

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, January 14, 2019**

**REGULAR BOARD MEETING**

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

1. Roll Call
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Introduction of New Student Representative to the Board
5. Recognition of 8<sup>th</sup> Grade Girls Championship Basketball Team
6. Report—Student Representative
7. Report—LEA
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

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

**PUBLIC PARTICIPATION**

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

**ACTION ITEMS**

**MINUTES**

15. Minutes of the December 6, 2018, Special Board Meeting  
Minutes of the December 10, 2018 Regular School Board Meeting

**APPROVAL OF CLAIMS**

16. Claims

**INDIVIDUAL ITEMS**

17. Approve Superintendent Contract
18. Discussion and Possible Action on Offering a Retirement Incentive
19. Approve Additions to the Substitute List for the 2018-2019 School Year
20. 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

01/14/2019

Agenda Item No.

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

**ITEM TITLE:** INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

**Requested By:** Board of Trustees    **Prepared By:** Sydney Stivers and/or Jessica Miller

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**SUMMARY:**

Sydney Stivers and/or Jessica Miller, Fergus High School Student Council Advisors, would like to introduce to the Board of Trustees, Libbey Fried-Jenness, who will represent Fergus High School students on the School Board for the next term.

**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

01/14/2019

Agenda Item No.

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

ITEM TITLE: RECOGNITION OF 8<sup>TH</sup> GRADE GIRLS CHAMPIONSHIP BASKETBALL TEAM

Requested By: Board of Trustees    Prepared By: Lee Crouse

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**SUMMARY:**

Lee Crouse, Head Coach and the 8<sup>th</sup> Grade Girls Basketball team will be recognized for their outstanding basketball season.

**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**

01/14/2019

**Agenda Item No.**

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

**ITEM TITLE:** REPORT---STUDENT REPRESENTATIVE

**Requested By:** Board of Trustees    **Prepared By:** Tanner Trafton

**SUMMARY:**

Fergus High School Student Representative to the Board of Trustees will provide a report on upcoming activities at Fergus High School.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

## FHS Club Report

1. BPA: They are getting really close their first competitions on the 21st of this month.
2. FCCLA: Members are working on their projects for State and also participating in community service activities.
3. FFA: District meets, range days, and Fergus mechanics in the 26th.
4. HOW Club: N/A
5. YPR Club: N/A
6. Key Club: They are continuing to do the "pop shoots" at the home basketball games and are meeting to find new service projects for January and February.
7. Art Club: N/A
8. Outdoors Club: N/A
9. Spanish Club: Raising money to go in their trip to Missoula March 1st.
10. Science Olympiad: N/A
11. Robotics: Working on Science Fair projects
12. Graduation Matters: N/A
13. National Honor Society: Hosted the Blood Drive at the high school.
14. F Club: N/A
15. Speech and Drama: This Saturday is their last regular meet and then divisionals and state will be in the following weeks.
16. Student Council: Working on planning a retreat in February to discuss club ideas and also working to plan Winter Spirit Week and the MORP dance.
17. Central Montana Youth Mentoring: Mentors are reporting weekly hours, attending large group activities, and going to lunches with their mentees.
18. Astronomy Club: N/A
19. Youth Alive: Meeting every Wednesday
20. Ducks Unlimited: N/A
21. Skills USA: N/A
22. Gay-Straight Alliance: Meeting weekly
23. Model UN:
24. Film Club: N/A
25. Tech Club: Have started to work with the 3D printers and will meet on the 23rd.
26. Book Club: Meeting on the 11th to discuss books read of over the break.

[Quoted text hidden]

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees    Prepared By: LEA Representative

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees    Prepared By: Committee

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**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

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

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NOTES:



**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
Building & Grounds	3	X		X				X
Insurance Risk Committee	2		X			X		
Transportation	3		X		X			X

**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
Activities	2	X			X			
Curriculum Committees:								
Fine Arts, Library, Technology, Guidance, Health Enhancement	2		X			X		
Health Insurance Program	2			X		X		
School Calendar	1	X						
Vocational Advisory Council	1						X	
Gaining	3		X			X	X	

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

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

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

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

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

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

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

10

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

ITEM TITLE: REPORT—BUDGET INFORMATION

Requested By: Superintendent   Prepared By: Rebekah Rhoades

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will not be available for the meeting, but has provided the following attachment for the 2019-2020 budget projections.

**SUGGESTED ACTION:**

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

NOTES:

# 2019-2020 BUDGET PROJECTIONS

## As of 1/3/2019

### ELEMENTARY

2018-2019 Final Budget	\$6,281,294.57	
2019-2020 Projected Budgets	\$6,465,828.56	w/out a vote
	\$6,497,496.00	w/a vote
2019-2020 Projected Expenses	\$6,546,318.19	
Over/Under Budget	(\$80,489.63)	w/out a vote
	(\$48,822.19)	w/a vote
FY19 Budget vs FY20 Budget	\$184,533.99	increase w/out a vote
	\$216,201.43	increase w/a vote

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### HIGH SCHOOL

2018-2019 Final Budget	\$3,273,592.13	
2019-2020 Projected Budgets	\$3,284,357.02	w/out a vote
	\$3,284,357.02	w/a vote
2019-2020 Projected Expenses	\$3,342,126.45	
Over/Under Budget	(\$57,769.43)	w/out a vote
	(\$57,769.43)	w/a vote
FY19 Budget vs FY20 Budget	\$10,764.89	increase

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These numbers include the 2% increase to salaries for all staff and 10% benefit increase for certified staff determined by Gaining. The numbers above also include additional Pre-ETS Funding (approx. \$50,000) at FHS.

Unknowns: Spring Enrollment, Retirements/Staff Resignations, Health Insurance Rates, Kindergarten Enrollment, SRSA Grant, Title I Funding

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

01/14/2019

**Agenda Item No.**

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

**ITEM TITLE:** REPORT—ELECTION INFORMATION

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

**SUMMARY:**

Rebekah Rhoades, Business Manager/District Clerk, will be unavailable to report on the election calendar and procedures for 2019. Please see attached election information.

Attached are the Terms of Office Listing and the 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 Report

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

**NOTES:**

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

**BOARD MEMBERS TERMS OF OFFICE**

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

	<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 One -- Three (3) Year Terms:**

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

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


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

## 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>	<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>  <i>Candidate must be registered to vote at the time the Oath is filed.</i>	<a href="#">13-10-201</a>  <a href="#">20-3-305</a>
At least 70 days before	<b>Tuesday, February 26</b>	<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. <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>	<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.	<a href="#">20-20-201(2)(a)</a>
At least 60 days before	<b>Friday, March 8</b>	<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>	<a href="#">13-19-205</a>
4 weeks preceding the close of regular registration	<b>Monday, March 11</b>	<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.	<a href="#">13-2-301</a>
Not later than 5pm the day before ballot certification	<b>Thursday, April 4 (by 5 p.m.)</b>	<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.	<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>	<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).	<a href="#">20-3-305(2)(b)</a>
No later than the 30th day before	<b>Friday, April 5</b>	<b>Deadline to notify election judges of appointment.</b>	<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 $\frac{1}{4}$ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	<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	Friday, May 31	<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	By Wednesday, June 5	<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

01/14/2019

Agenda Item No.

12

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

ITEM TITLE: REPORT— INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades

**SUMMARY:**

Interest earned and distributed for December 2018 was not available at the time of posting.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

**BOARD AGENDA ITEM**

**Meeting Date**

01/14/2019

**Agenda Item No.**

13

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

**ITEM TITLE:** REPORT ---SUPERINTENDENT

**Requested By:** Superintendent    **Prepared By:** Thom Peck

**SUMMARY:**

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

- ❖ No School—Monday, January 21, 2019—PIR Day—Building and Grade Level PD
- ❖ 2019 MHSA Annual Meeting – January 20-21, 2019 @ Butte
- ❖ Booster Game Feed Fundraiser – Monday, January 21 @ Elks
- ❖ Building and Maintenance Priorities – CTA Kickoff meeting
- ❖ Coop & CMASS Meeting on January 15 – Director and Fergus County Attorney
- ❖ OPI Data & Assessment Conference – January 14-15 @ Bozeman
- ❖ ACE Cybersecurity – Scott, John & I at Canyon Creek School – January 23rd
- ❖ Standards Based Grading Progress - Garfield
- ❖ Calendar Committee Progress
- ❖ Fergus High Semester Tests, Tuesday, January 15 through Thursday, January 17, 2019
- ❖ Speech, Debate, & Drama Divisional Tourney – January 18-19, 2019 at Laurel
- ❖ Speech, Debate & Drama State Tourney – January 25-26, 2019 at Belgrade
- ❖ FFA - Ag Mechanics Contest in Lewistown—Saturday, January 26, 2019
- ❖ WR—Class A Duals Tournament—January 18-19 @ Belgrade
- ❖ WR – Eastern/Central 'A' Divisional Tournament @ Miles City – Saturday, February 2, 2019
- ❖ WR— All Class State Tournament—February 8-9, 2019—Billings Metra
- ❖ Home Athletic Games/Meets
  - GBB v. Billings Central – Friday, January 18
  - BBB v. Huntley Project – Saturday, January 19
  - BB v. Belgrade – Friday, January 25
  - JHBB v. Lewistown Jamboree – Saturday, January 26<sup>th</sup>
  - BB v. Fairfield – Friday, February 1<sup>st</sup>
  - BB v. Park – Friday, February 8

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

**NOTES:**

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

14

☐ 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: Superintendent    Prepared By: \_\_\_\_\_

**SUMMARY:**

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

**SUGGESTED ACTION:** Informational

☐ Additional Information Attached

NOTES:

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

15

☒ 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 December 6, 2018, Special Board Meeting
- Minutes of the December 10, 2018 Regular Board Meeting

**SUGGESTED ACTION:** Approve Minutes as Presented

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

**NOTES:**

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

**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Thursday, December 6, 2018**

**SPECIAL BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, Jennifer Thompson, Stephen Vantassel, Jeff Southworth, Kris Birdwell (5:50pm)

TRUSTEES ABSENT:

CJ Bailey, Monte Weeden

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Tim Majerus, Jason Fry, Matt Ventresca, Danny Wirtzberger, Jeff Friesen, Matt Lewis

OTHERS PRESENT:

Joe Zahler – KXLO Radio

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.

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

4. Approve Selection of CTA Architectural Firm for the purpose of a Facility Master Plan and Possible Future Bond Proposal – Approved Unanimously (Southworth/Thompson)  
Kris Birdwell arrived prior to vote being taken.
5. Approve Resolution to Apply for Transfer of Property Located at 773 and 779 Airport Road with the Amendment to Appointment Thom Peck as Authorized Representative – Approved Unanimously (Birdwell/Southworth)

## **ADJOURNMENT**

The meeting was adjourned at 5:56 p.m. (Bailey – unanimous).

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

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



**MINUTES  
LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

**LINCOLN BOARD ROOM**

215 Seventh Avenue South  
Lewistown, Montana 59457

**MONDAY, December 10, 2018**

**REGULAR BOARD MEETING**

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

1. **ROLL CALL**

**TRUSTEES PRESENT:**

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

**TRUSTEES ABSENT:**

Stephen Vantassel

**STAFF PRESENT:**

Business Manager/District Clerk Rebekah Rhoades, Sue Nefzger, Danny  
Wirtzberger, Matt Lewis, Vic Feller, Karl Ortman, Tim Majerus, Adrienna  
DeCock, DeeAnn Buehler, Luke Brandon, Holly Heser, Jill Reed, Bobbie  
Atchison

**OTHERS PRESENT:**

Tanner Trafton – Student Representative, Kendra Milfeldt and other  
interested parties.

2. **PLEDGE OF ALLEGIANCE**

3. **MOTION TO SET AGENDA with Amendment to Move Item #14 (Recognition of  
Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items)  
to Item #7 – Approved Unanimously (Birdwell/Thompson)**

4. **Presentation – Vic Feller and FHS Football**

Vic Feller, Head Football Coach, recognized members of the FHS Football  
team for their successful season and post-season.

5. **Presentation – Adrienna DeCock and FHS Volleyball**

Adrienna DeCock, Head Volleyball Coach, recognized members of the FHS  
Volleyball Team and their season.

6. **Presentation – Sue Nefzger and FHS FCCLA Club**

Sue Nefzger, FCCLA Advisor, introduced the 2018-19 Officers and shared  
that the FCCLA was recently awarded a grant for seatbelt safety and the  
activities they performed using that grant.

7. **Recognition of Parents, Patrons, and Others Who Wish to Address the Board on  
Non-Agenda Items (#14 on agenda)**

Justin Jenness introduced himself and members of the Lewistown Police  
Protective Association and presented a donation of \$1,800 for Lewistown  
Public Schools designated to go toward school lunches for those students  
unable to pay their accounts.

8. **Report—Student Representative**

Tanner Trafton, Student Representative to the Board, reported on upcoming  
activities at Fergus High School. Tanner also shared a report from Stacey  
Auck regarding the Central Montana Mentoring Program.

9. **Report – LEA**

- Luke Brandon, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization. Mr. Brandon requested on behalf of the LEA that the Board offer a Retirement Incentive.
10. Report—Committees of the Board  
The Building and Grounds Committee met on Wednesday, December 5, 2018 at 7:00am. The committee discussed current projects, the 10-15 year list of major maintenance projects, Harry's/Booster sign placement at Fergus High School, and the request to donate bleachers from the Booster Club.  
  
Mr. Peck reported that the Calendar Committee will be meeting prior to the Christmas Break.
  11. Calendar Items, Concerns, Correspondence, Etc.  
Mr. Peck shared 20-day plans for each Administrator and information from CMLRCC regarding special education numbers throughout the District, MHSA Proposals, and an update on Legislative bills.
  12. 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.
  13. Report—Investment  
Interest earned and distributed for November was \$2,535.69 in the Elementary and \$2,182.25 in the High School for a total of \$4,717.94.
  14. Report—Superintendent  
Superintendent Thom Peck shared information regarding a Suicide Awareness/Prevention Workshop recently offered to staff. The PIR date scheduled for January 21<sup>st</sup>, pending approval of the calendar change requested later in the meeting, will include training designed by staff. Mr. Peck shared the successes of both the LJHS and FHS Science Olympiad teams and the LJHS Samsung Solve for Tomorrow Competition. With the elimination of the Curriculum Director position, testing responsibilities throughout the District has been distributed among the Superintendent and Principals. Tim Majerus and Mr. Peck will be attending the MSU-Bozeman Job Fair this week to promote the District. Mr. Peck updated the Board on various events taking place in the District and noted several corrections to dates listed in the Agenda.

## **ACTION ITEMS**

### **MINUTES**

15. Minutes of the November 12, 2018, Regular Board Meeting  
Minutes of the November 13, 2018, Special Board Meeting  
Minutes of the November 15, 2018, Special Board Meeting  
Minutes of the November 19, 2018, Special Board Meeting  
– Approved unanimously (Birdwell/Weeden)

### **APPROVAL OF CLAIMS**

16. Claims -- Approved unanimously (Weeden/Birdwell)  
Claims Committee for October through December 2018 is Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden. The new Claims Committee for January through March 2019 will be Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, Stephen Vantassel.

### **INDIVIDUAL ITEMS**

17. Postpone Action on Discussion and Possible Action on Offering a Retirement Incentive to January Board Meeting – Approved Unanimously (Bailey/Weeden)
18. Approve Agreement between Lewistown Public Schools and the City of Lewistown 2018-2019 – Approved unanimously (Weeden/Thompson)
19. Approve Change of PIR Day from Monday, January 14, 2018 to Monday, January 21, 2018 on the 2018-2019 School Calendar – Approved Unanimously (Bailey/Birdwell)
20. Approve Additions to the Substitute List for the 2018-2019 School Year – Approved unanimously (Bailey/Southworth)

21. Approve Personnel Report – See Exhibit A – Approved unanimously (Birdwell/Thompson)

**EXECUTIVE SESSION**

22. Board Chair Phil Koterba called for an Executive Session at 7:10 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

**ADJOURNMENT**

The meeting was adjourned at 8:15 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, January 14, 2019, at the Lincoln Board Room.

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

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

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

**Monday December 10, 2018**

<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>GOODWIN, Rachel</b>	Assistant Cheerleading Coach	Fergus High School	Accept Letter of Resignation	11/26/2018		See attached letter.
<b>SANDERS, Betty</b>	Paraprofessional	Fergus High School	Accept Letter of Resignation	12/18/2018		See attached letter.
<b>STROUF, Leah</b>	Volunteer Girls Basketball Coach		Volunteer Position; no contract	12/10/2018	Jim Daniels	
<b>TOBIN, Stephanie</b>	Paraprofessional	Garfield School	Approve appointment on schedule---PARA EDUCATOR - CERT Step 0 for up to 7.5 hours per day up to 114 days	12/10/2018	Matt Lewis	Replacing Laura Hammond

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

16

☒ 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 January 11, 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, Stephen Vantassel.

**SUGGESTED ACTION:** Approve Claims as Presented

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

17

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

ITEM TITLE: Approve Superintendent Contract

Requested By: Board of Trustees    Prepared By: Thom Peck

**SUMMARY:**

**SUGGESTED ACTION:**

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

**NOTES:**

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

## **SUPERINTENDENT EMPLOYMENT CONTRACT LEWISTOWN SCHOOL DISTRICT**

THIS AGREEMENT, is made and entered into by and between the Board of Trustees (the "Board") of Lewistown School District (the "District") and Thom Peck (the "Superintendent").

**1. Term.** The Board, by and on behalf of the District, employs the Superintendent, and the Superintendent accepts employment as District Superintendent for the District for a term of two years from July 1, 2019, to June 30, 2021.

**2. Record of Authorization for Contract.** This contract was approved by the Board at a properly noticed regular board meeting dated January 14, 2019. Such approval shall be reflected in the official minutes of such meeting, which shall be available for review by the public upon request.

**3. Renewal.** This Contract, together with the salary agreed to herein, shall be reviewed on or before February 1 in the final year of the contract for consideration of renewal for an additional term of 1 or 2 years, at which time the Board shall make a determination to extend or not to extend the Contract. Should this Contract be renewed by the Board, the salary as stated herein shall be determined in accordance with section 8.

**4. Duties.** The Superintendent is the chief executive officer of the District and shall perform the duties of District Superintendent for the District as prescribed in the job description and as may be assigned by the Board. The Superintendent shall comply with legal Board directives, § 20-4-402, MCA, and other applicable state and federal law, District policies as they exist or may hereafter be adopted or amended, which are incorporated in and made a part of this Contract as though fully set forth herein, except to the extent that any district policy directly conflicts with a specific provision of this contract, in which case, the contract language shall control. The Superintendent shall perform the duties of the Superintendent of schools for the District with reasonable care, skill, and expertise, and in a thorough, prompt, and efficient manner. The Superintendent agrees to devote his time and energy to the performance of these duties in a competent manner.

**5. Professional Activities.** The Superintendent may attend and participate in appropriate professional meetings at the local, state and national levels with the reasonable expenses for such attendance to be borne by the District, including membership fees and dues of the Superintendent in such organization. "Appropriate" and "reasonable" shall include those meetings and expenses incorporated into the budget or otherwise pre-approved by the Board. The Board encourages the Superintendent to attend at least one, but not limited to one, national conference through the duration of this contract.

**6. Professional Certification and Records.** This Agreement is conditioned on the Superintendent's providing the necessary certification and experience records and other records required for the personnel files or for payroll purposes. Failure to provide necessary certification shall render this Agreement void. Any material misrepresentation may be grounds for dismissal. The term "material" as used herein means any misrepresentation other than minor or insignificant deviation(s) that would not have a bearing on the veracity of the Superintendent or the decision of Board to extend an offer of employment to the Superintendent.

**7. Reassignment.** The Superintendent shall not be reassigned from the position of Superintendent to another position during the term of the Contract without the mutual written consent of the parties. Reassignment shall not be construed, however, as including the assignment of additional administrative duties as part of a reduction in the number of administrators in the district. In the event that additional duties and responsibilities are required of the Superintendent beyond those anticipated by the parties at the time of execution of this Agreement, the salary of the Superintendent may be renegotiated commensurate with said additional duties and responsibilities.

**8. Compensation.** For fiscal year 2019-2020, the Board agrees to pay the Superintendent for Superintendent's services an annual salary of One Hundred Four Thousand Thirty Dollars and no cents (\$104,030.00), paid in equal monthly installments unless otherwise agreed to by the parties. The salary referenced in this section shall be paid on the basis of a Two Hundred and Sixty (260) day Contract, with a corresponding daily rate of pay of Four Hundred Dollars and seventeen cents (\$400.17).

For fiscal year 2020-2021, the Board agrees to pay the Superintendent for Superintendent's services an annual salary of One Hundred Five Thousand Seventy Dollars and no cents (\$105,070.00), paid in equal monthly installments unless otherwise agreed to by the parties. The salary referenced in this section shall be paid on the basis of a Two Hundred and Sixty (260) day Contract, with a corresponding daily rate of pay of Four Hundred Dollars and twelve cents (\$404.12).

**9. Salary Adjustment.** The Board shall review the Superintendent's salary on an annual basis in conjunction with the evaluation of performance referenced in section 10, and in its discretion increase the salary.

**10. Evaluation.** The Board shall evaluate and assess in writing the performance of the Superintendent at least once each school year, prior to January 31.

**11. Holidays.** The Superintendent is entitled to days off with pay on those holidays specified in section 20-1-305, MCA, subject to the provisions of that section.



**12. Vacation Leave and Accrual.** The Superintendent is entitled to vacation leave benefits and subject to the cap on accumulation of annual vacation leave under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the Clerk in advance of use of vacation leave or any absences from the District up to five (5) days. The Superintendent shall inform the Board Chair in advance of use of vacation leave or any absences from the District beyond five (5) days. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this Agreement.

**13. Personal Leave.** The Superintendent shall be entitled to five (5) days of personal leave per Contract year.

The personal leave days shall not accumulate or carryover, nor shall they be subject to cash payout upon retirement, resignation, or Contract termination.

**14. Sick Leave and Accrual.** The Superintendent is entitled to the sick leave benefits under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the clerk in advance of use of sick leave, if practical, from the District up to five (5) days. The Superintendent shall inform the board chair in advance of use of sick leave, if practical, from the District beyond five (5) days. The Superintendent shall promptly report all absences due to sick leave to the clerk.

**15. Professional Dues.** The Board shall pay the Association dues of the Superintendent for the American Association of School Administrators, the School Administrators of Montana, and the SAM Region in which the School District is located, as well as other appropriate affiliations, and civic and social memberships as approved by the Board.

**16. Travel Reimbursement.** The Board shall reimburse the Superintendent for use of his automobile in conducting business on behalf of the District in accordance with section 2-18-503, MCA.

**17. Medical Insurance.** The District will pay the full premium for a comprehensive family medical/dental insurance program equivalent to the District's insurance program currently in effect.

**18. Consultation Activities.** The Superintendent shall be permitted to undertake writing, teaching, speaking engagements and personal investment activities, provided these activities are not deemed by the Trustees to be in conflict with the performance of the Superintendent's duties for the School District. Any consulting work undertaken by the Superintendent for compensation, must be accomplished on the

Superintendent's annual leave days, holidays or other non-duty days and/or at times that are considered non-business hours.

**19. Professional Liability.** The Board shall provide for the immunization, defense, and indemnification of the Superintendent as provided in section 2-9-305, MCA.

**20. Termination by Mutual Agreement.** This Contract may be terminated by mutual agreement of the Superintendent and the Board in writing upon such terms and conditions as may be mutually agreed.

**21. Retirement, Death, Disability.** This Agreement shall be terminated upon the death of the Superintendent or upon the Superintendent's retirement. "Retirement" shall mean cessation of services in all states as a superintendent or other administrator in a position requiring certification. If the Superintendent becomes unable to perform the essential functions of the job with reasonable accommodation by the District for a period of time in excess of the Superintendent's accrued vacation and sick leave, this agreement may be terminated.

**22. Dismissal for Cause.** The Board may dismiss the Superintendent during the term of this Contract for good cause following a hearing before the Board. The Superintendent is entitled to all protections governing dismissal proceedings granted by Montana and federal law. The costs of any legal representation secured by the Superintendent for counsel during dismissal proceedings shall be paid by the Superintendent.

**23. Controlling Law.** This Contract will be governed by the laws of the state of Montana.

**24. Complete Agreement.** This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

**25. Savings Clause.** In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**26. Successors and Assigns.** This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns, including any change of membership of the Board.

**27. Notices.** All notices, consents, request, instructions approvals or other communications provided for herein shall be in writing and delivered by personal delivery or regular U.S. mail, return receipt requested, to the last known address of the party being provided such notice.

**28. Acceptance.** This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 p.m., the 31<sup>st</sup> day of January, 2019.

LEWISTOWN SCHOOL DISTRICT

\_\_\_\_\_  
BOARD OF TRUSTEES CHAIR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DISTRICT SUPERINTENDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DISTRICT CLERK

\_\_\_\_\_  
DATE

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

18

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

ITEM TITLE: DISCUSSION AND POSSIBLE ACTION ON OFFERING A RETIREMENT INCENTIVE

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

**SUMMARY:**

The Board of Trustees will discuss the possibility of offering a retirement incentive for the certified staff.

**SUGGESTED ACTION:**

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

**NOTES:**

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

## **CERTIFIED STAFF RETIREMENT INCENTIVE HISTORY**

### MOST RECENT YEARS OFFERED:

2010 (3-year) – FY1011, FY1112, FY1213 – tiered based on retirement year

2014 (2-year) – FY1415, FY1516 – one time retirement at end of 2013-14 school year, not tiered

2015 (2-year) – FY1516, FY1617 – one time retirement at end of 2014-15 school year, not tiered

2016 (3-year) – FY1617, FY1718, FY1819 – tiered based on retirement year

All incentives were for \$500/month toward health insurance or cash.

No incentive offered for 2013-2014 school year.

Since 2014 - 9 took the health insurance payment and 14 took the cash option

### Total yearly savings of incentive offered in 2016:

FY1617 - \$71,242.00 (elem)

FY1718 - \$7,372.00 (elem) and \$32,771.00 (hs)

FY18-19 - \$11,213.00 (elem) and \$21,200 (hs)

Savings is difficult to determine long term, so a snapshot of the first year only is provided.

### Total cost of incentive offered in 2016:

FY1617 - \$72,000.00 (\$24,000/year)

FY1718 - \$48,000 (\$24,000/year)

FY1819 - \$12,000 (\$12,000/year)

### TOTAL CERTIFIED STAFF ELIGIBLE FOR RETIREMENT INCENTIVE IN 2019:

25+ years of service = 13 employees

Less than 25 years of service, but over age 60 = 6 employees

Total eligible = 19 employees

**DRAFT**

**LEWISTOWN PUBLIC SCHOOLS  
EARLY RETIREMENT INCENTIVE  
TWO-YEAR PLAN**

JANUARY 14, 2019

The Board of Trustees for the Lewistown Public Schools is offering a one-time retirement incentive plan to eligible certified personnel.\* The plan is solely for certified personnel contracted by the Lewistown Public Schools and will be in effect through the 2019-2021 School Years.

**I. CRITERIA FOR ELIGIBILITY**

- A. The plan benefits are limited solely to certified contracted personnel who will receive a retirement benefit from the Montana Teachers Retirement System during the year of the plan participation.
- B. At the time of retirement, certified personnel who have been employed by the District for the last eight years and are eligible to retire under the Montana Teacher Retirement System as listed on page 2, shall be eligible to participate in the early retirement plan (hereinafter referred to as the Plan).
- C. Eligible personnel planning to retire at the end of the 2018-2019 School Year will have until February 15, 2019, to be a two-year participant. Eligible personnel planning to retire at the end of the 2019-2020 School Year will have until February 1, 2020, to be a one-year participant. Those who choose not to participate by the respective February 15<sup>th</sup> or February 1<sup>st</sup> deadlines are ineligible to be involved in this Plan. This Plan will be in effect only during the 2019 to 2020 school years and will not be available again. The Plan benefits expire on August 31, 2021, regardless of the option chosen.
- D. Certified personnel who elect to participate in the Plan shall submit their irrevocable resignation and acceptance of the Plan to the District Superintendent by the dates stated in section C.
- E. If any provision of this Plan in application of this agreement to any employee is held to be unenforceable or contrary to law then, in that event, the Board of Trustees shall have the option of voiding the Plan, thereby returning the employee to his or her former employment status, or enforcing the Plan to the extent permitted by law.
- F. The Board may offer as many incentives as it deems financially prudent.
- G. Participants will be considered on a seniority basis.

\*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

## **ELIGIBILITY FOR A MONTANA TRS RETIREMENT BENEFIT**

A member who has terminated TRS covered employment may apply for a retirement benefit provided:

1. The member has attained age 60 with at least five full years of creditable service, or;
2. The member has been credited with 25 or more years of creditable service, in which case they are eligible for full retirement regardless of age, or;
3. The member has part-time service in 25 or more fiscal years, in which case they are eligible for a regular retirement regardless of age, or;
4. The member has at least five years of creditable service and has attained the age of 50 (early retirement).

### **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.

\*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive

**II. PLAN BENEFIT OPTIONS (SELECT ONE -- PLEASE INITIAL)**

\_\_\_\_\_ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500.00 per month per retiree toward an insurance benefit through the District's health insurance carrier.

\_\_\_\_\_ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month. All required payroll taxes will be withheld from each incentive payment.

**Plan participants have the following two retirement options:**

1. Retire effective the end of the 2018-2019 School Year by February 15, 2019, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2019, and ending August 31, 2021.
2. Retire effective the end of the 2019-2020 School Year by February 1, 2020, and receive an incentive of insurance coverage through the District or monthly cash payment as indicated above starting September 1, 2020, and ending August 31, 2021.

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, this retirement incentive will become null and void.

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 of the respective retirement year.

\_\_\_\_\_  
NAME (**PRINTED**)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**CENTRAL OFFICE USE:** \_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\*Certified personnel who are eligible for the severance pay under Policy 6417 are not eligible for this retirement incentive



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

19

☐ 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: Christy Rogers

**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:

JoAnn Griffith  
Jeffrey Trafelet

Student Teachers

Amber Disney –Fergus High School/Art  
Sarah Preeo – Garfield School/Grade 1  
Bobbie Patterson –Garfield School/Grade 1  
Alexandra Newton –K thru 12/ PE  
Kyle Knutson –Fergus High School/English

Substitute Custodian:

Luke Derheim  
Seth Marker

Substitute Bus Driver

Gregory Mikat

**SUGGESTED ACTION:** Approve additions to the substitute list for the 2018-2019 school year

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

**NOTES:**

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

01/14/2019

Agenda Item No.

20

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

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees    Prepared By: Christy Rogers

**SUMMARY:**

Attached is the Personnel Report for your review.

**SUGGESTED ACTION:** Approve all items

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

**NOTES:**

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

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**Monday January 14, 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>
NEFZGER, Sue	High School Teacher	Fergus High School	Accept Letter of Resignation	5/31/2019		See Attached Letter
PERRINE, Michael	Bus Driver	Lewistown Public Schools	Approve appointment on schedule--EXTRA DUTY CONTRACT In-Town Driving/Fueling @ \$11.43 per hour	1/14/2019	Steve Klippeness	

Sue Nefzger  
52 Rocky Mountain Lane  
Moore, Montana 59464  
(952) 201-2119  
[sueanefzger@gmail.com](mailto:sueanefzger@gmail.com)

January 18, 2019  
Tim Majerus  
Principal  
Fergus High School  
1001 Casino Creek Drive  
Lewistown, Montana 59457

Dear Mr. Majerus,

I am writing to tell you that I will be leaving Fergus High School and the Lewistown Public Schools as of May 31, 2019, the end of the current school year.

I have enjoyed my teaching experience here in Montana as a Family & Consumer Sciences educator. I've had a wonderful career of 20 years in education.

I am confident that the FACS department will be in good hands and continue to be a valuable curricular area for Fergus High School students.

Sincerely,

Sue A. Nefzger

## **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
FIRST QUARTER						DAYS	THIRD QUARTER						DAYS
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>							
SECOND QUARTER						DAYS	FOURTH QUARTER						DAYS
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	PIR (Vacation day for Students)
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day