

**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
2. Pledge of Allegiance
3. Motion to Set Agenda
4. Recognition of FHS Football Team and Coach Vic Feller
5. Recognition of FHS Volleyball Team and Coach Adrienna DeCock
6. Recognition of FHS FCCLA Club and Advisor Sue Nefzger
7. Report—Student Representative
8. Report—LEA
9. Report—Committees of the Board
10. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S 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

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

APPROVAL OF CLAIMS

16. Claims

INDIVIDUAL ITEMS

17. Discussion and Possible Action on Offering a Retirement Incentive
18. Approve Agreement between Lewistown Public Schools and the City of Lewistown 2018-2019
19. Approve Change to the 2018-2019 School Calendar
20. Approve Additions to the Substitute List for the 2018-2019 School Year
21. Approve Personnel Report

EXECUTIVE SESSION

22. Superintendent's Evaluation

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

12/10/2018

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION – VIC FELLER AND THE FHS FOOTBALL TEAM

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Head Football Coach Vic Feller would like to recognize his team and their successful season.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

5

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

ITEM TITLE: RECOGNITION –FHS Volleyball Team and Coach Adrienna DeCock

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

SUMMARY:

Head Volleyball Coach Adrienna DeCock would like to recognize her team and their season.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

6

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

ITEM TITLE: RECOGNITION –SUE NEFZGER AND THE FHS FCCLA CLUB

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

Sue Nefzger would like to recognize her FCCLA program and officers.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

7

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Tanner Trafton

SUMMARY:

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

The January Regular Board Meeting will be Tanner's last as Student Representative. A new Student Representative will be recognized at that time. Thank You Tanner!!

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

FHS Club Report

1. BPA: Opened the school store, starting to work on completion areas for the regional competition in January.
2. FCCLA: Made pies and delivered them for the holidays. Members are also working on their projects for State.
3. FFA: Winter Districts will be here at Fergus on Tuesday.
4. HOW Club: N/A
5. YPR Club: N/A
6. Key Club: Had their trivia night on the 27th and they decorated Valle Vista for Christmas. They have also been doing pop shoots at home basketball games.
7. Book Club: Are starting to look at ebooks and audiobooks.
8. Art Club: N/A
9. Outdoors Club: N/A
10. Spanish Club: Started their fundraiser with selling chocolates and they will be going to the University of Montana in March.
11. Science Olympiad: Took 5th out of 57 teams at their competition in Bozeman, the top placers were Caleb Meyers and Carson Lewis.
12. Robotics: Starting to work on Science Fair projects
13. Graduation Matters: N/A
14. National Honor Society: Hosted the Blood Drive at the high school.
15. F Club: N/A
16. Speech and Drama: Had their first meet at Fergus last Saturday.
17. Student Council: Working on planning a retreat.
18. Central Montana Youth Mentoring: Mentors are reporting weekly hours.
19. Astronomy Club: N/A
20. Youth Alive: Meeting every Wednesday
21. Ducks Unlimited: N/A
22. Skills USA: N/A
23. Gay-Straight Alliance: Ordered club t-shirts.
24. Model UN:
25. Film Club: N/A
26. Tech Club: Will starting working with the 3D printers this month.

[Quoted text hidden]

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

8

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

ITEM TITLE: REPORT—LEWISTOWN EDUCATION ASSOCIATION (LEA)

Requested By: Board of Trustees **Prepared By:** LEA Representative

SUMMARY:

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

SUGGESTED ACTION: Informational Report

☐ **Additional Information Attached** **Estimated cost/fund source** _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

9

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

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

SUMMARY:

The Board of Trustees has the opportunity to provide updates on their various committees.

Attached is the list for Standing Committees of the Board for the 2018-2019 School Year.

Calendar Committee – December Meeting?

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

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

12/10/2018

Agenda Item No.

10

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

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

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

SUMMARY:

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

Legislative Update

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

11

☐ 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 report on the election calendar and procedures for 2019.

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

Board members terms of office that are due to expire in 2018 include: Phil Koterba and Jennifer Thompson

SUGGESTED ACTION: Informational

☒ 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:

	Expire 2018	Expire 2019	Expire 2020
SCHOOL DISTRICT #1	CJ Bailey Monte Weeden	Phillip R. Koterba Jennifer Thompson	Kris Birdwell Jeff Southworth Stephen Vantassel

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

_____ 3-year term (to expire in 2021)


_____ 3-year term (to expire in 2021)

Declaration of Intent Filed for Nomination of School Board Trustee:

SCHOOL ELECTION CALENDAR 2018

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 14 through Thursday, March 29	Trustee candidates file for election. A Declaration of Intent and Oath of Candidacy must be filed with election administrator. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the Oath is filed.</i>	13-10-201 20-3-305
At least 70 days before	Tuesday, February 27	Trustees call for an election. 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"> Bond Elections are subject to additional requirements (see 20-9-422, MCA). Request for a mail ballot election 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. 	13-19-202 13-19-203 20-9-422 20-20-201 20-20-203
At least 67 days before (within 3 days of passage of the election resolution)	Friday, March 2	Last day to file resolutions for school election with county election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	20-20-201(2)(a)
At least 60 days before	Friday, March 9	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. 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: Mail Ballot Plan Timetable and Instructions	13-19-205
4 weeks preceding the close of regular registration	Monday, March 12	Notice of close of regular registration. 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.	13-2-301
Not later than 5pm the day before ballot certification	Thursday, April 5 (by 5 p.m.)	Last day trustee candidates can withdraw from the election. 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.	20-3-305(3)(a)
Not later than 5pm the day before ballot certification	Thursday, April 5 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent.	20-3-305(2)(b)
No later than the 30th day before	Friday, April 6	Deadline to notify election judges of appointment.	13-4-101

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not less than 30 days before	Friday, April 6	Election administrator certifies ballot. 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 in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not less than 30 days before	Friday, April 6	Election by Acclamation and Cancellation of Election - Notice. 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. Send a copy to the county election administrator to aid with the provisions of late registration. <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>	20-3-313
30 days before any election	Monday, April 9	Close of regular voter registration. 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.	13-2-301
Not more than 30 days before	Monday, April 9	Contact your county election administrator for the absentee ballot list.	13-13-212 20-20-312
Day after Close of Regular Registration	Tuesday, April 10	Start of Late Registration. Late voter registrations 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.	13-2-304
Not less than 10 days, or more than 40 days before	Thursday March 29 Through Saturday, April 28	Notice of election is posted. 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">• If the polling place has changed from the previous school election, that change must be referred to in the notice.• 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.	20-20-204
At least 20 days before	Wednesday, April 18	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none">• The ballot (with stubs removed);• Instructions for voting and returning the ballot;• A secrecy envelope, free of an marks that would identify the voter; and• A self-addressed, return envelope with affirmation printed on the back.	13-13-214 20-20-401

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not before the 20 th day nor later than the 15 th day	Wednesday, April 18 through Monday, April 23	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day, 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.	13-19-207
Not more than 10 days or less than 2 days before	Saturday, April 28 through Sunday, May 6	Absentee Ballot Counting Notice. Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee ballots and the place and time that the absentee ballots will be counted on election day. <i>If the district publishes their notice of election on the 10th day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	13-15-105
Day before (By Noon)	Monday, May 7	Deadline for absentee ballot requests. Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	13-13-211 13-13-214
Day before	Monday, May 7	Deliver certified copy of the lists of registered electors. 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.	20-20-313
Day before (between noon and 5pm)	Monday, May 7	Late registration closed. 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.	13-2-304
Election Day 	Tuesday, May 8	ELECTION DAY. 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). Notify election judges of the names of write-in candidates	Title 13 20-20-105 20-20-401 20-20-411
No sooner than 3pm on the 6 th day after the election	Monday, May 14	The first date that provisional ballots may be counted. Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 th day after election. At that time election judges convene and a determination is made as to whether or not 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.	13-15-107
Following receipt of the tally sheets from all polls and within 15 days after the election	By Wednesday, May 23	Trustees canvass the votes, issue certificates of election, and publish results. 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.	20-20-415 20-20-416
Within 5 days after the official canvas	Monday, May 14 through Tuesday, May 29	Deadline for filing a petition for recount. 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.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 14 through Tuesday, May 29	Deadline for convening the School Recount Board. 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.	13-16-204 20-20-420

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Within 15 days of election	By Wednesday, May 23	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
June 1	Friday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. 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.	20-20-417
Within 15 days after receipt of certificate of election	By Wednesday, June 7	Candidate completes and files Oath of Office 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>	20-3-307 20-1-202 1-6-101

[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

12/10/2018

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 amounts for the month of November were 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

12/10/2018

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:** 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.

- ❖ Upcoming Legislative Session Highlights
- ❖ Suicide Awareness/Prevention Workshop
- ❖ PIR Training—January 21, 2019
 - Building Level/Content Area Relevance
- ❖ Special Education Update
- ❖ Science Olympiad
- ❖ Samsung Solve for Tomorrow Competition
- ❖ MSU Job Fair – December 12
- ❖ Testing Update – HiSET, WIDA, CRT, SBAC, Fast Bridge, MAPS
- ❖ LJH Music Concert – Tuesday, December 11, 2018
- ❖ Garfield Winter Program—Thursday, December 13, 201—5:30 p.m.—FCPA
- ❖ FHS Choir Concert—Tuesday, December 18, 2018—7:00 p.m.—FCPA
- ❖ Highland Park Winter Program—Thursday, December 20, 2018—10:00 a.m. and 1:30 p.m.--FCPA
- ❖ No School—December 24, 2018 – January 2, 2019—Winter Break
- ❖ LJHS BBB— Practice Begins —Thursday, January 3, 2019
- ❖ Home Athletic Games/Meets:
 - WR @ Belgrade w/ Park - December 11 @ 5 pm
 - BB v. Custer Co. - December 13 @ 3 pm
 - BB @ Belgrade - December 21 @ 3 pm
 - WR @ Sidney - December 21 @ 5 pm
 - WR @ Browning - January 3 TBA
 - BB @ Fairfield - January 4 @ 3 pm
 - WR @ Cut Bank Inv. January 4-5, TBA
 - BB v. Havre - January 5 @ 2 pm

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

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

Requested By: Board of Trustees 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

12/10/2018

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 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

SUGGESTED ACTION: Approve Minutes as Presented

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, November 12, 2018

REGULAR BOARD MEETING

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

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL

TRUSTEES PRESENT:

Kris Birdwell, Jennifer Thompson, Phil Koterba, Monte Weeden, Stephen Vantassel, CJ Bailey, Jeff Southworth (6:05pm)

TRUSTEES ABSENT:

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Bobbie Atchison, Chris Gobble, LuAnn Schrauth, Nancy Mattheis, Christy Rogers, Wendy Pfau, Scott Dubbs, Luke Brandon, Tim Majerus

OTHERS PRESENT:

Joe Zahler – KXLO Radio, Tanner Trafton – Student Representative and other interested parties.

3. MOTION TO SET AGENDA – Approved Unanimously (Thompson/Bailey)
4. Recognition– Business Office Staff and Student Activities Secretaries
Rebekah Rhoades, Business Manager, recognized staff for all of the hard work they continually put in for Lewistown Public Schools and their finding free audit for 2017-18.
5. Recognition – Jr. High Student Council Officers (6:05pm)
Scott Dubbs, JHS Principal, introduced the 2018-19 Student Council Officers and allowed them the opportunity to share the activities they participate in.
6. Presentation – Scott Dubbs, Jr. High School Principal – Assessments
Scott Dubbs, former Curriculum Director, spoke to the Board regarding 2017-18 Assessment results throughout the District.
7. Report—Student Representative
Tanner Trafton, Student Representative to the Board, updated the Board on various activities throughout Fergus High School.
8. Report – LEA
Luke Brandon, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
9. Report—Committees of the Board
The Building and Grounds Committee will be meeting on Wednesday, December 5th at 7:00am.

10. Calendar Items, Concerns, Correspondence, Etc.
Superintendent Peck handed out a packet of various correspondence to the Board.
 - Thank you from Jared Long, FFA Advisor
 - School Calendar proposed change (MLK Day)
 - MT-PEC “Great Work of Montana’s Public Schools”
 - Administrator 20-Day Plans
11. Report—Investment
Interest earned and distributed for September was \$1,204.90 in the Elementary and \$1,102.56 in the High School for a total of \$3,469.16. Interest earned and distributed for October was \$3,766.96 in the Elementary and \$3,294.11 in the High School for a total of \$7,061.07.
12. Report—Superintendent
Superintendent Thom Peck reported that the Education Center Property was relinquished by Montana State University – Northern and the letter of intent approved at the last Special Board Meeting in October was sent to the Department of Education. The application for Lewistown Public Schools will be completed in the near future. Parent Teacher conferences were recently held and Mr. Peck shared the parent participation rates. The sound system at Fergus High School will be completed over the Thanksgiving break and the upgrade to the lighting in the gymnasium will be completed over Christmas Break. Mr. Peck shared that Harry’s Place would like to donate a large sign they are unable to use to the Booster Club for use at Fergus High School. The schedule for the Architectural Firm Interviews was shared with the Board. Discussion regarding pros and cons a Bond ensued. Mr. Peck gathered questions from the Board for the Architect interviews. The Board was updated on various dates and events taking place throughout the District. Mr. Peck shared the Superintendent Evaluation Form with the Board for the December Board Meeting. The Trustees that attended the Building Tours shared what they saw during the tour.

PUBLIC PARTICIPATION

13. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
Luke Brandon, FHS Teacher, thanked the Board for touring Fergus High School. He also shared his experience from the previous bond election.

ACTION ITEMS

MINUTES

14. Minutes of the October 8, 2018, Regular Board Meeting
Minutes of the October 25, 2018, Special Board Meeting
Minutes of the October 30, 2018, Special Board Meeting
Approved unanimously with the correction to add CJ Bailey as present at the October 8th Regular Board Meeting (Birdwell/Vantassel)

APPROVAL OF CLAIMS

15. Claims -- Approved unanimously (Weeden/Bailey)
Claims Committee for October through December 2018 will be Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth, and Monte Weeden.

INDIVIDUAL ITEMS

16. Approve Out-of-District Student Attendance Agreement Requests for Placement in and out of the Lewistown Public Schools -- Approved unanimously (Bailey/Thompson)
17. Approve Additions to the Substitute List for the 2018-2019 School Year -- Approved unanimously (Vantassel/Southworth)
18. Approve Personnel Report -- See Exhibit A -- Approved unanimously (Bailey/Thompson)

ADJOURNMENT

The meeting was adjourned at 7:44 p.m (Bailey). The next regular meeting will be held at 6:00 p.m. on Monday, December 10, 2018, at the Lincoln Board Room.

PHILLIP R. KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

ATTACHMENT 'A'

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday November 12, 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>
BLAZICEVICH, Mishaela	Food Service	Highland Park & Central Kitchen	Approve appointment on schedule - FOOD SERVER Step 0 at Highland Park for up to 3.75 hours per day. KITCHEN AIDE Step 0 at Central Kitchen for up to 3 hours per day (Total up to 33.75 hours per week, 5 days per week) for up to 128 days.	11/19/2018	Amie Friesen	Amandra Tombarge
CONRAD, Cassidy	Food Service	Fergus High School	Approve appointment on schedule - FOOD SERVER Step 0, 3 hours per day, 5 days per week (15 hours per week) for up to 128 days.	11/19/2018	Amie Friesen	
DRISSELL, Paula	Assistant Speech & Drama Coach	Fergus High School	Approve appointment on schedule--(.075 x \$33,729.00) \$2,529.68 PARTIAL STIPEND \$1,897.20 (10-29-18 thru 1-31-19).	10/29/2018	Jim Daniels	
ELLIOTT, Karen	Food Service	Fergus High School	Verbal resignation	10/15/2018	Amie Friesen	
FIGUEROA, Raymond	Custodian	Fergus High School	Approve appointment on schedule - MAINTENANCE II - Step 0 for up to 8 hours per day for up to 165 days	11/12/2018	Tim Majerus/Jason Fry	Abigail Stickel
GOODWIN, Rachel	Interim Head Cheerleading Coach	Fergus High School	Approve appointment on schedule --(.0125 x \$33,729.00) \$4,216.13 PARTIAL STIPEND \$952.96 contract dates (10-3-18 thru 11-16-18).	10/3/2018	Jim Daniels	
GOODWIN, Rachel	Assistant Cheerleading Coach	Fergus High School	Approve appointment on schedule--(.074 x \$33,729.00) \$2,495.95 PARTIAL STIPEND \$1,515.81 contract dates (8-13-18 thru 10-2-18) and (11-19-18 thru 3-15-19).	11/19/2018	Jim Daniels	Revised Contract
HAMMOND, Laura	Paraprofessional	Garfield School	Resignation	10/31/2018	Matt Lewis	See Attached Letter

ATTACHMENT 'A' CONTINUED

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

Monday November 12, 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>
LOGAN, Sandra	Custodian	Fergus High School	Approve appointment on schedule -MAINTENANCE II Step 0 for up to 8 hours per day for up to 165 days	11/12/2018	Tim Majerus/Jason Fry	Replace Thomas Ramey/John Maddux at Garfield
PARKHURST, Karen	Food Service	Central Kitchen	Verbal resignation	10/15/2018	Amie Friesen	
PERRINE, Michael	Bus Driver	Bus Barn	Approve appointment on schedule - TRANS Step 0 for up to 4 hours per day for up to 132 days	11/12/2018	Steve Klippeness	
PFAU, Jennifer	Head Cheerleading Coach	Fergus High School	Approve appointment on schedule --(.125 x \$33,729.00) \$4,216.13 PARTIAL STIPEND \$2,194.70 contract dates (11-19-18 thru 3-15-19)	11/19/2018	Jim Daniels	Replace Taylre Sweeney
ROGERS, Chelsey	Magazine Sales Advisor	Fergus High School	Approve appointment on schedule---(.020 X \$33,729.00) \$674.58 Butter Braid Fundraiser for Junior Class.	11/12/2018	Jeff Friesen	
SALVINELLI, Cheryl	Paraprofessional	Junior High	Approve appointment on schedule - PARA EDUCATOR - CERT Step 0 for up to 7.5 hours per day for up to 132 days	11/12/2018	Scott Dubbs	New Position
SLEATER, Edwin	One on One Paraprofessional	Fergus High School	Approve temporary appointment on schedule - PARA EDUCATOR -Cert Step 0 for up to 7.5 hours per day for up to 132 days	11/12/2018	Tim Majerus	Temporary Position

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Tuesday, November 13, 2018

SPECIAL BOARD MEETING

CALL TO ORDER (5:00 P.M.)

1. **ROLL CALL**

TRUSTEES PRESENT:

Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, Stephen Vantassel

TRUSTEES ABSENT:

Monte Weeden, Jeff Southworth, CJ Bailey

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, Matt Ventresca, Matt Lewis, Amie Friesen, Jason Fry, Bobbie Atchison, Danny Wirtzberger, Jeff Friesen, Scott Dubbs

OTHERS PRESENT:

Representatives from CWG Architects and GPD

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. **RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD**

There was no public participation.

BOARD OF TRUSTEES

4. **INTERVIEW—CWG ARCHITECT FIRM**

CWG Architects presented information about their firm, experiences, process for developing a Master Plan, and marketing a potential bond for Lewistown Public Schools.

A time for questions and answers was provided after the presentation.

ADJOURNMENT

The meeting was adjourned at 6:02 p.m. (Koterba – unanimous).

**PHILLIP KOTERBA
BOARD CHAIR**

**REBEKAH RHOADES
BUSINESS MANAGER/CLERK**

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Thursday, November 15, 2018

SPECIAL BOARD MEETING

CALL TO ORDER (5:00 P.M.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Phil Koterba, Kris Birdwell, Jennifer Thompson, CJ Bailey,
Stephen Vantassel

TRUSTEES ABSENT:

Monte Weeden, Jeff Southworth

STAFF PRESENT:

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

OTHERS PRESENT:

Representatives from NE45 Architecture and Representatives from SMA
Architecture

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO
ADDRESS THE BOARD

There was no public participation.

BOARD OF TRUSTEES

4. INTERVIEW—NE45 ARCHITECT FIRM

NE45 Architects presented information about their firm, experiences, process
for developing a Master Plan, and marketing a potential bond for Lewistown
Public Schools.

A time for questions and answers was provided after the presentation.

5. INTERVIEW—SMA ARCHITECT FIRM (6:30PM)

SMA Architects presented information about their firm, experiences, process
for developing a Master Plan, and marketing a potential bond for Lewistown
Public Schools.

A time for questions and answers was provided after the presentation.

ADJOURNMENT

The meeting was adjourned at 7:33 p.m. (Bailey – unanimous).

PHILLIP KOTERBA
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 Seventh Avenue South
Lewistown, Montana 59457

Monday, November 19, 2018

SPECIAL BOARD MEETING

CALL TO ORDER (5:00 P.M.)

1. ROLL CALL

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

Jeff Southworth

STAFF PRESENT:

Superintendent Thom Peck, Tim Majerus, Jeff Friesen, Danny
Wirtzberger, Amie Friesen, Jason Fry, Bobbie Atchison

OTHERS PRESENT:

Representatives from CTA Architects

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

PUBLIC PARTICIPATION

3. RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO
ADDRESS THE BOARD

There was no public participation.

BOARD OF TRUSTEES

4. INTERVIEW—CTA ARCHITECT FIRM

CTA Architects presented information about their firm, experiences, process
for developing a Master Plan, and marketing a potential bond for Lewistown
Public Schools.

A time for questions and answers was provided after the presentation.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m. (Bailey – unanimous).

PHILLIP KOTERBA
BOARD CHAIR

THOM PECK
SUPERINTENDENT

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

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 December 7, 2018, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2018 include: Board Chair Phil Koterba, Kris Birdwell, Jeff Southworth and Monte Weeden.

****Need to select new Finance Committee members for January–March 2019**

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

17

☐ 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: Possible Retirement Incentive

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

18

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

ITEM TITLE: APPROVE AGREEMENT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND THE CITY OF LEWISTOWN

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees needs to approve the agreement between the Lewistown Public Schools and the City of Lewistown to define and describe the rights and obligations of the parties with respect to the operations of a recreational program for the 2018-2019 School Year.

SUGGESTED ACTION: Approve Agreement between Lewistown Public Schools and the City of Lewistown

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**AGREEMENT BETWEEN THE CITY OF LEWISTOWN AND
SCHOOL DISTRICT NUMBER ONE FOR USE OF
RECREATION FACILITIES AND EQUIPMENT**

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the **2018-2019** school year.

FACILITIES

The program may include, but shall not be limited to, the following kinds of recreational activities: basketball, volleyball, softball, soccer, floor hockey, superstars, badminton, snowshoeing, roller skating, cross country skiing and table tennis. Activities to take place at the Lewistown Civic Center or at any of the various outdoor city parks. The CITY hereby agrees that such facilities will be made available for use by the program participants and other school extracurricular activities, subject to scheduling parameters. In addition, activities may take place upon any property owned by the SCHOOL, provided, however, that such property or facilities are available for use and any such use is approved by the school.

SUPERVISION/OPERATION

Supervision and operation of the program shall include the following individuals and/or groups:

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for overall program supervision.

2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible for supervision of the day-to-day operation of the program. The Recreation Director shall become involved in scheduling, budgeting and direct supervision of the Buildings and Grounds Supervisor.

3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be an employee of the SCHOOL and shall be responsible for scheduling and supervision of SCHOOL maintenance equipment.

BUDGET

The SCHOOL will be responsible for paying the sum of \$5,122.33 for the following items:

Rent	\$ 3,985.81
Recreation Director	\$ 507.28
Honorarium for Professional Assistance	\$ 301.97
Equipment	<u>\$ 434.83</u>
Total	\$ 5,229.89

The total amount shall be payable by the SCHOOL to the CITY upon execution of this Agreement. Thereupon, the CITY shall be responsible for administering payment of such funds in accordance with the items indicated above. The foregoing budget may be changed or modified by the parties in writing. In addition, the SCHOOL will provide maintenance equipment and operators as needed by the Recreational Director and approved by the Buildings and grounds Supervisor at a charge of \$26.00 per hour.

TERM

The term of this Agreement shall be for one year, commencing on July 1, 2018 and ending on June 30, 2019.

RELEASE/INDEMNIFICATION

Each party expressly agrees to release, hold harmless and indemnify the other party from any liability, claims, losses, or demands arising out of the acts or omissions of their own employees or agents, provided, however, that such released party or their employees or agents have not contributed to such claims, loss or demand.

Dated this 1st day of October 2018.

ATTEST:

CITY OF LEWISTOWN

NIKKI BRUMMOND, City Clerk

HOLLY PHELPS, City Manager

ATTEST:

SCHOOL DISTRICT NO. ONE

REBEKAH RHOADES, Board Clerk

PHIL KOTERBA, Board Chair

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

19

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

ITEM TITLE: APPROVE CHANGE TO THE 2018-2019 SCHOOL CALENDAR

Requested By: Board of Trustees Prepared By: Rebekah Rhoades

SUMMARY:

The Board of Trustees need to approve changing the January 14, 2019 PIR to January 21, 2019 due to the Martin Luther King Holiday.

SUGGESTED ACTION: Approve change to the 2018-2019 school calendar

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

Lewistown Public Schools 2018-2019 School Calendar

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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








August 20 New Staff Orientation
 August 21-22 All Staff Orientation/PIR
 October 18-19 Staff Development Days - Teachers Convention
 November 7-8 **Parent Teacher Conferences**
 (Evening only Nov. 7, All Day Nov. 8 with No School on Nov. 9)
 January 21 PIR
 March 26 **Parent Teacher Conference**
 (Conference-Evenings ONLY--Regular School Day for Students)
 1 Floating PIR

Vacations

September 3 Labor Day
 November 9 Vacation Day
 November 21-23 Thanksgiving Vacation
 December 24-January 2 Winter Break
 February 22 Vacation Day
 March 29 Vacation Day
 April 18-22 Spring Break
 May 27 Memorial Day
 July 4 Vacation Day (12 month employees)

Paid Holidays

(+ 2 Floating Holidays for 12 month employees)

 New Teacher Orientation
 First/Last Day of School
 (Last day - out @ 1:30 p.m.)
 End of Quarter
 (1st & 3rd Quarters)
 Midterms
 End of Semester
 (2nd & 4th Quarters)
 School Dismissed--1:30 p.m.
 FHS -- Graduation Day

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

20

☐ 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

Mary Kynett
Andrea Alderink
Marie Hoyer
Nancy Barber
Bruce Marsden
Sandy Mikeson

Substitute Custodian

Brett Turnquist

Substitute School Food:

Shannon Ruckman

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

21

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

**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>
GOODWIN, Rachel	Assistant Cheerleading Coach	Fergus High School	Accept Letter of Resignation	11/26/2018		See attached letter.
SANDERS, Betty	Paraprofessional	Fergus High School	Accept Letter of Resignation	12/18/2018		See attached letter.
STROUF, Leah	Volunteer Girls Basketball Coach		Volunteer Position; no contract	12/10/2018	Jim Daniels	
TOBIN, Stephanie	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



Christy Rogers <crogers@lewistown.k12.mt.us>

Fwd: Revised date on Termination

1 message

Tim Majerus <tmajerus@lewistown.k12.mt.us>
To: Christy Rogers <crogers@lewistown.k12.mt.us>

Tue, Nov 20, 2018 at 4:02 PM

----- Forwarded message -----

From: **Betty Sanders** <bsanders@lewistown.k12.mt.us>
Date: Mon, Nov 19, 2018, 5:18 PM
Subject: Revised date on Termination
To: Thom Peck <thom.peck@lewistown.k12.mt.us>, Tim Majerus <tmajerus@lewistown.k12.mt.us>

Termination of Employment**Betty Sanders** <bsanders@lewistown.k12.mt.us>

4:38 PM (36 minutes ago)

Reply

to Thom, Tim

November 19, 2018

Dear Mr. Peck

This e-mail is to advise you that I am giving my two weeks notice

My last day will be **December 18, 2018**

Sorry for the mix up on the dates

Sincerely

Betty Sanders
SPED Paraprofessional
Fergus High School

Betty



Christy Rogers <crogers@lewistown.k12.mt.us>

Fwd: Assistant coach resignation

1 message

Rebekah Rhoades <rrhoades@lewistown.k12.mt.us>

Thu, Nov 29, 2018 at 8:37 AM

To: Christy Rogers <crogers@lewistown.k12.mt.us>, Bobbie Atchison <batchison@lewistown.k12.mt.us>

FYI...

----- Forwarded message -----

From: **Jim Daniels** <jdaniels@lewistown.k12.mt.us>

Date: Thu, Nov 29, 2018 at 8:36 AM

Subject: Fwd: Assistant coach resignation

To: Rebekah Rhoades <rrhoades@lewistown.k12.mt.us>

Cc: Thom Peck <thom.peck@lewistown.k12.mt.us>, Tim Majerus <tmajerus@lewistown.k12.mt.us>, Jeff Friesen <jfriesen@lewistown.k12.mt.us>, Scott Dubbs <sdubbs@lewistown.k12.mt.us>, Matt Donaldson <mdonaldson@lewistown.k12.mt.us>, Sara Peterson <sara.peterson@lewistown.k12.mt.us>

Please consider this Rachel's letter of resignation from Assistant Cheer Coach at FHS and Cheer Coach at the Junior High effective Monday, Nov. 26, 2018.

Thanks,
Jim

----- Forwarded message -----

From: **Rachel Goodwin** <racheld@midrivers.com>

Date: Mon, Nov 26, 2018 at 7:40 AM

Subject: Assistant coach resignation

To: <jdaniels@lewistown.k12.mt.us>, Jeff Friesen <jfriesen@lewistown.k12.mt.us>, <pfau@midrivers.com>

After a lot of thought and consideration I have come to the decision to resign as assistant coach. It has been an all-around really rough cheer season and it has been really hard on me. So I feel that it is in my best interest to focus more on my family. Please except my resignation as of today **November 26th, 2018.**

Sincerely,
Rachel Goodwin

Sent from my iPhone

--
Rebekah Rhoades
Business Manager/District Clerk
Lewistown Public Schools
215 7th Ave South
Lewistown, MT 59457

406-535-8777 x116
406-535-7292 (fax)

EXECUTIVE SESSION

As per the provisions of 2-3-203
Montana Codes Annotated.

The Board Chair,
will now call for an Executive Session
deeming the demands of individual privacy
clearly exceed the merits of public disclosure.

All parties not involved in the Executive
Session are asked to leave the Board Room
at this time.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

12/10/2018

Agenda Item No.

22

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

ITEM TITLE: EXECUTIVE SESSION---SUPERINTENDENT'S EVALUATION

Requested By: Board of Trustees Prepared By: _____

SUMMARY:

The Board of Trustees will go into Executive Session to conduct the Superintendent's Evaluation

SUGGESTED ACTION: Discussion

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

LEWISTOWN PUBLIC SCHOOLS

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	21	--	Jan	25	5
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							<u>44</u>
						<u>44</u>							
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	15	--	Jan	18	4							<u>45</u>
						<u>46</u>							
													Totals
													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	1.50
	(Evening on Nov. 7 from 4:00-7:00 pm; All Day Nov. 8)	
January 14	PIR	1.00
March 26	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
1 Floating PIR		<u>1.00</u>
		8.00

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 14	PIR (Vacation day for Students)
February 22	Vacation Day
March 29	Vacation Day
April 18, 19 & 22	Spring Break
May 27	Memorial Day