

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, November 11, 2013

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

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

SUPERINTENDENT'S REPORT

6. Report—Investment
7. Other Items

PUBLIC PARTICIPATION

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

ACTION ITEMS

MINUTES

9. Minutes of the October 14, 2013, Regular Board Meeting

APPROVAL OF CLAIMS

10. Claims

CONSENT GROUP ITEMS

11. Approve Additions to the Substitute List for the 2013-2014 School Year

INDIVIDUAL ITEMS

12. Second Reading—Board Policy #5120—Hiring Process and Criteria
13. Approve Agreement between Lewistown Public Schools and the City of Lewistown
14. 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

11/11/2013

Agenda Item No.

3

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Kaitlyn Moodie Date: 11/11/2013

SUMMARY:

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

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FHS SCHOOL BOARD REPORT
Kaitlyn Moodie

Monday, Nov 11, 2013

Key Club:

- Planning a Pumpkin Smash fundraiser for neo-natal birth defect prevention
- Has had many volunteer opportunities
- Thinking about a dance at the pool as a fundraiser for the pool

FCCLA:

- 39 members attended the District Convention
- 3 ran for office and got the position
 - Cody Boyce: First Vice President
 - Riley Stewart: Second Vice President
 - Annie Adkins: Officer of Public Relations
- The district donated 696lbs of food to the food bank
- Pie sales starting

BPA:

- Selling Little Caesars Pizzas
- Working on events for competition

Science:

- Science Olympiad: Competition scheduled the Tuesday before Thanksgiving
- Teams have been registered for Science Bowl
- Two teams registered for Robotics competition Dec. 19
- Science Club received a grant from the Central Montana Foundation to offset expenses

FFA:

- Just returned from Nationals in Louisville, Kentucky

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/2013

Agenda Item No.

4

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 11/11/2013

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						

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/2013

Agenda Item No.

5

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 11/11/2013

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

11/11/2013

Agenda Item No.

6

☐ Minutes/Claims ☐ Board of Trustees ☒ Superintendent's Report

☐ Action - Consent

☐ Action - Indiv.

ITEM TITLE: REPORT—INVESTMENT

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 11/11/2013

SUMMARY:

Below is the interest earned and distributed for October 2013:

Elementary \$781.41

High School \$503.37

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 AGENDA ITEM

Meeting Date

11/11/2013

Agenda Item No.

7

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

ITEM TITLE: OTHER ITEMS

Requested By: Superintendent **Prepared By:** Superintendent **Date:** 11/11/2013

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.

- ❖ Parent/Teacher Conferences
- ❖ Spring Testing
- ❖ ROWL Instructional Kit
- ❖ Collective Gaining Training—Wednesday, November 20, 2013—8:30 a.m.
- ❖ Superintendent's Evaluation—January 13, 2014
- ❖ FHS District 8 Honor Band & Choir Festival—Thursday, November 14, 2013—Harlowton
- ❖ VB—State A Tournament—November 14-16, 2013—Bozeman
- ❖ Graduation Matters College Week—November 18-22, 2013
- ❖ LJHS Parent/Counselor Night—Tuesday, November 19, 2013—6:30 p.m.
- ❖ FHS WR—First Day of Practice—Thursday, November 21, 2013
- ❖ FHS BBB/GBB—First Day of Practice—Monday, November 25, 2013
- ❖ No School—November 27-29, 2013—Thanksgiving Vacation
- ❖ Eagle Booster Meeting—Monday, December 2, 2013—7:00 p.m.—Yogo
- ❖ PTO Meeting—Monday, December 2, 2013—7:00 p.m.
- ❖ LC Band & Choir Concert—Tuesday, December 3, 2013—7:00 p.m.—FCPA
- ❖ FHS Band Concert—Thursday, December 5, 2013—7:00 P.M.

SUGGESTED ACTION: Informational

☒ **Additional Information Attached**

Having trouble reading this email? [View it in your browser.](#)



Montana Gets Green Light on Testing Waiver from the U.S. Dept. of Education

Today, Superintendent Denise Juneau and U.S. Sens. Baucus and Tester announced the Office of Public Instruction has been granted a testing waiver from the U.S. Department of Education in order to avoid double-testing of Montana students this school year and to allow schools to smoothly transition to a new statewide assessment in 2015. Montana is the first state to receive a testing waiver from the U.S. Department of Education following the release of their waiver application guidelines in September.

"I am very pleased with the quick turnaround on this request," said Superintendent Juneau. "Now we can focus on informing schools and parents about the changes in testing this year and prepare for the new statewide assessment in 2015. Avoiding double-testing of students this spring and providing our schools with the opportunity to make a smooth transition to our new, online assessment is the right thing to do for Montana students."

Baucus and Tester sent a letter to the U.S. Department of Education supporting the waiver and urging the Department to move quickly to approve Montana's request.

"Montana students should be tested on what they are being taught, not outdated mandates. This waiver will save valuable time in the classroom and give our teachers the flexibility they need to do what's best for Montana students," Baucus said.

"Montana's hard-working students are our next generation of leaders, and we need to make sure they are getting the education they need to succeed," Tester said.

"Eliminating double-testing will help our students and teachers focus on the lessons and skills that will prepare students for good jobs that strengthen our state's economy."

Juneau received support for the waiver request from Montana School Boards Association, School Administrators of Montana, MEA-MFT, Montana Association of School Business Officers, and Montana Rural Education Association. Additionally, the Office of Public Instruction received more than 350 comments in support of the waiver request from across the state. Support came from superintendents, principals, school counselors, teachers, school board members, testing coordinators, technology specialists and members of the public.

OPI's request outlines the following:

- All Montana students in grades 3-8 and grade 11 will take the full form Smarter Balanced (SBAC) field test with the exception of qualifying students with disabilities, who will take the CRT Alternate assessment.
- The current Science CRT assessment and Science CRT Alternate will continue to be given to grades 4, 8, and 10.
- AYP determinations from 2013 will roll forward for 2014.
- In the 2014-2015 school year, the new Smarter Balanced assessment as well as the state science assessment will be given to all required grades and be used to determine Annual Yearly Progress (AYP) for all schools.

A copy of Superintendent Juneau's official testing waiver request can be found here: http://opi.mt.gov/PDF/Supt/Dept_of_Ed/OfficialWaiverRequestMT.pdf.

"The Montana Office of Public Instruction provides vision, advocacy, support and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities."

This message was intended for 'LewistownElem@metnet.mt.gov' You have received this message because you are subscribed to 'Official Email -FULL- Includes High School & Elementary Districts, Tribal DOEs, County Treasurers & County Superintendents'

To contact us please email AHagen2@mt.gov

Montana Office of Public Instruction
1227 11th Ave

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/2013

Agenda Item No.

8

☐ 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: 11/11/2013

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

11/11/2013

Agenda Item No.

9

☒ 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: 11/11/2013

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the October 14, 2013, 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, October 14, 2013

REGULAR BOARD MEETING

CALL TO ORDER (12:00 p.m. – NOON)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Stan Monger, Jeremy Bristol, Joe Irish, 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, Pat Weichel

OTHERS PRESENT:

Doreen Heintz-Lewistown News-Argus

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. DISCUSSION—BUS BARN LEASE

The Board of Trustees discussed the proposal from the Airport Board to extend the lease for the bus barn for another year. Due to the government shutdown, the Airport Board could not consult the FAA to see if an extended lease would be feasible. The Board determined that this issue should remain on their radar and that follow-up take place with the Airport Board.

4. REPORT—STUDENT REPRESENTATIVE

Kaitlyn Moodie, student representative to the Board, was unable to attend the meeting so submitted a written report on activities at Fergus High School.

5. REPORT—COMMITTEES OF THE BOARD

There were no committee reports.

6. CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.

No items were discussed.

SUPERINTENDENT'S REPORT

7. REPORT—INVESTMENT

Interest earned and distributed for September 2013, was reported with \$223.26 in the elementary funds and \$148.88 in the high school funds for a total of \$372.14.

8. OTHER ITEMS

Superintendent Jason Butcher shared with the Board the enrollment count for the first Monday in October for the 2013-2014 School Year. The Collective Gaining is scheduled to commence in November. The Board will decide which Trustees will be on the Collective Gaining Team by the end of October. Jason offered to set up a collective bargaining training prior to the start of meetings. Board Tours have been scheduled for Tuesday, November 5, 2013, and MCEL is scheduled for October 16-18, 2013, in Billings. The Board also reviewed dates for upcoming events in the District. Based on previous discussion, Jason received a preliminary quote of \$10,000.00 per school to put up outdoor security cameras on each school.

PUBLIC PARTICIPATION

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

There was no public input.

ACTION ITEMS

MINUTES

10. MINUTES OF THE SEPTEMBER 9, 2013, REGULAR BOARD MEETING – approved unanimously (Irish/Weeden).

APPROVAL OF CLAIMS

11. CLAIMS – the claims referenced in the 2013-2014 Bill Schedule and submitted through October 10, 2013, were approved unanimously (Thompson/Irish). The Finance Committee members for October-December 2013 are Stan Monger, Joe Irish, Jennifer Thompson, and Barb Thomas.

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

12. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2013-2014 SCHOOL YEAR – Substitute Teacher/Aide List—Tricia Gatz, Jackie Hall, Richard Krillenberger, Karen Seyfert, Eric Vanderbeek, Gloria Wahl.
13. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUEST FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS

INDIVIDUAL ITEMS

14. SECOND READING—BOARD POLICY #7329 – PETTY CASH FUNDS – approved unanimously (Koterba/Thompson).
15. FIRST READING—BOARD POLICY #5120—HIRING PROCESS AND CRITERIA – approved unanimously (Bristol/Weeden).
16. APPROVE NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY – approved unanimously (Weeden/Koterba).
17. APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE LEWISTOWN EDUCATION ASSOCIATION AND THE LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Irish/Thompson).
18. APPROVE EXTENSION OF WINIFRED BUS ROUTES INTO THE LEWISTOWN SCHOOL DISTRICT – approved unanimously (Thompson/Weeden).
19. APPROVE PERSONNEL REPORT – See Exhibit A – approved unanimously (Bristol/Weeden).

ADJOURNMENT

The meeting was adjourned at 12:35 p.m. The next Board meeting will be held at 7:00 p.m. on Monday, November 11, 2013, at the Lincoln Board Room (Bristol).

STAN MONGER
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

“EXHIBIT A”

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: October 14, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
LANTZER, Jo Ann	Accompanist	Lewistown Junior High School	Accept letter of resignation	September 13, 2013	See attached letter.
LONG, Jared GARBER, LeAnn 15 Students	FFA Advisor Adult Chaperone	Fergus High School	Approve Out-of-State Travel to attend the National FFA Convention in Louisville, KY	October 26, 2013 – November 3, 2013	See attached letter.
MARTIN, Sherry	Purchasing/Accounts Payable	School District #1	Accept letter of resignation	December 31, 2013	See attached letter.
ADAMS, Steven	Paraprofessional	Fergus High School	Approve appointment on schedule— PARA Step 0+CERT for up to 4.00 hours per day for up to 144 days	October 14, 2013	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/2013

Agenda Item No.

10

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

ITEM TITLE: CLAIMS

Requested By: Board of Trustees **Prepared By:** Sherry Martin **Date:** 11/11/2013

SUMMARY:

Approve claims paid through November 7, 2013, as approved by the Finance Committee.

Members of the Finance Committee for October-December 2013 include: Stan Monger, Joe Irish, Barb Thomas, and Jennifer Thompson.

SUGGESTED ACTION: Approve Claims as Presented

☐ **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

11/11/2013

Agenda Item No.

11

<u>Agenda Items</u>	<u>Additional Information</u>
11. Approve Additions to the Substitute List for the 2013-2014 School Year.	

SUGGESTED ACTION: Approve All Items

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

11/11/2013

Agenda Item No.

11

☐ 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: 11/11/2013

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:

Brandi Brown
Jo Marie Crowder
Mark Garnett
Lorna Kolar
Sydney Stivers

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

11/11/2013

Agenda Item No.

12

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

ITEM TITLE: SECOND READING—BOARD POLICY #5120 – HIRING PROCESS AND CRITERIA

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 11/11/2013

SUMMARY:

The Board of Trustees needs to approve the second and final reading of Board Policy #5120—Hiring Process and Criteria and consider the adoption of said policy.

Information being added to this policy has been highlighted.

SUGGESTED ACTION: Approve Adoption of Board Policy #5120—Hiring Process and Criteria

☒ 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

PERSONNEL

5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. Educational support personnel applicants are initially screened by the principal. The District shall hire highly qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities and veterans' preferences. All applicants must complete a District application form in order to be considered for employment.

Each applicant must provide a written authorization for a criminal background investigation. The Superintendent will keep a conviction record confidential as required by law and District policy. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Every newly hired employee must provide the District documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

Certification

The District shall require that its contracted certificated staff hold a valid Montana Teacher or Specialist Certificate endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the County Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and administrator shall bring their current, valid certificate to the central office at the time of initial employment as well as at the time of each renewal of certification.

The central office will register all certificates, noting the class and endorsement and updating the permanent record card as necessary. In addition, the central office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: 20-4-202, MCA Teacher and specialist certification registration
39-29-102, MCA Point preference or alternative preference in initial hiring for certain applicants – substantially equivalent selection procedure
37.114.1010, ARM Employee of School: Day Care Facility Care Provider
No Child Left Behind Act of 2001 (P.L. 107-110)

Policy History:

Adopted on: June 28, 2004

Revised on:

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/2013

Agenda Item No.

13

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

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

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 11/11/2013

SUMMARY:

The Board of Trustees needs to approve the agreement between the Lewistown Public Schools and the City of Lewistown to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the 2013-2014 School Year. This agreement includes a 2.1% increase.

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

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

NOTES:

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

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

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the operation of a recreational program for the **2013-2014** school year.

FACILITIES

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

SUPERVISION/OPERATION

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

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

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

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

BUDGET

The SCHOOL will be responsible for paying the sum of \$4,903.40 for the following items:

Rent	\$3,736.99
Recreation Director	\$ 475.62
Honorarium for Professional Assistance	\$ 283.11
Equipment	<u>\$ 407.68</u>
Total	\$4,903.40

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

TERM

The term of this Agreement shall be for one year, commencing on July 1, 2013 and ending on June 30, 2014.

RELEASE/INDEMNIFICATION

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

Dated this 21st day of October, 2013.

ATTEST:

CITY OF LEWISTOWN

NIKKI BRUMMOND, City Clerk

KEVIN MYHRE, City Manager

ATTEST:

SCHOOL DISTRICT NO. ONE

REBEKAH RHOADES, Board Clerk

STAN MONGER, Board Chair

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

11/11/2013

Agenda Item No.

14

☐ 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: 11/11/2013

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: November 11, 2013

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
GAPAY, Kris	Paraprofessional	Lewis and Clark Elementary School	Accept letter of resignation	January 3, 2014	See attached letter.
GEE, Amanda	Head Speech and Drama Coach	Fergus High School	Approve appointment on schedule—(1.110)	November 11, 2013	See attached memo.
LEO, Kristine	Assistant Speech and Drama Coach	Fergus High School	Approve appointment on schedule—(0.075)	November 11, 2013	See attached memo.
PETERSEN, Debbie	Volunteer Cheerleading Coach	Fergus High School	Approve appointment on a volunteer basis	November 11, 2013	See attached memo.
BURNHAM, Endreah	Paraprofessional	Highland Park Elementary	Approve appointment on schedule— PARA Step 0+Cert for up to 7.5 hours per for up to 127 days	November 11, 2013	See attached hiring recommendation.
SCHRAUTH, LuAnn	CMEC Secretary	Central MT Education Center	Approve appointment on schedule— SEC Step 0 for up to 7.0 hours per day for up to 260 days per year	July 24, 2013	Luann was offered this position in July and has been working for the District but it was discovered that the hiring recommendation was not placed on the August Board agenda for approval.
SCHRAUTH, LuAnn	Purchasing/Accounts Payable Clerk	School District #1	Approve appointment on schedule— PURCH/REC Step 0 for up to 7.0 hours per day for up to 151 days for the remainder of the 2013-2014 FY	December 2, 2013	See attached hiring recommendation.

To: Lewistown Public schools

*I, Kris Gapay will be resigning from the
Lewistown Public Schools effective January 3rd 2014.*

*I would like to thank Lewistown schools for giving me
the opportunity to teach and make a difference in the
children and their environment. Lewistown School
District has been a supportive and positive experience
for both me and my family.*

Sincerely, Kris Gapay

[Signature]
11-1-13



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

TO: Jason Butcher, Superintendent of Schools
FROM: Jim Daniels, Athletic Director / Jeff Elliott, Activities Director
DATE: October 23, 2013
RE: Extracurricular Contract(s)

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

Fergus High School:

Speech & Drama

Amanda Gee	Head Coach	(0.110)	\$3,410.22
Kristine Leo	Assistant Coach	(0.075)	\$2,325.15

Cheerleading

Debbie Petersen	Volunteer Coach
-----------------	-----------------

HIRING RECOMMENDATION

Endreah Burnham

Paraprofessional

PARA

Step 0 + CERT

Highland Park Elementary

November 11, 2013

127 days per year / 7.50 hours per day

Matt Lewis

Tara Murnion

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on November 11, 2013.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

HIRING RECOMMENDATION

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

LuAnn Schrauth

For:

Job Title _____ Purchasing/Accounts Payable Clerk

Classification _____ PURCH/REC

Step _____ 0

Work location _____ Lincoln – Central Office

Date to begin work _____ December 2, 2013

Days per yr/Hrs per day _____ 151 days remainder of year / 7 hours per day

SELECTION COMMITTEE: _____ Chris Gobble

_____ Rebekah Rhoades

_____ Pat Weichel

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular Board meeting on November 11, 2013.

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