar 28    4
Second Week	Nov 5 -- Nov 7    3	Second Week	Apr 1 -- Apr 5    5
Third Week	Nov 12 -- Nov 16    5	Third Week	Apr 8 -- Apr 12    5
Fourth Week	Nov 19 -- Nov 20    2	Fourth Week	Apr 15 -- Apr 17    3
Fifth Week	Nov 26 -- Nov 30    5	Fifth Week	Apr 23 -- Apr 26    4
Sixth Week	Dec 3 -- Dec 7    5	Sixth Week	Apr 29 -- May 3    5
Seventh Week	Dec 10 -- Dec 14    5	Seventh Week	May 6 -- May 10    5
Eighth Week	Dec 17 -- Dec 21    5	Eighth Week	May 13 -- May 17    5
Ninth Week	Jan 3 -- Jan 4    2	Ninth Week	May 20 -- May 24    5
Tenth Week	Jan 7 -- Jan 11    5	Tenth Week	May 28 -- May 31    4
Eleventh Week	Jan 14 -- Jan 18    5		<b>45</b>
	<b>47</b>		
		<b>Totals</b>	
			179

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

August 21-22	PIR	2.00
October 18-19	Staff Development Days - Teachers Convention	2.00
November 7-8	Parent Teacher Conferences <i>(Evening on Nov. 7 from 4:00-7:00 pm; All Day Nov. 8)</i>	1.50
January 21	PIR	1.00
March 26	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
<b>1 Floating PIR</b>		<b>1.00</b>
		<b>8.00</b>

### C. Holidays / Vacations (Dates Inclusive)

September 3	Labor Day
October 18-19	Fall Vacation (Teachers - Convention)
November 9	Vacation Day
November 21-23	Thanksgiving Vacation
December 24 - January 2	Winter Break
January 21	<b>PIR (Vacation day for Students)</b>
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day