

**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
2. Pledge of Allegiance

**BOARD OF TRUSTEES**

3. Recognition—FHS Wrestling Team
4. Presentation—Robert Rutledge, FHS Career Fair
5. Report—Student Representative
6. Report—Committees of the Board
7. Calendar Items, Concerns, Correspondence, Etc.

**SUPERINTENDENT'S REPORT**

8. Report—Election Update
9. Report—Investment
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 February 10, 2014, Regular Board Meeting

**APPROVAL OF CLAIMS**

13. Claims

**INDIVIDUAL ITEMS**

14. Approve Additions to the Substitute List for the 2013-2014 School Year
15. Second Reading—Board Policy #1400 – Board Meetings
16. Approve Trustee Resolution Calling for an Election
17. 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

03/10/2014

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL WRESTLING TEAM

Requested By: Board of Trustees    Prepared By: Chad Armstrong    Date: 03/10/2014

**SUMMARY:**

The Board of Trustees would like to recognize and congratulate 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  | 1 <sup>st</sup> Place (State Champion) |
| Hunter Grover | 3 <sup>rd</sup> Place                  |

**SUGGESTED ACTION:** Informational

☐ 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

03/10/2014

Agenda Item No.

4

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

ITEM TITLE: PRESENTATION—ROBERT RUTLEDGE, FERGUS HIGH SCHOOL CAREER FAIR

Requested By: Board of Trustees    Prepared By: Robert Rutledge    Date: 03/10/2014

**SUMMARY:**

Robert Rutledge, Fergus High School Counselor, would like to present information to the Board of Trustees regarding the upcoming Career Fair at Fergus High School.

**SUGGESTED ACTION:** Informational

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

**NOTES:**

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

# Master Schedule for Career Fair 2014

|                            |          |          |      |      |
|----------------------------|----------|----------|------|------|
| Homeroom                   | 8:12 AM  | 8:27 AM  | 0:15 | 0:02 |
| <b>Career Fair</b>         |          |          |      |      |
| Intro - Bleachers          | 8:31 AM  | 8:46 AM  | 0:15 | 0:02 |
| Table presenters 1         | 8:48 AM  | 9:28 AM  | 0:40 | 0:02 |
| Table presenters 2         | 9:30 AM  | 10:10 AM | 0:40 | 0:02 |
| HRDC/ Job Applications     | 10:15 AM | 10:50 AM | 0:40 | 0:02 |
| Lunch                      | 10:52 AM | 11:32 AM | 0:40 |      |
| <b>Career Explorations</b> |          |          |      |      |
| Guest Speaker Presentation | 11:36 AM | 12:36 PM | 1:00 | 0:04 |
| Exploratory One            | 12:41 PM | 1:41 PM  | 1:00 | 0:05 |
| Exploratory Two            | 1:46 PM  | 2:46 PM  | 1:00 | 0:05 |
| Final Presentations        | 2:53 PM  | 3:20 PM  | 0:30 | 0:04 |

|                            |          |          |      |      |
|----------------------------|----------|----------|------|------|
| Homeroom                   | 8:12 AM  | 8:27 AM  | 0:15 |      |
| <b>Career Explorations</b> |          |          |      |      |
| Guest Speaker Presentation | 8:31 AM  | 9:31 AM  | 1:00 | 0:04 |
| Exploratory One            | 9:36 AM  | 10:36 AM | 1:00 | 0:05 |
| Exploratory Two            | 10:41 AM | 11:41 AM | 1:00 | 0:05 |
| Lunch                      | 11:40 AM | 12:20 PM | 0:40 |      |
| <b>Career Fair</b>         |          |          |      |      |
| Intro - Bleachers          | 12:22 PM | 12:37 PM | 0:15 | 0:04 |
| Table presenters 1         | 12:39 PM | 1:21 PM  | 0:42 | 0:03 |
| Table presenters 2         | 1:24 PM  | 2:06 PM  | 0:42 | 0:03 |
| HRDC/ Job Applications     | 2:09 PM  | 2:49 PM  | 0:40 | 0:06 |
| Final Presentations        | 2:55 PM  | 3:20 PM  | 0:30 | 0:04 |

## CAREER FAIR 2014

|                             |                        |                          |
|-----------------------------|------------------------|--------------------------|
| Agriculture                 | Darren Crawford/ Oscar | MSU Extension/Fergus Cty |
| Archaeology                 | Kelly Keim             | US Forest Service        |
| Art                         | Steve Liligard,        |                          |
| Auto Body                   | Duane Alexander        | City College             |
| Auto Tech                   | Vern Gagnon            | City College             |
| Aviation                    | Ryan Haskins,          | Gallatin College         |
| Construction                | Ron Peavey             | Lewistown Schools        |
| Cosmetology                 | Kelsi Cecrle           | Studio Milan             |
| Culinary Arts               | Denise Seilstad        | MSU Extension            |
| Dental Hygiene              | Kayla Thompson         |                          |
| Diesel                      | Pete Bushman           | City College             |
| Drafting                    | Dave Johnston          | Gallatin College         |
| Electrical                  | Jim Kirkpatrick        | MSU-N                    |
| EMT                         | Dan Bent               | CMMC                     |
| Fire/Rescue                 | Heath Garber           | LFD                      |
| Geology                     | Scott Close            |                          |
| Graphic Design              | Norton Pease           | MSU-N                    |
| Law Enforcement             | Justin Jenness         | FHS                      |
| Massage Therapy             | Nyla Bush              | Comfort Zone             |
| Massage Therapy Reflexalogy | Monica Clinton         |                          |
| Medical Tech                | Morgan Cunningham      | AHEC/Univ. Washington    |
| Military                    | Sgt. James Irish       | MT National Guard        |
| Music Technology            | Lisa Sheilds           | Dawson Community College |
| Nail Technology             | Trina Polich           | Chic Nails               |
| Nursing                     | Sarah Smith            | MSU-N                    |
| Occupational Therapy        | Kathleen Thackeray     | CMMC                     |
| Photography                 | Christine Garceau      | Northwest College        |
| Physical Therapy            | Christy Zimmer         | CMMC                     |
| Plumbing                    | Loren Schlotfeldt      | MSU-N                    |
| Radio                       | Phyllis Hall           | KXLO Radio               |
| Respiratory Therapy         | Dan Bent               | CMMC                     |
| Robotics                    | Bryce Hill             | MT Tech                  |
| Television                  | Marnee Banks           | KRTV                     |
| Utility/Lineman             | Trace Sweeney          | Northwestern Energy      |
| Veterinary                  | Greg Carlson           | Horizon Vet              |
| Welding                     | Trevor Brown           | City College             |
| Wildlands Fire Fighting     | Dennis Crawford        | BLM                      |
| Wildlife                    | Jackie Wichman         | CM Russell               |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/10/2014

Agenda Item No.

5

☐ 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: 03/10/2014

**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:

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

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/10/2014

Agenda Item No.

6

☐ 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: 03/10/2014

**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<br>on Comm. | Jeremy<br>Bristol | Joe<br>Irish | Phil<br>Koterba | Stan<br>Monger | Barb<br>Thomas | Jennifer<br>Thompson | Monte<br>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<br>on Comm. | Jeremy<br>Bristol | Joe<br>Irish | Phil<br>Koterba | Stan<br>Monger | Barb<br>Thomas | Jennifer<br>Thompson | Monte<br>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

03/10/2014

Agenda Item No.

7

☐ 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: 03/10/2014

**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

03/10/2014

Agenda Item No.

8

☐ 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: 03/10/2014

**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.

**According to the deadlines on the School Election Calendar, the Election Administrator must certify the ballot no later than Friday, April 11, 2014. Therefore, the April 14, 2014, Board meeting may need to be moved – a suggested date is Wednesday, April 9, 2014, at 6:00 p.m.**

**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              |        |        |     |     |         |       |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD MEMBERS TERMS OF OFFICE**

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

|                           | <b>Expire<br/>2014</b>                  | <b>Expire<br/>2015</b>         | <b>Expire<br/>2016</b>                  |
|---------------------------|---|--------------------------------|---|
| <b>SCHOOL DISTRICT #1</b> | Joe Irish<br>Stan Monger<br>Barb Thomas | Jeremy Bristol<br>Monte Weeden | Phillip R. Koterba<br>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

# SCHOOL ELECTIONS CALENDAR 2014

| Days From Election                                     | Deadlines   | Event<br>(Special Instances Identified in Green)  | MCA Citation   |
|--|---|---|--|
| No earlier than 135 days, or later than 40 days before | <b>Sunday, December 22 through Thursday, March 27</b> | <b>Trustee candidates file for election.</b> 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. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b><br><br><i>Candidate must be registered to vote at the time the petition is filed.</i>   | <a href="#">13-10-201(6)</a><br><br><a href="#">20-3-305</a><br><br><a href="#">20-3-344</a> |
| Within 5 days of becoming a candidate                  | <b>Friday, December 27 through Tuesday, April 1</b>   | <b>Contact the Montana Commissioner of Political Practices (MCP)</b> 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.   | <a href="#">13-37-206</a><br><br><a href="#">13-37-201</a>                                   |
| At least 70 days before                                | <b>Tuesday, February 25</b>                           | <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.   | <a href="#">13-19-202</a><br><br><a href="#">13-19-203</a>                                   |
| At least 60 days before                                | <b>Friday, March 7</b>                                | <b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)).   | <a href="#">13-19-205</a>  |
| At least 40 days before                                | <b>Thursday, March 27</b>                             | <b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) 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.<br><br><b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a> , MCA). | <a href="#">20-20-201</a><br><br><a href="#">20-20-203</a><br><br><a href="#">20-9-422</a>   |
| At least 38 days before                                | <b>Friday, March 28</b>                               | <b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.  | <a href="#">20-3-305</a>   |
| At least 35 days before                                | <b>Tuesday, April 1</b>                               | <b>Last day to file resolutions for school election with county election administrator.</b>   | <a href="#">20-20-201(2)</a>   |
| No later than the 30th day before                      | <b>Friday, April 4</b>                                | <b>Deadline to notify election judges of appointment.</b>   | <a href="#">13-4-102</a>   |
| 30 days before   | <b>Monday, April 7</b>                                | <b>Voter registration closes.</b> 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.  | <a href="#">20-20-311</a><br><br><a href="#">20-20-312</a>                                   |
| 30 days before   | <b>Monday, April 7</b>                                | <b>Absentee ballots must be available for bond elections.</b> 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.   | <a href="#">20-9-426</a>   |

| Days From Election  | Deadlines   | Event<br>(Special Instances Identified in Green)   | MCA Citation   |
|---|---|--|--|
| Not more than 30 days before  | <b>Monday, April 7</b>                            | <b>Contact your county election administrator</b> 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).   | <a href="#">13-13-212</a>                              |
| Not less than 20 days, or more than 30 days before                          | <b>Sunday April 6 through Wednesday, April 16</b> | <b>Notice of election is posted.</b> 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.<br><br>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. | <a href="#">20-20-204</a>                              |
| No later than 26 days before  | <b>Thursday, April 10 (By 5 p.m.)</b>             | <b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b>  | <a href="#">13-10-211(3)</a>                           |
| Not less than 25 days before  | <b>Friday, April 11</b>                           | <b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.<br><br><i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>   | <a href="#">20-3-313</a>                               |
| Not less than 25 days before  | <b>Friday, April 11</b>                           | <b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk.<br><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.   | <a href="#">20-20-401</a><br><a href="#">15-10-425</a> |
| Not before the 25 <sup>th</sup> day nor later than the 15 <sup>th</sup> day | <b>Friday, April 11 through Monday, April 21</b>  | <b>Mail ballots mailed.</b> 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.  | <a href="#">13-19-207</a>                              |
| At least 20 days before   | <b>Wednesday, April 16</b>                        | <b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot (with stubs removed)</li> <li>• Instructions for voting and returning the ballot</li> <li>• A secrecy envelope, free of any marks that would identify the voter</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul>  | <a href="#">13-13-214</a><br><a href="#">20-20-401</a> |

| Days From Election  | Deadlines  | Event<br>(Special Instances Identified in Green)   | MCA Citation  |
|---|--|--|---|
| Day before  | <b>Monday, May 5 (By Noon)</b>                   | <b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.<br><i>** Remember to include a section on the absentee ballot application allowing the voter to become part of the biennial absentee list.</i>   | <a href="#">13-13-211</a><br><a href="#">13-13-214</a>  |
| Day before  | <b>Monday, May 5</b>                             | <b>Deliver certified copy of the lists of registered electors</b> 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.   | <a href="#">20-20-313</a>   |
| Election Day<br> | <b>Tuesday, May 6</b>                            | <b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).<br><br><b>Notify election judges of the names of write-in candidates</b>   | <a href="#">Title 13</a><br><a href="#">20-20-105</a><br><a href="#">20-20-401</a><br><a href="#">20-20-411</a> |
| Following receipt of the tally sheets from all polls and within 15 days after election            | <b>Wednesday, May 21</b>                         | <b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.  | <a href="#">20-20-415</a><br><a href="#">20-20-416</a>  |
| Within 5 days after the official canvas   | <b>Monday, May 12 through Monday, May 27</b>     | <b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.  | <a href="#">13-16-201</a>   |
| Within 15 days after receipt of certificate of election   | <b>Wednesday, May 21</b>                         | <b>Candidate completes and files Oath of Office</b> with the County Superintendent.<br><br><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>   | <a href="#">20-3-307</a><br><a href="#">20-1-202</a><br><a href="#">1-6-101</a>                                 |
| Within 15 days of election  | <b>Wednesday, May 21</b>                         | <b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.  | <a href="#">20-3-321</a>  |
| 12 days before and 20 days after  | <b>Thursday, April 24 through Monday, May 26</b> | <b>Filing Report:</b> 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.  | <a href="#">13-37-226(4)</a>  |
| June 1  | <b>Friday, May 30</b>                            | <b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election. | <a href="#">20-20-417</a>   |

**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](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](http://opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7GPc1_7)

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



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/10/2014

Agenda Item No.

9

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent    Prepared By: Rebekah Rhoades    Date: 03/10/2014

**SUMMARY:**

Below is the interest earned and distributed for February 2014:

Elementary      \$390.54

High School      \$257.05

**SUGGESTED ACTION:** Informational

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

NOTES:

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

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/10/2014

**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:** 03/10/2014

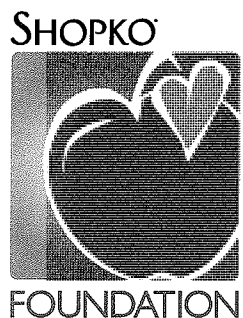
**SUMMARY:**

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

- ❖ Shopko Foundation Donation
- ❖ Staffing Update
- ❖ FHS BPA State Leadership Conference—March 9-11, 2014—Billings
- ❖ Kindergarten Music Program—Thursday, March 13, 2014—6:00 p.m.—FCPA
- ❖ FHS Spring Sports Begin—Monday, March 17, 2014
- ❖ Adult Education Registration—Monday, March 17, 2014—12:00 p.m.—CMEC
- ❖ LJHS Choir Concert—Tuesday, March 18, 2014—7:00 p.m.—LJHS Auditorium
- ❖ Second Grade Music Program—Thursday, March 20, 2014—7:00 p.m.—FCPA
- ❖ FHS Cheerfest Competition—Saturday, March 22, 2014—Lewistown
- ❖ FHS FCCLA—State Leadership Conference—March 23-25, 2014—Billings
- ❖ FHS Skills USA—Welding Contest—Wednesday, March 26, 2014—Lewistown
- ❖ LJHS Track Begins—Tuesday, April 1, 2014
- ❖ Parent/Teacher Conferences—Thursday, April 3, 2014—Evening Only
- ❖ FHS Prom—Saturday, April 5, 2014
- ❖ FHS Skills USA—State Conference—April 7-9, 2014—Havre
- ❖ Home Athletic Games/Meets:
  - SB vs. Stillwater—Tuesday, April 1, 2014—3:00/5:00 p.m.
  - SB vs. Hardin—Thursday, April 3, 2014—3:00/5:00 p.m.
  - TR – Central MT Invitational—Saturday, April 5, 2014—TBA

**SUGGESTED ACTION:** Informational

☒ **Additional Information Attached**



January 28, 2014

Lewiston Public Schools  
215 7th Ave S  
Lewistown, MT 59457

Dear Jason Butcher,

Thank you for your recent support of our "Help Us Give Back" Campaign. Shopko Foundation is proud to support education in our Hometown communities. Thanks to the community's support, Lewiston Public Schools has been awarded \$1500 as part of this campaign.

If there is any way that we can support your school(s) in the future, please apply for a grant from the Shopko Foundation. You can find the guidelines for our Community Charitable Grant program at [www.shopko.com/foundation](http://www.shopko.com/foundation) and apply online.

Thank you for all you do for the students in your community.

Please feel free to contact me if you have any questions.

Sincerely,

Michelle Hansen  
Manager, Shopko Foundation and Public Relations

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/10/2014

**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:** 03/10/2014

**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

03/10/2014

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: 03/10/2014

**SUMMARY:**

The following minutes are attached for your approval:

- Minutes of the February 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, February 10, 2014**

**REGULAR BOARD MEETING**

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

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Stan Monger, Joe Irish, Jennifer Thompson, Barb Thomas, Monte Weeden

STAFF ABSENT:

Phil Koterba, Jeremy Bristol

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah Rhoades, Sandi Chamberlain, Aaryn Bell, Scott Dubbs, Luke Brandon, Margee Smith, Jill Reed, Bobbie Atchison, Michelle Trafton, Leslie Long, Jerry Feller, Newell Roche

OTHERS PRESENT:

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

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

**BOARD OF TRUSTEES**

3. RECOGNITION—YES I CAN! REGION III 2014 AWARD—CARSON PATTEN

The Board of Trustees recognized and congratulated Carson Patten, FHS Sophomore, for being selected as the Yes I Can! Region III 2014 Award recipient. The *Yes I Can!* International Awards Program was established in 1981 to celebrate the achievements of children and youth with disabilities; to encourage children and youth with disabilities to seek their highest potential; and to increase public awareness of the abilities, aspirations, and personal qualities of people with disabilities. Each year children and youth (ages 2-21) with disabilities are recognized for their accomplishments through the *Yes I Can!* International Awards Program. The state of Montana also recognizes one student from each of the five CSPD Regions. Region III includes: Big Horn, Carbon, Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum, Stillwater, Sweet Grass, Wheatland, and Yellowstone counties. Winners were recognized at the Montana Council for Exceptional Children Conference Awards Banquet in Missoula on February 6, 2014.

4. PRESENTATION—LUKE BRANDON, FERGUS HIGH SCHOOL AP GOVERNMENT TRIP

Luke Brandon, Fergus High School AP Government Class Instructor, presented information to the Board of Trustees regarding a student trip to Washington, D.C. from March 12th to the 17th. Thirteen students will be taking the trip. Mr. Brandon discussed the fund raising taking place to raise the funds to help cover the expenses for the trip.

5. INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Luke Brandon, Fergus High School Student Council Advisor, introduced Jessica Kindzerski, FHS Junior, as the student who will represent the Fergus High School students on the School Board for the next term from January-December 2014.

6. REPORT—STUDENT REPRESENTATIVE

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

7. REPORT—2012-2013 AUDIT RESULTS

Paul Strom and Associates completed the audit for FY2012-2013. Rebekah Rhoades, Business Manager/District Clerk, was pleased to report that the auditors did not note any findings or material weaknesses in our financial statements or internal control processes. The audit report will be posted in its entirety on the District website. A hard copy of the report is also available at the administrative office for the school district.

8. REPORT—COMMITTEES OF THE BOARD

Transportation Committee will need to meet to discuss the information received from the architect on the prospective bus barn location. Building & Grounds Committee will need to meet to discuss the Building Fund Levy, which will be expiring in 2016. Health Insurance Committee will need to meet regarding possible changes to the Health Insurance offered by the District. There were no committee reports.

9. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

**SUPERINTENDENT'S REPORT**

10. 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.

11. REPORT—INVESTMENT

Interest earned and distributed for January 2014, was reported with \$6,529.44 in the elementary funds and \$4,401.78 in the high school funds for a total of \$10,931.22.

12. OTHER ITEMS

Superintendent Jason Butcher reminded the Trustees about the roundtable discussion with the LEA Executive Board on Monday, March 10, 2014, at 6:00 p.m. before the Board meeting. Monday, February 3, 2014, was the third and final student enrollment count for the 2013-2014 School Year. The enrollment totals plus ANB information was shared with the Trustees by Business Manager Rebekah Rhoades. Fergus High School will have two student teachers this semester: Donita Deichman/Vo-Ag with Jared Long and Jessica Davis/History and Theatre Education with Newell Roche and Sandy Armstad. The Board also reviewed dates for upcoming events in the District.

## **PUBLIC PARTICIPATION**

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

There was no public input.

## **ACTION ITEMS**

### **MINUTES**

14. MINUTES OF THE JANUARY 13, 2014, REGULAR BOARD MEETING – approved unanimously (Weeden/Irish).

### **APPROVAL OF CLAIMS**

15. CLAIMS – the claims referenced in the 2013-2014 Bill Schedule and submitted through January 9, 2014, were approved unanimously (Thomas/Thompson). The Finance Committee for January-March 2014 is Stan Monger, Jeremy Bristol, Phil Koterba, and Barb Thomas.

### **CONSENT GROUP ITEMS – approved with a 4 to 1 vote (Irish/Thompson).**

16. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR– Substitute Teacher/Aide List—Donita Deichman (Student Teacher), Jessica Davis (Student Teacher); Substitute Custodian List—Hailey Kern (Student Worker), Daquiri Wright (Student Worker).
17. APPROVE 2014-2015 SCHOOL CALENDAR
18. APPROVE 2015-2016 SCHOOL CALENDAR

### **INDIVIDUAL ITEMS**

19. SECOND READING—BOARD POLICY #2163 – TRAFFIC EDUCATION – approved unanimously (Thompson/Thomas).
20. FIRST READING—BOARD POLICY #1400 – BOARD MEETINGS – approved unanimously (Thomas/Weeden).
21. APPROVE FIRST SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS REIMBURSEMENT – approved unanimously (Irish/Thompson).
22. APPROVE FIRST SEMESTER ELEMENTARY & HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT – approved unanimously (Thompson/Thomas).
23. DECISION AND RATIFICATION OF THE 2014-2016 COLLECTIVE BARGAINING AGREEMENT – approved unanimously (Irish/Thomas). LEA has asked that the Board review Activity Stipend Pay equity and the Retirement Incentive. Aaryn Bell expressed the LEA's concern that no Board members were present at their meeting.
24. APPROVE EXTENSION OF SUPERINTENDENT'S CONTRACT – approved unanimously (Weeden/Thomas).
25. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Irish/Thompson).

## **ADJOURNMENT**

The meeting was adjourned at 8:00 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, March 10, 2014, at the Lincoln Board Room (Thomas).

---

**STAN MONGER**  
**BOARD CHAIR**

---

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



**“EXHIBIT A”**

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** February 10, 2014

| <i><b>EMPLOYEE NAME</b></i>                               | <i><b>POSITION</b></i>                     | <i><b>LOCATION</b></i> | <i><b>RECOMMENDED ACTION</b></i>   | <i><b>EFFECTIVE DATE</b></i>   | <i><b>COMMENTS</b></i>  |
|---|--|------------------------|--|--------------------------------|---|
| <b>ARMSTRONG, Chad</b>                                    | Driver Education Instructor                | Fergus High School     | Approve appointment at \$20.00 per hour as needed for behind-the-wheel driving instruction                                       | August 22, 2013 – May 30, 2014 | Chad is teaching a section of Driver’s education during each semester at Fergus High School. Driving time for students will be after normal school hours. |
| <b>MCCONNELL, Dave</b>                                    | Driver Education Instructor                | Fergus High School     | Approve appointment at \$20.00 per hour as needed for behind-the-wheel driving instruction                                       | August 22, 2013 – May 30, 2014 | Dave will only be assisting in the behind-the-wheel driving instruction.  |
| <b>BRANDON, Luke<br/>STENSETH, Rhonda<br/>13 Students</b> | AP Government Teacher<br>Teacher Chaperone | Fergus High School     | Approve Out-of-State travel to take a group of AP Government students to Washington DC   | March 12-17, 2014              | See attached memo.  |
| <b>WEICHEL, Patrick</b>                                   | Technology Supervisor                      | School District #1     | Approve Out-of-State travel to attend Mastering Campus Database II Course at the Infinite Campus Headquarters in Minneapolis, MN | March 10-13, 2014              | See attached memo.  |

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/10/2014

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: 03/10/2014

**SUMMARY:**

Approve claims paid through March 6, 2014, as approved by the Finance Committee.

Members of the Finance Committee for January-March 2014 include: Stan Monger, Jeremy Bristol, Phil Koterba, and Barb Thomas.

**\*\*Need to select new Finance Committee members for April - June 2014.**

**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

03/10/2014

Agenda Item No.

14

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

ITEM TITLE: APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR

Requested By: Board of Trustees    Prepared By: Sandi Chamberlain    Date: 03/10/2014

**SUMMARY:**

The Board of Trustees needs to approve the additions to the substitute list for the 2013-2014 School Year as listed below:

Substitute Teacher/Aide List:

Rebecca Bonine  
Shawna Konert – Aide Only

**SUGGESTED ACTION:** Approve the Additions to the Substitute List for the 2013-2014 School Year

☐ 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

03/10/2014

Agenda Item No.

15

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

ITEM TITLE: SECOND READING—BOARD POLICY #1400 – BOARD MEETINGS

Requested By: Board of Trustees    Prepared By: Rebekah Rhoades    Date: 03/10/2014

**SUMMARY:**

The Board of Trustees needs to approve the second and final reading of Board Policy #1400 – Board Meetings and consider the adoption of said policy.

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

**SUGGESTED ACTION:** Approve Adoption of Board Policy #1400 – Board Meetings

☒ 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              |        |        |     |     |         |       |

# SECOND READING

**Lewistown School District**

**THE BOARD OF TRUSTEES**

1400

Page 1 of 2

## Board Meetings

### Regular Meetings

Unless otherwise specified, all meetings will be held in the Lincoln Board Room, 215 7<sup>th</sup> Avenue South, Lewistown, Montana. Regular meetings shall be held on the second Monday of each month at 7:00 ~~6:00~~ p.m. ~~September through May and at 5:30 p.m. June-August.~~ Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the District. If regular meetings are to be held at places other than the place stated above or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings.

### Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

### Budget Meetings

Between July 1<sup>st</sup> and August 4<sup>th</sup> of each year, the Clerk shall publish a notice stating the date, time, and place the trustees will meet for the purpose of considering and adopting the final budget of the District, stating that the meeting of the trustees may be continued from day to day until the final adoption of the District=s budget, and stating that any taxpayer in the District may appear at the meeting and be heard for or against any part of the budget. This notice shall be published in the *Lewistown News-Argus*.

On the date and at the time and place stated in the published notice (on or before August 15<sup>th</sup>), the trustees shall meet to consider all budget information and any attachments required by law. The meeting may continue from day to day; however, the Board must adopt the final budget not later than the fourth (4<sup>th</sup>) Monday in August.

### Special Meetings

Special meetings may be called by the Chairman or by any two (2) trustees. A written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than forty-eight (48) hours prior to the time of the meeting. Such written notice shall be posted conspicuously within the District

in a manner that will receive public attention. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or television station that has filed a written request for such notices. **Business transacted at a special meeting will be limited to that stated in the notice of the meeting.**

#### Executive Sessions

Under Montana law, the Board may hold closed or executive sessions to consider matters of individual privacy. Prior to closing the meeting, the presiding officer must determine that the demands of individual privacy exceed the merits of public disclosure. The Board may also close a meeting to discuss a strategy to be followed with respect to litigation, when an open meeting would have a detrimental effect on the litigating position of the District. This exception does not apply if the litigation involves only public bodies or associations as parties. Prior to closing a meeting for this purpose, it is recommended that the District obtain legal advice on the appropriateness of this action. No formal action shall take place during executive session.

|                  |                |   |
|------------------|----------------|---|
| Legal Reference: | 2-3-103, MCA   | Public participation B governor to insure guidelines adopted  |
|                  | 2-3-104, MCA   | Requirements for compliance with notice provisions  |
|                  | 2-3-105, MCA   | Supplemental notice by radio or television  |
|                  | 2-3-201, MCA   | Legislative intent B liberal construction   |
|                  | 2-3-203, MCA   | Meetings of public agencies and certain associations of public agencies to be open to public B exceptions |
|                  | 20-3-322, MCA  | Meeting and quorum  |
|                  | 20-9-131, MCA  | Final budget meeting  |
|                  | 10.55.701, ARM | Board of Trustees   |

#### Policy History:

Adopted on: June 28, 2004  
Revised on: October 24, 2011

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

**BOARD AGENDA ITEM**

**Meeting Date**

03/10/2014

**Agenda Item No.**

16

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

**ITEM TITLE:** APPROVE TRUSTEE RESOLUTION CALLING FOR AN ELECTION

**Requested By:** Board of Trustees    **Prepared By:** Rebekah Rhoades    **Date:** 03/10/2014

**SUMMARY:**

The Board of Trustees needs to approve the Trustee Resolution Calling for an Election.

Attached is the Trustee Resolution Calling for an Election, an action the Board must take by March 27, 2014.

Please note the language calling for a levy election. At this time, you essentially have two choices as it relates to a General Fund Levy:

1. At the March 10 meeting, the Board may choose not to run a levy. To do so, the Board should move to strike the levy language from resolution and then approve the resolution as amended.
2. The Board may also choose to run a levy or postpone the decision. In either case, the Board should pass this resolution as presented. At the April 2014 Board meeting, the Board will then need to finally determine the amount of the levy request. The Board could also choose not to run the levy simply by setting the levy amount at zero at that time.

**SUGGESTED ACTION:** Approve Trustee Resolution Calling for an Election

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

**NOTES:**

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

## TRUSTEE RESOLUTION CALLING FOR AN ELECTION

BE IT RESOLVED, the Board of Trustees for School District No. One, Fergus County, State of Montana, will hold the Annual Regular School Election on Tuesday, the 6th day of May, 2014, which date is not less than forty (40) days after the passage of this resolution.

The polls will be open from 8:00 a.m. until 8:00 p.m.

The purpose of the election is to elect three (3) trustees for a three-year term. Approval of an additional levy to operate and maintain the High School District and approval of an additional levy to operate and maintain the Elementary School District will also be requested. Additionally, the purpose of this election will be to request approval of the purchase of land and a building to be used for the District's bus barn. If it is later determined that any portion of the election is not required, the Board of Trustees authorizes the election administrator to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The following polling location will be used for the election and the three electors of this district who are qualified to vote at such election are hereby appointed to act as judges at the election at each voting place as follows:

**Polling Location and Address:**

Fergus High School, 1001 Casino Creek Drive, Lewistown MT 59457

| Election Judge   | Address  |
|------------------|--|
| Shirley Barrick  | 114 14TH AVE. SO. LEWISTOWN, MT 59457                |
| Alta May Pallett | 86 WILDLIFE LANE, LEWISTOWN, MT 59457                |
| Helen Jo Shipman | 406 KATTLE KOMPANY LANE, LEWISTOWN, MT 59457         |
| Donna Nesson     | 126 SUNSET, LEWISTOWN, MT 59457                      |
| Gary Nesson      | 126 SUNSET, LEWISTOWN, MT 59457                      |
| Ruth Farrar      | 603 W BRASSEY, APT #118, LEWISTOWN, MT 59457         |
| Rita Hofer       | P.O BOX 25, MOORE, MT 59464                          |
| Bertha Hofer     | P.O. BOX 25, MOORE, MT 59464                         |
| Emilie Pietz     | 401 7TH AVE SO., APT 106, LEWISTOWN, MT 59457        |
| Denise Nelson    | 108 SAPPHIRE DR, LEWISTOWN, MT 59457                 |
| Pat Carroll      | 916 W. SPRING, LEWISTOWN, MT 59457                   |
| Shirley Cooper   | 1000 FOUNTAIN TERRACE DR, # 414, LEWISTOWN, MT 59457 |
| Mary Althoff     | 511 E. BROADWAY, LEWISTOWN, MT 59457                 |

BE IT FURTHER RESOLVED, that the clerk of this school district is hereby directed to notify the above named election judges of their appointment and to notify the county election administrator of the date of holding said election, and request him/her to close registration and to prepare and furnish election materials as required by law. If any of these judges should not be able to serve, the election administrator will choose a replacement from certified judges.

No further proceedings were conducted relating to the election.

\_\_\_\_\_  
Stan Monger

Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Rebekah Rhoades

Print Name of District Clerk

\_\_\_\_\_  
Signature of District Clerk

DATED this 10<sup>th</sup> day of March, 2014.

20-20-201, MCA



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

**BOARD AGENDA ITEM**

Meeting Date

03/10/2014

Agenda Item No.

17

☐ 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: 03/10/2014

**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:** March 10, 2014

| <i><b>EMPLOYEE NAME</b></i> | <i><b>POSITION</b></i>                | <i><b>LOCATION</b></i>                      | <i><b>RECOMMENDED ACTION</b></i>   | <i><b>EFFECTIVE DATE</b></i> | <i><b>COMMENTS</b></i> |
|-----------------------------|---------------------------------------|---|--|------------------------------|------------------------|
| <b>BJELLAND, Annette</b>    | 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.     |
| <b>GEBERT, Gary</b>         | 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.     |
| <b>KAJKOWSKI, Juanita</b>   | 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.     |
| <b>KARINEN, Charley</b>     | 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.     |
| <b>KEPLER, Mary</b>         | 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.     |
| <b>NIELSEN, Kandis</b>      | 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.     |

**LEWISTOWN PUBLIC SCHOOLS  
LEWISTOWN, MONTANA**

**PERSONNEL REPORT FOR BOARD ACTION**

**DATE:** March 10, 2014

| <i><b>EMPLOYEE NAME</b></i> | <i><b>POSITION</b></i>    | <i><b>LOCATION</b></i>       | <i><b>RECOMMENDED ACTION</b></i>   | <i><b>EFFECTIVE DATE</b></i> | <i><b>COMMENTS</b></i> |
|-----------------------------|---------------------------|------------------------------|--|------------------------------|------------------------|
| <b>PAYNE, Andrea</b>        | 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.     |
| <b>NEARHOOF, Rich</b>       | Volunteer Wrestling Coach | Lewistown Junior High School | Approve appointment on a volunteer basis   | March 10, 2014               | See attached memo.     |
| <b>BOYCE, Bill</b>          | Volunteer Wrestling Coach | Lewistown Junior High School | Approve appointment on a volunteer basis   | March 10, 2014               | See attached memo.     |
| <b>MAGER, Mike</b>          | Volunteer Wrestling Coach | Lewistown Junior High School | Approve appointment on a volunteer basis   | March 10, 2014               | See attached memo.     |

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

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

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

- \_\_\_\_\_ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2014, and ending on August 31, 2016.
- X 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2014, with the final payment on August 15, 2016. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2014.

Annette L. Bjelland  
NAME (PRINTED)

1/21/14  
DATE

[Signature]  
SIGNATURE

CENTRAL OFFICE USE: [Signature] 1-22-14 9:45 a.m.  
Received By Date Time

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

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

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

- ☒ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2014, and ending on August 31, 2016.
- ☐ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2014, with the final payment on August 15, 2016. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2014.

NAME (PRINTED) Gary Gebert DATE 2-6-14

SIGNATURE 

CENTRAL OFFICE USE:

Received By

Date

Time

2-6-14

2:40 P.m.

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

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

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

- X 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2014, and ending on August 31, 2016.
- \_\_\_\_\_ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2014, with the final payment on August 15, 2016. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2014.

Juanita Kajkowski  
NAME (PRINTED)

2/26/2014  
DATE

[Signature]  
SIGNATURE

CENTRAL OFFICE USE:

Received By

2-26-14  
Date

4:10 PM  
Time

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

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

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

- 1 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2014, and ending on August 31, 2016.
- \_\_\_\_\_ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2014, with the final payment on August 15, 2016. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2014.

Charley Karinen  
NAME (PRINTED)

2-7-14  
DATE

Charley Karinen  
SIGNATURE

CENTRAL OFFICE USE:

Received By

2/7/14  
Date

4:05pm  
Time

February 2, 2014

Ladies and gentlemen:

It seems incredible that I began my teaching career 36 years ago in Three Forks, Montana. Suffice to say, I have learned a great deal about children, myself, and education in that time. However, the most important thing that I have learned is that the relationships I have formed in that time have given me a very full and lovely life. I am so very glad that I became a teacher. Too many people go to work every day because they have to; I "get" to go to work to share the joy of music with kids.

It is with some sadness, but no regrets, that I am writing this formal letter of retirement to the Lewistown School Board. I have spent over 30 years of my life teaching young people who have ranged in age from three to eighteen. I have been a classroom teacher in grades 2, 3, and 4; a music teacher in grades kindergarten through eighth; a pre-school teacher; and a track and gymnastic coach for kids 5<sup>th</sup> grade through high school. I have taught school in Montana, Germany, Alabama, and New York. Each experience and every student that I have taught has made an impact on my life. I can only hope that I have touched the lives of my students in a positive way, as well.

I am at a cross roads in my personal life which leads me to write this letter. My husband Kevin and I have four grown children who have, quite literally, lived all over the world for the past six years. We want the flexibility to spend time with each of them wherever they may be. I also hope to pursue more music instruction for myself- which in turn I will be able to share with others.

I love to teach; more importantly, I love to be with kids of all ages. I plan to continue being an advocate for music education in our community. I will continue to work with children in other avenues of our community from the city pool to church groups---once a teacher, always a teacher!

As much as I enjoy my job, I feel that God is leading me through a door to pursue other adventures and challenges. As I look back at my teaching career I am filled with great satisfaction and an overwhelming feeling that I was always right where God intended me to be.

I think that it is rather poetic that I am retiring from the district where I was educated. I went to kindergarten through fifth grade at Garfield where I currently teach music classes in the gym. I went to sixth grade in the Lincoln building, attended junior high at the current junior high building and graduated from Fergus High School --which isn't exactly the same building but has many of the same great characteristics. (I also teach music at Highland Park where I did not personally attend classes but my older sister took me there for her sixth grade show --n- tell!)

Thank you for giving me these last nine years in Lewistown to forge new friendships and teach music. I am a blessed person.

Respectfully yours,

  
Mary C. Kepler



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

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

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

- \_\_\_\_\_ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2014, and ending on August 31, 2016.
- X McK2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2014, with the final payment on August 15, 2016. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2014.

Mary C. Kepler  
NAME (PRINTED)

Feb. 3, 2014  
DATE

[Signature]  
SIGNATURE

CENTRAL OFFICE USE: [Signature] 2-3-14 11:45 a.m.  
Received By Date Time

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

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

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

- \_\_\_\_\_ 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2014, and ending on August 31, 2016.
- X 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2014, with the final payment on August 15, 2016. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2014.

*Thank you for opportunity to work in the Lewistown School District. This decision was very hard for me. I guess it is time for new opportunities and relaxation.*

NAME (PRINTED)

DATE

SIGNATURE

CENTRAL OFFICE USE:

Received By

2-25-14  
Date

4:10 P.M.  
Time

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

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

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

- X 1. INSURANCE PAYMENT: Lewistown Public Schools will contribute a maximum of \$500 per month per retiree toward an insurance benefit through the District's health insurance carrier for up to twenty-four (24) months beginning on September 1, 2014, and ending on August 31, 2016.
- \_\_\_\_\_ 2. MONTHLY CASH PAYMENT: Lewistown Public Schools will pay a maximum of \$500.00 per month for twenty-four (24) months to the Retiree. This payment will be paid through payroll on the 15<sup>th</sup> of each month beginning on September 15, 2014, with the final payment on August 15, 2016. All required payroll taxes will be withheld from each incentive payment.

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

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

I agree that by signing this form I am accepting the Lewistown Public Schools proposal as indicated by my selection above and that this form serves as my formal letter of resignation effective June 30, 2014.

Andrea Payne  
NAME (PRINTED)

2-18-14  
DATE

[Signature]  
SIGNATURE

CENTRAL OFFICE USE: [Signature]  
Received By

2-18-14  
Date

4:45 p.m.  
Time



LEWISTOWN JUNIOR HIGH SCHOOL  
Jim Daniels, Co-Activities Coordinator  
Troy Henderson, Co-Activities Coordinator  
(406) 535-5419 Fax: (406) 535-2300

**TO: Jason Butcher, Superintendent of Schools**  
**FROM: Jim Daniels / Troy Henderson**  
**DATE: February 25, 2014**  
**RE: Extracurricular**

---

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

**Lewistown Junior High School:**

**Wrestling**

|               |                 |
|---------------|-----------------|
| Rich Nearhoof | Volunteer Coach |
| Bill Boyce    | Volunteer Coach |
| Mike Mager    | Volunteer Coach |

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 |           |
|                |      |            |    |   | <b>44</b> |                 |     |           |    |   | <b>46</b> |
| 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 |           |
|                |      |            |    |   | <b>45</b> |                 |     |           |    |   | <b>44</b> |

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

| 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 ( <b>Vacation Day for Students</b> ) |
| November 8            | Vacation Day  |
| November 27-29        | Thanksgiving Vacation   |
| December 23-January 3 | Winter Break  |
| January 20            | PIR ( <b>Vacation day for Students</b> )                        |
| February 28           | Vacation Day  |
| April 18-21           | Spring Break  |
| May 26                | Memorial Day  |
| May 27                | Memorial Day  |