

**LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room

215 7th Avenue South
Lewistown, Montana 59457

WEDNESDAY, April 8, 2015

REGULAR BOARD MEETING

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

1. Roll Call
2. Pledge of Allegiance

BOARD OF TRUSTEES

3. Recognition—Fergus High School FCCLA
4. Recognition—Fergus High School FFA
5. Report—Student Representative
6. Report—Facilities – Paul Stengel, Maintenance Supervisor
7. Report—Committees of the Board
8. Calendar Items, Concerns, Correspondence, Etc.

SUPERINTENDENT'S REPORT

9. Report—Election Information
10. Report—Budget 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 March 9, 2015, Regular Board Meeting

APPROVAL OF CLAIMS

15. Claims

INDIVIDUAL ITEMS

16. Set Elementary District Number One Levy Amount
17. Set Elementary Building Reserve Levy Election
18. Set High School Building Reserve Levy Election
19. First Reading—Board Policy #3413 – Student Immunization
20. Approve Personnel Report

ADJOURNMENT

PUBLIC PARTICIPATION

The Board of Education encourages participation at public school board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

CONSENT GROUP ITEMS

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

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

3

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL FCCLA

Requested By: Board of Trustees Prepared By: Karen Durbin Date: 04/08/2015

SUMMARY:

The Board of Trustees would like to recognize and congratulate Karen Durbin, FCCLA Advisor, and members of the Fergus High School FCCLA team for their success at the FCCLA State Leadership Conference.

Fergus High School had ***11 qualifiers for nationals.*** These students include:

- Jaree Mane and Sydney Wier-1st place-Illustrated Talk
- Kylee Yaeger and Taylor Dahl-1st place-Life Event Planning
- Ade Halter-2nd place-Career Investigation
- Haley McLendon-2nd place-Chapter Service Project Portfolio
- Nora Weichel and Whitney Weeden-2nd place-Entrepreneurship
- Maida Walters-2nd place-Fashion Construction
- Abby Gremaux-2nd place-Food Innovations
- Rylee Stewart-2nd place-Job Interview

Other outstanding results include:

- Shay Barnes-Gold in Life Event Planning (placed 3rd)
- Kinsey Irvin and Val Kolstad-Gold in National Programs in Action (placed 3rd)
- Siri Pederson-Gold in Sports Nutrition (placed 3rd)
- Dalton Farra-Silver in Career Investigation
- Jada Hartman and Sydney Mager-Silver in Chapter in Review Display
- Scott Olson, Cody Boyce, Kodi Myhre, Jessica Donaldson, Dylan Sipe, Michelle Monger, Jace Davis and Aubrey Godbey-Silver in Parliamentary Procedure

Lissy and Ivy Southworth participated in leadership training

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

4

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

ITEM TITLE: RECOGNITION—FERGUS HIGH SCHOOL FFA

Requested By: Board of Trustees Prepared By: Jared Long Date: 04/08/2015

SUMMARY:

The Board of Trustees would like to recognize and congratulate the Fergus High School FFA team and Advisor Jared Long for their successes at the State FFA Convention.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

5

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

ITEM TITLE: REPORT—STUDENT REPRESENTATIVE

Requested By: Board of Trustees Prepared By: Heather Wiegert Date: 04/08/2015

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>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

FHS SCHOOL BOARD REPORT

Wednesday, April 8, 2015

Heather Wiegert

FCCLA

- Will be presenting or has already presented at this meeting

SCIENCE OLYMPIAD

- Practicing for Nationals in Nebraska May 15-16

FFA

- State Contest Results:
 - Devin Blythe, Anders Pederson, Tanner Crawford, and Haiden Collins to Nationals in Mechanics
 - Cody Boyce to Nationals for Extemp.
 - Codi Uecker to Nationals for Job Interview

GRADUATION MATTERS

- Lunch with JSAC (Job Service Council)
- Skills to keep a job
- Big trip to Missoula and Flathead colleges April 13-14

MENTORING

- April 19th ice cream social, last scheduled event
- Awarding three \$250 Scholarships to Seniors
- Spotlight in paper on the senior mentors

SPANISH CLUB

- Possible Taco Bar in future and movie night

PRINCIPLE'S CUP

- Took 3rd at Regional Competition
- State April 21st in Missoula

YOUTH ALIVE

- Bake sale April 19th
- Selling at churches to raise money for mentoring

BPA

- Nationals in May in Anaheim, CA
- Amy Charbonneau and Cheran Waltari only ones attending

SKILLS USA

- State Competition – April 13-15 in Havre at MSU-Northern

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

6

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

ITEM TITLE: REPORT—FACILITIES, MAINTENANCE SUPERVISOR PAUL STENGEL

Requested By: Board of Trustees Prepared By: Paul Stengel Date: 04/08/2015

SUMMARY:

Paul Stengel, Maintenance Supervisor, would like to update the Board of Trustees on the status of the Architect plans and bidding process for the new bus barn, storage units, Building Reserve, and other facility needs in the district.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

7

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

ITEM TITLE: REPORT—COMMITTEES OF THE BOARD

Requested By: Board of Trustees Prepared By: Committee Date: 04/08/2015

SUMMARY:

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

Attached is the list for Standing Committees of the Board for the 2014-2015 School Year.

SUGGESTED ACTION: Informational

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

STANDING COMMITTEES OF THE BOARD
2014-2015 School Year

Committee	Number on Comm.	CJ Bailey	Jeremy Bristol	Phil Koterba	Shelley Poss	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
2014-2015 School Year

Committee	Number on Comm.	CJ Bailey	Jeremy Bristol	Phil Koterba	Shelley Poss	Barb Thomas	Jennifer Thompson	Monte Weeden
Activities	2	X			X			
Curriculum Committees:								
Communication Arts	1			X				
Math	1					X		
Science	1						X	
World Languages	1				X			
Health Insurance Program	2			X			X	
School Calendar	0							
Vocational Advisory Council	1		X					

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

8

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

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

Requested By: Board of Trustees Prepared By: _____ Date: 04/08/2015

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>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
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LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

9

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

ITEM TITLE: REPORT—ELECTION INFORMATION

Requested By: Superintendent **Prepared By:** Rebekah Rhoades **Date:** 04/08/2015

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, will report on the election calendar and procedures for 2015.

Attached are the Terms of Office Listing and the 2015 School Election Calendar.

Board members terms of office that are due to expire in 2015 include: CJ Bailey, Jeremy Bristol, and Monte Weeden.

SUGGESTED ACTION: Informational

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

NOTES:

	Motion	Second	Ave	Nay	Abstain	Other
<i>Board Action</i>						
Bailey						
Bristol						
Koterba						
Poss						
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 2015	Expire 2016	Expire 2017
SCHOOL DISTRICT #1	Jeremy Bristol Monte Weeden CJ Bailey	Phillip R. Koterba Jennifer Thompson	Shelley Poss Barb Thomas (Open Seat)

School District #1 One (1) - Two (2) Year Term and Two (2) - Three (3) Year Terms:

_____ 2 year term (to expire in 2017)

_____ 3 year term (to expire in 2018)

_____ 3 year term (to expire in 2018)


Petitions Filed for Nomination of School Board Trustee:

CJ Bailey	3-Year Term
Kris Birdwell	2-Year Term
Monte Weeden	3-Year Term

SCHOOL ELECTIONS CALENDAR 2015

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 21 through Thursday, March 26	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>	20-3-305 20-3-344
Within 5 days of becoming a candidate	Friday, December 26 through Tuesday, March 31	Contact the Montana Commissioner of Political Practices (MCPP) 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 24	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 6	Election administrator sends mail ballot election plan/timetable/sample instructions to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election.	13-19-205
At least 40 days before	Thursday, March 26	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 27	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, March 31	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 3	Deadline to notify election judges of appointment.	13-4-102
30 days before	Monday, April 6	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 6	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 6	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 20-20-312
Not less than 20 days, or more than 30 days before	Sunday April 5 through Wednesday, April 15	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 9 (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 10	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 10	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 10 through Monday, April 20	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 15	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 4 (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 4	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 5	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 20	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 11 through Monday, May 25	Deadline for filing a petition for recount. When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvas.	13-16-201
Within 5 days of receipt of notice from the election administrator	Monday, May 11 through Monday, May 25	Deadline for convening the School Recount Board. When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvas or recount petition.	13-16-204 20-20-420
Within 15 days of election	Wednesday, May 20	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 23 through Monday, May 25	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	Monday, June 1	Deadline for trustees to request county election administrator to conduct school elections for next year. The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	20-20-417
Within 15 days after receipt of certificate of election	Thursday, June 4	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

[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

04/08/2015

Agenda Item No.

10

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

ITEM TITLE: REPORT—BUDGET UPDATE

Requested By: Superintendent Prepared By: Rebekah Rhoades Date: 04/08/2015

SUMMARY:

Rebekah Rhoades, Business Manager/District Clerk, would like to update the Board of Trustees regarding some preliminary information regarding the 2015-2016 General Fund Budgets.

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

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: 04/08/2015

SUMMARY:

Below is the interest earned and distributed for March 2015:

Elementary \$283.45

High School \$211.90

SUGGESTED ACTION: Informational

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

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:** 04/08/2015

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.

- ❖ Sale of Current Bus Barn—Airport Board was High Bidder with a Bid of \$250,500
- ❖ Staffing Update
- ❖ Legislative Update
- ❖ Graduation—Sunday, May 31, 2015—2:00 p.m.
- ❖ FHS Skills USA—State Leadership and Skills Conference—April 7-9, 2015
- ❖ District 8 Music Festival—April 10-11, 2015
- ❖ Kindergarten Music Program—Thursday, April 16, 2015—6:00 p.m.—FCPA
- ❖ PTO Meeting—Monday, April 20, 2015—7:00 p.m.—LJHS
- ❖ FHS FFA Envirothon—April 20-21, 2015—Lewistown
- ❖ ACT State Testing for Juniors—Tuesday, April 28, 2015—FHS
- ❖ BPA National Leadership Conference—April 30 – May 4, 2015—Indianapolis, IN
- ❖ Kiwanis Awards—Monday, May 4, 2015—7:00 p.m.—FHS
- ❖ Eagle Booster Club Meeting—Monday, May 4, 2015—7:00 p.m.—Eagles Club
- ❖ Lewis & Clark Band & Choir Concert—Tuesday, May 5, 2015—7:00 p.m.—FCPA
- ❖ FHS FCCLA Chapter Meeting—Tuesday, May 5, 2015—6:30 p.m.
- ❖ LJHS Band Concert—Thursday, May 7, 2015—7:00 p.m.—LJHS Auditorium
- ❖ FHS Band Concert—Tuesday, May 12, 2015—7:00 p.m.—FCPA
- ❖ Home Athletic Games/Meets:
 - SB – JV vs. Stillwater—Friday, March 27, 2015—2:00 p.m.
 - TR – Central MT Inv—Saturday, March 28, 2015—TBA
 - SB – V/JV vs. Browning—Tuesday, April 2, 2015—3:00 p.m.
 - SB – V/JV vs. Havre—Monday, April 6, 2015—2:00 p.m.

SUGGESTED ACTION: Informational

☐ **Additional Information Attached**

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

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: 04/08/2015

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:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

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: 04/08/2015

SUMMARY:

The following minutes are attached for your approval:

- Minutes of the March 9, 2015, 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>						
Bailey						
Bristol						
Koterba						
Poss						
Thomas						
Thompson						
Weeden						

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

Lincoln Board Room
215 7th Avenue South
Lewistown, Montana 59457

MONDAY, March 9, 2015

BOARD ROUNDTABLE DISCUSSION – LEA EXECUTIVE BOARD

5:30 P.M. TO 6:30 P.M.

REGULAR BOARD MEETING

CALL TO ORDER (6:30 p.m.)

1. ROLL CALL

TRUSTEES PRESENT:

Board Chair Barb Thomas, CJ Bailey, Phil Koterba, Jennifer Thompson,
Monte Weeden

TRUSTEES ABSENT:

Shelley Poss, Jeremy Bristol

STAFF PRESENT:

Superintendent Jason Butcher, Business Manager/District Clerk
Rebekah Rhoades, Sandi Chamberlain, Margee Smith—LEA President,
Bobbie Atchison, Scott Dubbs, Tim Majerus, Melanie Smith, Luke
Brandon, Jeff Friesen, Lauren Ortman, Karl Ortman, Chris Hildebrant,
Michelle Trafton

OTHERS PRESENT:

Chris Rice – CMLRCC Director, Student Representative Heather
Wiegert, Joe Zahler—KXLO/KLCM Radio, and other interested parties.

2. PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

BOARD OF TRUSTEES

3. PRESENTATION—FHS AP ENGLISH CLASS - SCHOOL IMPROVEMENT
PROJECTS

The Fergus High School AP English Class presented their School
Improvement Projects to the Student Council, various student body
members, and assorted faculty. The top three rated groups were selected
to present their projects to the Board of Trustees: Kodi Myhre, Jaree
Mane, Aubrey Godbey – Participation Policy; Hayes Majerus, Ethan
Banks, Parker Errecart – One Lunch; Hayden Ziolkowski, Michele
Bridgeford – Modified Block Schedule.

4. REPORT—STUDENT REPRESENTATIVE

Heather Wiegert, Student Representative to the Board, reported on upcoming
activities at Fergus High School. Correction to the report was noted that the
Science Bowl team did not compete on March 7, 2015.

5. **REPORT—COMMITTEES OF THE BOARD**

No committees have met, but updates were provided regarding both the current Bus Barn and new Bus Barn. Advertising for bids to purchase the existing bus barn has been done and bids will be accepted until April 1, 2015. Construction plans for the new Bus Barn have been reviewed by the city and a change was required to add a handicap accessible restroom. Due to some changes with roofing design, the addition of the bathroom will be cost neutral. Once final plans are received, we will be able to advertise for bids from contractors.

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

No items were discussed.

SUPERINTENDENT'S REPORT

7. **REPORT—ELECTION INFORMATION**

Rebekah Rhoades, Business Manager/District Clerk, presented to the Board the 2015 School Election Calendar and advised them of the Trustee seats that will be up for election in 2015 – CJ Bailey, Jeremy Bristol, and Monte Weeden. The April Board Meeting will need to be rescheduled due to the ballot having to be certified by Friday, April 10, 2015. The meeting will be rescheduled to Wednesday, April 8, 2015, at 6:00 p.m.

8. **REPORT—BUDGET UPDATE**

Rebekah Rhoades, Business Manager/District Clerk, updated the Board of Trustees regarding some preliminary information regarding the 2015-2016 General Fund Budgets. In addition to the information reported in the Board packets, the Board will set the Elementary and High School Building Reserve Levies and Elementary General Fund Levy amounts at the April Board Meeting. Both Building Reserve Levies expire at the end of this school year and will need to be requested from voters for the future.

9. **REPORT—INVESTMENT**

Interest earned and distributed for February 2015, was reported with \$6.86 in the elementary funds and \$5.21 in the high school funds for a total of \$12.07.

10. **OTHER ITEMS**

Superintendent Jason Butcher talked to the Board regarding the Shopko Foundation Donation of \$2,000 to the Lewistown Public Schools as part of the "Help Us Give Back Campaign". Mr. Butcher gave some background information on the three certified staff members that are being recommended for hire and reported on the Elementary Teacher interviews that were being conducted today and Tuesday morning. Jason provided a short legislative update. Information regarding a possible schedule change at Lewistown Junior High School was presented by Principal Tim Majerus with input from the FHS and LJHS Music Instructors Karl Ortman, Chris Hildebrant, and Lauren Ortman. The Board expressed their support of the proposed changes. The testing window for Assessments opens on March 18, 2015, and will run through the end of May 2015. Board Chair Barbara Thomas will be the Trustee on the Scholarship Reading Committee unless another Trustee would like to volunteer. The Board also reviewed dates for upcoming events in the District.

PUBLIC PARTICIPATION

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

There was no public input.

**ACTION ITEMS
MINUTES**

12. MINUTES OF THE FEBRUARY 9, 2015, REGULAR BOARD MEETING – approved unanimously (Weeden/Thompson).

APPROVAL OF CLAIMS

13. CLAIMS – the claims referenced in the 2014-2015 Bill Schedule and submitted through March 5, 2015, were approved unanimously (Koterba/Bailey). The Finance Committee for January-March 2015 are Board Chair Barb Thomas, CJ Bailey, Phil Koterba, and Jennifer Thompson. The new Finance Committee for April-June 2015 are Board Chair Barb Thomas, Monte Weeden, Shelley Poss, and Jeremy Bristol.

INDIVIDUAL ITEMS

14. APPROVE OUT-OF-DISTRICT STUDENT ATTENDANCE AGREEMENT REQUESTS FOR PLACEMENT IN THE LEWISTOWN PUBLIC SCHOOLS – approved unanimously (Bailey/Weeden).
15. APPROVE ISSUING CONTRACTS FOR THE CERTIFIED STAFF – See Exhibit A – approved unanimously (Koterba/Thompson).
16. APPROVE ISSUING CONTRACTS FOR THE CERTIFIED AND CLASSIFIED ADMINISTRATORS – See Exhibit B – approved unanimously (Weeden/Bailey).
17. APPROVE ADDITIONS TO THE SUBSTITUTE LIST FOR THE 2014-2015 SCHOOL YEAR – Substitute Teacher/Aide List—Cheryl Pallett, Jayme Robins (Student Teacher), Tom Wojtowick – approved unanimously (Thompson/Weeden).
18. APPROVE PERSONNEL REPORT – See Exhibit C – approved unanimously (Thompson/Koterba).

ADJOURNMENT

The meeting was adjourned at 7:59 p.m. The next regular Board meeting will be held on Wednesday, April 8, 2015, at 6:00 p.m. at the Lincoln Board Room (Bristol – unanimous).

BARBARA THOMAS
BOARD CHAIR

REBEKAH RHOADES
BUSINESS MANAGER/CLERK

"EXHIBIT A**1 OF 2**

2015-2016 CERTIFIED STAFF				
EMPLOYEE	LOC	LANE	STEP	FTE
ARMSTAD, SANDRA J	FH	MA+30	Step 15	1.00
ARMSTRONG, CHAD A	JH	MA	Step 15	1.00
ARMSTRONG, GINA GEORGE	HP	BA+20	Step 15	1.00
ASHLEY, SUSAN L	GA	MA	Step 14	1.00
BELL, AARYN D	GA	BA+10	Step 15	1.00
BRANDON, LUKE A	FH	BA+30	Step 14	1.00
BRAULICK, DOUGLAS E	FH	BA	Step 10	1.00
BREIDENBACH, BRADLEY P	JH	BA+30	Step 15	1.00
BREIDENBACH, SHERRY J	FH	BA+20	Step 13	1.00
BUEHLER, DEEANN J	LC	MA+10	Step 15	1.00
CIRRINCIONE, MEGGAN M	FH	MA	Step 3	1.00
CLOUD, CHARLES T	LC	MA	Step 7	1.00
CLOUD, SARAH M	HP	MA+10	Step 11	1.00
COMES, JULIE B	GA	MA+30	Step 15	1.00
DANIELS, JAMES M	FH	BA	Step 15	0.519
DECOCK, ADRIENNA J	FH	BA	Step 1	1.00
DECOCK, BRENDON A	FH	BA	Step 5	1.00
DONALDSON, MATTHEW S	JH	BA	Step 3	1.00
DRISSELL, PAULA L	HP	MA	Step 15	1.00
DRIVDAHL, LOREN E	FH	BA+30	Step 15	1.00
DUNN, CANDICE	JH	BA+20	Step 15	1.00
DURBIN, KAREN L	FH	MA+10	Step 15	1.00
EIKE, MIRANDA D	JH	BA	Step 7	1.00
FELLER, VICTOR J	FH	MA+30	Step 15	1.00
FERGUSON, KRYSTAL R	JH	BA	Step 5	1.00
FLENTIE, SUSAN	JH	MA+30	Step 15	1.00
FOX, SANDRA A	LC	MA+30	Step 9	1.00
FRADLEY, BARBARA A	JH	MA+20	Step 15	1.00
FRIESEN, JEFFREY A	FH	MA+10	Step 10	1.00
GEE, AMANDA D	HP	MA	Step 12	1.00
GILSKEY, LAURA A	GA	BA+30	Step 15	1.00
GREMAUX, CINDY R	LC	BA+30	Step 15	1.00
GRUENER, BRENDA L	HP	MA	Step 10	1.00
HENSON, SARAH E	JH	BA+10	Step 5	1.00
HESER, HOLLY J	FH	BA+20	Step 15	1.00
HILDEBRANT, CHRISTOPHER B	FH	BA	Step 4	1.00
HUDSON, NANCY A	LC	BA+30	Step 15	1.00
HUDSON, TROY D	FH	BA+30	Step 15	1.00
IRWIN, KATHLEEN L	HP	BA+30	Step 11	1.00
JENNESS, ASHLEY D	GA	MA+10	Step 6	1.00
JENNI, AMANDA K	LC	BA	Step 5	1.00
JENSEN, JENNIFER L	GA	BA	Step 12	1.00

"EXHIBIT A**2 OF 2**

2015-2016 CERTIFIED STAFF				
EMPLOYEE	LOC	LANE	STEP	FTE
JOHNSON, ORIN W	HP	BA	Step 1	1.00
KIRSCH, ELIZABETH A	GA	BA	Step 12	1.00
LEAR, DEREK J	HP	BA	Step 1	1.00
LEE, KRISTA M	HP	MA	Step 5	1.00
LENSING, LYNN L	LC	MA+20	Step 15	1.00
LEWIS, DIANE	FH	BA	Step 15	1.00
LONG, JARED R	FH	MA+10	Step 7	1.222
LONG, LESLIE A	FH	MA	Step 11	1.00
LYBECK, LEXI L	GA	BA	Step 1	1.00
MAJERUS, TERESA M	JH	MA	Step 15	1.00
MANGOLD, MIKE T	FH	MA+10	Step 15	1.00
MARSDEN, BRUCE J	GA	MA+30	Step 15	1.00
MILLER, BEVERLY K	JH	MA+30	Step 15	1.00
MILLER, JESSICA R	FH	BA+30	Step 2	1.00
MURAGIN, JEAN M	HP	BA	Step 4	1.00
MURNION, TARA L	HP	MA	Step 14	1.00
MURPHY, JILL E	GA	BA	Step 3	1.00
OLSON, STEVE J	FH	MA	Step 15	1.00
ORTMAN, KARL T	FH	MA+30	Step 4	1.00
ORTMAN, LAUREN L	JH	BA	Step 2	1.00
PAULSON, STEPHEN J	JH	MA+30	Step 15	1.00
PLOVANIC, JERRY	LC	BA	Step 15	1.00
POUKISH, NATHAN J	GA	BA	Step 1	1.00
RICKL, JACALYN L	LC	MA+30	Step 15	1.00
RINALDI, LINDA M	FH	MA+30	Step 15	1.00
RUSSELL, JEFFREY L	LC	BA	Step 14	1.00
RUTLEDGE, ROBERT W	FH	MA+30	Step 15	1.038
SHELAGOWSKI, BRETT A	FH	BA+20	Step 9	1.00
SHELAGOWSKI, LISA M	GA	BA+10	Step 9	1.00
SLAGEL, DEBRA L	FH	MA+30	Step 15	0.353
SMITH, MARGARET C	HP	BA+30	Step 15	1.00
SMITH, MELANIE K	FH	MA+10	Step 15	1.00
SPARKS, BRIDGET K	HP	MA	Step 15	1.00
SPRAGGINS, KATHERINE A	JH	MA	Step 15	1.00
SULLIVAN, SARA A	GA	BA	Step 4	1.00
VALLINCOURT, JESSICA M	FH	MA	Step 3	1.00
VALLINCOURT, NOAH D	JH	MA	Step 2	1.00
VAUGHN, KERRY A	GA	MA	Step 4	1.00
WEICHEL, POLLY D	GA	BA+20	Step 12	1.00
WEINHEIMER, LEEANNE	HP	MA+10	Step 15	1.00
WELSH, DEVNEY M	HP	BA+10	Step 5	1.00
WHITNEY-REED, JILL M	LC	MA+30	Step 15	1.00

“EXHIBIT B”

RECOMMENDED 2015-2016 SALARIES

CERTIFIED ADMINISTRATORS

Scott Dubbs	2014-2015 Level + Negotiated Percentage (2%)
Jeff Elliott	2014-2015 Level + Negotiated Percentage (2%)
Jerry Feller	2014-2015 Level + Negotiated Percentage (2%)
Matt Lewis	2014-2015 Level + Negotiated Percentage (2%)
Tim Majerus	2014-2015 Level + Negotiated Percentage (2%)
Michelle Trafton	2014-2015 Level + Negotiated Percentage (2%)
Matt Ventresca	2014-2015 Level + Negotiated Percentage (2%)

RECOMMENDED 2015-2016 SALARIES

CLASSIFIED ADMINISTRATORS

Amie Friesen	2014-2015 Level + Negotiated Percentage (2%)
Bill Klapwyk	2014-2015 Level + Negotiated Percentage (2%)
Steve Klippenes	2014-2015 Level + Negotiated Percentage (2%)
Diane Oldenburg	2014-2015 Level + Negotiated Percentage (2%)
Rebekah Rhoades	2014-2015 Level + Negotiated Percentage (2%)
Paul Stengel	2014-2015 Level + Negotiated Percentage (2%)

**“EXHIBIT C”
PAGE 1 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: March 9, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
JAMES-BRUNO, Andrew	Assistant Tennis Coach	Fergus High School	Approve appointment on schedule— 0.105	March 9, 2015	See attached memo.
MAGER, Mike	Volunteer Wrestling Coach	Lewistown Junior High School	Approve appointment on a volunteer basis	March 9, 2015	See attached memo.
VALLINCOURT, Noah	Head Track Coach	Lewistown Junior High School	Approve appointment on schedule— 0.065	March 9, 2015	See attached memo.
VALLINCOURT, Jessica	First Assistant Track Coach	Lewistown Junior High School	Approve appointment on schedule— 0.057	March 9, 2015	See attached memo.
MAJERUS, Teresa	Assistant Track Coach	Lewistown Junior High School	Approve appointment on schedule— 0.050	March 9, 2015	See attached memo.
LEO, Kristine	First Grade Teacher	Highland Park Elementary School	Accept letter of resignation	June 30, 2015	See attached letter.
BERG-BOWEN, Deanna	Special Education Teacher	Lewis & Clark Elementary School	Approve appointment on schedule— BA 3 Step 9	March 9, 2015	See attached hiring recommendation.
HENDERSON, Troy	Social Studies Teacher	Fergus High School	Approve appointment on schedule— MA 2 Step 12	March 9, 2015	See attached hiring recommendation.
LUND, Chelsey	Special Education Teacher	Lewistown Junior High School	Approve appointment on schedule— BA 2 Step 4 (Actual Step 2)	March 9, 2015	See attached hiring recommendation.

**“EXHIBIT C”
PAGE 2 OF 2**

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: March 9, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
WOOD, Fred	Delivery Van Driver	School District #1	Approve appointment on schedule— MAINT 2+45 Step 11+ for up to 6.0 hours per day for the remainder of the 2014-2015 SY (up to 76 Days)	February 16, 2015	Fred Wood has been a Bus Driver for the District for years. Amie Friesen, School Food Service Director, is recommending Fred for hire.
ARMSTRONG, Chad	Head Wrestling Coach	Fergus High School / Lewistown Junior High School	Approve Out-of-State Travel to attend the 2015 NCAA Divisional 1 Wrestling Championships and Clinics in St. Louis, MO	March 18-21, 2015	See attached memo.

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

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: 04/08/2015

SUMMARY:

Approve claims paid through April 6, 2015, as approved by the Finance Committee.

Members of the Finance Committee for April-June 2015 include: Board Chair Barb Thomas, Jeremy Bristol, Shelley Poss, and Monte Weeden.

SUGGESTED ACTION: Approve Claims as Presented

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

16

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

ITEM TITLE: SET ELEMENTARY DISTRICT NUMBER ONE LEVY AMOUNT

Requested By: Board of Trustees **Prepared By:** Rebekah Rhoades **Date:** 04/08/2015

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN INCREASE IN LOCAL TAXES TO SUPPORT THE GENERAL FUND IN THE AMOUNT OF \$79,449.41* WHICH IS APPROXIMATELY 6.58* MILLS FOR THE PURPOSE OF MAINTAINING AND OPERATING THE SCHOOL DISTRICT? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$8.61* AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$17.23*. THE DURATIONAL LIMIT OF THE LEVY IS PERMANENT ONCE APPROVED BY THE VOTERS, ASSUMING THE DISTRICT LEVIES THAT AMOUNT AT LEAST ONCE IN THE NEXT FIVE YEARS.

☐ FOR the additional levy.

☐ AGAINST the additional levy.

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

SUGGESTED ACTION: Set Elementary District Number One Levy Election

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

17

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

ITEM TITLE: SET ELEMENTARY BUILDING RESERVE LEVY ELECTION

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 04/08/2015

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE AN ELEMENTARY BUILDING RESERVE LEVY IN THE AMOUNT OF \$98,000 PER YEAR FOR 10 YEARS AND BEING APPROXIMATELY 8.33 MILLS, FOR A TOTAL OF \$980,000, FOR THE PURPOSE OF MAJOR REPAIRS AND CAPITAL IMPROVEMENTS? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$10.90 AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$21.80.

- ☐ FOR the additional levy.
- ☐ AGAINST the additional levy.

SUGGESTED ACTION: Set Elementary Building Reserve Levy Election

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

18

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

ITEM TITLE: SET HIGH SCHOOL BUILDING RESERVE LEVY ELECTION

Requested By: Board of Trustees Prepared By: Rebekah Rhoades Date: 04/08/2015

SUMMARY:

SHALL THE DISTRICT BE AUTHORIZED TO IMPOSE A HIGH SCHOOL BUILDING RESERVE LEVY IN THE AMOUNT OF NINETY-EIGHT THOUSAND DOLLARS (\$98,000) PER YEAR FOR TEN (10) YEARS AND BEING APPROXIMATELY 8.33 MILLS, FOR A TOTAL OF NINE HUNDRED EIGHTY THOUSAND DOLLARS (\$980,000), FOR THE PURPOSE OF MAJOR REPAIRS AND CAPITAL IMPROVEMENTS? PASSAGE OF THIS PROPOSAL WILL INCREASE THE TAXES ON A HOME WITH A MARKET VALUE OF \$100,000 BY APPROXIMATELY \$10.90 AND ON A HOME WITH A MARKET VALUE OF \$200,000 BY APPROXIMATELY \$21.80.

- ☐ FOR the additional levy.
- ☐ AGAINST the additional levy.

SUGGESTED ACTION: Set High School Building Reserve Levy Election

☐ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

19

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

ITEM TITLE: FIRST READING—BOARD POLICY #3413 – STUDENT IMMUNIZATION

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 04/08/2015

SUMMARY:

The Board of Trustees needs to approve the first reading of Board Policy #3413 – Student Immunization.

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 #3413 – Student Immunization

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

FIRST READING

Lewistown School District

STUDENTS

3413

Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus. Pertussis immunization is not required for students who are seven (7) years or older. Haemophilus influenza type "b" immunization is required for students under age five (5), before enrolling in preschool.

Upon initial enrollment, an immunization status records form shall be completed by the student's parent or guardian for each student will be provided. The certificate shall be made a part of the student's permanent record.

A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the pupil to the school district to which the pupil transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, Haemophilus Influenza Type "B", and tetanus vaccine and a conditional waiver for attendance has been completed.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

Legal Reference: 20-3-324(20), MCA
20-5-402 - 410, MCA
20-5-403, MCA

Powers and duties
Health
Immunization required – release and acceptance of immunization records

Policy History:

Adopted on: June 28, 2004

Revised on: September 26, 2005

LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

04/08/2015

Agenda Item No.

20

☐ Minutes/Claims

☐ Board of Trustees

☐ Superintendent's Report

☐ Action - Consent

☒ Action - Indiv.

ITEM TITLE: APPROVE PERSONNEL REPORT

Requested By: Board of Trustees Prepared By: Jason Butcher Date: 04/08/2015

SUMMARY:

Attached is the Personnel Report for your review.

SUGGESTED ACTION: Approve All Items

☒ Additional Information Attached Estimated cost/fund source _____

NOTES:

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

**LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA**

PERSONNEL REPORT FOR BOARD ACTION

DATE: April 8, 2015

<i>EMPLOYEE NAME</i>	<i>POSITION</i>	<i>LOCATION</i>	<i>RECOMMENDED ACTION</i>	<i>EFFECTIVE DATE</i>	<i>COMMENTS</i>
BOLING, Audrey	Title I Teacher	Highland Park Elementary School	Approve appointment on schedule—BA Step 9	April 8, 2015	See attached hiring recommendation.
CHRISTENSEN, Chateau	First Grade Teacher	Highland Park Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	April 8, 2015	See attached hiring recommendation.
GUYER, Emma	Kindergarten Teacher	Highland Park Elementary School	Approve appointment on schedule—BA Step 4 (Actual Step 0)	April 8, 2015	See attached hiring recommendation.
BASZCZUK, Rebecca 2 Students	BPA Chaperone	Fergus High School	Approve Out-of-State Travel to attend the National BPA Leadership Conference in Anaheim, California	May-5-10, 2015	See attached letter.
MILLER, Kirsten	Volunteer Softball Coach	Fergus High School	Approve appointment on a volunteer basis	April 8, 2015	See attached memo.
BENT, Allyson JENSEN, Wendy OLSON, Andrew	Volunteer Tennis Coaches	Fergus High School	Approve appointment on a volunteer basis	April 8, 2015	See attached memo.
CHURCH, Brian REID, Bruce	Volunteer Track Coaches	Fergus High School	Approve appointment on a volunteer basis	April 8, 2015	See attached memo.

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:

Audrey Boling

For:

Job Title Elementary Teacher

Classification BA

Step 9

Work location Highland Park Elementary School

Date to begin work Fall 2015

Days per yr/Hrs per day 187 days per year

SELECTION COMMITTEE: Sarah Cloud

Amanda Gee

Matt Lewis

Jean Muragin

Jennifer Thompson

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular School Board meeting on April 8, 2015.

HIRING RECOMMENDATION

Chateau Christensen

Elementary Teacher

BA

4 (Actual Step 0)

Highland Park Elementary School

Fall 2015

187 days per year

Sarah Cloud

Matt Lewis

Jennifer Thompson

RECOMMENDATION NOT APPROVED ☐

If approved, the Superintendent will recommend to the Trustees at a Regular School Board meeting on April 8, 2015.

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:

Emma Guyer

For:

Job Title _____ Elementary Teacher

Classification _____ BA

Step _____ 4 (Actual Step 0)

Work location _____ Highland Park Elementary School

Date to begin work _____ Fall 2015

Days per yr/Hrs per day _____ 187 days per year

SELECTION COMMITTEE: _____ Sarah Cloud

_____ Amanda Gee

_____ Matt Lewis

_____ Jean Muragin

_____ Jennifer Thompson

RECOMMENDATION APPROVED ☒

RECOMMENDATION NOT APPROVED ☐

Superintendent of Schools

If approved, the Superintendent will recommend to the Trustees at the Regular School Board meeting on April 8, 2015.

March 19, 2015

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

Dear School Board Members:

This letter is to request permission for Becky Baszczuk to chaperone our two Business Professionals of America students at their National Leadership Conference in Anaheim, California.

The Business Professionals of America (BPA) Organization's mission is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills for high school students. The BPA National Convention will be held in Anaheim, California, May 6-10, 2015. Students will leave May 5th and return May 10th by plane. Fergus High School BPA students have gone through a rigorous competitive process first at a regional level and then at the state level to obtain an opportunity to compete at the National Level. Only students placing in top positions in their events qualify to contend at this convention. Competitive events are tied to the products and positions found in the business workplace; for example, designing web pages, interviewing for a job, creating video commercials, or computer troubleshooting and networking. Sessions offered include Professional Business Etiquette Luncheons, Web Design & Development-Revolutionizing 21st Century, The scope and impact of bullying, Fast Forward to Success, Empowering Diversity: Women in the Workplace, Why Certify, and Poker Face, Torch Awards, an impressive College Fair and many educational tours to businesses in the area are part of their experience.

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

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

Sincerely

Diane Lewis

Diane Lewis
BPA Advisor



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: March 30, 2015
RE: Extracurricular Contract(s)

Please recommend to the Board of Trustees the following contract(s) for extracurricular activities for the 2014-2015 School Year. Stipends and salaries are taken from the Collective Bargaining Agreement.

Fergus High School:

Softball

Kirstin Miller	Volunteer Coach
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Tennis

Allyson Bent	Volunteer Coach
Wendy Jensen	Volunteer Coach
Andrew Olson	Volunteer Coach

Track

Brian Church	Volunteer Coach
Bruce Reid	Volunteer Coach

THE BOARD OF TRUSTEES OF LEWISTOWN PUBLIC SCHOOLS
Lewistown, Montana

2010-2015 GOALS AND STRATEGIC OBJECTIVES

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

Goal Area 1: Measurable Student Achievement

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

Strategic Objectives:

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

Goal Area 2: Facilities

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

Strategic Objectives:

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

Goal Area 3: Community / Parental Engagement

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

Strategic Objectives:

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

Goal Area 4: Technology

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

Strategic Objectives:

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

Goal Area 5: Highly Qualified Staff

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

Strategic Objectives:

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

Goal Area 6: Fiscal Management/Responsibility

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

Strategic Objectives:

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

School District #1 Mission Statement:

Excellence Today, Success Tomorrow

Core Values of the Lewistown Public Schools:

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

BOARD OF TRUSTEES

Barbara Thomas, Board Chair

CJ Bailey
Jeremy Bristol
Phil Koterba
Shelley Poss
Jennifer Thompson
Monte Weeden

LEWISTOWN PUBLIC SCHOOLS
2014-2015 SCHOOL CALENDAR

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						44
					45						

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)

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 ONLY (Regular Day for Students)	0.50
Floater	PIR	1.00
		8.00

2014-2015		
Regular Board Meetings		
July	14	6:00 p.m.
Aug	11	6:00 p.m.
Sept	8	6:00 p.m.
Oct	13	6:00 p.m.
Nov	10	6:00 p.m.
Dec	8	6:00 p.m.
Jan	12	6:00 p.m.
Feb	9	6:00 p.m.
Mar	9	6:00 p.m.
Apr	13	6:00 p.m.
May	11	6:00 p.m.
June	8	6:00 p.m.

C. Holidays / Vacations (Dates Inclusive)

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