

**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
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Recognition—Yes I Can! Region III 2014 Award—Carson Patten
4. Presentation—Luke Brandon, Fergus High School AP Government Trip
5. Introduction of New Student Representative to the Board
6. Report—Student Representative
7. Report—2012-2013 Audit Results
8. Report—Committees of the Board
9. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

10. Report—Election Update
11. Report—Investment
12. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

14. Minutes of the January 13, 2014, Regular Board Meeting

APPROVAL OF CLAIMS

15. Claims

CONSENT GROUP ITEMS

16. Approve Additions to the Substitute List for the 2013-2014 School Year
17. Approve 2014-2015 School Calendar
18. Approve 2015-2016 School Calendar

INDIVIDUAL ITEMS

19. Second Reading—Board Policy #2163 – Traffic Education
20. First Reading—Board Policy #1400 – Board Meetings
21. Approve First Semester Claim for Individual Contract Bus Reimbursement
22. Approve First Semester Elementary & High School Claims for Bus Reimbursement
23. Decision and Ratification or Denial of the 2014-2016 Collective Bargaining Agreement
24. Approve Extension of Superintendent's Contract
25. 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

02/10/2014

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—YES I CAN! REGION III 2014 AWARD—CARSON PATTEN

Requested By: Board of Trustees **Prepared By:** Chris Rice **Date:** 02/10/2014

SUMMARY:

The Board of Trustees would like to recognize and congratulate Carson Patten 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.

SUGGESTED ACTION: Informational

☐ 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						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

4

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

ITEM TITLE: PRESENTATION—LUKE BRANDON, FERGUS HIGH SCHOOL AP GOVERNMENT TRIP

Requested By: Board of Trustees Prepared By: Luke Brandon Date: 02/10/2014

SUMMARY:

Luke Brandon, Fergus High School AP Government Class Instructor, would like to present information to the Board of Trustees regarding a student trip to Washington, D.C. Mr. Brandon would also like to discuss the possibility of conducting fund raising to raise the funds to help cover the expenses for the trip.

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

02/10/2014

Agenda Item No.

5

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

ITEM TITLE: INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Requested By: Board of Trustees Prepared By: Luke Brandon Date: 02/10/2014

SUMMARY:

Luke Brandon, Fergus High School Student Council Advisor, would like to introduce to the Board of Trustees Jessica Kindzerski, who will represent the Fergus High School students on the School Board for the next term.

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

02/10/2014

Agenda Item No.

6

☐ 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: 02/10/2014

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:

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

FHS SCHOOL BOARD REPORT

Monday, February 10, 2014

Jessica Kindzerski

Key Club:

- Convention in beginning of March
- Valentine's Day fundraiser
- Parents Night (Babysitting)
- February 14th ages 3-12 at the high school from 6-9 P.M.

FCCLA:

- Working on State projects
- 28 signed up for STAR events
- Valentine's Day fundraiser
- Making and selling Giant Cookies

BPA:

- Recently finished Regionals in Great Falls
- 14 kids placed in 39 events
- 18 attending State - March 9th -11th
- Fundraising for State
- Student Whitney Bristol running for State officer

F Club:

- Working to finish Hall of Fame display in lobby
- Selling T-shirts and sweatshirts

Skills

- Preparing for State conference in April
- Raffling picnic table
- Selling raffle tickets to raise money for state

Robotics

- Competed in State competition Friday Jan 31st
- 2 Robots
- Science Bowl practice starts this month with first competition in middle of March

Art Club

- Students entering art in contests
- Mural in Spanish room
- Stairwell mural in high school

Mentoring

- Concessions at Basketball games
- Small group activity Feb 13th decorating Valentine's Day cookies
- Game Night February 17th
- Mentor Lunch February 25th

FFA

- Club travels to Melstone Monday Feb 10th for Sales, Livestock, and Mechanics
- Tuesday Winter Districts in Hobson – Egg Speaking Contest
- End of month- State Horse Evaluation

Student Council

- Morp Dance
- Spirit Week Days
- Assembly

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

7

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

ITEM TITLE: REPORT—2012-2013 AUDIT RESULTS

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 02/10/2014

SUMMARY:

Paul Strom and Associates completed the audit for FY2012-2013 and I am pleased to report that the auditors did not note any findings or material weaknesses in our financial statements or internal control processes.

Mr. Paul Strom has attended the Lewistown Public Schools Board meeting in the past to present the audit and answer any questions you may have. Because we did not have any findings, however, I did not ask him to travel from Billings to attend our meeting. That said, if you do have questions, I would be happy to invite Mr. Strom to an upcoming meeting.

The audit report will be posted in its entirety on the District website. A copy of the audit will also be available at the meeting for your convenience.

SUGGESTED ACTION: Informational Report

☐ 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

02/10/2014

Agenda Item No.

8

☐ 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: 02/10/2014

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

OTHER COMMITTEES WITH BOARD REPRESENTATION
2013-2014 School Year

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

9

☐ 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: 02/10/2014

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

02/10/2014

Agenda Item No.

10

☐ 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:** 02/10/2014

SUMMARY:

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

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

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

SUGGESTED ACTION: Informational

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

NOTES:

<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:

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

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


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

Petitions Filed for Nomination of School Board Trustee:

SCHOOL ELECTIONS CALENDAR 2014

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No earlier than 135 days, or later than 40 days before	Sunday, December 22 through Thursday, March 27	Trustee candidates file for election. Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE. <i>Candidate must be registered to vote at the time the petition is filed.</i>	13-10-201(6) 20-3-305 20-3-344
Within 5 days of becoming a candidate	Friday, December 27 through Tuesday, April 1	Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more. The filing of C-1-A is required within 5 days of becoming a candidate.	13-37-206 13-37-201
At least 70 days before	Tuesday, February 25	Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.	13-19-202 13-19-203
At least 60 days before	Friday, March 7	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)).	13-19-205
At least 40 days before	Thursday, March 27	Trustees call for an election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 25 days before the election). The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes. An election may also be called by the county superintendent, county commissioners, board of public education or the trustees of a community college. Bond Elections are subject to additional requirements (see 20-9-422 , MCA).	20-20-201 20-20-203 20-9-422
At least 38 days before	Friday, March 28	Last day trustee candidates can withdraw from the election. Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	20-3-305
At least 35 days before	Tuesday, April 1	Last day to file resolutions for school election with county election administrator.	20-20-201(2)
No later than the 30th day before	Friday, April 4	Deadline to notify election judges of appointment.	13-4-102
30 days before	Monday, April 7	Voter registration closes. A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	20-20-311 20-20-312
30 days before	Monday, April 7	Absentee ballots must be available for bond elections. If the bond election is to be held on a date other than the regular school Election Day in May, ballots must be available 30 days before.	20-9-426

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 30 days before	Monday, April 7	Contact your county election administrator for the biennial absentee ballot list. The county election administrator is required to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of every even-numbered year (in mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures).	13-13-212
Not less than 20 days, or more than 30 days before	Sunday April 6 through Wednesday, April 16	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained. If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.	20-20-204
No later than 26 days before	Thursday, April 10 (By 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent	13-10-211(3)
Not less than 25 days before	Friday, April 11	Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	20-3-313
Not less than 25 days before	Friday, April 11	Election administrator certifies ballot. The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	20-20-401 15-10-425
Not before the 25 th day nor later than the 15 th day	Friday, April 11 through Monday, April 21	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the same day, except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	13-19-207
At least 20 days before	Wednesday, April 16	Absentee ballots available. The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> • The ballot (with stubs removed) • Instructions for voting and returning the ballot • A secrecy envelope, free of any marks that would identify the voter • A self-addressed, return envelope with affirmation printed on the back of the envelope 	13-13-214 20-20-401

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

Special instances are identified with green lettering

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

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

Additional References:

Sample forms can be found at this address:

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

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

11

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

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 02/10/2014

SUMMARY:

Below is the interest earned and distributed for January 2014:

Elementary \$6,529.44

High School \$4,401.78

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

12

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 02/10/2014

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.

- ❖ Roundtable—Monday, March 10, 2014—LEA Executive Board—6:00 p.m.
- ❖ February 2014 Student Enrollment Count
- ❖ FHS Student Teachers for Second Semester – Donita Deichman/Vo-Ag with Jared Long and Jessica Davis/History and Theatre Education with Newell Roche and Sandy Armstad
- ❖ FHS Jazz Night—Tuesday, February 11, 2014—7:00 p.m.—FCPA
- ❖ Lewis & Clark Elementary Spelling Bee—February 12, 2014—12:45 p.m.—FCPA
- ❖ WR—State All Class Tournament—February 14-15, 2014—Billings
- ❖ Eastern A Band Festival—February 17-18, 2014—Miles City
- ❖ 7th, 8th, and 9th Grade Band Concert—Tuesday, February 25, 2014—7:00 p.m.—FCPA
- ❖ First Grade Music Program—Thursday, February 27, 2014—7:00 p.m.—FCPA
- ❖ BBB/GBB—Central A Divisional Tournament—February 27-29, 2014—Belgrade
- ❖ No School—Friday, February 28, 2014—Vacation Day
- ❖ FHS Key Club State Convention—March 3-5, 2014—Billings
- ❖ Fergus County Spelling Bee—Monday, March 3, 2014—7:00 p.m.—LJHS Auditorium
- ❖ Eagle Booster Meeting—Monday, March 3, 2014—7:00 p.m.—Yogo
- ❖ PTO Meeting—Monday, March 3, 2014—7:00 p.m.
- ❖ FHS Symphonic Band/Percussion Concert—Tuesday, March 4, 2014—7:00 p.m.—FCPA
- ❖ LJHS Wrestling Invitational—Saturday, March 8, 2014—Fergus Fieldhouse
- ❖ FHS BPA State Leadership Conference—March 9-11, 2014—Billings
- ❖ Eastern A Choir Festival—Monday, March 10, 2014—Sidney
- ❖ Home Athletic Games/Meets:
 - BBB vs. Browning—Saturday, February 15, 2014—3:00/4:30/6:00 p.m.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

LEWISTOWN																	
Enrollment History																	
February 3, 2014																	
Grade	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014
Pre-K	7	6	6	17	8	15	3	4	4	5	0	0					
Kindergarten	114	112	94	92	92	95	73	72	85	86	98	98	87	89	98	99	101
1st Grade	97	98	107	103	91	91	89	90	72	74	82	84	95	97	85	88	86
2nd Grade	90	92	95	94	101	101	90	88	90	99	75	75	81	79	95	97	95
3rd Grade	97	100	95	95	97	96	99	99	82	81	99	99	72	75	82	82	83
4th Grade	87	88	96	92	93	95	93	94	102	101	85	83	103	104	73	73	74
5th Grade	90	92	86	88	89	87	96	97	92	94	99	94	82	86	101	102	101
6th Grade	108	108	93	92	92	87	86	86	89	90	95	99	97	97	84	82	80
7th Grade	113	111	110	109	91	90	89	92	90	94	93	94	100	101	91	91	94
8th Grade	115	114	108	110	105	106	77	78	93	93	90	90	90	90	103	103	103
9th Grade	116	111	111	109	106	107	103	98	79	79	95	91	88	89	89	89	90
10th Grade	106	104	108	104	108	105	100	98	97	97	81	74	94	91	88	86	87
11th Grade	115	109	104	102	96	99	105	106	100	100	93	85	78	76	85	83	82
12th Grade	99	97	99	99	101	101	94	93	102	97	96	95	88	88	73	73	73
	Fall 2006	Spring 2007	Fall 2007	Spring 2008	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Winter 2013	Spring 2014
K-6	683	690	666	656	655	652	626	626	612	625	633	632	617	627	618	623	620
7-8	228	225	218	219	196	196	166	170	183	187	183	184	190	191	194	194	197
9-12	436	421	422	414	411	412	402	395	378	373	365	345	348	344	335	331	332
Grand Total	1347	1336	1306	1289	1262	1260	1194	1191	1173	1185	1181	1161	1155	1162	1147	1148	1149



Spring Student Count For ANB Summary By District February 3, 2014 Enrollment

County: 14 Fergus
District: 0258 Lewistown Elem

School Year: 2013-2014
Budget Unit: E1 M1

SCHOOLS IN THIS DISTRICT

0355 Highland Park School
0356 Lewis & Clark School
0357 Garfield School
1410 Lewistown 7-8

TOTAL STUDENT COUNT FOR ANB BY GRADE - DISTRICT

Grade	Fall	Winter	Spring
Kindergarten Full E1	98	99	101
1st Grade E1	85	88	86
2nd Grade E1	95	97	95
3rd Grade E1	82	82	83
4th Grade E1	73	73	74
5th Grade E1	101	102	101
6th Grade E1	84	82	80
E1 Total	618	623	620
7th Grade M1	91	91	94
8th Grade M1	103	103	103
M1 Total	194	194	197
District Total:	812	817	817

PART-TIME STUDENTS - DISTRICT

	Not Counted For ANB < 180 hrs/yr	Parttime Count 180-359 hrs/yr	Parttime Count 360-539 hrs/yr	Parttime Count 540-719 hrs/yr
Transition 1st - 6 Grades E1 Spring	0	0	1	3

FY2014-15 BASIC & PER-STUDENT ENTITLEMENTS

Budget Unit	Based on Current Year ANB			Based on 3-Year Avg ANB		
	ANB	Basic Entitlement	Per ANB Entitlement	ANB	Basic Entitlement	Per ANB Entitlement
E1	645	70,000.00	3,329,232.00 *	650	72,000.00	3,354,715.00
M1	203	80,000.00	1,348,021.50 *	198	80,000.00	1,315,066.50
EL Level Total		150,000.00	4,677,253.50 *		152,000.00	4,669,781.50



Spring Student Count For ANB Summary By District February 3, 2014 Enrollment

County: 14 Fergus
District: 0258 Lewistown Elem

School Year: 2013-2014
Budget Unit: E1 M1

FY2014-15 INDIAN EDUCATION FOR ALL(\$20.40/ANB)

Level	Based On Current Year ANB		Based On 3-Year Avg ANB	
	ANB	Entitlement	ANB	Entitlement
EL	848	17,299.20 *	848	17,299.20

DETERMINING ANB USED TO CALCULATE FY2014-15 BUDGET LIMITS

Below is the calculation used to determine whether the FY2014-15 budget limits are based on the current year ANB or the 3-year average ANB. The ANB that generates the highest ANB-based funding will be used for most FY2014-15 budgeting purposes.

ANB-Based Funding - Current Year ANB				ANB-Based Funding - 3-Year Avg ANB			
Basic Entitlement	Per ANB Entitlement	Ind Ed For All	Total	Basic Entitlement	Per ANB Entitlement	Ind Ed For All	Total
EL 150,000.00	4,677,253.50	17,299.20	4,844,552.70 *	152,000.00	4,669,781.50	17,299.20	4,839,080.70
Highest ANB-Based Funding				4,844,552.70			
ANB for FY2015 budget				E1	645		
				M1	203		

FY2014-15 PAYMENTS

DSA 2,157,782.31
Indian Education For All 17,299.20

Student Achievement Gap

American Indian Students Counted For The FY2015 Student Achievement Gap Payment 18



Spring Student Count For ANB Summary By District February 3, 2014 Enrollment

County: 14 Fergus
District: 0259 Fergus H S

School Year: 2013-2014
Budget Unit: H1

SCHOOLS IN THIS DISTRICT

0358 Fergus High School

TOTAL STUDENT COUNT FOR ANB BY GRADE - DISTRICT

Grade	Fall	Winter	Spring
9th Grade H1	89	89	90
10th Grade H1	88	86	87
11th Grade H1	85	83	82
12th Grade H1	73	73	73
H1 Total	335	331	332
District Total:	335	331	332

Students who turned 19 on or before September 10, 2013 are included in total student count for ANB by grade.

PART-TIME STUDENTS - DISTRICT

		Not Counted For ANB < 180 hrs/yr	Parttime Count 180-359 hrs/yr	Parttime Count 360-539 hrs/yr	Parttime Count 540-719 hrs/yr
9-12 Grade H1	Fall	0	0	2	0
	Winter	0	0	1	1
	Spring	0	1	1	0

Students who turned 19 on or before September 10, 2013 are not included in part-time students counted for ANB.

OTHER STUDENT COUNTS FOR ANB - DISTRICT

Student Count Type	Fall	Winter	Spring
Job Corps H1	1	1	2
MT Youth ChalleNGe H1	0	0	1

FY2014-15 BASIC & PER-STUDENT ENTITLEMENTS

Budget Unit	Based on Current Year ANB			Based on 3-Year Avg ANB		
	Basic		Per ANB	Basic		Per ANB
	ANB	Entitlement	Entitlement	ANB	Entitlement	Entitlement
H1	345	290,000.00	2,278,725.00	356	290,000.00	2,350,401.00 *



Spring Student Count For ANB Summary By District February 3, 2014 Enrollment

County: 14 Fergus
District: 0259 Fergus H S

School Year: 2013-2014
Budget Unit: H1

FY2014-15 INDIAN EDUCATION FOR ALL(\$20.40/ANB)

Level	Based On Current Year ANB		Based On 3-Year Avg ANB	
	ANB	Entitlement	ANB	Entitlement
HS	345	7,038.00	356	7,262.40*

DETERMINING ANB USED TO CALCULATE FY2014-15 BUDGET LIMITS

Below is the calculation used to determine whether the FY2014-15 budget limits are based on the current year ANB or the 3-year average ANB. The ANB that generates the highest ANB-based funding will be used for most FY2014-15 budgeting purposes.

ANB-Based Funding - Current Year ANB					ANB-Based Funding - 3-Year Avg ANB				
	Basic	Per ANB	Ind Ed			Basic	Per ANB	Ind Ed	
	Entitlement	Entitlement	For All	Total		Entitlement	Entitlement	For All	Total
HS	290,000.00	2,278,725.00	7,038.00	2,575,763.00		290,000.00	2,350,401.00	7,262.40	2,647,663.40 *
Highest ANB-Based Funding					2,647,663.40				
ANB for FY2015 budget					H1	356			

FY2014-15 PAYMENTS

DSA	1,180,259.25
Indian Education For All	7,262.40

Student Achievement Gap

American Indian Students Counted For The FY2015 Student Achievement Gap Payment 3

* Used to calculate FY2014-2015 budget limits

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

13

☐ 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: 02/10/2014

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

02/10/2014

Agenda Item No.

14

☒ 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: 02/10/2014

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the January 13, 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, January 13, 2014

REGULAR BOARD MEETING

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

1. ROLL CALL

TRUSTEES PRESENT:

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

STAFF ABSENT:

Barb Thomas

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk Rebekah
Rhoades, Sandi Chamberlain, Aaryn Bell, Scott Dubbs, Darcy Zanto, Bobbie
Atchison, Bruce Marsden, Paula Drissell, Kandis Nielsen, Andrea Payne

OTHERS PRESENT:

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. INTRODUCTION OF NEW STUDENT REPRESENTATIVE TO THE BOARD

Luke Brandon, Fergus High School Student Council Advisor, was not at the
meeting. The introduction of Jessica Kindzerski as the student who will
represent the Fergus High School students on the School Board for the next
term from January-December 2014 will be moved to the February 10, 2014,
Board meeting.

4. REPORT—STUDENT REPRESENTATIVE

Jessica Kindzerski, student representative to the Board, was not at the
meeting. No report was submitted.

5. REPORT—COMMITTEES OF THE BOARD

The Transportation Committee met on Wednesday, January 8, 2014, to
continue discussion on the possible site for the bus barn. Paul Stengel,
Maintenance Supervisor, will get in touch with an architect to conduct an
evaluation the property to see what changes would be needed to convert the
current building into a viable bus barn. Once that information is available,
the Transportation Committee will meet again. Any property purchased that
is not adjacent to current school owned property must go to the voters for
approval. The Collective Gaining Committee met on Wednesday, January 8,
2014, and will meet again on Monday, January 27, 2014, at 4:00 p.m. in
hopes of finalizing the details of the 2014-2016 Collective Bargaining
Agreement. The School Calendar Committee met on Thursday, January 9,
2014. The committee decided on two options for the Certified Staff's vote for

both the 2014-2015 School Year and the 2015-2016 School Year. The committee will meet again on Tuesday, January 28, 2014, to finalize the results. The calendars for both years will be placed on the February 10, 2014, Board agenda for approval.

6. **CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.**

A letter and donation of \$250.00 was received from Ed and Joyce Eck. Trustee Jeremy Bristol requested that Board Meetings be held at an earlier time in the evening. The Board decided to add an action item to the February agenda that will change the current policy to start all Board Meetings at 6:00 p.m. rather than 7:00 p.m. September-May and 5:30 p.m. June-August.

SUPERINTENDENT'S REPORT

7. **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. Rebekah received confirmation from the Board that the May election will be a polling place election.

8. **REPORT—INVESTMENT**

Interest earned and distributed for December 2013, was reported with \$4,733.14 in the elementary funds and \$3,101.42 in the high school funds for a total of \$7,834.56.

9. **OTHER ITEMS**

Superintendent Jason Butcher shared with the Board of Trustees the proposals that will be presented at the MHSA Annual Meeting on Monday, January 20, 2014. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

11. **MINUTES OF THE DECEMBER 9, 2013, REGULAR BOARD MEETING** – approved unanimously (Irish/Weeden).

APPROVAL OF CLAIMS

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

CONSENT GROUP ITEMS – approved unanimously (Bristol/Koterba).

13. **APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR**– Substitute Teacher/Aide List—Amanda Schrauth; Substitute Bus Driver List—Tom Moring; Substitute Custodian List—Sherwood Shaw. – approved unanimously (Weeden/Bristol)

INDIVIDUAL ITEMS

14. **FIRST READING—BOARD POLICY #2163 – TRAFFIC EDUCATION** – approved unanimously (Weeden/Irish).

15. **SECOND READING—BOARD POLICY #3121P – ENROLLMENT AND ATTENDANCE RECORDS** – approved unanimously (Irish/Thompson).

16. DISCUSSION AND POSSIBLE ACTION ON OFFERING A RETIREMENT INCENTIVE – TRUSTEE MONTE WEEDEN MADE A MOTION TO OFFER A ONE-TIME RETIREMENT INCENTIVE TO CERTIFIED TEACHERS WITH A CHOICE OF EITHER \$500.00/MONTH CASH OR \$500.00/MONTH INSURANCE CONTRIBUTION FOR A PERIOD OF TWENTY-FOUR (24) MONTHS BEGINNING SEPTEMBER 1, 2014, AND ENDING AUGUST 31, 2016 – THE MOTION WAS SECONDED BY TRUSTEE IRISH – approved unanimously.
17. APPROVE MULTIDISTRICT AGREEMENT BETWEEN LEWISTOWN ELEMENTARY AND FERGUS HIGH SCHOOL – approved unanimously (Bristol/Thompson).
18. APPROVE CONTRACT BETWEEN LEWISTOWN PUBLIC SCHOOLS AND CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE FOR SPECIAL EDUCATION SERVICES FOR THE STAR PROGRAM – approved unanimously (Thompson/Koterba).
19. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Irish/Thompson).

EXECUTIVE SESSION

22. SUPERINTENDENT'S EVALUATION
Chair Stan Monger called for an Executive Session at 8:03 p.m. to conduct the Superintendent's evaluation stating that the individual's right to privacy clearly exceeds the public's right to know.

ADJOURNMENT

The meeting was called back into regular session at 9:55 p.m. and adjourned. The next regular meeting will be held at 7:00 p.m. on Monday, February 10, 2014, at the Lincoln Board Room (Bristol).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

**“EXHIBIT A”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: January 13, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GAPAY, Kris	First Assistant Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.057)	January 13, 2014	See attached memo.
MURAGIN, Jean	Assistant Volleyball Coach	Lewistown Junior High School	Approve appointment on schedule—(0.050)	January 13, 2014	See attached memo.
FRIESEN, Jeff	Head Golf Coach	Fergus High School	Accept letter of resignation	November 22, 2013	See attached letter.
BUEHLER, Danielle	CMEC Secretary	Central Montana Education Center	Approve appointment on schedule—SEC Step 0 for up to 7.00 hours per day for up to 144 days	December 11, 2013	See attached hiring recommendation.
LAFEVER, James	Custodian	Fergus High School	Approve appointment on schedule—MAINT II Step 0 for up to 8.00 hours per day for up to 94 days	January 14, 2014	See attached hiring recommendation.
WATT, Darleen	Paraprofessional	Lewis & Clark Elementary	Approve appointment on schedule—PARA Step 0+CERT for up to 8.00 hours per day for up to 105 days	December 17, 2013	See attached hiring recommendation.
ITEN, Shelley	Paraprofessional	Highland Park Elementary	Approve appointment on schedule—PARA Step 0+CERT for up to 7.50 hours per day for up to 101 days	January 6, 2014	See attached hiring recommendation.

**“EXHIBIT A”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: January 13, 2014

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
MORING, Tom	Activity Bus Driver/In-Town Driver/Fueling	School District #1	Approve appointment on schedule at \$10.50 per hour on an as needed basis	January 13, 2014	See attached memo.
RECTOR, Kirby	Route Bus Driver	School District #1	Approve appointment on schedule—TRANSP Step 0 for up to 2.00 hours per day for up to 95 days	January 13, 2014	See attached memo.
DRIVDAHL, Loren	Industrial Arts Teacher	Fergus High School	Approve Out-of-State Travel to attend the STEM Training Class in Dallas, TX	January 23-24, 2014	See attached memo.
SMITH, Margee	Kindergarten Teacher	Highland Park Elementary School	Approve Out-of-State Travel to attend the International Reading Assn Convention in New Orleans, LA	May 10-13, 2014	See attached letter.
LEWIS, Matt	Principal	Highland Park / Garfield Elementary Schools	Approve Out-of-State Travel to attend the NAESP National Leaders Conference in Washington DC	February 23-26, 2014	See attached letter.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

15

☒ 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: 02/10/2014

SUMMARY:

Approve claims paid through February 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.

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						

BOARD AGENDA ITEM

02/10/2014

16 - 18

SUGGESTED ACTION: Approve All Items

	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

02/10/2014

Agenda Item No.

16

☐ 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: 02/10/2014

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:

Donita Deichman – Student Teacher
Jessica Davis – Student Teacher

Substitute Custodian List:

Hailey Kern (Student Worker)
Daquiri Wright (Student Worker)

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

02/10/2014

Agenda Item No.

17

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

ITEM TITLE: APPROVE 2014-2015 SCHOOL CALENDAR

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 02/10/2014

SUMMARY:

The Board of Trustees needs to approve the 2014-2015 School Calendar as presented on the attachment.

SUGGESTED ACTION: Approve 2014-2015 School Calendar

☒ 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

2014-2015 School Calendar -- Board Approval

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

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

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

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

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

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

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

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

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

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







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

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

August 22	New Staff Orientation
August 25-26	All Staff Orientation/PIR
October 16-17	Staff Development Days - Teachers Convention
November 5-6	Parent Teacher Conferences (Evening on Nov 5, All Day on Nov 6)
January 19	PIR
March 31	Parent Teacher Conference (Conference-Evenings ONLY--Regular School Day for Students)
Floater	PIR

Holidays/Vacations

September 1	Labor Day
October 16-17	Fall Vacation (Teachers - Convention)
November 6	Parent Teacher Conferences (Vacation Day for Students)
November 7	Vacation Day
November 26-28	Thanksgiving Vacation
December 22-January 2	Winter Break
January 19	PIR (Vacation Day for Students)
February 27	Vacation Day
April 3-6	Spring Break
May 25	Memorial Day

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

LEWISTOWN PUBLIC SCHOOLS
2014-2015 SCHOOL CALENDAR -- Board Approval

A. Pupil Instruction

First Semester					89 Days	Second Semester					90 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	27 -- Aug	29	3		First Week	Jan	26 -- Jan	30	5	
Second Week	Sept	2 -- Sept	5	4		Second Week	Feb	2 -- Feb	6	5	
Third Week	Sept	8 -- Sept	12	5		Third Week	Feb	9 -- Feb	13	5	
Fourth Week	Sept	15 -- Sept	19	5		Fourth Week	Feb	16 -- Feb	20	5	
Fifth Week	Sept	22 -- Sept	26	5		Fifth Week	Feb	23 -- Feb	26	4	
Sixth Week	Sept	29 -- Oct	3	5		Sixth Week	Mar	2 -- Mar	6	5	
Seventh Week	Oct	6 -- Oct	10	5		Seventh Week	Mar	9 -- Mar	13	5	
Eighth Week	Oct	13 -- Oct	15	3		Eighth Week	Mar	16 -- Mar	20	5	
Ninth Week	Oct	20 -- Oct	24	5		Ninth Week	Mar	23 -- Mar	27	5	
Tenth Week	Oct	27 -- Oct	31	5							
					45						44
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	3 -- Nov	5	3		First Week	Mar	30 -- Apr	2	4	
Second Week	Nov	10 -- Nov	14	5		Second Week	Apr	7 -- Apr	10	4	
Third Week	Nov	17 -- Nov	21	5		Third Week	Apr	13 -- Apr	17	5	
Fourth Week	Nov	24 -- Nov	25	2		Fourth Week	Apr	20 -- Apr	24	5	
Fifth Week	Dec	1 -- Dec	5	5		Fifth Week	Apr	27 -- May	1	5	
Sixth Week	Dec	8 -- Dec	12	5		Sixth Week	May	4 -- May	8	5	
Seventh Week	Dec	15 -- Dec	19	5		Seventh Week	May	11 -- May	15	5	
Eighth Week	Jan	5 -- Jan	9	5		Eighth Week	May	18 -- May	22	5	
Ninth Week	Jan	12 -- Jan	16	5		Ninth Week	May	26 -- May	29	4	
Tenth Week	Jan	20 -- Jan	23	4		Tenth Week	Jun	1 -- Jun	4	4	
					44						46

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

		Totals
August 25-26	PIR	2.00
October 16-17	Staff Development Days - Teachers Convention	2.00
November 5-6	Parent Teacher Conferences (Evening on Nov 5, All Day on Nov 6)	1.50
January 19	PIR	1.00
March 31	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

Holidays / Vacations (Dates Inclusive)

C.

September 1	Labor Day
October 16-17	Fall Vacation (Teachers - Convention)
November 6	Parent Teacher Conferences (Vacation Day for Students)
November 7	Vacation Day
November 26-28	Thanksgiving Vacation
December 22-January 2	Winter Break
January 19	PIR (Vacation day for Students)
February 27	Vacation Day
April 3-6	Spring Break
May 25	Memorial Day

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

18

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

ITEM TITLE: APPROVE 2015-2016 SCHOOL CALENDAR

Requested By: Board of Trustees **Prepared By:** Jason Butcher **Date:** 02/10/2014

SUMMARY:

The Board of Trustees needs to approve the 2015-2016 School Calendar as presented on the attachment.

SUGGESTED ACTION: Approve 2015-2016 School Calendar

☒ 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

2015-2016 School Calendar -- Board Approval

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

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

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

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

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

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

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

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







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

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

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

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

August 24	New Staff Orientation
August 25-26	All Staff Orientation/PIR
October 15-16	Staff Development Days - Teachers Convention
November 4-5	Parent Teacher Conferences (Evening on Nov 4, All Day on Nov 5)
January 18	PIR
April 5	Parent Teacher Conference (Conference-Evenings ONLY--Regular School Day for Students)
Floater	PIR

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

Holidays/Vacations

September 7	Labor Day
October 15-16	Fall Vacation (Teachers - Convention)
November 5	Parent Teacher Conferences (Vacation Day for Students)
November 6	Vacation Day
November 25-27	Thanksgiving Vacation
December 23-January 1	Winter Break
January 18	PIR (Vacation Day for Students)
March 28	Spring Break

LEWISTOWN PUBLIC SCHOOLS
2015-2016 SCHOOL CALENDAR -- Board Approval

A. Pupil Instruction

First Semester					90 Days	Second Semester					89 Days
FIRST QUARTER					DAYS	THIRD QUARTER					DAYS
First Week	Aug	27	--	Aug 28	2	First Week	Jan	25	--	Jan 29	5
Second Week	Aug	31	--	Sept 4	5	Second Week	Feb	1	--	Feb 5	5
Third Week	Sept	8	--	Sept 11	4	Third Week	Feb	8	--	Feb 12	5
Fourth Week	Sept	14	--	Sept 18	5	Fourth Week	Feb	15	--	Feb 19	5
Fifth Week	Sept	21	--	Sept 25	5	Fifth Week	Feb	22	--	Feb 26	5
Sixth Week	Sept	28	--	Oct 2	5	Sixth Week	Feb	29	--	Mar 4	5
Seventh Week	Oct	5	--	Oct 9	5	Seventh Week	Mar	7	--	Mar 11	5
Eighth Week	Oct	12	--	Oct 14	3	Eighth Week	Mar	14	--	Mar 18	5
Ninth Week	Oct	19	--	Oct 23	5	Ninth Week	Mar	21	--	Mar 25	5
Tenth Week	Oct	26	--	Oct 30	5						45
					44						
SECOND QUARTER					DAYS	FOURTH QUARTER					DAYS
First Week	Nov	2	--	Nov 4	3	First Week	Mar	29	--	Apr 1	4
Second Week	Nov	9	--	Nov 13	5	Second Week	Apr	4	--	Apr 8	5
Third Week	Nov	16	--	Nov 20	5	Third Week	Apr	11	--	Apr 15	5
Fourth Week	Nov	23	--	Nov 24	2	Fourth Week	Apr	18	--	Apr 22	5
Fifth Week	Nov	30	--	Dec 4	5	Fifth Week	Apr	25	--	Apr 29	5
Sixth Week	Dec	7	--	Dec 11	5	Sixth Week	May	2	--	May 6	5
Seventh Week	Dec	14	--	Dec 18	5	Seventh Week	May	9	--	May 13	5
Eighth Week	Dec	21	--	Dec 22	2	Eighth Week	May	16	--	May 20	5
Ninth Week	Jan	4	--	Jan 8	5	Ninth Week	May	23	--	May 27	5
Tenth Week	Jan	11	--	Jan 15	5						44
Eleventh Week	Jan	19	--	Jan 22	4						
					46						

Totals

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

August 24-25	PIR	2.00
October 15-16	Staff Development Days - Teachers Convention	2.00
November 4-5	Parent Teacher Conferences (Evening on Nov 4, All Day on Nov 5)	1.50
January 18	PIR	1.00
April 5	Parent Teacher Conferences - Evening <u>ONLY</u> (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

Holidays / Vacations (Dates Inclusive)

C.

September 7	Labor Day
October 15-16	Fall Vacation (Teachers - Convention)
November 5	Parent Teacher Conferences (Vacation Day for Students)
November 6	Vacation Day
November 25-27	Thanksgiving Vacation
December 23-January 1	Winter Break
January 18	PIR (Vacation day for Students)
March 28	Spring Break

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

19

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

ITEM TITLE: SECOND READING—BOARD POLICY #2163 – TRAFFIC EDUCATION

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 02/10/2014

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #2163 – Traffic Education 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 #2163 – Traffic Education

☒ 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

INSTRUCTION

2163

Traffic Education

Students ~~fifteen (15) years old or older, or who will reach their fifteenth (15th) birthday within six (6) months of the course completion, are~~ must be fourteen and one-half (14½) years old or older by the time their Driver Education Session begins in order to be eligible to enroll in a traffic education program. Students are scheduled by age, with the oldest student having first priority.

The purpose of the program is to introduce students to a course of study which leads to the eventual development of skills appropriate for a licensed driver. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include requirements for instructional time, for instructor certification, recommendations for course of study and reimbursement procedures.

A student must be enrolled as a full-time student with the Lewistown Public Schools in order to take Driver Education during the academic year. Any student who is not enrolled in the District, but who meets the age-eligibility requirements as stated above ~~set forth by the state of Montana for driver education, will be assigned to a the Summer Driver Education Session. only after all in-District students who registered are served. The final decision regarding session placement for an out-of-District student will be rendered by the Driver Education Director thirty (30) days prior to the date payment is due for that session.~~

Legal Reference:	20-7-502, MCA	Duties of Superintendent of Public Instruction
	20-7-503, MCA	District Establishment of Traffic Education Program
	20-7-507, MCA	District Traffic Education Fund
	10.13.307, ARM	Program Requirements

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

20

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

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

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 02/10/2014

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #1400 – Board Meetings.

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

SUGGESTED ACTION: Approve First Reading 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						

FIRST 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 7th 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 1st and August 4th 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 15th), 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 (4th) 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

02/10/2014

Agenda Item No.

21

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

ITEM TITLE: APPROVE FIRST SEMESTER CLAIM FOR INDIVIDUAL CONTRACT BUS
REIMBURSEMENT

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 02/10/2014

SUMMARY:

The Board of Trustees needs to approve the claim for the Individual Contract Bus Reimbursement for the first semester as presented on the attachment.

SUGGESTED ACTION: Approve Claim for Individual Contract Bus Reimbursement

☒ 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						



Pupil Transportation
Montana Office of Public Instruction

TR-5
Individual Contract Reimbursement Claim
1st Semester 2013-2014
08/22/2013-01/17/2014

14 Fergus
0259 Fergus H S

Contract #	Shared	Family Name	Daily Rate	Days		Total Reimbursement
				Transported	Reimbursed	
19280	No		0.70	75.00	75.00	52.50*
19679	No		0.35	38.00	38.00	13.30*
Total Individual Contract Reimbursement						65.80

Board Chair

Signature

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

22

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

ITEM TITLE: APPROVE FIRST SEMESTER ELEMENTARY AND HIGH SCHOOL CLAIMS FOR BUS REIMBURSEMENT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 02/10/2014

SUMMARY:

Attached are the first semester Elementary and High School claims for bus route reimbursement. According to state law, each yellow bus route generates a per-mile reimbursement based on the rated capacity of the bus used on the route. The money generated is used to fund home-to-school transportation in our Transportation Funds. These payments are financed 50% each by the state and county, with the county's portion financed by a permissive (i.e., unvoted) countywide levy.

The Board of Trustees needs to approve the Elementary and High School Bus Route Reimbursement Claim Forms for the first semester as presented on the attachments.

SUGGESTED ACTION: Approve First Semester Elementary and High School Bus Route Reimbursement Claims

☒ **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						



TR-6
Bus Route Reimbursement Claim
1st Semester 2013-2014
08/22/2013-01/17/2014

14 Fergus
0258 Lewistown Elem

Route #	%	Miles		Driver	VIN	Days		Total
		Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	67.00	102.00	1.57	Cindy L. Noel	4DRBWAAN8DB356001	90.00	90.00	9,656.44
2	67.00	75.00	1.80	James E. Pearson	4DRBWAAR09A668040	90.00	90.00	8,140.50
3	67.00	76.50	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.00	90.00	6,273.61
4	67.00	80.00	1.80	Wayne R. Lelek	4DRBWAAR76A214251	90.00	90.00	8,683.20
5	67.00	61.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833	90.00	90.00	5,002.49
6	67.00	78.30	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	90.00	90.00	6,421.23
7	67.00	77.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	90.00	90.00	6,314.62
8	67.00	53.00	1.80	Frank B. Burns	4DRBWAAN1EB481987	90.00	90.00	5,752.62
9	67.00	128.00	1.36	Leslie W. Leap	4DRBUAAM48B508925	90.00	90.00	10,497.02
10	67.00	46.40	1.36	Deborah T. Walker	4DRBWAAN16A218714	90.00	90.00	3,805.17
11	100.00	33.00	1.36	Rebecca I. Baszczuk	4DRBWAAN16A218714	90.00	90.00	4,039.20
Total Bus Route Reimbursement								74,586.10

Board Chair

Signature _____

* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim



TR-6
Bus Route Reimbursement Claim
1st Semester 2013-2014
08/22/2013-01/17/2014

14 Fergus
0259 Fergus H S

Route #	%	Miles		Driver	VIN	Days		Total
		Per Day	Rate			Claimed	Reimbursed	Reimbursement
1	33.00	102.00	1.57	Cindy L. Noel	4DRBWAAN8DB356001	90.00	90.00	4,756.16
2	33.00	75.00	1.80	James E. Pearson	4DRBWAAR09A668040	90.00	90.00	4,009.50
3	33.00	76.50	1.36	Kathleen A. Schaeffer	4DRBWAAN7CB341925	90.00	90.00	3,089.99
4	33.00	80.00	1.80	Wayne R. Lelek	4DRBWAAR76A214251	90.00	90.00	4,276.80
5	33.00	61.00	1.36	Lee M. Lantzer	4DRBWAARX5A977833	90.00	90.00	2,463.91
6	33.00	78.30	1.36	Fred J. Wood, Jr.	4DRBWAANX9A668205	90.00	90.00	3,162.69
7	33.00	77.00	1.36	Rebecca I. Baszczuk	4DRBWAAN9AA166953	90.00	90.00	3,110.18
8	33.00	53.00	1.80	Frank B. Burns	4DRBWAAN1EB481987	90.00	90.00	2,833.38
9	33.00	128.00	1.36	Leslie W. Leap	4DRBUAAM48B508925	90.00	90.00	5,170.18
10	33.00	46.40	1.36	Deborah T. Walker	4DRBWAAN16A218714	90.00	90.00	1,874.19

Total Bus Route Reimbursement

34,746.98

Board Chair

Signature _____

* Indicates that the County Superintendent must approve the TR-6 Bus Route Claim

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

23

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

ITEM TITLE: DECISION AND RATIFICATION OR DENIAL OF THE 2014-2016 COLLECTIVE
BARGAINING AGREEMENT

Requested By: Board of Trustees Prepared By: Gaining Team Date: 02/10/2014

SUMMARY:

The Board of Trustees needs to make a decision and call for a vote to ratify or decline the proposal for the 2014-2016 Collective Bargaining Agreement as presented by the Collective Gaining Team per attached document.

SUGGESTED ACTION: Call for Vote to Ratify or Decline Proposal for the 2014-2016 Collective Bargaining Agreement

☒ 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						

2014-2016

LPS Collective Bargaining Agreement



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COLLECTIVE BARGAINING AGREEMENT

ARTICLE I

CONTRACT OF AGREEMENT

This agreement is entered into this _____, _____ day of _____, by and between the Trustees of the Lewistown Public Schools and their successors in office, Fergus County, Montana, hereinafter designated as the Board and the Lewistown Education Association Unit of the Montana Education Association, hereinafter called the Association, pursuant to and in accordance with the Montana Public Employees Collective Bargaining Law, Title 39, Chapter 31, Montana Codes Annotated, to provide the terms and conditions of employment for teachers for the duration of this agreement.

ARTICLE II

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective bargaining, concerning the terms and conditions of the professional service for teaching employees. Teaching employees for this purpose are defined as:
1. Employees contracted as teachers, holding valid teacher certificates class 1, 2, 4, or 5 issued by the State of Montana, Section 20-4-206 M.C.A.
 2. Employees contracted as supportive staff holding a valid certificate or license as required by District Job Description and/or by law. These employee positions include: a) school psychologists; b) speech clinicians.
- B. Unless otherwise indicated, the term teacher, when used hereinafter in this agreement, will refer to all teaching employees as defined above.

ARTICLE III

TEACHER RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he or she may have under Montana School Law.
- B. Teachers will not be required to disarm any student of an explosive device, lethal weapon, or search for explosives.
- C. The District and the Association recognize the importance of teacher involvement in the decision-making process in the Lewistown School District. In an effort to ensure that teachers have a voice, the Association shall provide a list of teacher names for any district committee that has teacher members. The Superintendent or the Association can request names.
- D. No teacher shall be reduced in rank or compensation, discharged, or otherwise deprived of any professional advantage without due process in accordance with 20-4-204, 20-4-206, and 20-4-207, MCA. (See Administrators' Handbook - Employee Relations.)
- E. Complaints/Concerns: When the District receives a complaint or concern, it shall be presented to the subject teacher not later than fifteen (15) working days from receipt, and the teacher shall be afforded the opportunity to respond or rebut. A Uniform Complaint Procedures Form or any other applicable form will be handled in accordance with District policy ([5240 and 5240P](#)).

F. Personnel Files:

1. No material will be placed in a teacher's personnel file unless it is signed by the author, and unless the teacher has had an opportunity to read the material and respond to it in writing.
2. Access to a personnel file shall be limited to the Board (as per Board Policy), the Administration, the teacher to whom the file refers, representatives of either party if necessary, and to others if the teacher gives permission.
3. Any teacher shall have the right upon request, to review the contents of his/her personnel file and to receive at Board expense a copy of any documents contained therein. An Association representative, at the teacher's request, may be present at any such review. Upon request by the teacher, the Superintendent or official designee shall sign an inventory sheet to verify contents of the personnel file at the time of the inspection by said teacher. A separate file for processed grievances, administrator notes or for any review of services shall be kept apart from the teacher's personnel file. No secret, duplicate, alternate, or other personnel file shall be kept by the Board and administration.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. FACILITIES, EQUIPMENT AND SUPPLIES: The Association shall have the privilege of using school instructional facilities and equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

Space on the bulletin board in each teacher's lounge in each school shall be reserved for the exclusive use of the Association for the purpose of posting materials dealing with Association business. The Association shall have the privilege of using the interschool mail facilities and school mailboxes.

- B. MEETINGS: The Association shall have the privilege of using available school buildings at reasonable hours for meetings. Scheduling shall be subject to approval of the School District before the time and place of such meetings. The use of school buildings by the Association shall be subject to the right of the School District to make reasonable charges for such usage.
- C. SCHOOL OPERATIONS: None of the above-mentioned usages shall disrupt school operations.
- D. DUES CHECK OFF: The School District shall deduct from the salaries of teachers such monies for the Association dues and Association PAC (Political Action Committee) contributions as said teachers individually authorize the School District to so deduct. Commencing in October and each month thereafter the School District shall deduct in equal installments, the monies that the teacher has agreed to pay the Association during the period in the individual's authorization. New authorizations, when received by the School District during the school year, will be deducted in equal installments over the remaining monthly payments of the teacher's current contractual salary.

1. The Association will certify to the School District the current rate of membership dues.
2. The Association will provide names of new licensed personnel who have joined the Association. The Association will submit to the School District a form signed by the individual authorizing the deduction by the School District. This form is signed only when the individual joins the Association and will remain in effect until the individual leaves the district or cancels his or her membership.
3. The School District shall transfer all deducted monies, along with a list of the names for which deductions are made, to the Association treasurer on a monthly basis.
4. All remaining unpaid dues or fees shall be deducted from the final paycheck of a person leaving the employment of the School District before the end of the school year.

E. PROFESSIONAL REPRESENTATION FEE:

1. The Association, as the exclusive representative of all members of the appropriate unit, will represent all such persons fairly.
2. Every teacher who is not an Association member shall, as a condition of employment, pays to the Association an amount equal to the chargeable portion of annual unified membership dues.
3. No teacher shall be required to join the Association, but membership in the Association shall be made available to all who apply, consistent with the Association constitution and bylaws.
4. Nonmembers of the Association may authorize payroll deduction of the professional representation fee in the same manner as described in Article IV.D.
5. Any dispute concerning the representation fee shall be solely between the affected bargaining unit employee and the Association. The Association agrees to indemnify and hold harmless the School District, the Board, each individual Board member, and all administrators against any and all claims, suits, or other forms of liability, and all court costs arising out of the provisions of Article IV.E of this agreement between the parties for fee deduction. The defense of any such claims, suits or other forms of liability shall be the responsibility and under the control of the Association and its attorneys. Nothing in this section, however, shall be interpreted to preclude the District from participating in any legal proceedings challenging the application or interpretation of Article IV.E through representatives of its own choosing at its own expense.

- F. **FACULTY MEETINGS:** The Association will have the privilege to be placed on the agenda of faculty meetings as determined by the building principal.

ARTICLE V

RIGHTS OF THE BOARD

- A. The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the School District to the full extent authorized by law.
- B. The District shall retain all rights, powers, functions and authority to operate the district and manage its affairs as outlined in state law except where specifically restricted by this agreement.

ARTICLE VI

REOPENING OF NEGOTIATIONS

- A. The Association, or its successor, shall notify the School District No. 1 Trustees of their desire to negotiate a new agreement on or before November 1, preceding the termination date of this agreement.
- B. In the event the Association or its successor request negotiation of a new agreement, the Association and the Board of Trustees agree to initiate negotiations on or before December 15, preceding the termination of this agreement.
- C. Either team desiring a special meeting shall make the request known to the Superintendent. The Superintendent will confer with both chairpersons to assign a time, date and place of mutual agreement.
- D. The full gaining committee will meet to review and agree on the intent of all language and changes to the negotiated agreement. Changes will be presented to the LEA and the Board of Trustees by the gaining team. Within one week of these presentations, either side may request one meeting of the gaining team to clarify any language changes made on the negotiated agreement to more accurately reflect the intent of the gaining team. No new issues may be brought forth. It is the sole responsibility of the gaining committee to accept or reject suggested clarifications of language. The final step will be voting on the negotiated contract by LEA and Board of Trustees.

ARTICLE VII

LEAVES

A. PROFESSIONAL LEAVE:

1. Temporary leave at full salary may be provided each teacher for visitation to other schools, attendance at education conferences, serving on committees, serving duties of professionally elected offices, and attendance at professional association conferences, conventions and assemblies if approved by the administration.
2. Temporary leave at full salary may be provided to officers or members of an association that may be identified with a subject or discipline for conventions:
 - a. In-state attendance may be allowed by consent of the Superintendent.
 - b. Out-of-state attendance must be presented to the Board of Trustees for approval.
3. Reasonable expenses shall be paid to the teacher(s) attending such meetings, unless such expenses are waived by mutual agreement between the teacher(s) involved and the administration. Such waivers of expenses should be in written form and signed by the involved party.
4. Teachers who participate during the school day in meetings, conferences, and/or assemblies whose purpose is to plan or execute negotiation proposals shall have deducted 1/187th of their annual salary per day of attendance. This does not include the Montana Education Association Annual IPD (Instruction and Professional Development) Conference.
5. School absences due to Delegate Assembly attendance, will result in a reduction in pay equivalent to the substitute pay rate for the participating teacher(s).

6. LEA PRESIDENT WORK LEAVE

- a. The president of the Association shall be granted not more than one day per month in order to perform the duties of the office. Such leave shall be requested at the discretion of the president; however, the president shall make an effort to take the leave subject to the availability of a substitute. Such leave shall be requested in writing in advance and shall be authorized by the Superintendent or his designee.
- b. President work leave must be used to complete the duties directly related to Association business. Such leave shall not be used for political-action related activities in accordance with state law.
- c. President work leave days may not be carried over to a new year.
- d. President work leave shall not replace other leave days already allocated to the president.
- e. The Association shall reimburse the district for the substitute wages incurred during the president work leave time.

B. SABBATICAL LEAVE:

1. Sabbatical leave shall be granted for a purpose of study only after a teacher serves seven (7) consecutive years in the Lewistown Public School system and such leave shall be subject to approval of the Board.
2. A plan of study which shall lead toward advancement in the teaching or Board-approved field shall be submitted along with an application for sabbatical leave to the Board of Trustees. Such a plan shall include a statement of the educational goal(s) or complete description and rationale to alternatives for academic training.

3. No further sabbatical leave will be granted to the same person until the person has completed seven (7) additional years of teaching in the Lewistown Public School system.
4. A teacher on approved sabbatical leave shall be paid a \$3,000.00 stipend payable in ten (10) equal installments of \$300.00 per month. Such payments will be made during the months of September through June of the fiscal year in which sabbatical leave is taken. Prior to the receipt of any portion of the stipend, the teacher shall sign a promissory note for \$3,000.00. Should the teacher discontinue the established plan of study during the sabbatical leave period, the amount paid to that point should become due and payable to School District No. 1. Teachers completing the conditions of the approved application for sabbatical leave and one full school year of teaching in the District following the sabbatical leave shall have their obligation for payment of the promissory note canceled. The Board must approve any deviation from the above procedure.
5. A teacher on sabbatical leave may not accept employment that interferes with his/her study without loss of the stipend or any other benefits provided by the District during the period of leave.
6. The time during which a teacher is on leave of absence shall not be counted as experience for the purpose of advancement on the salary schedule.
7. Application letters for sabbatical leave are to be sent to the District administration office.

C. EXTENDED LEAVE:

Extended leave of absence without salary shall be provided for such reasons as family illness, involuntary military service, and maternity and may be provided for education and full-time office. At the discretion of the Board, teachers may receive up to full compensation by the District during an approved leave of absence to participate in an exchange-teaching program. Requests shall be made in writing, stating the desired length of time of the leave.

The teaching employee shall be informed in writing as to the action taken by the Board of Trustees on the request for the leave. Failure to comply with the conditions and terms of the agreement of the two (2) parties by the teacher may be grounds for dismissal.

1. Family Illness:
 - a. Family illness shall apply to a teaching employee and spouse and their grandparent, father, mother, sister, brother, daughter, son, and grandchild.
 - b. When a teaching employee becomes ill or injured whereby the period of convalescing is longer than the accumulated sick leave, said employee may apply for an extended leave of absence.
2. Education: Upon approval of the Board, an extended leave of absence may be granted to obtain additional education, participate in an exchange teaching program, travel, or participate in work programs related to professional responsibilities.
3. Campaign for/or Election to Public Office: Leave may be given for the length of time necessary for the campaign or term of the public office, not to exceed one (1) full year.
4. Military Service:
 - a. If a teaching employee is called into military service on an involuntary basis, he/she shall be granted a leave of absence on an involuntary basis.
 - b. If a member of the Active Reserve or National Guard is called to active duty, he/she shall be granted a leave of absence for the time he/she is on active duty as a result of said call.

5. Length of Leave of Absence:

- a. A leave of absence may be granted for a maximum period of one (1) school year.
- b. A leave of absence may not be extended to endure for a period to exceed one (1) school year except in case of military service.

6. Effective and Termination Dates:

- a. A leave of absence may become effective only at the end of a quarter or at the end of a school year.
- b. Upon the recommendation of the Superintendent and the approval of the Board of Trustees, a leave of absence may become effective on a date other than the close of business on the last day of a quarter, or be terminated on a date other than the close of business on the last day of a quarter.

7. Return to Position after Leave of Absence:

- a. A teaching employee who does not report for duty at the expiration of his/her leave of absence, and who does not resign, shall be dismissed from service.
- b. A teaching employee returning from leave of absence shall be entitled to a position, at approximately the same grade level and approximately the same subject field, which he/she held at the time of his/her request for leave. Credit for salary increments for the period of absence will be granted in cases of leave of ninety-four (94) school days or less.
- c. A teaching employee returning from a leave of absence, due to illness, shall submit a report of physical examination by a licensed physician in the field of the illness. Said report must attest to the physical ability of the teacher to fulfill his/her duties.

D. BUSINESS LEAVE: Two (2) days of business leave per school year shall be authorized for each teaching employee by the principal subject to availability of a substitute and advance notice of need for this leave. One (1) day of substitute's pay will be deducted from the teaching employee's salary for each day of authorized use of business leave.

E. DISCRETIONARY LEAVE:

1. A teaching employee shall be granted ten (10) discretionary days each year. Discretionary leave may be used for an illness (either employee's own or dependent's medical appointment or illness) or personal business.
2. Notification of intention to take leave for personal business should be submitted to the principal, who will forward the request for authorization by the Superintendent or his designee at least five (5) working days, but no less than twenty-four (24) hours before taking such leave, except in the case of an emergency.
3. When a teacher has used all ten (10) days of discretionary leave in one year, no further leaves for personal business will be granted.
4. Discretionary leave requested for personal business may be denied if more than six percent (6%) of the teaching staff is absent on personal leave at the time such leave is to be taken.
5. Discretionary leave for personal business will not be granted on the first **three** and last three (3) pupil instruction days of the year, during parent/teacher conferences, or if a substitute is not available. Additionally, said leave will not be granted on the scheduled work day before, or the scheduled work day after a school holiday or break. A school holiday or break is defined as a day during the school year which is not designated as a pupil instruction day. One (1) of the discretionary leave for personal business days may be used as emergency leave not requiring advance written authorization.

6. Discretionary leave granted for personal business shall not be granted for less than one half (1/2) day.
7. Unused discretionary days shall be allowed to accumulate to one hundred sixty (160) days per employee as sick days in their sick leave bank. When the teacher has reached the one hundred sixty (160) days as sick days in their bank, he or she will be credited with ten discretionary days for the year, but at the end of the year the teacher will only carry a balance of one hundred sixty (160) to the next year.
8. Days used for illness shall be first deducted from the annual discretionary days. Days used for illness that exceed the annual discretionary leave shall be deducted from the accrued sick leave days credited to the teacher.
9. The full amount of accumulated leave and current year discretionary days will be available for use from the starting date of the contract.
10. Each licensed personnel may contribute one or more nonrefundable sick leave days to a common bank to be administered by the Association. Teachers who have exhausted their accumulated sick leave allowance may make reasonable withdrawals, as determined by the Association, from the common bank, provided that there are sufficient days available in the bank. The sick bank will have a ceiling of seventy-five (75) total days.

F. BEREAVEMENT AND FAMILY ILLNESS:

1. Up to five (5) days per occurrence will be granted at full salary to each teaching employee for death in the immediate family. In cases of serious illness in the immediate family, five (5) days per occurrence with full pay will be granted. Serious illness is defined as illness generally requiring hospitalization. Immediate family is defined as the employee and spouse and their grandparent, father, mother, sister, brother, daughter, son and grandchild.
2. Bereavement and Family Illness Leave may be granted to the teaching employee for illness or death of a family member outside of the definition of "immediate family." It is understood and agreed that such leave for death or illness of those outside of the employee's immediate family shall be considered separate of normal Bereavement and Family Illness Leave and shall be granted without pay. The District shall deduct 1/187th of the employee's contractual salary for each day of absence. In addition, such leave may be denied, based on the educational needs of the District. The length of such leave shall not exceed five (5) days per occurrence.

G. FAMILY LEAVE:

1. Maternity leave shall be granted for a normal disability period as the result of pregnancy, childbirth and recovery. Such leave will be charged against the employee's discretionary leave and earned accumulated sick leave. Any days during this period not covered by accumulated sick leave shall be considered leave of absence without pay.
2. In the event that the employee's disabling condition extends past the thirty (30) day period, an exception to Section 1 shall be made. Such disabling condition must be diagnosed and documented by a licensed medical doctor stating the need for an extended disability time period. Such documentation shall be submitted to the Board of Trustees. The Board reserves the right to require a second medical opinion to verify extension requests. Extended disability days granted under this section may, at the employee's discretion, be charged against the employee's earned accumulated sick leave. Any days during this extension period not covered by accumulated sick leave shall be considered leave of absence without pay.
3. Paternity leave shall be granted to male employees as the result of birth of their child. Such leave may consist of up to 10 working days and will be charged against the employee's discretionary leave and earned accumulated sick leave. Any days during this period not covered by accumulated sick leave shall be considered leave of absence without pay.

4. Definitions:

- a. Maternity Leave: Any leave of absence granted to an employee because of employee's disability as a result of pregnancy.
- b. Paternity Leave: Any leave of absence granted to a male employee due to the birth of their child.
- c. Disability as a Result of Pregnancy: Any condition certifiable by a medical doctor as disabling, whether the condition arises as a result of the normal course of pregnancy, or as a result of abnormal medical conditions which occur in the course of a pregnancy, and may cover the time period beginning with conception through termination of gestation and a reasonable period for recovery thereafter.
- d. Reasonable Period for Pregnancy Disability: For purposes of this policy, thirty (30) work days, which may include pre-delivery, delivery and recovery days. Extension of the normal thirty (30) day period shall be approved for medical conditions occurring during the pregnancy or recovery period, as certified by a licensed medical doctor.

H. ADOPTION LEAVE:

Teachers who become adoptive parents shall be provided up to ten (10) consecutive days leave, one (1) of which shall be the day of adoption. In cases where both parents are employed by the District, only one (1) of the couple shall be eligible for this leave. Such leave may be charged against the employee's earned accumulated sick leave. Any days during this period not covered by accumulated sick leave shall be considered leave of absence without pay.

I. FAMILY/MEDICAL LEAVE ACT:

Family/Medical Leave Act leaves will run concurrently with other leaves.

ARTICLE VIII

INSURANCE

A. MEDICAL AND DENTAL INSURANCE:

1. The Board will contribute the following amounts per month from September 1, 201~~24~~³⁵ to August 31, 201~~35~~⁴⁶ per family toward the comprehensive major medical and dental programs in effect for during those time periods respectively.

Single	\$ 416 ⁴⁹²	Family	\$ 642 ⁷⁵⁹
Two-Party	\$ 562 ⁶⁶⁵	Two Staff - No Dependent	\$ 833 ⁹⁸⁵
Employee with Dependent	\$ 550 ⁶⁵⁰	Two Staff - With Dependent	\$ 943 ¹⁰⁷⁹

The Board will contribute the following amounts per month from September 1, 201~~35~~⁴⁶ to August 31, 201~~46~~⁵⁷ per family toward the comprehensive major medical and dental programs in effect during those time periods respectively. Additionally, ~~the option to open up gaining for insurance purposes only may be requested with a letter addressed to the Lewistown School Board from the LEA President by December 1, 2014. This process must be finalized prior to February 1, 2015~~ should the premiums for the CM1000 (or nearest similar) increase by more than ten percent (10%) from the 2012-2013 plan year, the District's contribution will be the 2012-2013 contributions listed above multiplied by 1.10 plus half of the additional percentage premium increase in excess of 10%. It is understood that the insurance benefit available (currently the CM1000 plan) could be modified in 2013-2014 by the Board working with the Board's Insurance Committee.

Single	\$ 458 ⁵²⁹	Family	\$ 706 ⁸¹⁶
Two-Party	\$ 649 ⁷¹⁵	Two Staff - No Dependent	\$ 946 ¹⁰⁵⁹
Employee with Dependent	\$ 605 ⁶⁹⁹	Two Staff - With Dependent	\$ 1,004 ¹¹⁶⁰

2. Terms of Insurance: The insurance contract and its benefits are understood to be in effect from September 1, 201²⁴ to August 31, 201⁴⁶.
3. In cases where two (2) persons married to each other are employed by the District and are eligible for medical insurance coverage, one (1) employee will be considered a dependent of the other; and will be referred to as Two Staff in the list above.
4. If a teacher elects one of the District provided high deductible health insurance options that are eligible for a Health Savings Account (HSA), any unused District contributions as provided in subsections 1 above, will be deposited into a Health Savings Account associated with their insurance benefit (see Section E below).

B. LIFE AND DISABILITY INSURANCE:

1. The Board shall provide a group insurance policy providing a life insurance benefit of \$20,000 for each teacher and a long-term disability insurance program.
2. Terms of Insurance: The insurance contract and its benefits are understood to be in effect from September 1, 201²⁴ to August 31, 201⁴⁶.

C. PRORATION OF INSURANCE BENEFITS: For insurance purposes, School District contributions to all agreed upon insurance benefits will be prorated according to the following conditions:

1. The School District will pay full insurance coverage as agreed upon in the preceding paragraphs for full-time teaching employees. A full-time teaching employee is one who holds a teaching contract for ninety percent (90%) or more of the dollar amounts determined by the salary schedule of Article XV of this Agreement. The dollar amount so derived shall be exclusive of extra duty salary allowances.
2. The School District will pay one-half (½) of the insurance coverage as agreed upon in the preceding paragraphs for half-time teaching employees. A half-time teaching employee is one who holds a teaching contract for fifty percent (50%). The School District will pay the prorated amount of insurance coverage for teaching employees who hold a teaching contract for greater than 50% to (90%) of the dollar amount determined by the salary schedule of Article XV of the Agreement. The dollar amount so derived shall be exclusive of extra duty salary allowance.
3. The District is responsible only for payment to the appropriate insurance carrier of the amounts agreed to herein as premium contributions and not for adjustments of any claims.

D. FLEXIBLE BENEFITS PLAN (IRS SECTION 125): The District will establish some flexible benefits plan based on Section 125 of the IRS code to pay eligible, non-reimbursable health and dependent care costs. The plan will be administered by an outside carrier based on mutually agreed upon specifications. The District will assume the start-up costs to administer the program. Employee orientation and education will be provided regarding the plan use. Participating employees will pay fees related to their individual accounts. Participation in the plan by employees will be voluntary.

E. HEALTH INSURANCE SAVINGS ACCOUNT: The District will work to maintain a health insurance option to allow employees to select an HSA eligible plan. The District's plan will be administered by an outside carrier based on mutually agreed upon specifications. Employee orientation and education will be provided regarding the plan use. Participating employees will pay fees related to their individual accounts. Participation in the plan by employees will be voluntary.

ARTICLE IX

WORK LOAD AND CONDITIONS

A. TEACHER WORK LOAD:

1. The School District Trustees will make an effort to adhere to Standards for Accreditation of Montana

Schools.

2. The length of the school year for this contract will be 187 days.
3. Where maximum numbers within a particular building, subject area, grade level, or class period must exceed this standard, an effort will be made to distribute excess students among the teachers assigned to this level, area or class. The composition of a class will be taken into consideration by the building administrator in making such assignments.
4. An early release shall be granted to teachers who have completed their work to the satisfaction of their respective building administrator. This early release shall allow a teacher to conclude work at 3:30 p.m. on Fridays.

B. NON-INSTRUCTIONAL ASSISTANCE: It is agreed that the School District No. 1 Trustees will make a concerted effort to provide teacher aides in the elementary school to relieve teachers of overloads and non-instructional duties.

C. SCHOOL CALENDAR: The District, with prior input from the Association, shall submit to said Association a copy of the proposed school calendars at least two (2) calendar weeks before its scheduled adoption by the Board. The Association may confer with the District regarding the school calendar and shall have the right to confer regarding any changes in said calendar including the effect, if any, of such change on bargaining unit members.

D. VOLUNTARY TRANSFERS: In order to provide for diversity of experience and to enhance and broaden professional skills, the voluntary transfer of teachers shall be encouraged. Transfers into positions for the ensuing school year will be available in accordance with the following:

1. The Superintendent will provide an opportunity for staff to express their desire for transfer to other positions in writing prior to March 1 of each year.
2. The administration will consider the transfer requests before vacancies for the ensuing year are listed outside the District.
3. However, the District shall normally fill a vacancy that occurs during the school year with individuals other than those who already have assigned duties.
4. For the purpose of transfer and reassignment, the Elementary and High School District will be treated as the same employer and transferred teachers will retain tenure.

E. INVOLUNTARY TRANSFERS: Teaching staff shall be subject to assignment, reassignment, and/or transfer of position and duties by the Superintendent. Teachers shall be assigned at the levels and in the subjects for which their certificates are endorsed. Furthermore, teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year.

F. REDUCTION IN TEACHING STAFF:

1. Procedure: In the event the School District determines to reduce teaching staff, the provision of the Article shall apply.
 - a. Necessary staff reduction will be achieved through the following steps, in the order listed:
 - b. Normal attrition from retirement and resignation;
 - c. Non-tenured teachers;
 - d. Tenured teachers according to the seniority provision described herein;
 - e. Teachers will not be laid off during the school year in which they are employed.

2. Definitions:

- a. Teachers: The term teachers, as used in Article IX, Section D., shall refer only to tenured teachers regularly employed at least half-time by the School District.
- b. Qualified: Qualified means a tenured teacher who holds a valid certificate from the Montana State Department of Public Instruction to teach in a particular subject matter category and grade level and who has taught within the last ten (10) years in such subject matter category and grade level or who is currently teaching in a particular subject matter category or grade level at the time of lay off action.
- c. Subject Matter: Subject matter shall mean such categories as are determined by the State Department of Public Instruction for certification purposes.
- d. Grade level means the educational configurations K-8 and 7-12. Preschool teachers will be included in the K-8 category.

3. Seniority:

- a. Seniority shall mean the number of days of continuous service of the regular school year (excluding summer session and extended employment), commencing with the first day of actual service in the school district including authorized leave of absences allowed by the School District pursuant to this agreement.
- b. Probationary teachers shall not acquire seniority until such teacher acquires tenure and upon acquisition of tenure, the seniority date shall relate back to his/her first day of continuous service.
- c. In determining the list of seniority, a teacher whose employment has been legally terminated and whose employment is subsequently reinstated without interruption, shall be deemed to be in continuous service.
- d. In the event that seniority is equal for purposes of layoff, order of seniority shall be determined by advanced training in the field being taught and the personnel evaluations. The Board shall make the decision, and such decision shall be final.

4. Seniority Categories:

- a. For the purpose of this Article, seniority shall exist for teachers in the following categories:
 - Elementary teachers with particular endorsements
 - Secondary teachers with particular endorsements
- b. Seniority shall be recognized district-wide. There shall be no seniority except that as measured by definition herein.
- c. Seniority lists shall be maintained separately for each of the above categories and a teacher shall appear only on the seniority list within the category of his/her present employment. Lists will be provided upon request by the Association or Administration.

5. Order of Layoff

- a. In the event of a staff reduction, tenured teachers shall not be placed on layoff if there is a probationary teacher employed in the same category as the tenured teacher, provided the tenured teacher is licensed and qualified for the assignment, as defined in this Article.
- b. If the determined reduction is not accomplished by Subsection A hereof, then the School District may place tenured teachers on layoff in order of inverse seniority within the areas of seniority category, certification and qualification as defined in this Article.

6. Recall:

- a. Address for Recall: When placed on layoff, a teacher shall maintain a current address with the School District.
- b. Order for Recall: No new teachers shall be employed by the School District while any tenured teacher, certified and qualified as described herein is on layoff in the category and subject matter described herein. Tenured teachers shall first be recalled in inverse order in which order said teachers were placed on layoff, provided that in any case, the teachers must be licensed and qualified in the appropriate category.
- c. Re-employment Rights: Re-employment rights shall automatically cease after one (1) calendar year from July 31 of the school year last completed.
- d. Loss of Recall Rights: Teachers placed on layoff in accordance with this Article shall lose recall rights for any of the following reasons:
 - Teacher voluntarily resigns.
 - Failure to accept re-employment within ten (10) calendar days of receipt of recall notice. If the School District is unable to effect delivery of a registered letter, return receipt requested, the District, after (5) days, shall send notice of recall by certified mail and the ten (10) day period provided herein shall commence running at the time the notice by certified mail is sent.
 - If a teacher fails to report for duty within fifteen (15) days after acceptance of recall or the first day of job assignment, whichever occurs latest.

7. Effect: Nothing in this Article shall be construed to limit the authority of the School District to determine number of employees, the establishment and priority of programs, or the right to reduce staff.

8. Standing Committee:

- a. The Board will appoint a standing committee to make recommendations to the Board in regard to an anticipated reduction in staff. This committee will consist of the superintendent, one (1) elementary administrator, one (1) secondary administrator, one (1) Board member, ex-officio, and one (1) elementary and one (1) secondary teacher, selected by the Association.
- b. Nothing in subsection 8. a. will restrict the Board's right to act expeditiously to reduce staff members when circumstances warrant.

ARTICLE X

PREPARATION TIME

Preparation time will be maintained at the present levels for elementary, junior high, and high school classroom teachers.

ARTICLE XI

STAFF EVALUATION

The primary goal of the District and its professional staff is to promote the personal growth of the students they serve. This common goal is supported by a personnel evaluation program that seeks to develop as competent a teaching staff as possible. Staff development is accomplished through evaluation used primarily to support the professional growth and improve the performance of teachers, and secondarily to make valid decisions related to assignments, retention, and termination.

Both the District and the Association have agreed upon the following provisions with respect to the purpose, management and implementation of Teacher Evaluation.

- A. **DEFINITIONS:** Each of the following definitions are used within the teacher evaluation process, but not all are required components of an individual teacher's evaluative process.
1. **Informal Observation:** Any non-scheduled visit or observation by the evaluator to a classroom, instructional or performance activity. This may include a post-observation conference between the evaluator and the teacher. If the evaluator has a concern with any observation, then a post-observation conference shall be scheduled and completed within two weeks.
 2. **Formal Observation Process:** A predetermined procedure of observation consisting of either the District's individual observation process including a post conference with a scheduled observation, or the District's system of walk-through observations by an administrator that has been prescheduled at the request of the evaluator or the teacher. The post-observation conference will occur within fifteen (15) working days of the observation or series of observations.
 3. **Goal Setting Conference:** This conference is held so that the evaluator and teacher can discuss teacher goals and/or objectives, methods and materials to be used during instruction.
 4. **Pre-observation conference:** This conference is held so that the evaluator can be apprised of the teacher's objectives, methods and materials planned for the time to be observed.
 5. **Post-Observation Conferences:** These conferences are to provide feedback, identification of strengths and direction. The post-observation conference addressing areas of concern are to be documented by a written summary signed by the teacher and the evaluator.
 6. **Peer Observation:** The process of peer observation involves teachers that review instruction through classroom observation and examination of instructional methods, materials used and lesson design. The process of peer observation is considered a vital part of teacher improvement.
 7. **Written Evaluation:** A written summary of teacher performance based upon observations and the observation process used. The evaluation shall include all aspects of employee performance including what has been directly observed and/or what has been investigated and substantiated (see Section G below). This written summary shall be discussed with the teacher and signed by the teacher and the evaluator with a copy to the teacher and a copy to the teacher's personnel file. This evaluation discussion may also serve as the post-observation conference for the final observation.
 8. **Evaluator:** For evaluation purposes, each teacher will have a single administrator designated as the evaluator at any one time.
- B. **Notification of Evaluation:** Teachers will be advised during preschool meetings/workshops of the District's evaluation procedures. Except for substitutes, teachers joining staff after the commencement of the school year will be advised of the District's evaluation procedures by the building principal or designated evaluator.
- C. **Evaluation of Non-tenure Teachers:** At least two written evaluations (one each semester) shall be made for all non-tenure teachers each year. Each of these evaluations will include two classroom observations with at least one observation each semester to include the formal observation process, as defined above. The written evaluations must be submitted to the Superintendent prior to June 1 by the administration.
- D. **Evaluation of Tenure Teachers:** Tenured teachers will have a written evaluation and a minimum of one informal observation every year as established by the building principal.

Additionally, every other year a tenured teacher will be scheduled to use the selected formal observation(s) process (as defined in Section A above). The written evaluation must be submitted to the Superintendent prior to June 1 by the administration.

On a year when a tenured teacher may be assigned to use the peer observation process they will be required to observe two different teacher lessons or classrooms (unless required as per section G -

Improvement of Professional Personnel) and are to share their observation with each teacher observed. As a part of the peer observation process they are to have a conference to discuss these observations with their building principal. Likewise, the written evaluation must be submitted to the Superintendent prior to June 1 by the administration.

- E. Evaluation Content: If the teacher believes the evaluation or a post-observation summary is incomplete or inaccurate, the teacher may submit any objections in writing, which shall be attached to the personnel file copy of the evaluation, provided such written objections are submitted to the Superintendent's Office within twenty working days after receipt of the evaluation by the teacher. It is management's right and responsibility to assess performance and therefore, the content of evaluations performed in accordance with the provisions of this Article are not grievable.
- F. All observations of teacher performance shall be conducted openly and within the full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.
- G. Improvement of Professional Performance:
 - 1. Should deficiencies be observed in the performance of a teacher, the evaluator shall provide the teacher with specific, reasonable, written recommendations for improvement and with definite, positive assistance including time during the school day, material resources, and/or consultant services to implement the recommendations. The plan for the improvement of professional performance shall begin as soon as practical.
 - 2. When the teacher fails to meet the written recommendations for improvement and non-renewal is imminent, the teacher is entitled to representation.

ARTICLE XII

OTHER EMPLOYMENT

A teacher employee in District No. 1 shall take no other employment that interferes in any way with the job of teaching or assigned extra-curricular duties.

ARTICLE XIII

STUDENT DISCIPLINE

The Trustees are concerned with and committed to improving the student discipline policy and will continue to work cooperatively with the staff, students and parents to accomplish this purpose.

ARTICLE XIV

GRIEVANCE PROCEDURE

A. DEFINITIONS:

- 1. A grievance may be defined as a claim of violation, misinterpretation, or inequitable application of established district policies, statutes, or the terms of this negotiated agreement.
- 2. An aggrieved person is a person or a group of persons asserting a grievance. The Association may file a grievance only on the terms of the negotiated agreement.
- 3. A party in interest is a person or group of persons making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
- 4. Grievance arbitration shall be only on the terms of the negotiated agreement and be final and binding upon both parties.

- B. PURPOSE: The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- C. PROCEDURE:
1. Since it is important that grievances be processed as rapidly as possible, the number of school days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
 2. In the event a grievance is filed at such time that it cannot be processed through all the levels in this grievance procedure by the end of the school term, the Association and the Board shall mutually reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practical.
 3. LEVEL ONE: A teacher with a grievance shall first discuss it with his/her principal or designated supervisor with the objective of resolving the matter informally within ten (10) school days of the occurrence of the alleged grievance. An aggrieved person has the right to be represented by the Association's designated representative at Levels One, Two, and Three. If the grievant desires the Association or other representative to represent him/her in their grievance, the grievant shall so stipulate, in writing, on the grievance submitted at Level Two.
 4. LEVEL TWO: If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, he/she may file, by registered letter, the grievance with the District Superintendent within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. The decision reached at Level Two shall be issued in writing to the aggrieved person if not represented by the Association or to the Association and the aggrieved person no later than ten (10) school days following the Level Two meeting.
 5. LEVEL THREE: If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) school days after a decision by the Superintendent or within fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, file by registered letter the grievance with the Board of Trustees.
 6. Within ten (10) school days after receiving the grievance the Board of Trustees shall call a meeting with the aggrieved person and/or his/her representative for the purpose of resolving the grievance. Such resolution shall be in writing.
 7. LEVEL FOUR: Grievance Arbitration
 - a. If the disposition of the grievance is not satisfactory, the grievance may be submitted before an impartial arbitrator. The Association shall give the Superintendent written notice of its intention to submit the issue(s) to arbitration within twenty (20) days of receipt of the Board's decision at Level Three or expiration of the time lines specified in Level Three.
 - b. Within ten (10) days after such notice of submission to arbitration, a request for a list of arbitrators may be made to the American Arbitration Association or Board of Personnel Appeals by the Board Chairman and the Association President.
 - c. Within five (5) days of receipt of the list each party shall alternately strike names from the list of arbitrators. The name remaining shall be the arbitrator.
 - d. The arbitrator shall consider the grievance and have all necessary authority to render a full and effective decision that shall be final and binding upon the parties. The arbitrator cannot modify the terms of the agreement.
 - e. Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator shall be shared equally by the parties.

D. RIGHTS OF TEACHERS: No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any member of the P.R. & R. committee or any other participant in the grievance procedure by reason of such participation.

E. MISCELLANEOUS:

1. Forms for the submission and recording of formal grievances shall be readily available to all teachers through the Association. The decisions and appeals through all levels of the grievance procedure shall be recorded on these forms.
2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
3. No meetings or hearings at Levels One and Two, under this grievance procedure, shall be conducted in public. Such meetings and hearings at Levels One and Two shall include only the parties in interest and their designated or selected representatives, heretofore referred to in this policy.
4. Failure by the appropriate party to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the appropriate party may appeal it to the next level. This shall not negate the obligation of either party to respond in writing at each level of this procedure. Time limits provided herein may be extended by written mutual agreement by the parties at that step.
5. Should a grievant allege the same violation of contract to any outside authority the grievance should be deemed moot.

ARTICLE XV

PROFESSIONAL GROWTH AND CONDITIONS OF EMPLOYMENT

- A. The salary schedule will not reduce the salary for any teacher in the system below the salary being paid to the teacher at the time of the adoption of this schedule.
- B. The salary increments in the schedule represent increases that the teacher who demonstrates professional growth and development commensurate with his/her years of experience and training may expect.
- C. On or before September 1 of each year, the teacher shall provide written notice of credits earned to the Clerk of the School District. An official transcript must be received in the Clerk's office within sixty (60) calendar days after the teacher begins to perform his/her services.

D. ADDITIONAL EDUCATION

1. POST-BACHELOR TRAINING: Additional training, up to the BA+30 level, will be recognized only if obtained in the candidates teaching field or Board approved field, if granted by an accredited college or university and submitted to the Superintendent. Teachers are strongly suggested to obtain written pre-approval from the Superintendent prior to taking specific additional course work or training for advancement purposes. A teacher who takes additional training or course work without obtaining pre-approval takes said course work at his or her own risk without guarantee of salary advancement. A teacher will be granted a hearing by the Board if another field is desired. This section applies only to credits earned after June 1, 1995.
2. FIFTH-YEAR PROGRAM/STATUS: Course work is to be approved by the institution that will recommend the Class 1 certificate. When another endorsement to the certificate is not desired, and no change in the level of teaching is desired, but the applicant wishes to improve his or her teaching at the current instructional level, a letter indicating that the teacher has been admitted to the fifth year program from the institution is a substitute for that planned program.
3. MASTER'S DEGREE: Training toward master's degree status will be recognized on the salary schedule only if obtained in the candidate's teaching field or Board-approved field and must be part of a university

or college-approved planned master's degree program and submitted to the Superintendent by September 1. A teacher will be granted a hearing by the Board if another field is desired.

4. POST-MASTER'S DEGREE STATUS: Additional training, either graduate or undergraduate course work, beyond a master's degree and fifth-year status will be recognized only if obtained in the candidate's teaching field or Board-approved field and if granted by an accredited college or university. A teacher will be granted a hearing by the Board if another field is desired.

- E. All licensed personnel must earn sixty (60) renewal units every five (5) year renewal period. Class 2 and 4 certificate holders must earn at least forty (40) renewal units through college credit. Class one (1) and three (3) certificate holders may earn sixty (60) renewal units with or without college credit.

Renewal units may be earned as follows:

- One renewal unit may be earned through one (1) hour of attendance at an approved professional development opportunity.
 - Two (2) renewal units may be earned through a one (1) hour presentation at an approved professional development opportunity.
 - Ten (10) renewal units may be earned with one (1) quarter college credit; fifteen (15) renewal units with one (1) semester college credit.
 - Renewal units must be earned and reported to the Office of Public Instruction and District Administration in five (5) unit amounts.
- F. Arrangements are to be made with the Superintendent and approved by the Board for credit to be given for travel and certain in-service programs. Allowance of credit is to be based upon classroom utilization and benefit to the children of School District #1.
- G. Previous Experience: Teachers will be given credit on the salary schedule for up to nine (9) years teaching experience (step 9 in the schedule below) in any school district accredited by a recognized accrediting agency.
- H. Should the teacher fail to meet the requirement as set forth in this Article, the salary increment for the ensuing year shall be withheld and no further increment shall be given until the requirement has been met.
- I. Should the salary increment be withheld for failure to meet the requirements, when the requirements are met, further progress on the salary schedule shall begin where increments were withheld and continue at the rate of one (1) step per year.
- J. As stated in an individual teacher's contract the district reserves the right to impose liquidated damages for the teacher being released.

NOTE: Maximum salary shall be interpreted to mean the last salary step in each preparation column as adopted for School District No. 1.

LEWISTOWN PUBLIC SCHOOL
SALARY INDEX—4.1 ATTAINMENT LEVEL
JULY 1, 2012—JUNE 30, 2013

STEP	BA	BA+10	BA+20	BA+30/ 5 th Year	MA	MA+10	MA+20	MA+30
*0	26,148	27,050	27,973	28,425	28,875	29,798	30,700	31,600
1	27,210	28,216	29,220	29,725	30,227	31,231	32,238	33,218
2	28,271	29,383	30,468	31,025	31,579	32,664	33,775	34,837
3	29,333	30,549	31,715	32,324	32,931	34,097	35,313	36,456
**4	30,394	31,715	32,962	33,624	34,283	35,530	36,850	38,074
5	31,456	32,881	34,209	34,923	35,634	36,963	38,388	39,693
6	32,518	34,047	35,457	36,223	36,986	38,396	39,925	41,311
7	33,579	35,214	36,704	37,522	38,338	39,829	41,463	42,930
8	34,641	36,380	37,951	38,822	39,690	41,262	43,000	44,548
***9	35,702	37,546	39,198	40,121	41,042	42,694	44,538	46,167
10	36,764	38,712	40,446	41,421	42,394	44,127	46,075	47,785
11	37,826	39,878	41,693	42,721	43,746	45,560	47,613	49,404
12	38,887	41,045	42,940	44,020	45,097	46,993	49,150	51,023
13	38,887	42,211	44,188	45,320	46,449	48,426	50,688	52,641
14	38,887	42,211	45,435	46,619	47,801	49,859	52,225	54,260
15	38,887	42,211	45,435	47,919	49,153	51,292	53,763	55,878

LEWISTOWN PUBLIC SCHOOLS
SALARY INDEX—4.1 ATTAINMENT LEVEL
JULY 1, 2013—JUNE 30, 2014

STEP	BA	BA+10	BA+20	BA+30/ 5 th Year	MA	MA+10	MA+20	MA+30
*0	26,671	27,591	28,533	28,994	29,453	30,394	31,314	32,232
1	27,754	28,781	29,805	30,320	30,832	31,856	32,883	33,883
2	28,837	29,970	31,077	31,645	32,211	33,317	34,451	35,534
3	29,920	31,160	32,349	32,971	33,589	34,779	36,019	37,185
**4	31,002	32,349	33,621	34,296	34,968	36,241	37,587	38,836
5	32,085	33,539	34,894	35,622	36,347	37,702	39,156	40,487
6	33,168	34,728	36,166	36,947	37,726	39,164	40,724	42,138
7	34,251	35,918	37,438	38,273	39,105	40,625	42,292	43,788
8	35,334	37,107	38,710	39,598	40,484	42,087	43,860	45,439
***9	36,417	38,297	39,982	40,924	41,863	43,548	45,429	47,090
10	37,499	39,486	41,255	42,250	43,242	45,010	46,997	48,741
11	38,582	40,676	42,527	43,575	44,621	46,472	48,565	50,392
12	39,665	41,865	43,799	44,901	45,999	47,933	50,133	52,043
13	39,665	43,055	45,071	46,226	47,378	49,395	51,702	53,694
14	39,665	43,055	46,344	47,552	48,757	50,856	53,270	55,345
15	39,665	43,055	46,344	48,877	50,136	52,318	54,838	56,996

LEWISTOWN PUBLIC SCHOOL

SALARY INDEX - 4.1 ATTAINMENT LEVEL
JULY 1, 2014 - JUNE 30, 2015

<u>STEP</u>	<u>BA</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30/ 5th Year</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>
<u>*0</u>	<u>26,938</u>	<u>27,867</u>	<u>28,818</u>	<u>29,284</u>	<u>29,748</u>	<u>30,699</u>	<u>31,628</u>	<u>32,555</u>
<u>1</u>	<u>28,032</u>	<u>29,069</u>	<u>30,103</u>	<u>30,623</u>	<u>31,140</u>	<u>32,175</u>	<u>33,212</u>	<u>34,222</u>
<u>2</u>	<u>29,125</u>	<u>30,270</u>	<u>31,388</u>	<u>31,962</u>	<u>32,533</u>	<u>33,651</u>	<u>34,796</u>	<u>35,889</u>
<u>3</u>	<u>30,219</u>	<u>31,472</u>	<u>32,673</u>	<u>33,301</u>	<u>33,926</u>	<u>35,127</u>	<u>36,380</u>	<u>37,557</u>
<u>**4</u>	<u>31,313</u>	<u>32,673</u>	<u>33,958</u>	<u>34,640</u>	<u>35,318</u>	<u>36,603</u>	<u>37,964</u>	<u>39,224</u>
<u>5</u>	<u>32,406</u>	<u>33,875</u>	<u>35,243</u>	<u>35,978</u>	<u>36,711</u>	<u>38,080</u>	<u>39,548</u>	<u>40,892</u>
<u>6</u>	<u>33,500</u>	<u>35,076</u>	<u>36,528</u>	<u>37,317</u>	<u>38,104</u>	<u>39,556</u>	<u>41,132</u>	<u>42,559</u>
<u>7</u>	<u>34,594</u>	<u>36,277</u>	<u>37,813</u>	<u>38,656</u>	<u>39,496</u>	<u>41,032</u>	<u>42,716</u>	<u>44,227</u>
<u>8</u>	<u>35,687</u>	<u>37,479</u>	<u>39,098</u>	<u>39,995</u>	<u>40,889</u>	<u>42,508</u>	<u>44,300</u>	<u>45,894</u>
<u>**9</u>	<u>36,781</u>	<u>38,680</u>	<u>40,383</u>	<u>41,334</u>	<u>42,282</u>	<u>43,984</u>	<u>45,883</u>	<u>47,562</u>
<u>10</u>	<u>37,875</u>	<u>39,882</u>	<u>41,668</u>	<u>42,672</u>	<u>43,675</u>	<u>45,461</u>	<u>47,467</u>	<u>49,229</u>
<u>11</u>	<u>38,969</u>	<u>41,083</u>	<u>42,953</u>	<u>44,011</u>	<u>45,067</u>	<u>46,937</u>	<u>49,051</u>	<u>50,897</u>
<u>12</u>	<u>40,062</u>	<u>42,285</u>	<u>44,238</u>	<u>45,350</u>	<u>46,460</u>	<u>48,413</u>	<u>50,635</u>	<u>52,564</u>
<u>13</u>	<u>40,062</u>	<u>43,486</u>	<u>45,523</u>	<u>46,689</u>	<u>47,853</u>	<u>49,889</u>	<u>52,219</u>	<u>54,232</u>
<u>14</u>	<u>40,062</u>	<u>43,486</u>	<u>46,807</u>	<u>48,028</u>	<u>49,245</u>	<u>51,365</u>	<u>53,803</u>	<u>55,899</u>
<u>15</u>	<u>40,062</u>	<u>43,486</u>	<u>46,807</u>	<u>49,367</u>	<u>50,638</u>	<u>52,842</u>	<u>55,387</u>	<u>57,567</u>

LEWISTOWN PUBLIC SCHOOL
SALARY INDEX - 4.1 ATTAINMENT LEVEL
JULY 1, 2015 - JUNE 30, 2016

<u>STEP</u>	<u>BA</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30/ 5th Year</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>	<u>MA+30</u>
<u>*0</u>	<u>27,477</u>	<u>28,425</u>	<u>29,395</u>	<u>29,870</u>	<u>30,343</u>	<u>31,313</u>	<u>32,261</u>	<u>33,206</u>
<u>1</u>	<u>28,593</u>	<u>29,650</u>	<u>30,706</u>	<u>31,236</u>	<u>31,763</u>	<u>32,819</u>	<u>33,876</u>	<u>34,907</u>
<u>2</u>	<u>29,708</u>	<u>30,876</u>	<u>32,016</u>	<u>32,601</u>	<u>33,184</u>	<u>34,324</u>	<u>35,492</u>	<u>36,608</u>
<u>3</u>	<u>30,824</u>	<u>32,101</u>	<u>33,327</u>	<u>33,967</u>	<u>34,605</u>	<u>35,830</u>	<u>37,108</u>	<u>38,308</u>
<u>**4</u>	<u>31,939</u>	<u>33,327</u>	<u>34,638</u>	<u>35,333</u>	<u>36,025</u>	<u>37,336</u>	<u>38,723</u>	<u>40,009</u>
<u>5</u>	<u>33,055</u>	<u>34,552</u>	<u>35,948</u>	<u>36,698</u>	<u>37,446</u>	<u>38,841</u>	<u>40,339</u>	<u>41,710</u>
<u>6</u>	<u>34,170</u>	<u>35,778</u>	<u>37,259</u>	<u>38,064</u>	<u>38,866</u>	<u>40,347</u>	<u>41,955</u>	<u>43,411</u>
<u>7</u>	<u>35,286</u>	<u>37,003</u>	<u>38,569</u>	<u>39,429</u>	<u>40,287</u>	<u>41,853</u>	<u>43,570</u>	<u>45,112</u>
<u>8</u>	<u>36,402</u>	<u>38,229</u>	<u>39,880</u>	<u>40,795</u>	<u>41,707</u>	<u>43,359</u>	<u>45,186</u>	<u>46,813</u>
<u>**9</u>	<u>37,517</u>	<u>39,454</u>	<u>41,191</u>	<u>42,161</u>	<u>43,128</u>	<u>44,864</u>	<u>46,802</u>	<u>48,513</u>
<u>10</u>	<u>38,633</u>	<u>40,680</u>	<u>42,501</u>	<u>43,526</u>	<u>44,548</u>	<u>46,370</u>	<u>48,417</u>	<u>50,214</u>
<u>11</u>	<u>39,748</u>	<u>41,905</u>	<u>43,812</u>	<u>44,892</u>	<u>45,969</u>	<u>47,876</u>	<u>50,033</u>	<u>51,915</u>
<u>12</u>	<u>40,864</u>	<u>43,131</u>	<u>45,123</u>	<u>46,258</u>	<u>47,390</u>	<u>49,382</u>	<u>51,649</u>	<u>53,616</u>
<u>13</u>	<u>40,864</u>	<u>44,356</u>	<u>46,433</u>	<u>47,623</u>	<u>48,810</u>	<u>50,887</u>	<u>53,264</u>	<u>55,317</u>
<u>14</u>	<u>40,864</u>	<u>44,356</u>	<u>47,744</u>	<u>48,989</u>	<u>50,231</u>	<u>52,393</u>	<u>54,880</u>	<u>57,018</u>

15 40,864 44,356 47,744 50,354 51,651 53,899 56,495 58,718

* 187 day Contract base

** Entry Level for beginning Teacher and will remain 4 years.

*** Maximum step at which a newly elected teacher may enter the Lewistown system.

1. Base salary for 20142-20135 is \$ 26,14826,938; Level 4.1. Base salary for 20135-20146 is \$ 26,67427,477; Level 4.1.
2. The salary schedules shall include preparation column of M.A+ 30. Only approved credits earned after September 1, 1989, shall apply to the M.A +30column.
3. The salary schedule shall not reduce existing salaries at any level.
4. For teachers employed for 12 months, the salary schedules are to be increased by the factor of 1 1/9th in all items.
5. Recognition of the fifth-year (5th-year) on the salary schedule is defined as a planned program mutually agreed upon between the teacher, the Superintendent and the college.
6. For the purpose of these schedules, a semester shall consist of ten (10) semester hours of training in the teacher's teaching field or Board-approved field. 1 semester hour is equivalent to 1.5 quarter hours.
7. In moving from one preparation column to another, a person will move to the next column and down one (1) step.
8. On or before September 1 of each year, teachers applying for longevity shall provide written notice of years of service in LPS to the clerk of the school district, especially if there was a break in service. Certified eEmployees who have attained the final step in the fifth (5th) year column and the M.A.+30 column, shall receive one percent (1%) of the final amount in the respective columns during the fifteenth (15th) year through the nineteenth (19th) year, two percent (2%) during the twentieth (20th) through the twenty-fourth (24th) year, three percent (3%) during the twenty-fifth (25th) through the twenty-ninth (29th) year and four percent (4%) during the thirtieth and succeeding years of service in the District.
9. Any teaching employee may make a written request for a \$200-500 salary advance to be drawn against his/her September paychecks (\$250 will be withheld from each of the September 15th and September 30th pay periods). This written request must be made to the Payroll Office within the first three (3) working days.

K. MOVING ALLOWANCE - A teacher who is involuntarily moved from one classroom into another will receive up to a \$200 payment, upon written request to the District. Involuntary moves are the result of decisions that have been made by the school district.

L. CURRICULUM & ASSESSMENT - Certified employees assigned to work on curriculum development and/or assessment teams for the District shall be paid \$17.50 per hour for hours worked outside of the regular school workday, a minimum of 2 hour increments, up to a maximum of 12 hours per committee, per member.

M. SUMMER SCHOOL - In the event that the District provides summer school, it will pay certified teachers \$17.50 per hour to provide work outside of their regular contract.

N. EXTRA DUTY SALARY ALLOWANCE - The following schedule shall be used to determine above salary allowances for performing extra duties. Each index is multiplied by B.A. Step 4 (Beginning Salary) of the teachers' salary schedule to obtain dollar amounts. Individual coaches or advisors may be allowed to split a salary or index with annual approval of the individuals involved, the head coach, athletic director, building level administrator and Board.

ATHLETIC ACTIVITY POSITIONS
High School

BASKETBALL		TENNIS	
Head Coach	0.150	Head Coach	0.145
First Assistant	0.110	First Assistant	0.105
Assistant(s)	0.090	Assistant(s)	0.085
CHEERLEADING & DRILL TEAM		TRACK & FIELD	
Head Coach	0.125	Head Coach	0.145
Assistant	0.074	First Assistant	0.105
CROSS COUNTRY		Assistant(s)	0.085
Head Coach	0.125	VOLLEYBALL	
First Assistant	0.085	Head Coach	0.145
GOLF		First Assistant	0.105
Head Coach	0.090	Assistant(s)	0.085
First Assistant	0.055	WRESTLING	
FOOTBALL		Head Coach	0.145
Head Coach	0.145	First Assistant	0.105
First Assistant	0.105	Assistant(s)	0.085
Assistant(s)	0.085	OTHER POSITIONS	
SOFTBALL		Athletic Director	0.195
Head Coach	0.125	<u>Football Grounds</u>	<u>\$700</u>
First Assistant	0.085		

NON-ATHLETIC ACTIVITY POSITIONS
High School

MUSIC		Concessions Coordinator	\$ 4,000
Instrumental Activities	0.110	<u>Concessions Coordinator (ordering)</u>	<u>\$500</u>
Jazz Band	0.040	<u>Concessions Advisor Rate per</u>	
Music Coordinator (K-12)	0.065	<u>Assigned Contest</u>	<u>\$17.50/hour</u>
Vocal Activities	0.070	Envirothon Sponsor	0.010
Select Choir	0.040	F-Club Advisor	0.015
SCHOOL PLAYS		FFA Advisor	0.110
Drama Producer (per play)	0.020	FCCLA Advisor	0.035
Assistant Producer (per play)	0.020	Key Club Advisor	0.047
Assistant Musical (per play)	0.020	Magazine Sales Coordinator	0.020
SPEECH & DRAMA		National Honor Society Advisor	0.035
Head Coach	0.110	Renaissance Coordinator	0.047
Assistant	0.075	School Newspaper Advisor	0.050
OTHER NON-ATHLETIC POSITIONS		Science Bowl Sponsor	0.035
A.F.S. Advisor	0.035	Science Olympiad Sponsor	0.020
Annual Advisor	0.050	Ski Club Advisor	0.015
B.P.A. Advisor	0.035	<u>Skills USA Advisor</u>	<u>0.035</u>
<u>Central Montana Mentor Advisor</u>	<u>0.035</u>	Student Government Advisor	0.047
		Student Government Asst. Advisor	0.023

ATHLETIC ACTIVITY POSITIONS
Junior High

BASKETBALL		Assistant(s)	0.055
Head Coach	0.070	CROSS COUNTRY	
First Assistant	0.062	Head Coach	0.065

FOOTBALL			
Head Coach	0.065	VOLLEYBALL	
First Assistant	0.057	Head Coach	0.065
Assistant(s)	0.050	First Assistant	0.057
		Assistant(s)	0.050
TRACK & FIELD			
Head Coach	0.065	WRESTLING	
First Assistant	0.057	Head Coach	0.065
Assistant(s)	0.050	First Assistant	0.050
		OTHER ATHLETIC ACTIVITY POSITIONS	
		Athletic Coordinator	0.075 0.105
		Intramural Coach	0.030

NON-ATHLETIC ACTIVITY POSITIONS

Junior High

CHEERLEADING & DRILL TEAM			
Head Coach	0.030	OTHER NON-ATHLETIC POSITIONS	
Assistant Coach	0.018	Builders Club	0.015
		Math Counts Advisor	0.015
MUSIC		Photo Club	0.015
Instrumental Activities	0.034	Ski Club Advisor	0.015
Jazz Band	0.040	Student Government Advisor	0.025
Vocal Activities	0.034		
Select Choir	0.040		

ELEMENTARY ACTIVITY POSITIONS

Athletic Coordinator	0.065	Computer Lab Instructor	0.030
Coaching (Per Sport Season)	0.017		

PUPIL PARTICIPATION COMPETITIVE SPORTS:

If any program or activity is changed, altered, added, or modified, so may the index change upon mutual agreement of the Superintendent and Chairperson of the Association Negotiating Team and approval by the Board.

ARTICLE XVI

EXTENDED CONTRACTS

The LEA will be notified when any licensed contracts will be extended prior to the contract being presented to the Board.

ARTICLE XVII

SEVERANCE PAY

After eight (8) consecutive years in the District, teaching employees who terminate employment shall be paid a lump sum payment equal to ~~one-fourth (1/4)~~ thirty percent (30%) day's salary for each day of accumulated sick leave. Accumulation of sick leave for this purpose shall be considered from the date July 1, 1973. Payment shall be made by September 1 of the ensuing school year. Payment shall be based on the salary at time of termination of employment. In the event of death after eight (8) years service, but before the time of retirement, this severance allowance shall be paid to the estate of the teaching employee.

ARTICLE XVIII

RETIREMENT

Teachers eligible for retirement from the Teachers Retirement System are encouraged to make their wishes known to the school district prior to March first (1st). Teachers must submit the Irrevocable Form to Teachers Retirement at least ninety (90) calendar days before the last day of instruction in order to have termination pay contributions to be pretax.

ARTICLE XIX

EFFECT OF AGREEMENT

- A. This instrument contains all provisions of agreement between the Board and the Association on negotiated matters for agreement under School Laws of Montana.
- B. Unless changed by this agreement, previously negotiated items shall remain in effect for the duration of this agreement. All provisions of this agreement shall become effective on July 1, 201~~24~~²⁴ following ratification by a majority of the members of the appropriate unit and approval by the Board and shall continue in effect until June 30, 201~~46~~⁴⁶.
- C. This agreement constitutes Board policy for the term of said agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- D. During its term, this agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.
- E. All existing District policies involving terms and conditions of employment in effect in the District at the time this agreement become effective shall remain in effect during the duration of this agreement.
- F. If any provision of this agreement or any application of the agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Copies of the agreement shall be prepared at the expense of the Board within thirty (30) days after both parties have ratified the agreement. At least twenty-two (22) copies will be delivered to the Association president.

- G. It is further understood that all School District cost items of this agreement are subject to the passage of state and/or general fund special mill levies in the Elementary School District #1 and in the High School District #1.

ADDENDUM

ARTICLE VI COLLECTIVE GAINING

- A. If the Association and the Board have mutually agreed by May of the contract year to enter into a collective gaining process with the express purpose of completing a proposed contract for a contract period following the 2013~~5~~-2014~~6~~ school year, this Article will replace the present Article VI, Reopening of Negotiations, Section A., B., C., and D. in their entirety for the next contract year.
- B. The collective gaining process guidelines have been established, including a contract proposal deadline of February 1.
- C. The collective gaining committee may request an extension of time to complete work on a contract proposal. The Board and the Association Executive Committee may grant any extension, especially in a legislative year.
- D. The full gaining committee will meet to review and agree on the intent of all language and changes to the negotiated agreement. Changes will be presented to the LEA and the Board of Trustees by the gaining team. Within one week of these presentations, either side may request one meeting of the gaining team to clarify any language changes made on the negotiated agreement to more accurately reflect the intent of the gaining team. No new issues may be brought forth. It is the sole responsibility of the gaining committee to accept or reject suggested clarifications of language. The final step will be voting on the negotiated contract by and LEA and Board of Trustees.
- E. If a proposed contract is not prepared within the time line or if the collective gaining committee has mutually agreed to dissolve the process, the Association shall notify the School District of their desire to return to the collective bargaining process. The Association and the Board agree to initiate negotiations within fifteen (15) days of such notification.

ATTEST:

DATED THIS _____ DAY OF _____, 20____

BY _____
District Clerk
School District No. 1

BY: _____
Board Chair
School District No. 1

BY _____
Gaining Chairman
Lewistown Education Association

BY: _____
President
Lewistown Education Association

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

02/10/2014

Agenda Item No.

24

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

ITEM TITLE: APPROVE EXTENSION OF SUPERINTENDENT'S CONTRACT

Requested By: Board of Trustees **Prepared By:** Trustees **Date:** 02/10/2014

SUMMARY:

During the Superintendent Evaluation held in Executive Session on Monday, January 13, 2014, Jason Butcher, Superintendent, was verbally offered a two-year extension on his current contract. The Board of Trustees needs to formally approve changing the ending date of the contract from June 30, 2015, to June 30, 2017. The Superintendent will also receive the same percentage increase as approved in the 2014-2016 Collective Bargaining Agreement. The annual salary for the 2016-2017 school year will be equal to the increase given to the certified staff through the gaining process which is scheduled to take place in the 2015-2016 school year.

SUGGESTED ACTION: Approve Extension and Changes to the Superintendent's Contract

☐ 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

02/10/2014

Agenda Item No.

25

☐ 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: 02/10/2014

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: February 10, 2014

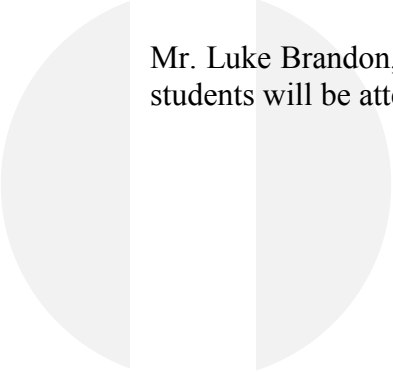
<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
ARMSTRONG, Chad	Driver Education Instructor	Fergus High School	Approve appointment at \$20.00 per hour as needed for behind-the-wheel driving instruction	August 22, 2013 – May 30, 2014	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.
MCCONNELL, Dave	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.
BRANDON, Luke STENSETH, Rhonda 13 Students	AP Government Teacher 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.
WEICHEL, Patrick	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.



Memorandum

To: Board of Trustees, Lewistown Public Schools
Cc: Jason Butcher, Superintendent
From: Jerry Feller, FHS Principal
Date: February 3, 2014
Re: Out-of-State Travel Request

This memo is written in support of an out-of-state travel request for the AP Government Trip to Washington DC scheduled for March 12-17, 2014.



Mr. Luke Brandon, AP Government Teacher, Rhonda Stenseth, Teacher Chaperone, and 13 students will be attending.



Memorandum

To: Jason Butcher, Superintendent
From: Pat Weichel, Technology Supervisor
Date: February 6, 2014
Re: Out-of-State Travel Request

As Technology Supervisor for the Lewistown Public Schools, I am submitting a request for out-of-state travel to attend the Mastering Campus Database II Course offered by Infinite Campus in Minneapolis on March 10-13, 2014.

I completed the prerequisite course work in 2008 in Minneapolis. The knowledge gained gives us the ability to create custom reports such as GPA extracts and progress reports. Further it gives us the ability to utilize our Campus data to automate account maintenance of other systems such as our Windows Active Directory and Google Apps for Education.

There is no charge for this course since Infinite Campus is doing this as a trial run to see how successful it is. The cost of the course in the future would likely be \$800-\$1200. The course will run from 9:00 a.m. to 3p.m. each day, and lunch is provided in their restaurant.

Please find the course outline attached.

Thank you,

Pat Weichel

INFINITE CAMPUS

MASTERING CAMPUS DATABASE II

Prerequisites:

- Mastering the Fundamentals of Campus class OR
- 1 year experience working with the Campus Database as an Administrator
- 6 months experience with SQL Reporting services or another Reporting tool such as Crystal Reports or MS Access

Material Requirements:

This course will require use of a computer with a query tool such as Microsoft SQL Server or Management Studio. Also will require use of a computer with Microsoft Visual Studio/SSRS installed; either VS 2008 or VS 2010.

Objective:

Mastering of Campus Database II is to cover more in depth use of SQL to create more complex queries for doing routine tasks as well as going more into depth with Microsoft SQL Reporting Services (SRS) and covering the use of Microsoft SQL Integration Services (SSIS).

Some of the topics that will be covered in this class are:

SQL Server:

- Sub queries vs. Joins
- Use of Aggregates i.e. SUM, COUNT, MAX, CONVERT, CAST, CASE, etc.
- Use of Temp Tables.
- Use and creation of Stored Procedures
- Using INSERT Statements
- Using UPDATE statements
- Use of Variables

SQL Reporting Services:

- Using parameters and Cascading Parameters
- Using Dynamic queries
- Selecting multiple items
- Setting default Values
- Using Charts for your data
- Using Matrixes
- Creating Labels using SRS
- Creating Dashboards using SRS

SQL Integration Services (SSIS):

- How to create SSIS packages
- Abilities of what SSIS can do for you
- SQL Integration services vs. Data Extract Utility

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

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

Goal Area 1: Measurable Student Achievement

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

Strategic Objectives:

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

Goal Area 2: Facilities

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

Strategic Objectives:

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

Goal Area 3: Community / Parental Engagement

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

Strategic Objectives:

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

Goal Area 4: Technology

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

Strategic Objectives:

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

Goal Area 5: Highly Qualified Staff

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

Strategic Objectives:

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

Goal Area 6: Fiscal Management/Responsibility

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

Strategic Objectives:

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

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

BOARD OF TRUSTEES
Stan Monger, Board Chair

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

LEWISTOWN PUBLIC SCHOOLS
2013-2014 SCHOOL CALENDAR

A. Pupil Instruction

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

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

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

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

Holidays / Vacations (Dates Inclusive)

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