

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

WEDNESDAY, April 9, 2014

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Report—Student Representative
4. Report—Committees of the Board
5. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

6. Report—Investment
7. Report—Election Update
8. Report—Budget Update
9. Discussion—Staffing
10. Other Items

PUBLIC PARTICIPATION

11. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

ACTION ITEMS

MINUTES

12. Minutes of the March 10, 2014, Regular Board Meeting

APPROVAL OF CLAIMS

13. Claims

INDIVIDUAL ITEMS

14. Set Elementary District Number One Levy Amount
15. Set High School District Number One Levy Amount
16. Approve Multidistrict Agreement between Lewistown Elementary Schools and Fergus High School
17. Approve Certification for Indirect Cost Rates for FY 2014-2015
18. Approve Issuing Contracts for the Certified Staff
19. Approve Issuing Contracts for the Certified and Classified Administrators
20. Approve Personnel Report

ADJOURNMENT

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:

- 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.
- 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.

CONSENT GROUP ITEMS

The action of adoption of the "Consent Group" as an official item on the agenda means that all items appearing under the title "Consent Group" shall be adopted by majority approval of a single motion, unless a member of the Board or the Superintendent requests that any particular item be removed from the "Consent Group" and voted on separately.

Generally "Consent Group" items are matters which members of the Board and Superintendent agree are routine in nature and should be acted upon in one motion to conserve time and permit focus on other than routine matters on the agenda.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

3

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Jessica Kindzerski Date: 04/09/2014

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:

<i>Board Action</i>	Motion	Second	Ave	Nay	Abstain	Other
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

FHS SCHOOL BOARD REPORT
Jessica Kindzerski

Wednesday, April 9, 2014

Key Club:

- Election of Officers
- May 6th – Powder Puff and Johnny Bravo Fundraiser

FCCLA:

- FCCLA returned from State Leadership Conference recently
- 26 members and 1 State Officer attended
- 18 received Silver Medals
- Every Gold medal winner placed 1 or 2 in State and earned a trip to the National Convention in San Antonio, Texas this summer if they choose -- Maida Walters; Whitney Weeden and Nora Weichel; Sydney Wier and Haley McLendon; Ade Halter and Shay Barnes.
- Cody Boyce ran as a candidate for National Officer Team. She was elected and will represent Montana at the National level.

BPA:

- 8 members attending Nationals in Indianapolis, Indiana, April 30 – May 4, 2014
- Fundraising – Breakfast, Lollipops, Trail Mix and Gas Cards.

Skills

- Currently at State competition in Havre

Principals Cup

- Team took 2nd at their State competition in Missoula
- 3rd at Regional competition in Centerville

FFA

- Got back from State Convention in Great Falls
- Haiden Collins took 3rd in Creed
- Livestock team took 3rd
- Cody Boyce placed 2nd
- Calli Dixon was elected as a State FFA Officer to represent Montana
- Banquet – May 1, 2014

Art

- Continuing painting murals around the school

Graduation Matters

- Members currently doing College visits in the Dillon area

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

4

☐ 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 Date: 04/09/2014

SUMMARY:

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

SUGGESTED ACTION: Informational Report

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

STANDING COMMITTEES OF THE BOARD
2013-2014 School Year

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Building & Grounds	3	X			X			X
Insurance Risk Committee	2		X		X			
Transportation	3	X				X		X

OTHER COMMITTEES WITH BOARD REPRESENTATION
2013-2014 School Year

Committee	Number on Comm.	Jeremy Bristol	Joe Irish	Phil Koterba	Stan Monger	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2					X		X
Curriculum Committees:								
Communication Arts	1			X				
Math	1					X		
Health Insurance Program	2			X			X	
School Calendar	1							X
Vocational Advisory Council	1	X						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

5

☐ 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: _____ Date: 04/09/2014

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:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

6

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 04/09/2014

SUMMARY:

Below is the interest earned and distributed for March 2014:

Elementary \$274.99

High School \$177.02

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

7

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

ITEM TITLE: REPORT—ELECTION UPDATE

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 04/09/2014

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the school election calendar and procedures for 2014.

Attached are the Terms of Office Listing and the 2014 School Election Calendar.

Board members terms of office that are due to expire in 2014 include: Joe Irish, Stan Monger, and Barb Thomas.

SUGGESTED ACTION: Informational

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

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD MEMBERS TERMS OF OFFICE

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

	Expire 2014	Expire 2015	Expire 2016
SCHOOL DISTRICT #1	Joe Irish Stan Monger Barb Thomas	Jeremy Bristol Monte Weeden	Phillip R. Koterba Jennifer Thompson

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

_____ 3 year term (to expire in 2017)
_____ 3 year term (to expire in 2017)
_____ 3 year term (to expire in 2017)


Petitions Filed for Nomination of School Board Trustee:

Barb Thomas
Shelley Poss

SCHOOL ELECTIONS CALENDAR 2014

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 135 days, or later than 40 days before	Sunday, December 22 through Thursday, March 27	Trustee candidates file for election. Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the petition is filed.</i>	13-10-201(6) 20-3-305 20-3-344
Within 5 days of becoming a candidate	Friday, December 27 through Tuesday, April 1	Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are 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. The filing of C-1-A is required within 5 days of becoming a candidate.	13-37-206 13-37-201
At least 70 days before	Tuesday, February 25	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
At least 60 days before	Friday, March 7	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)).	13-19-205
At least 40 days before	Thursday, March 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) the polling site(s) (if changed from previous school election); and 4) 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 25 days before the election). The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. Bond Elections are subject to additional requirements (see 20-9-422 , MCA).	20-20-201 20-20-203 20-9-422
At least 38 days before	Friday, March 28	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
At least 35 days before	Tuesday, April 1	Last day to file resolutions for school election with county election administrator.	20-20-201(2)
No later than the 30th day before	Friday, April 4	Deadline to notify election judges of appointment.	13-4-102
30 days before	Monday, April 7	Voter registration closes. A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	20-20-311 20-20-312
30 days before	Monday, April 7	Absentee ballots must be available for bond elections. If the bond election is to be held on a date other than the regular school Election Day in May, ballots must be available 30 days before.	20-9-426

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 30 days before	Monday, April 7	Contact your county election administrator for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	13-13-212
Not less than 20 days, or more than 30 days before	Sunday April 6 through Wednesday, April 16	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place 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; and 5) where and how absentee ballots may be obtained. 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
No later than 26 days before	Thursday, April 10 (By 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent	13-10-211(3)
Not less than 25 days before	Friday, April 11	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. <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
Not less than 25 days before	Friday, April 11	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 before the 25 th day nor later than the 15 th day	Friday, April 11 through Monday, April 21	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
At least 20 days before	Wednesday, April 16	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 any marks that would identify the voter • A self-addressed, return envelope with affirmation printed on the back of the envelope 	13-13-214 20-20-401

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Day before	Monday, May 5 (By Noon)	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. <i>** Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>	13-13-211 13-13-214
Day before	Monday, May 5	Deliver certified copy of the lists of registered electors for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	20-20-313
Election Day 	Tuesday, May 6	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
Following receipt of the tally sheets from all polls and within 15 days after election	Wednesday, May 21	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 12 through Monday, May 27	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 15 days after receipt of certificate of election	Wednesday, May 21	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>	20-3-307 20-1-202 1-6-101
Within 15 days of election	Wednesday, May 21	Deadline for trustees to hold organizational meeting to elect chair and appoint clerk.	20-3-321
12 days before and 20 days after	Thursday, April 24 through Monday, May 26	Filing Report: Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices.	13-37-226(4)
June 1	Friday, May 30	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. 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

Special instances are identified with green lettering

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:

http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7

Election Manual: http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7

MT Secretary of State's Office: <http://sos.mt.gov/Elections/index.asp>

Below is proposed ballot language for the approval of acquisition of the new land/building for the bus barn.

PROPOSITION

Shall the Lewistown District No. 1 be authorized to acquire approximately 8 acres located at 716 Crowley Ave, Lewistown, MT 59457 commonly known as Torgerson's LLC as a school bus barn site using existing money in the Transportation Fund?

☐ APPROVE the Site Acquisition

☐ DISAPPROVE the Site Acquisition

This will go before voters in the Elementary District ONLY per the reasons below.

- 1. The land/building may only be owned by ONE district, so LPS must choose either the High School or Elementary District**
- 2. The current bus barn located at the Airport is owned by the Elementary District and was approved by those voters**
- 3. There are enough dollars in the Elementary Transportation Fund to pay the full purchase price**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

8

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 04/09/2014

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2013-2014 General Fund Budgets.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Pierce						
Thomas						
Weeden						

PRELIMINARY BUDGET DISCUSSION

April 9, 2014

2014-2015

	Lewistown Elem	Fergus HS
FY14 Adopted Budget	\$5,679,080.77	\$3,139,334.95
FY15 Projected Expenditures	\$5,782,370.59	\$3,202,494.71
DIFFERENCE (FY14 - FY15)	(\$103,289.82)	(\$63,159.76)
Highest Budget Without a Vote	\$5,810,237.56	\$3,113,305.10
Highest Budget With a Vote	\$5,861,410.50	\$3,141,116.08
Maximum Voted Amount	\$51,172.94	\$27,810.98
Estimated Additional Mills	4.22	2.12
Tax Increase on a \$100,000 home	\$5.52	\$2.78
Tax Increase on a \$200,000 home	\$11.05	\$5.55
Deficit/Surplus w/o Vote	\$27,866.97	(\$89,189.61)
Deficit/Surplus with Vote	\$79,039.91	(\$61,378.63)

2014-2015 NOTES:

7.5% Certified Health Insurance Increase

5% Classified/Admin Health Insurance Increase

5% Dental Insurance Increase

Lane Changes + **1% Wage Increase**

Curriculum Budgeted = \$85,000 (Elem) and \$40,000 (HS)

DOES NOT Include Retirement Incentive - will use Flexibility Fund

**LEWISTOWN PUBLIC SCHOOLS
2014-2015 BUDGET OPTIONS**

FHS OPTIONS (\$89,189 SHORTFALL):

1. Health Insurance
 - a. Budgeted 5% Increase (BC/BS 3.9%)
 - b. MSHWP 7.5% Decrease = \$21,986 Budget Savings
 - c. MUST 11% Decrease = \$28,143 Budget Savings
2. Tuition Levy (\$30,000 PROPOSED)
 - a. Use for 1-on-1 aides
 - b. Only a portion of wage
 - c. 2013-2014 levied wages for 1.5 aides (approx. \$24,000)
 - d. Permissive Levy
3. Multi-District Agreement Fund (\$61,500 PROPOSED)
 - a. Depends on year-end dollars remaining (spending cutoff 4/19/14)
 - b. Could be used for supplies, curriculum, etc.
 - c. This year's spending is near the same as last year as of 3/12/14
4. Budget Cuts

ELEMENTARY OPTIONS (\$27,866 SURPLUS):

1. Health Insurance
 - a. Budgeted 5% Increase (BC/BS 3.9%)
 - b. MSHWP 7.5% Decrease = \$35,085 Budget Savings
 - c. MUST 11% Decrease = \$44,910 Budget Savings
2. Retirement Position to Fill (HP Music) = Best Case Scenario \$15,000
3. Tuition Levy
 - a. Use for 1-on-1 aides
 - b. Only a portion of wage
 - c. 2013-2014 levied wages for 1 aide (approx. \$18,000)
 - d. Permissive Levy

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

9

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

ITEM TITLE: DISCUSSION—STAFFING

Requested By: Superintendent Prepared By: Jason Butcher Date: 04/09/2014

SUMMARY:

The Board of Trustees will discuss staffing for the 2014-2015 School Year.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Pierce						
Thomas						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

10

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 04/09/2014

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.

- ❖ SBAC Testing
- ❖ District 8 Music Festival—April 11-12, 2014—Lewistown
- ❖ Third Grade Music Program—Tuesday, April 15, 2014—7:00 p.m.—FCPA
- ❖ LJHS Parent/Counselor Night—Tuesday, April 15, 2014—6:30 p.m.—LJHS
- ❖ Spring Break—April 18-21, 2014
- ❖ ACT Plus (State Testing for all Juniors)—Wednesday, April 23, 2014—8:10 a.m.—FHS
- ❖ FHS FFA Envirothon—April 28-29, 2014—Lewistown
- ❖ FHS BPA National Leadership Conference—April 30 – May 4, 2014—Indianapolis, IN
- ❖ Fourth Grade Music Program—Thursday, May 1, 2014—7:00 p.m.—FCPA
- ❖ State Solo and Ensemble High School Music Festival—May 2-3, 2014—Billings
- ❖ Eagle Booster Meeting—Monday, May 5, 2014—7:00 p.m.—Eagles Club
- ❖ PTO Meeting—Monday, May 6, 2014—7:00 p.m.
- ❖ Kiwanis Awards—Monday, May 5, 2014—7:00 p.m.—FHS
- ❖ LJHS Band Concert—Tuesday, May 6, 2014—7:00 p.m.—LJHS Auditorium
- ❖ Lewis & Clark Band and Choir Concert—Thursday, May 8, 2014—7:00 p.m.—FCPA
- ❖ Home Athletic Games/Meets:
 - TR – FHS Twilight Meet—Tuesday, April 22, 2014—3:30 p.m.
 - TN vs. Park/Anaconda/Havre—Saturday, April 26, 2014—TBA
 - LJHS TR – Twilight Meet—Tuesday, April 29, 2014—3:30 p.m.
 - SB vs. Park—Friday, May 2, 2014—3:00/5:00 p.m.
 - TR – FHS Invitational—Saturday, May 3, 2014—TBA
 - SB vs. Browning—Thursday, May 8, 2014—2:00/4:00 p.m.
 - SB vs. Havre—Friday, May 9, 2014—3:00/5:00 p.m.
 - TN – FHS Invitational—Saturday, May 10, 2014—TBA
 - TR – Central MT Invitational—Saturday, April 5, 2014—TBA

SUGGESTED ACTION: Informational

☐ Additional Information Attached

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

11

☐ 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:** _____ **Date:** 04/09/2014

SUMMARY:

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

SUGGESTED ACTION:

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

12

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

ITEM TITLE: MINUTES

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 04/09/2014

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the March 10, 2014, Regular 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>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM

215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, March 10, 2014

BOARD ROUNDTABLE DISCUSSION – LEA

6:00 P.M. TO 7:00 P.M.

REGULAR BOARD MEETING

CALL TO ORDER (7:00 p.m.)

1. **ROLL CALL**

TRUSTEES PRESENT:

Board Chair Stan Monger, Jeremy Bristol, Joe Irish, Phil Koterba, Jennifer Thompson, Barb Thomas, Monte Weeden

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Aaryn Bell, Scott Dubbs, Chad Armstrong (left at 7:05pm), Robert Rutledge (left at 7:20pm)

OTHERS PRESENT:

Chris Rice – CMLRCC, Student Representative Jessica Kindzerski, Doreen Heintz—News Argus, Joe Zahler—KXLO/KLCM Radio, Student Teacher Jessica Davis and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. **RECOGNITION—FHS WRESTLING TEAM**

The Board of Trustees recognized and congratulated the Fergus High School Wrestling Team plus the coaches for their successes both at the Central A Divisional Wrestling Tournament and the State A Wrestling Tournament. State A Wrestling Results: Ethan Blythe—1st Place (State Champion) and Hunter Grover—3rd Place.

4. **PRESENTATION—ROBERT RUTLEDGE, FHS CAREER FAIR**

Robert Rutledge, Fergus High School Counselor, presented information to the Board of Trustees regarding the upcoming Career Fair that is scheduled for all day Tuesday, April 1, 2014 at Fergus High School. Twelve area high schools have been invited.

5. **REPORT—STUDENT REPRESENTATIVE**

Jessica Kindzerski, student representative to the Board, reported on upcoming activities at Fergus High School.

6. REPORT—COMMITTEES OF THE BOARD

Transportation Committee met on Monday, February 17, 2014, to discuss the information received from the architect on the prospective bus barn location. Transportation Committee will be meeting on March 20, 2014.

Building & Grounds Committee met on Monday, February 17, 2014, to discuss the Building Fund Levy, which will be expiring at the end of the 2014-2015 school year.

Health Insurance Committee met on Wednesday, February 26, 2014, to hear possible proposals for Health Insurance Coverage for the District.

7. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

SUPERINTENDENT'S REPORT

8. REPORT—ELECTION UPDATE

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2014 School Election Calendar and advised them of the Trustee seats that will be up for election in 2014 – Joe Irish, Stan Monger, and Barb Thomas. A Petition for Nomination has been filed by Barb Thomas. Rebekah also discussed the budgets and amounts the district is able to levy in both the Elementary and High School General Funds. Due to Election deadlines, the April Board Meeting will be moved to Wednesday, April 9, 2014 at 6:00pm.

9. REPORT—INVESTMENT

Interest earned and distributed for February 2014, was reported with \$390.54 in the elementary funds and \$257.05 in the high school funds for a total of \$647.59.

10. OTHER ITEMS

Superintendent Jason Butcher informed the Board of a donation received from the Shopko Foundation. The funds raised for this donation were from community support during the “Help Us Give Back” Campaign at the local Shopko Hometown. Mr. Butcher and the Board would like to thank Manager Dave Pillar, the Shopko employees, and the community for this generous donation. Jason updated the Board on the status of staffing. He recommended increasing both Elementary P.E. teaching positions to full time and the Board agreed with this recommendation. There was also discussion on feedback from a recent staff survey to address the need for either an Administrator position in the elementary or the addition of Behavioral Aides to manage discipline of students. This will be further discussed at the Board Meeting in April. The application screening process for several of the elementary positions has started. Trustee Barb Thomas volunteered to serve on the interview team for coaching positions. Trustees Joe Irish and Phil Koterba volunteered to serve on the interview team for teaching positions. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

Jessica Davis was introduced as a student teacher at Fergus High School.

ACTION ITEMS

MINUTES

12. MINUTES OF THE FEBRUARY 10, 2014, REGULAR BOARD MEETING – approved unanimously (Thomas/Weeden).

APPROVAL OF CLAIMS

13. CLAIMS – the claims referenced in the 2013-2014 Bill Schedule and submitted through March 6, 2014, were approved unanimously (Bristol/Thomas). The Finance Committee for January-March 2014 is Stan Monger, Jeremy Bristol, Phil Koterba, and Barb Thomas. The new Finance Committee for April–June 2014 will be Jennifer Thompson, Jeremy Bristol and Barb Thomas.

INDIVIDUAL ITEMS

14. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR – Substitute Teacher/Aide List—Rebecca Bonine, Shawna Konert (Aide only) – approved unanimously (Irish/Thompson).
15. SECOND READING—BOARD POLICY #1400 – BOARD MEETINGS – approved unanimously (Bristol/Koterba).
16. APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION – approved unanimously with the addition of language to obtain voter approval to sell the current bus barn property. (Bristol/Thomas).
17. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Irish/Thompson).

ADJOURNMENT

The meeting was adjourned at 8:40 p.m. The next Board meeting will be held at 6:00 p.m. on Wednesday, April 9, 2014, at the Lincoln Board Room (Thomas).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**“EXHIBIT A”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: March 10, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BJELLAND, Annette	Elementary Health Enhancement Teacher	Highland Park Elementary School	Accept the attached Retirement Incentive Form with the plan benefit option indicated as a formal letter of resignation	June 30, 2014	See attached form.
GEBERT, Gary	Science Teacher	Fergus High School	Accept the attached Retirement Incentive Form with the plan benefit option indicated as a formal letter of resignation	June 30, 2014	See attached form.
KAJKOWSKI, Juanita	Special Education Teacher	Highland Park Elementary School	Accept the attached Retirement Incentive Form with the plan benefit option indicated as a formal letter of resignation	June 30, 2014	See attached form.
KARINEN, Charley	Third Grade Teacher	Garfield Elementary School	Accept the attached Retirement Incentive Form with the plan benefit option indicated as a formal letter of resignation	June 30, 2014	See attached form.
KEPLER, Mary	Elementary Music Teacher	Garfield / Highland Park Elementary Schools	Accept the attached Retirement Incentive Form with the plan benefit option indicated as a formal letter of resignation	June 30, 2014	See attached form.
NIELSEN, Kandis	Fourth Grade Teacher	Garfield Elementary School	Accept the attached Retirement Incentive Form with the plan benefit option indicated as a formal letter of resignation	June 30, 2014	See attached form.

**“EXHIBIT A”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: March 10, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
PAYNE, Andrea	Third Grade Teacher	Garfield Elementary School	Accept the attached Retirement Incentive Form with the plan benefit option indicated as a formal letter of resignation	June 30, 2014	See attached form.
NEARHOOF, Rich	Volunteer Wrestling Coach	Lewistown Junior High School	Approve appointment on a volunteer basis	March 10, 2014	See attached memo.
BOYCE, Bill	Volunteer Wrestling Coach	Lewistown Junior High School	Approve appointment on a volunteer basis	March 10, 2014	See attached memo.
MAGER, Mike	Volunteer Wrestling Coach	Lewistown Junior High School	Approve appointment on a volunteer basis	March 10, 2014	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

13

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees Prepared By: LuAnn Schrauth Date: 04/09/2014

SUMMARY:

Approve claims paid through April 7, 2014, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2014 include: Stan Monger, Jeremy Bristol, Jennifer Thompson, and Barb Thomas.

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

14

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

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 04/09/2014

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$51,172.94* WHICH IS APPROXIMATELY 4.22* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT. PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$5.52* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$11.05*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

☐ FOR the additional levy.

☐ AGAINST the additional levy.

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

SUGGESTED ACTION: Set Elementary District Number One Levy Election

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

MEMO

TO: Board of Trustees

FROM: Rebekah Rhoades, Business Manager

DATE: April 4, 2014

SUBJECT: SETTING GENERAL FUND LEVY AMOUNT

The Board has three options to consider when selecting an amount for which to request taxpayer approval:

1. Cancel the election. The Board may cancel the levy elections by setting the additional request amount at \$0 for both Districts.
2. Request the maximum amount allowed under current law. Under current law, the Board may request up to \$51,172.94 and \$27,810.98 in the Elementary and High School districts, respectively. The mill calculations and taxpayer impacts are listed on the next page of this memo.

The benefit of requesting the maximum amount under current law is that it would maximize the District's spending authority next year and in the future. If approved, the District would have permanent access to those funds on an annual basis. Should the legislature increase state funding to schools and decrease the maximum amount for which we can approach our voters, we simply would levy up to the maximum allowed by law.

Although the High School District is facing a budget shortfall next year, it is the Administration's recommendation that the Board cancel the levy election in both the Elementary School District and High School District. The amount that can be levied in the High School District is quite small and, unless a major increase in staffing is made, a levy is not required in the Elementary District. It is believed that the high school district's budget shortfall can be mitigated through other funding resources.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

15

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

ITEM TITLE: SET HIGH SCHOOL DISTRICT NUMBER ONE LEVY ELECTION

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 04/09/2014

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$27,810.98* WHICH IS APPROXIMATELY 2.12* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT. PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$2.78* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$5.55*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

☐ FOR the additional levy.

☐ AGAINST the additional levy.

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

SUGGESTED ACTION: Set High School District Number One Levy Election

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Ave	Nav	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

16

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

ITEM TITLE: APPROVE MULTIDISTRICT AGREEMENT BETWEEN LEWISTOWN ELEMENTARY AND FERGUS HIGH SCHOOL

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 04/09/2014

SUMMARY:

The Board of Trustees needs to approve the Multidistrict Agreement between Lewistown Elementary Schools and Fergus High School.

SB 329 passed by the 2011 Legislature expanded Multidistrict Agreements that encourage cooperation between districts to create flexibility, efficiency and cost savings. HB39 from the 2013 session further clarified those agreements and extended their maximum term.

This agreement will allow the District to transfer money from the Transportation Fund (10) to an Interlocal Agreement Fund (82). Once the funds are transferred to the Interlocal Fund, they can be used for purchases for either the Elementary or High School District, with the funds rolling over from year-to-year.

The purchase of the bus barn must be made by one district. Dollars were levied in both the elementary and high school transportation funds for the purpose of purchasing a new bus barn location for both Districts. Approval of this Agreement will allow all money levied for the new bus barn to be used for renovations, maintenance, supplies, etc. of that property.

SUGGESTED ACTION: Approve Multidistrict Agreement between Lewistown Elementary and Fergus High School

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

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

Multidistrict Agreement

This Multidistrict Agreement (hereinafter "Agreement") is entered into this ____ day of _____, 20__ by and between Lewistown Elementary and Fergus High School (collectively hereinafter "Participating Districts").

WHEREAS, the maintenance and building infrastructure and equipment is essential in meeting the demands of transporting the students of the Districts;

WHEREAS, the Districts have an opportunity to join and collectively purchase or pay for supplies, routine maintenance, major repairs and capital improvements for the participating Districts' needs;

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

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

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

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

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

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

NOW THEREFORE, the districts hereby agree as follows:

1. To create a multidistrict cooperative for the purpose of jointly purchasing/paying for supplies, routine maintenance, major repairs and capital improvements for the participating Districts;
2. To create an interlocal cooperative fund for the purpose of transferring funds from the Participating Districts for the purpose(s) stated herein;
3. Fergus High School is designated as the prime agency and as such shall establish a nonbudgeted interlocal cooperative fund for the purpose of the financial administration of this Multidistrict Agreement.
4. All other Participating Districts are designated as the cooperating agencies and in accordance with section 20-9-704, shall transfer its financial support under this Agreement to the prime agency by district warrant or funds transfer.
5. Any and all amounts transferred into the interlocal cooperative fund by any Participating District may come from: (a) the respective district's general fund in an amount not to exceed the direct state aid in support of the respective school district's general fund; or (b) any other budgeted fund of a participating district, except that funds cannot be transferred from the retirement fund or the debt service fund; or (c) any nonbudgeted fund of a Participating District, except that funds cannot be transferred from the compensated absence liability fund.
6. Transfers may not be made with funds restricted by federal law unless the transfer is in compliant with any restrictions or conditions imposed by federal law.
7. Any and all amounts transferred into the interlocal cooperative fund by each Participating District must be for the purpose stated herein as mutually agreed upon between the Participating Districts in accordance with the terms of this Agreement.
8. The term of this Agreement shall be from July 1, 2013 to June 30, 2016.* This Agreement may be extended by mutual approval of each Participating District. However, the term of the Agreement may not extend beyond 3 years. Any remaining fund balance in the interlocal cooperative fund at year end may be carried over to the subsequent fiscal year.
9. The terms of this Agreement may be changed upon mutual written approval of the Participating Districts.
10. Each Participating District shall agree how the funds shall be disbursed during the current fiscal year by establishing a budget or guidelines. The prime agency shall adhere to this Agreement. The Participating Districts will be provided with a monthly accounting summary of expenditures from the prime agency.

11. The multidistrict cooperative may be dissolved upon mutual consent of all Participating Districts in writing upon 90 days written notice to all Participating Districts. In addition, any Participating District may terminate its participation in the multi-district cooperative upon 90 days written notice to all Participating Districts. In the event that the multidistrict cooperative is dissolved in its entirety or any Participating District terminates its participation in the multidistrict cooperative, the provisions of Paragraph 12 below shall apply.

12. Upon termination of this Agreement by one or all Participating Districts, the funds of the district or districts that no longer desire to participate in this multidistrict cooperative shall be returned to such District(s) on a pro rata share of the current funds held by the prime agency after all outstanding financial obligations have been paid with said funds to revert back to the original fund(s) from which the money was transferred as a result of said District(s) participation in the multidistrict cooperative.

13. This Agreement shall be interpreted according to and governed by the laws of the State of Montana.

As agreed on this _____ day of _____, 20__.

Fergus High School (LE0259)
Prime Agency

Lewistown Elementary School (LE0258)
Cooperating Agency

Board Chair, Prime Agency

Board Chair, Cooperating Agency

District Clerk, Prime Agency

District Clerk, Cooperating Agency

** Note: The term of the agreement may be for a period of up to 3 years.*

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

17

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

ITEM TITLE: APPROVE CERTIFICATION FOR INDIRECT COST RATES FOR FY 2014-2015

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 04/09/2014

SUMMARY:

The Board of Trustees needs to approve the Office of Public Instruction proposed Indirect Cost Recovery Rate for FY14 grants. This approval allows the District to set aside a portion (this year, 4.43%) of its grant expenditures and use that amount to pay general costs related to grant administration.

SUGGESTED ACTION: Approve Certification for the Indirect Cost Rates for FY 2014-2015

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						



Office of Public Instruction
Denise Juneau,
Superintendent
PO Box 202501
Helena, MT 59620-2501

CERTIFICATION FOR INDIRECT COST RATE

For FY 2013-2014

Due April 30, 2013

SS #	School System (SS) Name	County #	County	LE's Included
0420	Lewistown Public Schools	14	Fergus	EL 0258 Lewistown Elem HS 0259 Fergus H S K12

Proposed Restricted Indirect Cost Rate 4.43 % (Round to nearest hundredth (X.XX%) of a percent.)

INSTRUCTIONS: Complete and submit with one copy of each application for Indirect Cost Rate. A single application by School System (SS) should be submitted for the elementary and high school district. A copy of this certification will be returned upon approval of your rate.

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish the final indirect cost rate for the periods indicated above are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted in allocating costs as indicated in the attached Predetermined Indirect Cost Allocation - Schedule A.

(2) All costs included in the proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. In addition, similar types of costs have been accounted for consistently and the Office of Public Instruction will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Signature of District Superintendent or Board Chairperson	Street Address or P.O. Box	
	215 7th Avenue South	
Printed Name of Authorized Official	City	Zip Code
	Lewistown	59457
Title	Date	

Send completed form to:

School Accounting and Budgeting
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

ACCEPTED AND APPROVED FOR THE SUPERINTENDENT OF PUBLIC INSTRUCTION BY:

Approved Rate for FY2014	Date Approved
	Signature



Schedule A - Restricted Fixed Indirect Cost Rate

For FY2014-15 Using FY13 Expenditures

14 Fergus 0420 Lewistown Public Schools

0258 Lewistown Elem

Expenditure Function	Total Expenditures (A)	Direct and Unallowable Costs (B)	Indirect Costs (C)	Excluded Costs		
				Capital Outlay (D)	Debt Financing (E)	Other (F)
1XXX Instruction	4,305,721.70	4,289,277.70	0.00	16,444.00	0.00	0.00
21XX Support Services - Students	433,039.35	433,039.35	0.00	0.00	0.00	0.00
221X Improvement of Instruction Services	128,597.22	128,597.22	0.00	0.00	0.00	0.00
222X Educational Media Services	260,488.48	251,248.21	0.00	9,240.27	0.00	0.00
23XX Support Services - General Administration	143,742.00	143,742.00	0.00	0.00	0.00	0.00
24XX Support Services - School Administration	464,249.96	464,249.96	0.00	0.00	0.00	0.00
25XX Support Services - Business	345,630.09	49,165.73	283,757.94	12,706.42	0.00	0.00
26XX Operation and Maintenance of Plant Services	747,615.23	740,516.13	0.00	7,099.10	0.00	0.00
27XX Student Transportation Services	565,915.11	413,294.13	0.00	152,620.98	0.00	0.00
31XX Food Services	727,125.40	704,135.05	0.00	22,990.35	0.00	0.00
34XX Extracurricular - Activities	8,814.49	8,814.49	0.00	0.00	0.00	0.00
35XX Extracurricular - Athletics	51,184.47	51,184.47	0.00	0.00	0.00	0.00
4XXX Facilities Acquisition and Construction Services	67,788.91	0.00	0.00	67,788.91	0.00	0.00
62XX Resources Transferred to Other School Districts or Cooperatives	35,875.19	0.00	0.00	35,875.19	0.00	0.00
9999 Undistributed	1,388.79	1,388.79	0.00	0.00	0.00	0.00
Totals	8,287,176.39	7,678,653.23	283,757.94	324,765.22	0.00	0.00
Direct Costs Reclassified Indirect Costs	XXXXXXXXXXXX			XXXXXX	XXXXXXXXXX	XXXX
Direct or Indirect Costs Reclassified as Excluded	XXXXXXXXXXXX					
Adjusted Totals	8,287,176.39					

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Fixed Indirect Cost Rate

For FY2014-15 Using FY13 Expenditures

14 Fergus 0420 Lewistown Public Schools

0259 Fergus H S

Expenditure Function	Total Expenditures (A)	Direct and Unallowable Costs (B)	Indirect Costs (C)	Excluded Costs		
				Capital Outlay (D)	Debt Financing (E)	Other (F)
1XXX Instruction	1,850,169.78	1,850,169.78	0.00	0.00	0.00	0.00
21XX Support Services - Students	211,791.23	211,791.23	0.00	0.00	0.00	0.00
221X Improvement of Instruction Services	32,136.87	32,136.87	0.00	0.00	0.00	0.00
222X Educational Media Services	136,809.28	130,301.03	0.00	6,508.25	0.00	0.00
23XX Support Services - General Administration	147,644.98	147,644.98	0.00	0.00	0.00	0.00
24XX Support Services - School Administration	344,147.03	344,147.03	0.00	0.00	0.00	0.00
25XX Support Services - Business	220,536.38	35,030.29	180,919.09	0.00	0.00	0.00
26XX Operation and Maintenance of Plant Services	659,912.52	633,000.52	0.00	4,587.00	0.00	0.00
27XX Student Transportation Services	317,617.53	242,438.38	0.00	26,912.00	0.00	0.00
33XX Community Services	4,088.39	4,088.39	0.00	75,179.15	0.00	0.00
34XX Extracurricular - Activities	48,927.40	48,927.40	0.00	0.00	0.00	0.00
35XX Extracurricular - Athletics	157,474.79	157,474.79	0.00	0.00	0.00	0.00
62XX Resources Transferred to Other School Districts or Cooperatives	11,167.83	0.00	0.00	11,167.83	0.00	0.00
9999 Undistributed	1,242.81	1,242.81	0.00	0.00	0.00	0.00
Totals	4,143,666.82	3,838,393.50	180,919.09	124,354.23	0.00	0.00
Direct Costs Reclassified Indirect Costs	XXXXXXXXXXXX			XXXXXXX	XXXXXXXXX	XXXXX
Direct or Indirect Costs Reclassified as Excluded	XXXXXXXXXXXX					
Adjusted Totals	4,143,666.82					

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Fixed Indirect Cost Rate

For FY2014-15 Using FY13 Expenditures

14 Fergus 0420 Lewistown Public Schools

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.



Schedule A - Restricted Fixed Indirect Cost Rate

For FY2014-15 Using FY13 Expenditures

14 Fergus 0420 Lewistown Public Schools

* Reclassified Rate Line A: Calculate the Reclassified Rate by reclassifying allowable expenditures from direct to indirect. Then calculate by applying the following formula to each LE. Indirect/Direct.

** "Requested Reclassified Rate" column is intended as space to calculate the adjusted indirect cost rate due to reclassification of expenditures.

Line B: This is a copy of the Calculated Rate using TFS expenditures.

Line C: Enter the requested Reclassified Rate (based on reclassifying TFS expenditures) by LE from Line A.

Line D: Copy the higher value by LE from Lines B or C.

Line E: Apply the following formula: Average (all values by LE in Line D) * .95. Do this once for the Elem and once for the HS.

Line F: Average together the results from Line E.

Total expenditures include the general and special revenue funds (funds numbered less than 50) and exclude residual equity and operating transfers. Only costs in Funds 01, 14, 24, 25, 26, 28, 29 and the indirect cost recovery project in Fund 15 may be reclassified as indirect costs. Functions blocked with X's may not be reclassified as indirect costs, except for termination. A detailed listing of accounts is available upon request. Call Paul Taylor at 444-1257.

Montana Automated Education Financial and Information Reporting System
1/14/2014 8:09:35AM PRD rptIndirectCostRateScheduleA.rpt

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

18

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 04/09/2014

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified Staff for the 2014-2015 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified Staff

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

2014-2015 CERTIFIED STAFF

EMPLOYEE	LANE	STEP	FTE
ARMSTAD, SANDRA J	MA+30	15	1.00
ARMSTRONG, CHAD A	MA	15	1.00
ARMSTRONG, GINA GEORGE	BA+20	14	1.00
ASHLEY, SUSAN L	MA	13	1.00
BECK, PATRICIA J	MA+30	10	1.00
BELL, AARYN D	BA+10	14	1.00
BRANDON, LUKE A	BA+20	13	1.00
BRAULICK, DOUGLAS E	BA	9	1.00
BREIDENBACH, BRADLEY P	BA+30	14	1.00
BREIDENBACH, SHERRY J	BA+20	12	1.00
BUEHLER, DEEANN J	MA+10	15	1.00
CIRRINCIONE, MEGGAN M	BA+30	2	1.00
CLOUD, CHARLES T	BA+30	6	1.00
CLOUD, SARAH M	MA	10	1.00
COMES, JULIE B	MA+30	15	1.00
DANIELS, JAMES M	BA	15	0.519
DONALDSON, MATTHEW S	BA	2	1.00
DRISSELL, PAULA L	MA	15	1.00
DRIVDAHL, LOREN E	BA+30	15	1.00
DUNN, CANDICE	BA+20	15	1.00
DURBIN, KAREN L	MA+10	15	1.00
EIKE, MIRANDA D	BA	6	1.00
FELLER, VICTOR J	MA+30	15	1.00
FERGUSON, KRYSTAL R	BA	4	1.00
FLENTIE, SUSAN	MA+30	15	1.00
FOX, SANDRA A	MA+30	8	1.00
FRADLEY, BARBARA A	MA+20	15	1.00
FRIESEN, JEFFREY A	MA+10	9	1.00
GEE, AMANDA D	MA	11	1.00
GILSKEY, LAURA A	BA+30	15	1.00
GREMAUX, CINDY R	BA+30	15	1.00
GRUENER, BRENDA L	MA	9	1.00
GUYER, JUSTIN M	MA+30	15	1.00
HENDERSON, TROY I	MA+10	11	1.00
HENSON, SARAH E	BA+10	5	1.00
HESER, HOLLY J	BA+10	15	1.00
HILDEBRANT, CHRISTOPHER B	BA	3	1.00
HUDSON, NANCY A	BA+30	15	1.00
HUDSON, TROY D	BA+30	15	1.00
IRWIN, KATHLEEN L	BA+30	10	1.00
JENNESS, ASHLEY D	MA	5	1.00
JENNI, AMANDA K	BA	4	1.00

2014-2015 CERTIFIED STAFF

EMPLOYEE	LANE	STEP	FTE
JENSEN, JENNIFER L	BA	11	1.00
KIRSCH, ELIZABETH A	BA	11	1.00
LENSING, LYNN L	MA+20	15	1.00
LEO, KRISTINE A	BA	1	1.00
LEWIS, DIANE	BA	14	1.00
LONG, JARED R	MA	6	1.222
LONG, LESLIE A	MA	10	1.00
LUTKE, SUSAN M	BA+30	15	1.00
MAJERUS, TERESA M	MA	15	1.00
MANGOLD, MIKE T	MA+10	15	1.00
MARSDEN, BRUCE J	MA+30	15	1.00
MILLER, BEVERLY K	MA+30	15	1.00
MILLER, JESSICA R	BA	1	1.00
MURAGIN, JEAN M	BA	3	1.00
MURNION, TARA L	MA	13	1.00
MURPHY, JILL E	BA	2	1.00
OLSON, STEVE J	MA	15	1.00
ORTMAN, KARL T	MA+30	3	1.00
ORTMAN, LAUREN L	BA	1	1.00
PAULSON, STEPHEN J	MA+30	15	1.00
PLOVANIC, JERRY	BA	15	1.00
RICKL, JACALYN L	MA+30	15	1.00
RINALDI, LINDA M	MA+30	15	1.00
ROCHE, NEWELL R	5TH YEAR	15	1.00
RUSSELL, JEFFREY L	BA	13	1.00
RUTLEDGE, ROBERT W	MA+30	15	1.038
SLAGEL, DEBRA L	MA+30	15	0.353
SMITH, MARGARET C	BA+30	15	1.00
SMITH, MELANIE K	MA+10	15	1.00
SOWER, JESSICA M	MA	5	1.00
SPARKS, BRIDGET K	MA	14	1.00
SPRAGGINS, KATHERINE A	MA	15	1.00
STENSETH, RHONDA L	MA+10	15	1.00
STIVERS, GERMAINE M	BA+20	15	1.00
SULLIVAN, SARA A	BA	3	1.00
VALLINCOURT, NOAH D	BA+30	1	1.00
VAUGHN, KERRY A	MA	3	1.00
WEICHEL, POLLY D	BA+20	11	1.00
WEINHEIMER, LEEANNE	MA+10	15	1.00
WELSH, DEVNEY M	BA+10	5	1.00
WHITNEY-REED, JILL M	MA+30	15	1.00
ZANTO, DARCY C	MA+30	15	1.00

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

Agenda Item No.

19

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

ITEM TITLE: APPROVE ISSUING CONTRACTS FOR CERTIFIED AND CLASSIFIED ADMINISTRATORS

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 04/09/2014

SUMMARY:

The Board of Trustees needs to approve issuing contracts for the Certified and Classified Administrators for the 2014-2015 School Year as listed on the attachment.

SUGGESTED ACTION: Approve Issuing Contracts for the Certified and Classified Administrators

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

	Motion	Second	Aye	Nay	Abstain	Other
<i>Board Action</i>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

RECOMMENDED 2014-2015 SALARIES

CERTIFIED ADMINISTRATORS

Scott Dubbs	2013-2014 Level + Negotiated Percentage (1%)
Jeff Elliott	2013-2014 Level + Negotiated Percentage (1%)
Jerry Feller	2013-2014 Level + Negotiated Percentage (1%)
Matt Lewis	2013-2014 Level + Negotiated Percentage (1%)
Tim Majerus	2013-2014 Level + Negotiated Percentage (1%)
Michelle Trafton	2013-2014 Level + Negotiated Percentage (1%)

RECOMMENDED 2014-2015 SALARIES

CLASSIFIED ADMINISTRATORS

Amie Friesen	2013-2014 Level + Negotiated Percentage (1%)
Steve Klippenes	2013-2014 Level + Negotiated Percentage (1%)
Diane Oldenburg	2013-2014 Level + Negotiated Percentage (1%)
Rebekah Rhoades	2013-2014 Level + Negotiated Percentage (1%)
Paul Stengel	2013-2014 Level + Negotiated Percentage (1%)
Patrick Weichel	2013-2014 Level + Negotiated Percentage (1%)

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/09/2014

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: Jason Butcher Date: 04/09/2014

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>						
Bristol						
Irish						
Koterba						
Monger						
Thomas						
Thompson						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 9, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
SHELAGOWSKI, Brett	Science Teacher	Fergus High School	Approve appointment on schedule— BA 2 Step 8	April 9, 2014	See attached hiring recommendation.
JOHNSON, Orin	Elementary Health Enhancement Teacher	Highland Park Elementary School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	April 9, 2014	See attached hiring recommendation.
LEE, Krista	Special Education Teacher	Highland Park Elementary School	Approve appointment on schedule— MA Step 4 (Actual)	April 9, 2014	See attached hiring recommendation.
LEAR, Derek	Second Grade Teacher	Highland Park Elementary School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	April 9, 2014	See attached hiring recommendation.
SHELAGOWSKI, Lisa	Third Grade Teacher	Garfield Elementary School	Approve appointment on schedule— BA 1 Step 8	April 9, 2014	See attached hiring recommendation.
LYBECK, Lexi	Third Grade Teacher	Garfield Elementary School	Approve appointment on schedule— BA Step 4 (Actual Step 0)	April 9, 2014	See attached hiring recommendation.
FELLER, Victor	Head Football Coach	Fergus High School	Approve appointment on schedule— (0.145)	April 9, 2014	See attached hiring recommendation.

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 9, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BRUNO, Andrew GRUENER, Matt	Volunteer Tennis Coaches	Fergus High School	Approve appointment on a volunteer basis	April 9, 2014	See attached memo.
FOY, Steve KELSY, Michael	Volunteer Track Coaches	Fergus High School	Approve appointment on a volunteer basis	April 9, 2014	See attached memo.
CLARK, Kylee (Snapp) MILLER, Kirsten	Volunteer Softball Coaches	Fergus High School	Approve appointment on a volunteer basis	April 9, 2014	See attached memo.
BASZCZUK, Rebecca WALTARI, Terri 5 Students	BPA Chaperones	Fergus High School	Approve out-of-state travel to attend the National BPA Leadership Conference in Indianapolis, IN	April 27 – May 4, 2014	See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Brett Shelagowski

For:

Job Title HS Science Teacher

Classification BA 2

Step 8

Work location Fergus High School

Date to begin work Fall 2014

Days per yr/Hrs per day 187 Days per Year

SELECTION COMMITTEE: Jeff Elliott

Jerry Feller

Joe Irish

Mike Mangold

Kris Pederson

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular meeting on APRIL 9, 2014.

HIRING RECOMMENDATION

Orin Johnson

Job Title Elementary Health Enhancement Teacher

Classification BA

Step 4 (Actual Step 0)

Work location Highland Park Elementary/Junior High

Date to begin work Fall 2014Days per yr/Hrs per day 187 Days

SELECTION COMMITTEE: DeeAnn Buehler

Laura Gilskey

Phil Koterba

Matt Lewis

Matt Martin

Lee Anne Weinheimer

RECOMMENDATION APPROVED ☒RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular Board meeting on April 9, 2014.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

The selection committee has reviewed the candidate's application and related data. On the basis of their review they recommend:

Krista Lee

For:

Job Title Special Education Teacher

Classification MA

Step 4 (Actual)

Work location Highland Park Elementary

Date to begin work Fall 2014

Days per yr/Hrs per day 187 Days per Year

SELECTION COMMITTEE: Laura Gilskey

Phil Koterba

Matt Lewis

Matt Martin

Tara Murnion

Lee Anne Weinheimer

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at their regular Board meeting on April 9, 2014.

HIRING RECOMMENDATION

Derek Lear

Elementary Teacher – Second Grade

BA

4 (Actual Step 0)

Highland Park Elementary

Fall 2014

187 Days per Year

Laura Gilskey

Phil Koterba

Matt Lewis

Matt Martin

Tara Murnion

Lee Anne Weinheimer

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their regular meeting on April 9, 2014.

HIRING RECOMMENDATION

Lisa Shelagowski

Elementary Teacher – Third Grade

BA 1

8

Garfield Elementary

Fall 2014

187 Days per Year

Laura Gilskey

Matt Lewis

Tara Murnion

Lee Anne Weinheimer

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their regular Board meeting on April 9, 2014.

HIRING RECOMMENDATION

Lexi Lybeck

Elementary Teacher – Third Grade

BA

4 (Actual Step 0)

Garfield Elementary

Fall 2014

187 Days per Year

Laura Gilskey

Phil Koterba

Matt Lewis

Matt Martin

Tara Murnion

Lee Anne Weinheimer

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their regular Board meeting on April 9, 2014.

HIRING RECOMMENDATION

Victor Feller

FHS Head Football Coach

Extracurricular

(0.145)

Fergus High School

2014-2015 Football Season

N/A

Jim Daniels

Jayme Durbin

Jeff Elliott

Jere McKinney

Monte Weeden

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at their regular meeting on April 9, 2014.



FERGUS HIGH SCHOOL
Jim Daniels, Athletic Director
Jeff Elliott, Activities Director
Wendy Pfau, Athletic Secretary
(406) 535-2321 Fax: (406) 535-3835

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director
DATE: April 3, 2014
RE: Extracurricular Contract(s)

Please recommend to the Board of Trustees the following contract(s) for extracurricular activities for the 2013-2014 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Fergus High School:

Tennis

Andrew Bruno
Matt Gruener

Volunteer Coach
Volunteer Coach

Track

Steve Foy
Michael Kelsey

Volunteer Coach
Volunteer Coach

Softball

Kylee (Snapp) Clark
Kirsten Miller

Volunteer Coach
Volunteer Coach

March 28, 2014

Lewistown School Board
215 7th Ave. S
Lewistown, MT 59457

Dear School Board Members:

This letter is to request permission for Becky Baszczuk and Terri Waltari to chaperone our five Business Professional of American students at their National Leadership Conference in Indianapolis, Indiana.

The Business Professionals of America (BPA) Organization's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills for high school students. The BPA National Convention will be held in Indianapolis, Indiana, April 27-May 4, 2014. Students will leave April 27 and return May 4th by 12 passenger vehicle. Fergus High School BPA students have gone through a rigorous competitive process first at a regional level and then at the state level to obtain an opportunity to compete at the National Level. Only students placing in top positions in their events qualify to contend at this convention. Competitive events are tied to the products and positions found in the business workplace; for example, designing web pages, interviewing for a job, creating video commercials, or computer troubleshooting and networking. Sessions offered include Professional Business Etiquette Luncheons, Web Design & Development-Revolutionizing 21st Century, The scope and impact of bullying, Fast Forward to Success, Empowering Diversity: Women in the Workplace, Why Certify, and Poker Face, Torch Awards, an impressive College Fair and many educational tours to businesses in the area are part of their experience.

Fergus High School has eight students who earned top positions and plan to compete at the national level in their qualifying events. This opportunity offers Lewistown students a chance to vie against the top students (over 6,000 in attendance) from 28 states. It also offers them occasions to explore business from a national perspective in an area where large companies are participating in the sessions. Our students will experience firsthand contact with professionals who work in the industry of their product or event. The returning Fergus High School BPA students will bring this experience back to the region, the community and Fergus High School. The students can share experiences to help train and encourage students in our own chapter and area chapters and present workshops on a local level and at our regional conventions that can assist additional school BPA chapters. Cheran Waltari, Andrew Olson, Daq Wright, Whitney Bristol, Logan Wilcox, Hunter Grover, Dylan Stenseth and Jaida Gordon are working very hard to raise money for their trip.

Thank you for considering this as a worthwhile, educational endeavor for these students and allowing us the opportunity to enhance our skills and business knowledge for Business Professionals of America.

Sincerely

Diane Lewis

Diane Lewis
BPA Advisor

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

Lewistown Public Schools, as entrusted by the Lewistown Community, provides children with an accountable, high quality, rigorous education in a safe, nurturing environment; developing the full potential of each child and preparing them for lifelong success in their personal lives and careers, wherever they may be in the world.

Goal Area 1: Measurable Student Achievement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed an outstanding educational program that ensures that every student achieves the highest academic performance possible and has multiple opportunities to actively participate in both co-curricular and extra-curricular activities offered by our District. We use a multitude of measures to gauge student performance based on district-created progress goals. We adequately prepare students for their career/job choices and life choices. Our staff is highly supporting and enthusiastic about our differentiated approach to instruction.*

Strategic Objectives:

1. Response to Intervention (RTI) is embraced and consistently implemented by staff in every building in the district and is used to monitor and improve student achievement.
2. The District is consistent in each building in developing and implementing both curricula as well as intervention programs to insure student achievement and success.
3. The District has evaluated the high school graduation requirements and its processes for allowing deviation from the requirements for both college bound and vocation bound students.
4. The District is consistent at all levels in developing and implementing differentiated instruction techniques.

Goal Area 2: Facilities

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools continues to strive for a state-of-the-art facilities program that meets the needs of our students and staff on a long-term basis. We have prioritized our facility needs and have a plan in place for resources necessary to achieve our facilities program. Our facilities program is fully supported by our community. In planning for our facilities, we have adequately addressed the issue of technology and incorporated that in to our facilities plan.*

Strategic Objectives:

1. Develop a comprehensive plan to address the District's building and facilities needs to insure our physical plant can effectively and efficiently address the needs of our students, staff and community for the next 20 years.
2. Secure community support and funding necessary to implement the comprehensive facilities plan.
3. Use gifting and fund-raising via the Central Montana Foundation to assure long-term funding for critical needs in our buildings and grounds.

Goal Area 3: Community / Parental Engagement

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has created an environment of collaboration and transparency with families of students and with our community as a whole. Families of students are actively involved in their children's education. The community is highly engaged in helping provide the best education possible for our children. As a result of our community's and family's commitment to public education, we have established a collaborative approach to solving public education issues that includes our local legislators.*

Strategic Objectives:

1. Develop, implement and maintain a consistent, district-wide effort to involve parents and interested community members in our schools.
2. Implement an accepted and used communication system so that information can be shared quickly and effectively with parents and interested community members and to allow easy and effective communication from parents and interested community members with the Board, administration and district staff.
3. Implement a program whereby those parents and community members interested and willing to advocate for public schools with the legislature and state agencies are empowered to do so.

Goal Area 4: Technology

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a technology plan that incorporates regular upgrades of both hardware and software and training of staff on existing and new programs. We have successfully incorporated technology into our facilities and all aspects of our educational program in a methodical and effective manner that prepares our students for the real world. We have systems in place to ensure the safety of our students and compliance with District standards.*

Strategic Objectives:

1. Keep technology infrastructure current and sound (routers, switchers, servers, internet service and work stations). Continue to prevent problems and keep technology accessible (security, filtering, preventative updates).
2. Have implemented steps to leverage social networking and other technology to support better teaching and learning by expanding student-to-student and student-to-faculty connections for collaborating beyond the classroom.
3. Provide staff development to ensure that technology standards are implemented in classrooms district wide.
4. Develop and implement efforts to develop a consistent approach/philosophy by our staff to the use of technology in the classroom as an effective and proven learning tool.
5. Determine how the district should help educate parents about the ways their children use technology (in and out of school, for good and bad reasons).

Goal Area 5: Highly Qualified Staff

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has developed a recruitment and retention program to ensure that the District hires and retains high quality, effective personnel. Our teachers and other staff have been provided professional development opportunities that directly correlate to the high academic standards set by the District. Our teachers and other staff have embraced the use of technology into all aspects of our educational programs. The staff shares the vision of the Board in providing differentiated educational programs in order to meet the needs of our students and in achieving the District's high academic standards.*

Strategic Objectives:

1. Implement a consistent, rigorous and fair assessment and evaluation process for staff that is understood and supported by administrators and staff.
2. Professional development is tailored to meet the needs of teachers, administrators, and staff. They are part of the planning and assessment of these opportunities.

Goal Area 6: Fiscal Management/Responsibility

Statement of Intended Outcome, 2010-2015: *Lewistown Public Schools has secured adequate, sustainable funding from the State and has developed a process to prioritize the financial resources that we have according to the educational goals set by the District. We have secured funding sources that are not earmarked for specific causes and have the discretion to determine where funds are needed in order to achieve our high standards and our goals. Through our community engagement initiative, our community understands our budgeting process, they support our schools and they understand our needs and the strategic direction of our District.*

Strategic Objectives:

1. Review all financial processes; streamline and consolidate these processes where possible; find ways to improve efficiencies and accountability in our financial processes while reducing, if possible, staff frustration with them.
2. Seek ways to better involve staff in budget development.
3. Carefully assess specific ways in which we can involve community, staff and the Board in better maintaining a strong and influential presence in the next Montana Legislature (2015).
4. The Lewistown Schools leadership team works with outlying communities to determine what cooperative efforts can be made to make the best use of limited resources.
5. Conclude, prior to June 30, 2015, a review of the Strategic Plan's 1-5 year goals and objectives and insure they still represent appropriate and realistic milestones on our way to our 20-year vision.

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.

BOARD OF TRUSTEES
Stan Monger, Board Chair

Jeremy Bristol
Joe Irish
Phil Koterba
Barbara Thomas
Jennifer Thompson
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2013-2014 SCHOOL CALENDAR

A. Pupil Instruction

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	22 --	Aug	23	2	First Week	Jan	21 --	Jan	24	4
Second Week	Aug	26 --	Aug	30	5	Second Week	Jan	27 --	Jan	31	5
Third Week	Sept	3 --	Sept	6	4	Third Week	Feb	3 --	Feb	7	5
Fourth Week	Sept	9 --	Sept	13	5	Fourth Week	Feb	10 --	Feb	14	5
Fifth Week	Sept	16 --	Sept	20	5	Fifth Week	Feb	17 --	Feb	21	5
Sixth Week	Sept	23 --	Sept	27	5	Sixth Week	Feb	24 --	Feb	27	4
Seventh Week	Sept	30 --	Oct	4	5	Seventh Week	Mar	3 --	Mar	7	5
Eighth Week	Oct	7 --	Oct	11	5	Eighth Week	Mar	10 --	Mar	14	5
Ninth Week	Oct	14 --	Oct	16	3	Ninth Week	Mar	17 --	Mar	21	5
Tenth Week	Oct	21 --	Oct	25	5	Tenth Week	Mar	24 --	Mar	26	3
					44						46
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Oct	28 --	Nov	1	5	First Week	Mar	27 --	Mar	28	2
Second Week	Nov	4 --	Nov	6	3	Second Week	Mar	31 --	Apr	4	5
Third Week	Nov	11 --	Nov	15	5	Third Week	Apr	7 --	Apr	11	5
Fourth Week	Nov	18 --	Nov	22	5	Fourth Week	Apr	14 --	Apr	17	4
Fifth Week	Nov	25 --	Nov	26	2	Fifth Week	Apr	22 --	Apr	25	4
Sixth Week	Dec	2 --	Dec	6	5	Sixth Week	Apr	28 --	May	2	5
Seventh Week	Dec	9 --	Dec	13	5	Seventh Week	May	5 --	May	9	5
Eighth Week	Dec	16 --	Dec	20	5	Eighth Week	May	12 --	May	16	5
Ninth Week	Jan	6 --	Jan	10	5	Ninth Week	May	19 --	May	23	5
Tenth Week	Jan	13 --	Jan	17	5	Tenth Week	May	27 --	May	30	4
					45						44

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

		Totals
August 20-21	All Staff Orientation/PIR	2.00
September 18	PIR -- 4:00-5:30 p.m. (Regular School Day for Students)	0.25
October 17-18	Staff Development Days - Teachers Convention	2.00
November 6-7	Parent Teacher Conferences (Evening on Nov 6, All Day on Nov 7)	1.50
December 4	PIR -- 4:00-5:30 p.m. (Regular School Day for Students)	0.25
January 20	PIR	1.00
February 12	PIR -- 4:00-5:30 p.m. (Regular School Day for Students)	0.25
April 3	Parent Teacher Conferences - Evening ONLY (Regular Day for Students)	0.50
April 16	PIR -- 4:00-5:30 p.m. (Regular School Day for Students)	0.25
		8.00

2013-2014		
Regular Board Meetings		
July	8	5:30 p.m.
Aug	12	5:30 p.m.
Sept	9	7:00 p.m.
Oct	14	7:00 p.m.
Nov	11	7:00 p.m.
Dec	9	7:00 p.m.
Jan	13	7:00 p.m.
Feb	10	7:00 p.m.
Mar	10	7:00 p.m.
Apr	14	7:00 p.m.
May	12	7:00 p.m.
June	9	5:30 p.m.

Holidays / Vacations (Dates Inclusive)

September 2	Labor Day
October 17-18	Fall Vacation (Teachers - Convention)
November 7	Parent Teacher Conferences (Vacation Day for Students)
November 8	Vacation Day
November 27-29	Thanksgiving Vacation
December 23-January 3	Winter Break
January 20	PIR (Vacation day for Students)
February 28	Vacation Day
April 18-21	Spring Break
May 26	Memorial Day
May 27	Memorial Day